

2012

## Student Handbook 2012

Fuller Theological Seminary

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## THE STUDENT HANDBOOK

This is your official reference guide to student life at Fuller Theological Seminary. While all of your questions may not be answered by the information provided in this handbook, many will be! The seminary publishes *The Student Handbook* as a guide for the various student resources, organizations, and offices as well as official seminary policies and statements.

We encourage you to explore the entire handbook. You are expected to be aware of and adhere to all regulations and policies outlined in this handbook. Ignorance of such things is not a basis for any exceptions to seminary policies.

We also encourage you not to print *The Student Handbook*, but to turn to it online as a resource when you need it. The information it contains is subject to change throughout the year, and we will keep it updated for you.

For any of those other student life questions you cannot find in *The Student Handbook*, please stop by the Office of Student Affairs on the second floor of Kreyssler Hall or call [626-584-5435](tel:626-584-5435). For questions related to registration, academic policy, or curriculum, consult your Academic Advising Office, your local Regional Campus office, or the Registrar's Office ([626-584-5408](tel:626-584-5408)).

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## LEGAL STATEMENTS

The provisions of this publication are not to be regarded as the irrevocable terms of the contract between the student and Fuller Theological Seminary. Changes are effected from time to time in the general regulations and in the academic requirements. There are established procedures for making changes, procedures which protect the seminary's integrity and the individual student's interest and welfare.

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### Nondiscrimination

Fuller Theological Seminary is committed to providing and modeling a learning, working, living, and community environment that is free of unlawful discrimination in all of its policies, practices, procedures, and programs. This commitment extends to the seminary's administration of its educational policies, admissions, employment, educational programs, and activities. In keeping with this commitment, the seminary does not discriminate on the basis of race, color, national origin, ancestry, sex, marital status, military service status, veteran status, medical condition, disability, pregnancy, or age.

The seminary's Policy Against Unlawful Discrimination covers access to, and treatment and employment in, Fuller Seminary's programs and activities. You can find the complete text of the policy on the Fuller website at <http://www.fuller.edu/about-fuller/mission-and-history/community-standards-discrimination.aspx>. For procedures for dealing with allegations of unlawful discrimination, see the [Official Statements](#) section of this Handbook.

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### Sexual Harassment

Fuller Theological Seminary also has a *Policy Against Sexual Harassment*. Fuller Theological Seminary expects that the dignity of all people, female and male, will be revered and celebrated in behavior, attitude, and the use of language by each member of the seminary community. This expectation is grounded in the belief that Scripture affirms mutuality and care for the other, explicitly forbids behavior which arises from the abuse of power, and teaches that men and women together are created in God's image and for God's glory. The seminary is therefore committed to creating and maintaining a community in which students, faculty, administrators/managers, and staff can study and work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual harassment.

You can find the complete text of the policy on the Fuller website at <http://www.fuller.edu/about-fuller/mission-and-history/community-standards-sexual-harassment.aspx>. For procedures for dealing with allegations of sexual harassment, see the [Official Statements](#) section of this Handbook.

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### Accessibility

The seminary recognizes its obligation to provide overall program accessibility for persons with disabilities. To obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by persons with disabilities, contact the Access Services Office, 130 N. Oakland Avenue, Pasadena, CA 91101. For further information, see the listing in the [Offices and Services](#) section of this Handbook.

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### Inquiries and Complaints

Inquiries regarding Fuller's Policy Against Unlawful Discrimination, Policy Against Sexual Harassment, Policy Against Retaliation, Statements of Community Standards, filing of a complaint pertaining to discrimination or sexual harassment or retaliation or violations of Community Standards, or requests for copies of the seminary's complaint procedures, should be directed to the Dean of Students, 130 N. Oakland Ave, Pasadena, CA 91101.

Inquiries regarding Title IX, Title VI, and Section 504 should be directed to the Director of Human Resources (Title IX, Title VI, and Section 504 Coordinator), Office of Human Resources, 490 East Walnut Avenue, Pasadena, CA

91101.

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the seminary's compliance with those provisions may also be directed to:

Office for Civil Rights  
U.S. Department of Education  
50 United Nations Plaza, Room 239  
San Francisco, CA 94102

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## Crime Statistics

In accordance with federal regulations, information on campus crime statistics is made available annually to all enrolled students and employees, and is provided on request to all applicants for admission or employment. Additionally, copies are available on request from the Security Office, the Office of Student Life and Services, the Office of Admissions, the Student Financial Services office, or the Office of Human Resources, and may be found on the Fuller website at [www.fuller.edu/admissions/finaid/studentrighttoknow2010.aspx](http://www.fuller.edu/admissions/finaid/studentrighttoknow2010.aspx).

To request this publication in alternate format, please contact Access Services at [626-584-5439](tel:626-584-5439).

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## Accrediting Agencies

Western Association of Schools and Colleges  
Senior Colleges Commission  
985 Atlantic Avenue, Suite 100  
Alameda, CA 94501  
[510-748-9001](tel:510-748-9001)  
[510-748-9797](tel:510-748-9797) (fax)  
[wascsr@wascsenior.org](mailto:wascsr@wascsenior.org)  
[www.wascsenior.org](http://www.wascsenior.org)

The Association of Theological Schools in the United States and Canada  
10 Summit Park Drive  
Pittsburgh, PA 15275-1110  
[412-788-6505](tel:412-788-6505)  
[412-788-6510](tel:412-788-6510) (fax)  
[www.ats.edu](http://www.ats.edu)

American Psychological Association  
750 First Street N.E.  
Washington, DC 20002-4242  
[202-336-5500](tel:202-336-5500)  
[800-374-2721](tel:800-374-2721)  
[www.apa.org](http://www.apa.org)

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## OFFICES AND SERVICES

### Academic Advising

The staff of each Academic Advising office is composed of professional advisors who are trained to assist you in long-range course schedule planning and in meeting your academic program requirements for graduation. They also provide up-to-date information regarding policies, evaluate and process transfer credits, and discuss academic issues and concerns.

**School of Theology and School of Intercultural Studies.** Located in the Student Service Center at 250 North Madison, the Advising Office is open Monday through Thursday from 8 a.m. to 5 p.m. and Friday 10 a.m. to 5 p.m. to serve students in the master's-level Theology programs. The goal of Academic Advising is to provide personal and professional academic advice to all School of Theology and School of Intercultural Studies master's-level students (except for SIS Korean Studies students and MAGL students). To schedule an appointment, call [626-584-5425](tel:626-584-5425).

Students in the MAGL program are advised by MAGL advisors. They can be reached at [626-584-5299](tel:626-584-5299) or [719-636-9700](tel:719-636-9700) or [magladv@fuller.edu](mailto:magladv@fuller.edu).

ThM and PhD students in the School of Theology are advised by the Office of the Center for Advanced Theological Studies (CATS), located on the first floor of Taylor Hall. To schedule an appointment with an advisor, call [626-584-5239](tel:626-584-5239).

PhD and ThM students in the School of Intercultural Studies are advised by the Associate Director of the Center for Missiological Research, David Scott. He can be contacted by phone at [626-584-5269](tel:626-584-5269) or email at [cmr@fuller.edu](mailto:cmr@fuller.edu). The office of the Center for Missiological Research is in Glasser Hall.

**School of Psychology Clinical Psychology Department.** The coordinator of academic affairs (clinical department) consults with you about the clinical curriculum and assists you with registration and related matters. The Academic Advising Office (in the Student Service Center) also provides an advisor to assist you with the theology portion of your curriculum. To schedule an appointment with the coordinator of academic affairs, call [626-584-5504](tel:626-584-5504).

**School of Psychology Marriage and Family Department.** The associate director of academic affairs (marriage and family department) provides curricular guidance and academic advising to all Marriage and Family students. The office is located on the first floor of the School of Psychology Building, in room 134. To schedule an appointment, call [626-584-5415](tel:626-584-5415) or email [mft-advising@fuller.edu](mailto:mft-advising@fuller.edu).

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### Access Services

If you have a disability and wish to request accommodation, please contact Access Services Office to schedule an initial interview. The staff will orient you to campus resources and discuss medical verification and recommendations for accommodation of your disability. When medical verification is on file and the request for accommodation has been approved, a quarterly academic accommodation plan may be developed in consultation with your academic advisor. You can also receive assistance in requesting accommodation in housing and facilities. Students with disabilities should request accommodations as early as possible in their planning process. For information and assistance with accommodating disabilities, contact Access Services Office at [626-584-5439](tel:626-584-5439) or [626-584-5436](tel:626-584-5436), or email [access@fuller.edu](mailto:access@fuller.edu).

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### Admissions

The Office of Admissions serves future Fuller students (as well as others considering the seminary) by communicating educational opportunities to them, by guiding them through the admissions process, and by welcoming them into the Fuller community. Admissions staff interact with prospective students and answer questions about degree programs, admission requirements, application processes, and application deadlines. The Fuller Seminary Catalog may be accessed on the Fuller website, as well as information about the Graduate Record Examination (GRE), the Miller Analogies Test (MAT), and the Test of English as a Foreign Language (TOEFL), and the International English Language Testing System (IELTS) exam. If you have questions relating to

admission or know of individuals interested in attending Fuller, you are invited to visit the Office of Admissions located on the third floor of the Student Service Center at 250 North Madison Avenue, Monday through Thursday from 8 a.m. to 5 p.m., and Friday from 10 a.m. to 5 p.m. For further information, please visit the Fuller Admissions website at [www.fuller.edu/admissions/admissions.aspx](http://www.fuller.edu/admissions/admissions.aspx), or you can contact the Admissions Office at 1-800-2FULLER or 626-584-5400, or by email at [admissions@fuller.edu](mailto:admissions@fuller.edu)

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## Alumni and Church Relations

While primarily focusing on "lifelong relationships" after you have completed your studies at Fuller, we also seek to build relationships with you while you are at Fuller by:

- inviting student leaders to meet with the Alumni Council
- creating opportunities for you to meet alumni at various events
- distributing gifts to graduating students
- partnering with students and student government on mutually beneficial projects
- celebrating graduates by hosting a post-baccalaureate reception

Drop by our office on the second floor of the School of Psychology building. The welcome mat is always out, a cup of tea or coffee is ready, and there is time for a chat or prayer.

For more information, or to update the office on alumni address changes or new positions and activities, contact the Office of Alumni Relations at 626-584-5498, by fax at 626-584-5660, or by email to [alumni@fuller.edu](mailto:alumni@fuller.edu).

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## Auxiliary

The Fuller Seminary Auxiliary is an organization of women and men committed to supporting the seminary community in a variety of ways.

**Scholarships.** Fuller Seminary Auxiliary provides student scholarships and prayer support for a limited number of students in the Schools of Theology, Psychology, and Intercultural Studies. For scholarship information and applications, contact the Office of Student Financial Services.

To contact the auxiliary, call President Jeannette F. Scholer at 626-794-4341.

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## Bookstore

The Cokesbury Bookstore at Fuller Seminary serves Fuller faculty, staff, students, alumni, congregations, and the general public. The bookstore offers resources of unusual depth and breadth with more than 45,000 titles. The bookstore staff seeks to provide the resources you need as you prepare for ministry and continue your service.

**Academic regalia.** The bookstore works with several vendors offering a wide variety of robes, hoods, caps and other academic and clergy attire. Please inquire with a sales associate to learn more.

**Forms of Payment.** The bookstore accepts MasterCard, VISA, Discover Card, and American Express, Cokesbury Charge Accounts, and Cokesbury gift cards, as well as cash and personal checks.

**Discounts.** Most textbooks and trade books are sold at a 20% discount to Fuller faculty, staff and students. Abingdon Press and Used textbooks are sold at a 35% discount. Quantity discounts are available on 10+ copies of a single title.

**Holidays.** The Fuller Seminary Bookstore observes the same holidays as the seminary.

**Hours.** The bookstore is open Monday through Friday from 9 a.m. to 6 p.m. and Saturday from 10 a.m. to 3 p.m.

**Insignia.** The bookstore offers a selection of Fuller insignia items, stationery supplies, and casual wear—all at competitive prices.

**Online Shopping.** You can shop Cokesbury online at [www.cokesbury.com](http://www.cokesbury.com).

**Returns.** You may return merchandise to the bookstore and receive full credit if the merchandise is unused, in mint condition, and if accompanied by the receipt. There will be a deadline on textbook returns based on the length of the course. Please check your receipt for the deadline when purchasing these items. Books for one- and two-week intensives have a three-day return policy. Used and seasonal clearance items are nonreturnable.



**Sales.** The bookstore hosts various sales throughout the year offering a selection at a 25% or more savings. Each year there is one sale that is geared toward the seminary community. Be on the lookout for advertisements.

**Shipping.** The bookstore accepts phone orders and can send orders throughout the United States and to many foreign countries. Phone orders for mailings are accepted with credit cards.

**Special Orders.** The bookstore can place special orders for most titles. Books are held for 14 days from the date of notification, after which they are placed in general stock.

Phone: [626-584-5357](tel:626-584-5357)  
Fax: [626-584-1270](tel:626-584-1270)  
Email: [fuller@cokebury.edu](mailto:fuller@cokebury.edu)

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## Brehm Center for Worship, Theology, and the Arts

**The Vision.** The Brehm Center is an innovative space for the creative integration of worship, theology and the arts in culture.

At the Brehm Center, we believe in the revitalization of the church through the arts. By engaging expert faculty, visiting scholars, and world-class artists, the Brehm Center investigates the theory and practice of artistic ministry. The Brehm Center accomplishes its mission through a series of activities and programs:

**Initiatives.** The Brehm Center consists of a series of institutes that match scholars and artists to collaborate on research, train future leaders, and provide forums for dialogue and artistic expression. Current institutes include:

- Reel Spirituality: Institute of Moving Images
- Visual Faith: Institute of Art and Architecture
- Fred Bock Institute of Music
- The Church and Contemporary Culture
- Lloyd John Ogilvie Institute of Preaching

**Academic Programs.** Emphases and concentrations related to the arts in degree programs at Fuller include:

- Worship, Theology, and the Arts emphasis (in MAT, MATM, MACL, MAIS, or MDiv degrees)
- Theology and Arts emphasis (in MAT, MATM, MACL, MAIS, or MDiv degrees)
- Worship and Music Ministry emphasis (in MAT, MATM, MACL, MAIS, or MDiv degrees)
- Theology and Culture concentration (in PhD in Theology degree)
- Worship and Culture concentration (in PhD in Theology degree)

**Activities.** The Brehm Center seeks to enrich the life of the entire Fuller community through the support and presentation of a wide array of artistic activities and events, such as:

- lectures with leading artists and theologians
- immersion courses in places such as Ireland, Italy, and the Sundance Film Festival
- movie screenings and discussion
- artist and theologian roundtables
- concerts, musicals, theatre, poetry nights, open mics
- worship leadership seminars
- art exhibitions
- special chapel presentations
- vocal ensembles

Phone: [626-304-3789](tel:626-304-3789)  
Email: [brehmcenter@fuller.edu](mailto:brehmcenter@fuller.edu)  
Website: [www.brehmcenter.com](http://www.brehmcenter.com)

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## Building Services

The Building Services Department is responsible for the safety and maintenance of the seminary buildings and grounds as well as seminary-owned or leased housing. The office is located at 483 E. Walnut Street. All routine maintenance requests are processed through the office from 8:30 A.M. to 5 P.M. Monday through Thursday, and from 8:30 A.M. to 4 P.M. on Fridays. The office is closed daily from 12 P.M. to 1 P.M. for lunch.

Routine campus and housing maintenance work requests may be made via email to [workrequests@fuller.edu](mailto:workrequests@fuller.edu), in person, or by calling [626-584-5214](tel:626-584-5214) during normal business hours.

Building Services also provides after-hours emergency maintenance services in situations where there is an imminent threat of personal injury or major property damage. These requests should be made by calling [1-877-357-4557](tel:1-877-357-4557) during non-business hours. Do not send emergency requests via email, as these are not immediately checked during the normal business day, or at all during non-business hours.

The time to call for maintenance is when you *first* detect a problem. Small leaks become big leaks; slow drains become clogged drains, etc. It is best to deal with problems early so that they do not become an emergency for us and an inconvenience for you.

Custodial requests are handled through Auxiliary Services at [626-584-5440](tel:626-584-5440).

For room reservation requests, call [626-584-5361](tel:626-584-5361) or email [spacecoordinator@fuller.edu](mailto:spacecoordinator@fuller.edu).

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## Copy Services

Copy Services is located at 493 East Walnut St., next to the Fuller Bookstore. Copies are only 4 cents per page, with immediate walk-in or self-service available. We can print from your USB drive or email file. Some of the services we offer: color copying, scanning, transparencies, bindery services, and sending/receiving faxes. Finishing services like laminating, cutting, folding, and envelope stuffing can also be done. Ask us to quote on your custom printing.

Phone: [626-584-5368](tel:626-584-5368)  
Email: [copyservices@fuller.edu](mailto:copyservices@fuller.edu)  
Website: [www.fuller.edu/copyservices.aspx](http://www.fuller.edu/copyservices.aspx)

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## David Allan Hubbard Library

The mission of the David Allan Hubbard Library is to provide the bibliographic resources, research services, and study environment necessary for the training of men and women for Christian ministry. We develop collections, catalogs, staff, services, policies and facilities to support this task. McAlister Library provides a collection of over 415,000 books, media, and bound periodical volumes. It offers approximately 15,000 full text electronic periodical titles, and over 3,400 print periodical titles. The collection focuses on religion, theology and other related disciplines, and actively acquires resources in print, electronic, and other formats.

We invite you to stop by the library. You will find dedicated people who will help you with your research, and you will learn more about the many services offered by the library. Our services and policies are summarized below.

### GENERAL INFORMATION

**Library Hours.** The library is open to serve you the following hours:

Monday–Saturday	9 am to 11 pm
Sunday and holidays	Closed

Exceptions to the above schedule are posted at library entrances.

**Contact Information.** The library's phone number is [626-584-5218](tel:626-584-5218). Individual departments and their extensions include Circulation ([5218](tel:5218), [5618](tel:5618)); Reference ([5612](tel:5612)); Interlibrary Loan ([304-3739](tel:304-3739)), Periodicals ([5222](tel:5222)), Cataloging ([5221](tel:5221)); Administration ([5219](tel:5219)); Systems ([304-3790](tel:304-3790)); and the Computer Lab ([5622](tel:5622)).

**Collections.** The main circulating collection focuses on biblical studies, church history, theology, ministry, psychology, and intercultural studies. The reference collection consists of indexing and abstracting services, technical encyclopedias and dictionaries, concordances, bibliographies, atlases, directories, handbooks, and major commentary series. The Integration Library is a specialized collection of materials that explore the intersection of psychology and religion; it is located in the School of Psychology. We also have a small but growing collection of Korean, Chinese, Japanese, and Vietnamese language books. Staff will assist researchers with other specialized collections. Small general collections are available at many of the campuses beyond Pasadena.

**Electronic Resources.** The online catalog, available both in the library and on the Web ([fuller.ipac.dynixasp.com](http://fuller.ipac.dynixasp.com)) provides access to the library collection. The library website ([library.fuller.edu/library/index.asp](http://library.fuller.edu/library/index.asp)) is the launching point for over 60 full-text and citation databases, including approximately 15,000 full-text journal titles.

**Computer Lab.** The lab has more than 45 workstations with word processing and other general applications. It also offers students wireless and wired connections for their own laptop computers. Paid printing is available for all

computers, including personal laptops.

**Other Libraries.** You also have access to the library of the Claremont School of Theology, and, by a referral process, to the member libraries of the Southern California Theological Library Association (SCATLA). Please inquire at the Reference Desk for further information.

## LIBRARY SERVICES

Reference and research assistance is available Monday through Friday, with some exceptions for holidays and quarter breaks.

**Research Guides.** A number of printed research guides are available in the Reference Room that provide overviews and guidance with many common research problems.

**Database Assistance.** Please contact the Reference Department for assistance in using any of our electronic resources.

**Interlibrary Loan.** Books and articles that cannot be found in the library may be obtained from other libraries through Fuller's interlibrary loan. This service is available to Fuller faculty, students, and staff. To initiate a request, complete the special forms that are available in the literature rack, or at the reference desk. Some requests can be placed electronically through the First Search databases. Though some materials may arrive quickly, please allow at least three weeks for delivery. Costs will vary according to the lending library.

**Faculty Reserve.** Most of the required readings for the seminary curriculum are found in the Reserve Collection, located on the main floor of the library. To find out what is on reserve, search the online catalog by professor name or by course number. Each record will indicate a specific shelf location within the Reserve Collection.

**Photocopiers.** Photocopiers are available on the various floors of the library. All copying must comply with U.S. copyright law. Fees for copying are 10 cents per page when using a copy card, and 15 cents perpage when using cash. Copy cards may be purchased from a vending machine onthe 1st floor. Copy cards need to be purchased only once; then value may beadded to the card. If a defective card is purchased, ask for a replacementat the circulation desk.

## CIRCULATION SERVICES AND BORROWING REGULATIONS

This policy summary outlines the privileges and responsibilities of those who borrow materials from the library. The policy attempts to provide the greatest possible access to the collection for our primary clientele (the faculty, students, and staff of the seminary), while at the same time, preserving the integrity of the collection and balancing the needs of large secondary constituencies (alumni, visiting scholars, students from consortial institutions) who may be competing for the same resources. To this end, the library controls the use of the collection by primary and secondary constituencies, provides incentives for the prompt return and responsible sharing of resources, and maintains a database of information pertaining to those who have been granted borrowing privileges.

**Eligibility.** Borrowing privileges are extended to the faculty, staff, currently enrolled students, and certain other clientele, and are not available to the general public.

**Confidentiality.** Information about each borrower will be maintained in the library database. The library honors the confidentiality of these records. In addition, the library will not disclose the identity of the borrower of a specific book. The library will not release personal information about any borrower, unless required by law or by compelling institutional need.

**Applying for Library Privileges.** Your Fuller ID Card, which can be obtained from the Registrar's Office, will function as your library card, once your account is activated in the library. We strongly recommend that you apply for library privileges during the seminary's normal office hours (Monday through Friday, 8 a.m. to 5 p.m.). A required part of the application process is verification of your current status with the seminary. This verification sometimes involves the assistance of other seminary offices. Evening and weekend applications may need to be postponed until the following business day.

You must complete registration and acquire or validate your Fuller ID prior to applying for library privileges at the Circulation Desk. Circulation staff will ask each applicant for personal information necessary to maintain an accurate borrower database. By receiving the library card, the borrower agrees to comply with all library regulations.

**Expiration and Renewal of Library Privileges.** The valid registration period for most library users is one year (365 days), from the original date of library registration. Renewal of library privileges and verification of current address occurs annually, and is contingent upon a user's eligibility and any outstanding blocks (see below). Your Fuller ID card has campus-wide functions, and its usefulness does not end when your library privileges expire. Please protect your card and report its loss immediately to the Registrar's Office and the library.

**Borrowers' responsibilities.** When you are issued a library card you are responsible for all items borrowed on it and for all fines or fees associated with its use. This card is not transferable, must not be given to another, or used to check out materials for someone else.

It is the responsibility of each borrower to:

- Present a valid library card in order to borrow materials.
- Keep track of every item borrowed.
- Know the due date of all borrowed materials.
- Return or renew materials on or before the due date; the borrower is responsible for the safe return of all borrowed material until the time of check-in.
- Return recalled items immediately.
- Exercise care in handling library materials, returning books to the library without evidence of defacement, mutilation, degradation, or water damage.
- Maintain custody of library materials until their return on the due date, not lending these books to others.
- Not let others borrow books with your library card.
- Notify the library immediately if your address changes, so that you will be able to receive notices for your requests, recalls, overdues, etc.; returned mail may result in a temporary suspension of privileges.
- Notify the library immediately regarding stolen or lost library cards.
- Respond to library notices, and pay fines and other charges as stipulated in library regulations.
- Return books to the library before graduation and moving, or make arrangements for their safe return.

**Checking Out a Book.** Books and other library materials are checked out at the Circulation Desk on the main floor of the library. Present both your library card and the materials you wish to check out to the Circulation staff. At the time of checkout, a receipt is printed that lists the books and due dates. Please review this receipt and due dates, since loan periods differ depending upon the type of material borrowed.

**Loan Periods and Due Dates.** Though due dates are established at the time of checkout, these due dates may be changed and superceded by new due dates, if the borrowed material is recalled.

The length of loan depends upon borrower category and material type. Loan periods for Fuller Student borrowers are as follows:

*Loan Period for Books in the Main Collection*

Doctoral students	90 days
ThM students	90 days
DMin students	28 days
All other students	21 days

*Loan Period for Reserve Books*

During the day, all students may use reserve books in the library for two hours. Beginning at 8:30 p.m., reserve books may be checked out overnight and are due at 9 a.m. the next day.

On Saturdays and days before holidays on which we are closed, reserve books may be checked out at 8:30 p.m. and must be returned by 9 a.m. on the next working day.

*Loan Period for Videos: 3 days*

**Noncirculating Materials.** Some categories of materials do not circulate: Reserve books owned by faculty, journals, reference collections, rare books, archival materials, and some special collections.

**Checkout Limits.**

The checkout limits vary according to your program:

Doctoral students	100 books
ThM students	100 books
DMin students	20 books
All other students	30 books

**Renewals.** Books may be renewed on or before the due date, with the following exceptions. Renewals cannot be processed under any of these circumstances: the book is overdue, the borrower has outstanding fines, overdues or other blocks, the item is on hold or has been recalled, the borrower has reached the maximum number of renewals, the item is a Reserve book, or it is to be placed on Reserve. Fines and blocks must be resolved before an item can be renewed.

There are three ways to renew a book. *Self-renewal:* You may renew your own books at the online catalog in the library or on the Internet, using our web catalog. Select Patron Info on the menu, and enter your library L-number. You will be able to view the books you have checked out, their due dates, and you can initiate a renewal. *In*

*person:* You may renew the books in person, by bringing the books and your library card to the Circulation Desk.  
*By phone:* You may renew by phone during normal business hours by calling 626-584-5218. Please note that we will not accept renewals after hours or by voice mail.

*Renewal loan period:* The new loan period will equal the length of the original loan (e.g., a book on three-week loan will be renewed for another three weeks). The new due date is calculated from the date of renewal.

*Number of renewals:* Maximum renewals for student categories are as follows (at least one of these renewals must be made in person, with book in hand):

Doctoral students	2
ThM students	2
DMin students	2
All other students	3

**Search Services.** If the book you need does not appear to be checked out, and you are unable to find it in the book stacks, please notify the Circulation Department and fill out a Search Request Form. The staff will make several attempts to find the needed item, and will purchase a replacement copy if the item cannot be found. You will be notified when the book is found or replaced.

**Requests or Holds.** If the book you want is currently checked out, you may place a request or hold for the book. This request prevents the book from being renewed. If multiple borrowers request the item, requests are honored in the order received, except that Faculty Reserve has ultimate priority. You will be notified when the book is available, and it will be placed on a hold shelf for seven days at the Circulation Desk. Unclaimed items are issued to the next borrower in queue, or returned to the stacks.

*To place a book on hold:* You can request the book yourself using the online catalog or Circulation staff can do this for you. There is a limit on the number of requests that can be placed. At an online catalog workstation, bring up the record of the book you want, and press the Request Copy button. You will be prompted for your library L-number. The hold privilege is not available to borrowers in external user categories. A request or hold is not to be confused with a recall, which forces a return of the book, sometimes before the original due date. Note also that this is not a document delivery request.

**Recalled Books.** All library materials are subject to immediate recall if they are needed for Reserve. Items needed by other borrowers are subject to recall after they have been checked out for three weeks. Since any borrower may recall books from you at any time, do not leave your mailing address for more than one week without first returning all books, or arranging for someone else to check your mail for library messages and return books on your behalf.

*New due date:* When a book is recalled, a new due date is given that supercedes the original due date. Ordinarily, the new due date is seven days from the date of the recall. Failure to respond to recalls in a timely fashion will result in substantial penalties, and suspensions of borrowing privileges.

*To recall a book:* Please come to the Circulation Desk to initiate this service. The recall privilege is not available to external borrowers.

*Fines for recalled books:* Because deadlines and assignments are critical in an academic community, prompt response to recalls is imperative. To this end, the following fines are in effect:

*Fine rate:* \$5 per day per book, calculated from the new due date.

*Replacement cost:* \$60 minimum per book, assessed at the point the book must be purchased to meet an urgent faculty or student need.

**Returning Books.** When the library is open, please return books to the Circulation Desk. If the library is closed, return books to the Book Return Drop, located outside of the library's north entrance. Books returned by mail must arrive to the Circulation Desk in good condition, postmarked by the due date. Materials continue to be the borrower's responsibility until the book is received at check-in.

**Notices.** Library notices regarding overdue books, fees, calls, and availability of materials are typically delivered by campus mail or through the U.S. mail. This notification service is merely a courtesy. Borrowers are responsible for the return of materials, even if notices were not received. The library is not responsible for the nonreceipt of notices due to address changes, postal system failures, or a borrower's absence from town.

**Overdue Fines and Replacement Charges.** Overdue fines and replacement costs have been intentionally set to encourage prompt return of materials and equitable access to materials in high demand. Fines are assessed at the following rates, and are applied to each book or physical piece that is overdue:

Reserve books:	25¢ per hour per book
Two-hour Special Collections:	25¢ per hour per book
Recalled books:	\$5 per day per book
All other books:	20¢ per day per book
Replacement charges:	\$60 per book minimum, billed 30 days after due date

Books from certain collections, as well as books that are particularly expensive, or that will require considerable effort in acquisition or cataloging, will be billed at a substantially higher rate.

**Damaged Books.** All items borrowed must be returned in good condition. If an item that you checked out needs to be replaced because it was damaged while in your care or during a return mail shipment, then you will be assessed replacement charges at the above rate.

**Suspension of Library Privileges.** Blocks (temporary or permanent suspension of library privileges, including checkout and renewal) are automatically put into effect in cases of overdue books, unpaid fines and other fees for any library service (including interlibrary loan and database searches). Substantial abuse of privileges will result in revocation of all Fuller library privileges, including privileges at libraries having reciprocal borrowing agreements with Fuller, as well as the filing of charges in accordance with the seminary's Community Standards.

Abuse of privileges at any library having reciprocal borrowing agreements with the seminary library (e.g., Claremont School of Theology and member libraries of SCATLA) will result in a revocation of Fuller library privileges.

**Reviewing Your Circulation Records.** There is an easy way to keep track of the books you have checked out, their due dates, your requests, as well as your unpaid fines. On the main menu of the online catalog, select Patron Info. You will be asked for your ID number. This is usually your library L-number. Once in the system, follow the menu choices to review your account. Circulation staff will also be able to give you this information.

**Damage, Theft, and Mutilation of Library Materials.** Willful damage, theft, and mutilation of library materials and other property will be handled in accordance with institutional policy and may also involve criminal prosecution. Cutting, tearing, defacing, or willfully detaining library material is a misdemeanor.

**Use of the Library Facility.** Access to the David Allan Hubbard Library is extended to Fuller faculty, staff, trustees, and currently enrolled students, upon presentation of appropriate identification, and to authorized external users, for the purposes of quiet study and appropriate research activity. It is available only during hours of service, and must be vacated at closing.

**Cell Phones.** Cell phones may not be used in the library.

**Children.** Unattended children are not allowed in the library. This is a private, graduate school library, and is not an appropriate study facility for school-age children.

**Food and Beverages.** Open food and beverages and their consumption are not permitted in the library.

**Laptop Computers.** The library is a teaching and learning space. As such, a certain amount of noise is to be expected when using library facilities. This results from using CD-ROMs, laptops, staff workstations, public computers, and staff assistance to those in need.

Please use laptops as quietly as possible. If you are disturbed by someone else's noisy keyboard, courteously inform the person of your dilemma—he or she may be able to turn off the keyboard sound or may be willing to move. If necessary, the library staff will arbitrate a compromise. Any software that generates continual or intermittent streams of sound must be either muted or taken outside the library. Unsafe wiring is not permitted. The library is not responsible for lost data on student laptops or diskettes and reserves the right to disconnect any wiring that is unsafe.

Typewriters are not available for your use, and are not permitted in the library.

**Security.** We strive to make the library a safe place for women and men, as well as for valuable resources. The campus is protected by armed security, and escorts are available to walk you to and from the library at night. You may request this service after 5 p.m. at the Circulation Desk. Please report any suspicious persons or activities to library staff, so that we can call for assistance. Please do not leave your personal belongings and laptops unattended in the library. Fuller Seminary assumes no responsibility for any personal property lost or stolen.

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## Denominational Relations

The Office of Denominational Relations (ODR) at Fuller exists to help our students, who represent more than 100 denominations, with issues relating to their respective denominations. Contact ODR for information about local churches, denominational beliefs, or ordination requirements. ODR can also connect you with other students of your affiliation through denominational chapels and events, or put you in touch with denominational liaisons who can advise you about particular denominational issues. Visit Denominational Relations website at [www.fuller.edu/sot/odr](http://www.fuller.edu/sot/odr), or contact the office at [odr@fuller.edu](mailto:odr@fuller.edu) or 626-584-5387. The Office of Denominational Relations is located on the first floor of Carnell Hall.

Fuller Seminary is a multi-denominational institution that encourages you to be actively involved in and responsible to the church bodies in which you are preparing to serve. In addition to the Office of Denominational Relations, four denominations have liaison offices on campus which provide fellowship, guidance, and academic support to students:

**Office of Presbyterian Ministries.** The Office of Presbyterian Ministries serves students, agencies, organizations, and churches throughout the denomination. The office provides programs of instruction and experience to prepare men and women for various ministries within the denomination through academic courses, study sessions, special programs, conference opportunities, and Monday morning chapels. Students have the opportunity to study and develop relationships with future colleagues in ministry. Each year, courses such as Presbyterian Creeds, Presbyterian Polity, Reformed Worship, and Presbyterian History and Programs are offered to prepare students for ministry in the denomination. The office provides counsel for students regarding the preparation for ministry process, assists in preparing for ordination exams, and seeks to provide strong community for Presbyterian Church (USA) students at Fuller. The office also serves as a liaison with the governing bodies of the denomination while seeking ways to help churches make connections with students in the process of seeking internships or pursuing a call. You are welcome to stop by the office, located on the second floor of Carnell Hall. Call [626-584-5582](tel:626-584-5582) or email [presbymin@fuller.edu](mailto:presbymin@fuller.edu).

**Office of the Reformed Church in America (RCA) Ministerial Formation Certification Agency (MFCA).** The Reformed Church in America (RCA) has been represented on the campus of Fuller Seminary since 1985 as the Theological Education Agency (TEA).

In 1999 the General Synod of the RCA changed the name to the Ministerial Formation Coordinating Agency (MFCA), and then again in 2007 to the Ministerial Formation Certification Agency. The agency, which maintains an office in Southern California, services all ministerial candidates of the RCA who are not attending one of the two denominational seminaries. The Minister for Candidate Care and Certification supervises you and offers you counsel in the preparation for ordination, assists in locating internships, and offers instruction in RCA polity, history, confessional statements, missions, and worship.

The agency also facilitates Teaching Church experiences and provides scholarships for those who qualify. The Reformed Church in America provides a west coast center in the Reformed Church Theological Studies Centre on the campus of Emmanuel Reformed Church in Paramount, California. Both seminars and academic courses are offered on a regular basis at this location. More information can be obtained at [www.rca.org/leaders mfca](http://www.rca.org/leaders mfca).

Appointments can be set up by calling toll-free, [800-435-5136](tel:800-435-5136). Contact the main office of the agency in Paramount at [562-408-2520](tel:562-408-2520) or email the Minister for Candidate Care and Certification, Cornelis Kors, at [ckors@rca.org](mailto:ckors@rca.org).

**Office of United Methodist Ministries.** The Office of United Methodist Ministries serves students by connecting them with the denomination, by providing counsel regarding vocational goals, requirements and procedures for commissioning and ordination, and by explaining field education expectations by annual conferences. Courses such as United Methodist Polity, United Methodist History, and United Methodist Doctrine are offered on a regular basis to prepare students for ministry in the denomination. Each Monday morning during the academic year, Methodist and other Wesleyan students meet for worship and fellowship. You may make an appointment with Dr. Wayne Walters, a local United Methodist pastor who serves as the United Methodist ecclesiastical faculty and liaison at Fuller. Please call [626-584-5584](tel:626-584-5584) or email [wwalters@fuller.edu](mailto:wwalters@fuller.edu).

**American Baptist Theological Center.** On the Fuller campus since August 1988, the American Baptist Theological Center was established to serve American Baptist students. Its purpose is to provide you with a wide variety of services, including fellowship, support, and denominational information, in order to facilitate the transition from being a Fuller student to a place of ministry within the American Baptist Churches USA. Each Tuesday morning during the academic year, ABC students meet together for worship and fellowship with their future partners in ministry. Speakers representing boards, regions, and areas of ministry are invited from all levels of the denomination. You are invited to visit the office on the second floor of Carnell Hall, or to call [626-584-5583](tel:626-584-5583) or email [camilogonzalez@fuller.edu](mailto:camilogonzalez@fuller.edu) or [lilianpuga@fuller.edu](mailto:lilianpuga@fuller.edu)

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## Field Education and Ministry Formation

Internships and practica are a vital part of the School of Theology and School of Intercultural Studies curricula. The Field Education and Ministry Formation program is designed to help you

- discern your vocational calling and ministry focus
- develop an operating theology central to your ministry practice
- improve your ministry skills
- deepen your own spirituality and express your faith in service to Jesus Christ.

### School of Intercultural Studies Practica.

All practica for degree programs in the School of Intercultural Studies are administered from the Field Education

and Ministry Formation Office. The 8-unit crosscultural practicum may be completed domestically or internationally with an approved organization. For practicum advising and approval, please contact [626-584-5639](tel:626-584-5639).

All MDiv students are required to participate in the FE1 church internship and an FE2 internship. All students in the MA in [specialized ministry] degree programs are required to participate in internships specific to the focus of the degree. MACL (Ministry of the Laity) students will participate in one of the two practicums (GM586 or GM587). MAT students may take FE2 internships as electives for the MA in Theology degree. Some MA concentrations require internships.

The new MA in Theology and Ministry that will be available in Winter 2010, will require one practicum. Also beginning in Winter 2010, internships or practica connected to a particular emphasis may have specialized requirements.

Please check with your academic advisor regarding Field Education requirements for all MA degrees.

**Critical Deadline.** All internship and practicum applications for a given quarter must be submitted to the Field Education and Ministry Formation Office by the end of the eighth week (Friday at 5:00 pm) of the previous quarter.

For more information, go to [www.fuller.edu/current-students/resources/field-ed/field-ed.aspx](http://www.fuller.edu/current-students/resources/field-ed/field-ed.aspx), or contact the Office of Field Education by email, [fielded@fuller.edu](mailto:fielded@fuller.edu), or by phone, [626-584-5387](tel:626-584-5387)

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## Housing Services

Our mission is to foster Christ-centered living and learning communities. If you are taking a minimum of 24 units of master's-level course work or 16 units of doctoral-level course work per year, you are eligible to live in Fuller student housing. To apply or get more information on student housing, drop by the Housing Office, located on the lower level of the Student Service Center at 250 N. Madison. Open 8 a.m. to 5 p.m. Monday through Thursday, and 10 a.m. to 5 p.m. on Friday (with the exception of holidays), the Housing Office can be also reached by phone, [626-584-5445](tel:626-584-5445); fax, [626-204-2074](tel:626-204-2074); and email, [housing@fuller.edu](mailto:housing@fuller.edu). The website is [www.fuller.edu/housing](http://www.fuller.edu/housing).

You need to apply as soon as possible, as there is a waiting list for Fuller housing units, especially for single, studio, two-bedroom, three-bedroom, and four-bedroom units. If you are on the waiting list, accommodations will be offered to you as soon as units become available. However, your housing application will not be processed until you are accepted and cleared by Admissions, Financial Aid, and (if applicable) the International Services Office.

**Description and Cost.** Approximately 508 residential units in 21 complexes are owned or leased by the seminary. Most are located in apartment complexes within walking or biking distance of Fuller. The units differ greatly in size, age, appearance, and amenities. Apartment rents vary according to the size of the unit and the amenities and are subject to change:

Single:	\$540–\$740
Studio:	\$680–\$1040
One-bedroom:	\$870–\$1300
Two-bedroom:	\$1140–\$1650
Three-bedroom:	\$1380–\$1890
Four-bedroom:	\$2430

All housing units come with a refrigerator and stove/oven, but are otherwise unfurnished.

Roommates can share either a studio, one-bedroom, two-bedroom unit, three-bedroom, or four-bedroom unit. If you have a spouse and no children, you may be able to rent a two-bedroom unit, depending upon availability. The Housing Office reserves the right to distribute units according to need and availability.

**Residential Life.** Apartments and buildings are clustered into 31 residential communities, each of which seeks to be an intentionally Christ-centered environment where residents participate in creating a loving and respectful home- and family-like community. Within the complexes reside community coordinators or liaisons who work toward making that vision a reality by providing support, networking, and social opportunities for residents.

Most communities are a diverse mixture of singles, couples, and families with children from all three schools. Please note that almost all our housing is urban, fairly densely populated, and intergenerational. Your neighbors will be believers from a wide variety of national, ethnic, and theological backgrounds. All this creates a dynamic and enriching community environment. (See also Residential Community)

**Housing Maintenance.** Building Services provides maintenance services to all Seminary-owned and leased properties. Response to Work Requests is prioritized on a scale based on how critical the problem is. For example, an active leak will be responded to more quickly than a slow drip; a clogged toilet will be responded to more quickly than a slow drain. Emergency requests are responded to 24 hours a day by contacting the Building Services Office during business hours at [626-584-5214](tel:626-584-5214) or by contacting our answering service during non-business hours at [877-357-4557](tel:877-357-4557). Most maintenance requests are responded to within 7 working days.



However, this can change depending on the time of the year.

The time to call for maintenance is when you detect a problem. Small leaks become big leaks, slow drains become clogged drains, etc. It is best to deal with problems early so that they do not become an emergency for us and an inconvenience for you.

Building Services aims to help you keep your housing unit and your complex in good working order. Please help us by reporting needed repairs for your complex as well as for your apartment. We very much appreciate it when you report burned out lights, broken sprinklers, malfunctioning gates, etc.

Housing maintenance requests may be made via email to [workrequests@fuller.edu](mailto:workrequests@fuller.edu), or by calling [626-584-5314](tel:626-584-5314).

**Temporary Housing.** Short-term housing is available at the Fuller Guest Center, located a few blocks from the campus at 700 Locust Street. For more information on rates and reservations, or for a listing of nearby hotels and motels, call the Guest Center at [626-578-1050](tel:626-578-1050). Website: [www.guestcenter.com](http://www.guestcenter.com)

**Alternative Housing.** Recognizing that Fuller Housing may not meet the needs of all students, the Housing Office has ongoing contact with local property owners who prefer to rent to Fuller students, often at lower rates than the general market. Notices about various types of available housing—including rooms for rent, shared houses, roommate situations, and occasional employment-for-housing offers—are compiled into a Community Listing, which costs \$1 per copy. The listing is updated every week, with the new listing available each Friday at 10 a.m. All rental agreements resulting from the listing are arranged directly between you and the property owners/managers. Fuller Seminary accepts no responsibility for any dissatisfaction on the part of either.

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## International Services

The International Services Office (ISO), a division of Student Affairs, assists the international community at Fuller through a variety of activities and support services helpful to students living and studying in an unfamiliar culture. These services include immigration assistance (visa papers and related processes) and orientation to American culture. ISO also offers a resource center where basic and used household items can be obtained free of charge, and basic used furniture leased for a minimal fee.

The International Services Office works closely with the International Students Concerns Committee (ISCC). If you are an international student and looking for information or support at any time during your stay at Fuller, or if you are an American seeking deeper involvement with the international community at the seminary, you may contact the International Services office on the first floor of the Student Service Center (250 North Madison) or call [626-584-5396](tel:626-584-5396).

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## Mail Center

The Fuller Seminary Mail Center is a postal contract station which provides stamps as well as insured, certified, registered, and express mail service. Mail which requires special services (such as certified, registered, insured, and express mail) must be in by 3 p.m. The hours for the Mail Center are 8 to 11:45 a.m. and from 1 to 5 p.m., Monday through Friday. The Mail Center observes all government and seminary holidays and closes for special seminary functions.

All new full-time students may request a mailbox after they register. You are full-time when registered for at least 12 units in most programs, 8 units in the School of Intercultural Studies PhD program, and 6 units in Theology PhD programs each quarter throughout the year (not including the Summer Quarter). You may also receive a mailbox on campus if you are a visa student or a resident of Fuller Housing. If you do not qualify for a mailbox, you must arrange a different way to get your graded term papers and other assignments from the professor.

Students who do receive a mailbox are advised that it is to be used for campus mail only. All personal mail received by the Mail Center will either be forwarded to your current home address or returned to the sender, at the discretion of Mail Center personnel. The U.S. Postal Service does not handle forwarding of mail from the Mail Center address. If you are leaving for over two weeks, you must notify the Mail Center or your box may be closed. When graduating, you must notify the Mail Center by completing a Mailbox Closure Form.

Mail will usually be placed in your mailbox by noon, Monday through Friday. No deliveries are made on the weekend. Mail is cleared from the center by 4 p.m. daily and taken to the Post Office. Outgoing mail may be deposited in the drop slot near the service window in the Mail Center lobby.

All campus mail must include the recipient's name and box number as well as the sender's name and box number. Hours for stuffing boxes with fliers or memos for campus organizations and events are from 8 to 9 a.m. and from 1

to 4 p.m., Tuesday through Friday.

United Parcel Service (UPS) pickup is available Monday through Friday, between the hours of 8 and 11 a.m. only. A \$2.50 service charge is added to the cost of each package.

For more information, visit the Mail Center located on the first floor of Payton Hall, or call [626-584-5207](tel:626-584-5207).

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## Regional Campuses

Fuller offers fully accredited courses toward the MA and MDiv degree programs through its regional campuses in the following cities:

- *California Coast*: Irvine, San Clemente, San Diego County, Santa Barbara/Ventura
- *Northern California*: Menlo Park, Walnut Creek, and Sacramento
- *Northwest*: Seattle
- *Southwest*: Phoenix
- *Colorado*: Colorado Springs, Institute of Youth Ministry (IYM)
- *Texas*: Houston

You can complete the entire Master of Divinity degree in Irvine, Menlo Park, Phoenix, Seattle, or Houston. In Colorado Springs, 96 of the 144 units for the Master of Divinity degree can be completed. The 48 remaining units must be completed at Fuller's main campus in Pasadena, California, or another campus approved for the M.Div. You may complete all course work for the MA in Theology, the MA in Theology and Ministry, and the MA in Christian Leadership degrees in Irvine, Menlo Park, Sacramento, Seattle, Phoenix, Colorado Springs, and Houston. Course availability in different locations may vary, and some other limitations apply.

For more information, visit Fuller's website or call:

California Coast:	<a href="tel:800-541-6570">800-541-6570</a>
Northern California:	<a href="tel:800-634-1444">800-634-1444</a>
Northwest:	<a href="tel:800-447-2999">800-447-2999</a>
Southwest:	<a href="tel:800-519-2654">800-519-2654</a>
Colorado:	<a href="tel:877-496-2001">877-496-2001</a>
Texas:	<a href="tel:281-854-2142">281-854-2142</a>

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## Residential Community

Our 30 different residential communities seek to be intentionally Christ-centered living/learning environments where residents participate in creating a loving and respectful home- and family-like community.

**Community Coordinators and Korean Advisors.** Living in each of our complexes are Community Coordinators who act as apartment managers and community facilitators. They plan events, provide advocacy, assist with mediation of residential conflicts, and serve as an emergency resource for residents. The Department of Residential Community also employs Community Korean Advisers to partner with Housing and Community Coordinators in welcoming Korean residents to their new neighborhood and facilitating relationships between Korean and non-Korean residents, as well as provide other related support with regards to housing.

**Community Spaces and Playgrounds.** We have several residential Community Spaces that host various support groups and programs and serve as gathering places for fellowship, which can also be "rented" by students and student spouses and staff. We also have a music practice room and a study lounge. There are two playgrounds with modern equipment and attractive seating for parents and other Fuller community members.

**Intentional Communities.** Fuller Housing's two intentional communities offer cooperative living in shared homes and co-housing apartments. In these communities, residents share meals and community life more fully. Our largest intentional community consists of nineteen co-housing apartments clustered around a central common house, while the other is a large shared house with a smaller house adjacent. This community is has members that actively engaged in children-at-risk issues and concerns. These communities require a special application process in addition to the regular application process for Fuller Housing.

**English Conversation Classes for International Spouses.** These classes seek to improve English skills, build community, and increase confidence and understanding in relating to American culture for international spouses and family members. These noncredit classes are offered on two levels each quarter and are cosponsored by the International Services Office, the English as a Second Language Office, and Residential Community.

**Activities for Children.** A playgroup run by parents and fully supported by the office of Residential Community

runs weekly through the Fall, Winter and Spring quarters. There are also other quarterly children's events that occur in our housing units as well as our annual Harvest Festival. Children of students and staff can build relationships with each other and the seminary community through regular events and activities which promote spiritual and character formation..

The Residential Community Office works closely with Student Housing as well as Student Life and Services to foster a living/learning environment. For more information on one of these ResCom offerings, visit [www.fuller.edu/housing/rescom/ResCom%20index.asp](http://www.fuller.edu/housing/rescom/ResCom%20index.asp).

You can contact the Residential Community Office at 626-584-5680 or [rescom@fuller.edu](mailto:rescom@fuller.edu).

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## Student Health Insurance Office

Health insurance is required if you meet certain enrollment criteria and live in Southern California. You may purchase your own insurance, as long as it is comparable to the policies Fuller is able to make available, or you may purchase policies through Fuller.

The Student Health Insurance Office serves you by informing you of your insurance options through Fuller, providing you the necessary enrollment forms and insurance company information, processing your insurance enrollment, and acting as a liaison between you and the insurance companies. The Student Health Insurance Office is available to assist you with your insurance enrollment and if you should have problems with the processing of your insurance claims. You are responsible for submitting your enrollment materials each quarter by the insurance deadlines (by the first Friday of each quarter), and for following the guidelines or procedures of your insurance company (e.g., which doctor to see, obtaining preauthorization for certain procedures, and processing your insurance claims, if applicable, in a timely manner).

Enrollment forms, brochures, and health insurance information are available to you online and in the Student Health Insurance Office located in the Student Service Center at 250 North Madison. The Student Health Insurance Office is open most times between 8 am to 12 noon and 1 pm to 5 pm, Monday through Thursday, and 10 am to 12 noon and 1 pm to 5 pm Friday. Check the Student Health Insurance Office voice mail at 626-584-5438 for exceptions.

For further information, go to the Student Health Insurance webpage, on the Student tab in Portico, or contact the Student Health Insurance Office at 626-584-5438 or email: [shi@fuller.edu](mailto:shi@fuller.edu).

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## Student Affairs

The Office of Student Affairs is responsible for services and programs which support you in your academic, spiritual, and professional development. Services include:

- prayer and pastoral support (see Campus Chaplains in Student Resources)
- new student orientation (see New Student Orientation in Student Resources)
- advisement for international students and families (see International Services)
- resources for vocational discernment and job search (see Vocational Discernment and Career Services)
- programs and services for resident students and their families (see Residential Community)
- spouse support groups
- resources for students with disabilities (see Access Services)
- campus publications (the weekly SEMI and Resources Around Pasadena)
- assistance with complaint resolution (see Complaint Resolution in Student Resources)
- referral to resources, both on and off campus

Located on the second floor of Kreyssler Hall (above the Catalyst), the Office of Student Life and Services is open weekdays from 8 a.m. to 12 noon and from 1 to 5 p.m. Stop by, call 626-584-5433 or email [studentaffairs@fuller.edu](mailto:studentaffairs@fuller.edu). For updated information, visit the Student Affairs web page on the Student Tab in Portico.

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## Technology Support

Technology Support is committed to providing technology services to Fuller's faculty and staff. We provide support for faculty and staff computers, classroom technology, as well as audio/visual support for official Fuller events on

campus.

At this time, Technology Support does not provide support for student computers or mobile devices. Students can access a wide variety of software training modules via Atomic Learning under the Student tab in Portico. Please note that access to Fuller Google Apps (e.g. fuller.edu email) is currently limited to web access via Portico and not via mobile devices or software such as Outlook or Mac Mail.

Students and alums are encouraged to visit Fuller on iTunes U and Vimeo to access free audio and video recordings of campus chapels and events.

For iTunesU: There is a link to the site on Fuller's homepage [www.fuller.edu](http://www.fuller.edu). (Note: You will first need to install Apple's iTunes software, which is a free download for both PCs and Macs, available at [www.apple.com/itunes](http://www.apple.com/itunes).)

For Vimeo: Go to <http://vimeo.com/fullerseminary>.

Technology Support is located in the David Allan Hubbard Library.

Technology Support: 626-584-5675 or [techsupport@fuller.edu](mailto:techsupport@fuller.edu)  
Classroom Support: 626-584-5229 or [classroom@fuller.edu](mailto:classroom@fuller.edu)  
Event Services: 626-304-3791 or [ats-events@fuller.edu](mailto:ats-events@fuller.edu)

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## Vocational Discernment and Career Services

As you respond to God's call on your life, the Office of Vocational Discernment and Career Services is here to assist you. Our mission statement is the following: *To serve Fuller students and alumni in the areas of discerning vocation, planning career, and searching for employment throughout their seminary education and into their ministries and careers.*

One of the ways we do this is by maintaining an online database of job listings at [www.fuller.edu/career](http://www.fuller.edu/career). Full- and part-time positions are posted from churches, parachurch, mission and social service organizations, mental health related organizations, higher education institutions, and miscellaneous community employers. Our website also includes career-planning advice, information on résumé writing and interviewing, résumé posting for graduates, and links to other selected resources on the Internet.

In addition, the Pasadena campus Vocational Discernment and Career Resource Center (located on the lower level of the Student Service Center at 250 North Madison) offers the following:

- Career counseling, in person or via telephone
- Career assessment testing
- Résumé, interview, and negotiation coaching
- Computers for career research, résumé and cover letter writing, and other job search related activities
- A library of books and periodicals on career planning and job searching
- Directories of mission organizations, mental health employers, parachurch groups, and other employers
- Information about denominations and ordination requirements
- Information on the GRE, CBEST, and CPE
- Dossier circulation for PhD graduates

So whether God is calling you to a position in a traditional church ministry, to a professional counseling context, to an occupation in a cross-cultural setting, or to work within some other vocational framework, we invite you to contact us early in your time at Fuller to begin the process of career discernment and planning.

Phone: 626-584-5358  
Email: [vdc@fuller.edu](mailto:vdc@fuller.edu)  
Website: [www.fuller.edu/career](http://www.fuller.edu/career)

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## Writing Center

The Writing Center is available to any student, American or international, who would like help editing his or her writing. We edit the papers with you and teach you how to strengthen your academic writing to meet faculty expectations in terms of content, organization, citation, language use, mechanics, and vocabulary. Appointments should be at least three days before your paper is due. The Writing Center can edit electronically for Microsoft Word users. A minimal fee covers both the editing of your paper as well as your editing tutorial.

The following services are available.

**Online Editing Services.** This option is useful for those papers that are already structurally strong, and simply

need that final polish. Typically, a one-day turnover time is necessary, but may need more time for longer papers. Please send email and attach the paper to [cal-writing@cp.fuller.edu](mailto:cal-writing@cp.fuller.edu). The paper should be doubled spaced and 12 point font. Special arrangements need to be made if editing service is needed on weekends.

**One-on-One Appointment Service.** Individual appointments are available to students who want to meet with an editor to focus on grammar editing as well as organization and content. It is a great place to receive editing and tutoring that are specific to your needs.

**Writing Workshop.** The Writing Center also offers free writing workshops throughout the year to help students clarify their topics, expand ideas, write effective thesis, and cite properly.

For more information or to make an appointment, contact the Writing Center at [626-396-6073](tel:626-396-6073), or email [cal-writing@fuller.edu](mailto:cal-writing@fuller.edu), or visit our website at <http://www.fuller.edu/current-students/student-resources/writing-center.aspx>.

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## STUDENT RESOURCES

### All-Seminary Chapel

The seminary community is centered in worship. This takes several forms such as devotions in class, worship times at special events and social gatherings, worship in denominational chapels, and worship in the languages of Korean, Japanese, and Spanish. However, *central* to the worship life at Fuller is All-Seminary Chapel. This weekly worship service is a time for the entire Fuller community, in the midst of our doctrinal, cultural, and generational diversity, to come together in one place to worship the triune God in spirit and truth through a diverse range of worship expressions. As we come together as one body, our focus is on our shared faith in Christ rather than our doctrinal differences.

All-Seminary Chapel is held on Wednesday mornings from 10:00 am - 10:45 am during the Fall, Winter, and Spring quarters. The Summer quarter chapel schedule varies and is announced at the end of the Spring quarter. Fuller's weekly campus paper lists locations and other details about the services, in addition to annual worship events such as Day of Prayer, Baccalaureate, and other special services.

It is our desire to involve the Fuller community in the leadership of chapel services. If you would like more information about ways to serve, please call [626-584-5560](tel:626-584-5560), or E-mail [chapel@fuller.edu](mailto:chapel@fuller.edu) and mention your area(s) of interest and ability. Use the same number or email address if you would like additional information about chapels or are interested in starting a grassroots worship service. Visit our website at [www.fuller.edu/community/chapel.asp](http://www.fuller.edu/community/chapel.asp)

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### Bulletin Boards

Campus bulletin boards are located in the Garth and by the Mail Center.

**Advertising.** Members of the campus community and campus organizations may post notices on campus boards designated "General Use." Persons or groups who wish to advertise and are not seminary faculty, staff, or students, or sponsored by a seminary organization may advertise in the campus paper (the SEMI) only.

Kiosks located in the patio areas by the library are reserved for use by campus offices and organizations only. Guidelines for use are posted on the kiosks.

"General Use" boards are reserved for use by students, staff, and faculty of Fuller Seminary. Notices may be self-posted according to the guidelines posted on the boards. Due to size limits, please post notices which are 8 1/2 by 5 1/2 inches only. The seminary assumes no responsibility for posting or for the information which is posted. Use at your own risk. Posting is not permitted on walls, windows, mirrors, or other building surfaces.

Other campus boards are managed by campus offices and organizations and are reserved for material of interest to their specific membership.

**Job Boards.** On-campus job boards are located near the Human Resources Office (490 East Walnut Street, second floor) and in the Garth. The Psychology Students' Employment Opportunities Board is located on the second floor of the Psychology Building.

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### Campus Chaplains (Pastoral Care Team)

Fuller's Pastoral Care Team consists of mature men and women who are available for prayer and counsel. Pastoral Care Team members are students appointed by the dean of their school and supervised by the student development director. They are experienced in pastoral and spiritual care and respected in the seminary community. They are also committed to respecting the privacy of those with whom they meet.

You are welcome to meet or pray with a member of the Pastoral Care Team (also known as "chaplains") at any time during your seminary journey. Students meet with the chaplains prayer support, guidance in their relationship with God, encouragement in their relationships with others, transition challenges, discernment regarding ministry and/or vocation, and locating resources such as retreat centers or ongoing spiritual counsel. Campus chaplains also lead formational and vocational discernment groups during the school year.

The Pastoral Care Team is committed to prayer, and will pray for and with students from any of Fuller's campuses. Chaplains also minister to students by phone or email upon request. Prayer requests may be sent to [pastoralcareteam@fuller.edu](mailto:pastoralcareteam@fuller.edu). Please mark "Confidential Prayer Request" in the subject line.

To speak with a chaplain, contact the Pastoral Care Office at [626-584-5322](tel:626-584-5322) or Student Affairs at [626-584-5433](tel:626-584-5433).

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## Complaint Resolution

If you are concerned that a community standard may have been violated by a seminary employee, a student, or a duly authorized campus organization, please refer to the section of this handbook titled the Official Statements of Fuller. The Official Statements of Fuller include both the Statements of Community Standards and the Complaint Resolution Procedures for each standard.

If you have private concerns or grievances with others in the Fuller community that do not involve violations of seminary standards, you should first try to resolve your conflicts with those directly involved. (In most cases, discussion on a one-to-one basis works best.) There are times, however, when you may feel such an attempt at clarification and resolution was inadequate or misunderstood, leaving the conflict unresolved. If this situation occurs, you may make an appointment with the Student Development Director in the Office of Student Affairs, who will discuss the concern with you and help you locate resources for resolving the problem.

The Office of Student Affairs is located on the second floor of Kreyssler Hall, and is open Monday through Thursday from 8 a.m. to 5 p.m. and Friday from 10 a.m. to 5 p.m. The office is closed daily for lunch from noon to 1 p.m. Call [626-584-5433](tel:626-584-5433).

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## Counseling Services

The School of Psychology, offers services through its outpatient clinic, Fuller Psychological and Family Services (FPFS). Clinical services are provided by students enrolled in the Clinical Psychology PhD or PsyD programs, or the Marriage and Family Therapy programs. FPFS serves children, adolescents, and adults through individual, couple, family, and group therapy. FPFS is located on the second floor of the Psychology Building at 180 North Oakland Ave. Psychotherapy services for School of Theology and School of Intercultural Studies students are offered at reduced rates. Licensed psychologists and marriage and family therapists are available at a higher rate. Some of the specific services offered are:

- psychological screenings for candidacy into the ministry
- psychological evaluations and testing for adults and children
- counseling aimed at resolution of a variety of relational, emotional, spiritual, moral, and cultural problems that may arise in everyday life
- crisis and ongoing counseling to victims and/or perpetrators of abuse
- premarital counseling and marital enrichment/therapy
- a variety of group counseling opportunities

For more information, or to make an appointment, call [626-584-5555](tel:626-584-5555).

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## Emergency Student Contact

Upon learning of a death, serious illness, or accident that has occurred in your family, someone from the Registrar's Office or the Office of Student Development will attempt to locate you in class. Otherwise, we are not able to provide the service of delivering messages to students. When a member of your family or a friend calls to leave an emergency message, a staff member carefully discusses the nature of the emergency with the caller in order to determine the best course of action. The Registrar's Office can be reached at [626-584-5408](tel:626-584-5408).

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## Employment

**Vocational Discernment and Career Services.** If you are looking for full- or part-time community, ministry, psychology, or mission jobs, you should begin your search in the Vocational Discernment and Career Services office located on the lower level of the Student Service Center at 250 N. Madison. For more information, refer to

the section about Vocational Discernment and Career Services in the Offices and Services section of this handbook, or their website at [www.fuller.edu/career](http://www.fuller.edu/career).

**Church-related internships.** If you are interested in a church-related internship, you should contact the Office of Field Education and Ministry Formation, located in Carnell Hall. Staff members will help you determine which churches will be most helpful to you as you seek to fulfill your field education requirements. For details, call 626-584-5377.

**On-campus Employment.** Full-time, part-time, temporary, and work-study positions are available on campus. The best way to view and apply for open positions is on the internet at [www.fuller.edu/about-fuller/jobs/staff-positions.aspx](http://www.fuller.edu/about-fuller/jobs/staff-positions.aspx). Online job listings are updated continuously throughout the week. Additionally, a listing of open positions, including hiring manager contact information, is posted weekly in the Human Resources Office (490 East Walnut, second floor). Step-by-step instructions for applying are available online ([www.fuller.edu/page.aspx?id=2264](http://www.fuller.edu/page.aspx?id=2264)). If you do not have Internet access, a computer is available Monday through Friday, 8 a.m. to 5 p.m. in the Human Resources Office in the HR Resource Center. If you have any questions, feel free to contact Human Resources at 626-584-5454 or [hr@fuller.edu](mailto:hr@fuller.edu). Please be aware that Fuller has a decentralized hiring process where hiring managers in their respective departments are responsible for scheduling and conducting interviews and making the actual hiring decisions for positions in their department. Therefore, should you wish to follow up on a particular position after you apply, please be sure to contact the applicable hiring manager.

**Note:** International Students must see the immigration advisor in the International Services Office before considering employment other than Fuller Seminary assistantships awarded as financial aid. Certain types of visas may limit an international student's job options.

**Attention:** All School of Psychology students must contact the director of clinical training before accepting psychology-related positions.

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## Food Services

**Coffee By the Books.** Part of Fuller Seminary Bookstore, Coffee By the Books is a European-style coffee bar. Espresso drinks, coffee and fruit smoothies, and fine beverages are the celebrated fare. In the tradition of bookstore cafés, we offer atmosphere, fine music, and gift items as well. Hours: Monday through Friday, 7 a.m. to 5 p.m., Saturday 10 a.m. to 5 p.m.

**The Refectory.** The campus cafeteria, known as the Refectory, is located on the first floor of Payton Hall, next to the Garth. It is open Monday through Thursday, 7 a.m. to 7 p.m. and Friday, 7 a.m. to 1:30 p.m. during Fall, Winter, and Spring quarters. Summer hours are Monday through Friday, 7 a.m. to 1:30 p.m. The Refectory serves a variety of breakfast and lunch specials, sandwiches, salads, a variety of Mexican entrees, barbecues and exhibition cooking, drinks, and desserts. The Refectory is closed on weekends and holidays.

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## Health Insurance

Most students residing in Southern California, depending on academic program, course load, and campus location, are required to enroll in one of Fuller's health insurance plans or to complete a waiver process. Dental insurance is available for purchase on a voluntary basis.

Further information regarding requirements and qualifications, the waiver process, plan options, and other concerns may be found at <http://dp.fuller.edu/index.php?id=378>.

**Student Health Insurance Office.** The Student Health Insurance Office serves you by informing you of your insurance options, providing you the necessary enrollment forms and insurance company information, processing your insurance enrollment, and acting as a liaison between you and the insurance companies. The Student Health Insurance Office is available to assist you with your insurance enrollment and if you should have problems with the processing of your insurance claims. You are responsible for submitting your enrollment materials each quarter by the insurance deadlines (by the first Friday of each quarter), and for following the guidelines or procedures of your insurance company (e.g., which doctor to see, obtaining preauthorization for certain procedures, and processing your insurance claims, if applicable, in a timely manner).

Enrollment forms, brochures, and health insurance information are available to you online and in the Student Health Insurance Office located in the Student Service Center at 250 North Madison. The Student Health Insurance Office is open most times between 8 a.m. to 12 noon and 1 p.m. to 5 p.m., Monday through Thursday, and 10 a.m. to 12 noon and 1 p.m. to 5 p.m. Friday. Check the Student Health Insurance Office voice mail at 626-584-5438 for exceptions.



For further information, go to the Student Health Insurance webpage, on the Student tab in Portico, or contact the Student Health Insurance Office at [626-584-5438](tel:626-584-5438) or email: [shi@fuller.edu](mailto:shi@fuller.edu).

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## **ID/Library Cards**

Student identification cards are produced for you by the Registrar's Office after your first registration. This color photo ID card also serves as your David Allan Hubbard Library card. Your ID/library card is intended for use throughout your time at Fuller. Even if you stop taking classes for a while, hang on to it for use when you resume.

If you lose your card, replacement cards are available at the Registrar's Office for \$5. There is no charge for replacing a card due to a legal name change (proof of legal name change is required).

Your student ID card will help you identify yourself and your records at various Fuller offices, and may also help you obtain discounts on transportation and entertainment. If you don't have a Fuller ID card or need a replacement, come to the Registrar's Office. It only takes a few minutes. Please bring an official photo ID (passport, driver's license, etc.) as proof of identity. We're just inside the front door of the Student Service Center at 250 North Madison.

If you are studying at one of Fuller's regional campuses, your local Fuller office can take a picture, email it to us, and we will make your ID card and return it to the regional campus office. It may be needed to use other area libraries with which Fuller has made arrangements.

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## **Lost and Found**

The main Fuller Seminary lost and found resource is located at the switchboard in the lobby of Payton Hall. A secondary location is the Registrar's Office service counter in the Student Service Building at 250 North Madison. Both locations are open Monday to Friday from 8 a.m. to 5 p.m. (except the Registrar's Office is closed Friday from 8 a.m. to 10 a.m.) to assist students who have lost or found an item. Proper identification is required to retrieve lost items.

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## **New Student Orientation**

The Pasadena campus New Student Orientation, sponsored by the Office of Student Affairs, introduces you to campus life, acquaints you with Fuller's vision and goals, communicates registration procedures and curriculum information, and provides opportunities for interaction with faculty, administration, and other students. All entering students are expected and encouraged to attend.

Since the majority of Fuller students enter in the Fall Quarter, Welcome Week, a week-long orientation, is held the week before Fall Quarter classes begin. Those students who enter Fuller in the Summer Quarter are invited to attend Fall Welcome Week. For those who enter in Winter or Spring Quarters, a one-day orientation takes place either just prior to or on that quarter's first day of classes. These students may also attend the more extensive Fall Welcome Week.

The International Services Office (ISO) conducts a special orientation for international students during the Fall Welcome Week. This special orientation provides an opportunity for international students to meet with staff who will assist them throughout their time at Fuller.

For more information, the orientation coordinator is located on the second floor of Kreysler Hall (above the Catalyst) and can be reached at [626-584-5435](tel:626-584-5435) or via email at [orientation@fuller.edu](mailto:orientation@fuller.edu).

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## **Parking and Vehicle Regulations**

Students who park on the Pasadena campus must purchase a parking permit and decal for their car, motorcycle, or moped at the beginning of each quarter. The decal is to be displayed on the lower right corner of the car's rear window or on the rear fender of the motorcycle or moped.

There are five categories of parking on the Pasadena campus, indicated by five colors of permits. You should check the parking map to determine the lots available for parking. The parking map is available at the parking

office, or can be downloaded by clicking [here](#) (the free Adobe Acrobat Reader is required).

Parking Regulations, including regulations for bicycles and mopeds, can be obtained in the Parking Office in the lower level of the Student Service Center at 250 North Madison Avenue. If you park your vehicle improperly or park without a permit in Fuller lots, you will be ticketed.

For more information about parking, contact the Parking Office at [626-584-5450](tel:626-584-5450). The parking supervisor will schedule an appointment with you to provide information or to discuss parking citation disputes.

**California Drivers' Licenses and Auto Registration.** California has strict laws about residents obtaining a California driver's license and automobile registration within 20 days after residency has been established. If you are moving to Pasadena from out of state, you should call the Department of Motor Vehicles to learn the requirements. Out-of-state students are not exempt from the regulations. The information number for the DMV is [1-800-777-0133](tel:1-800-777-0133). The DMV website is [www.dmv.ca.gov](http://www.dmv.ca.gov).

**Bicycle Licences.** The state of California requires that all bicycles be licensed. Licensing may reduce the threat of theft. And, if a bicycle is stolen, a license helps police find the owner if it is recovered. Licenses are available from the Pasadena Police Department.

**Bicycle and Moped Parking.** Fuller Seminary also has rules regarding bicycles and mopeds. Riding bicycles, mopeds or skateboards on the Fuller campus is prohibited. No bicycles, motorized bicycles, or mopeds are allowed on campus, except in authorized parking spaces and racks. For security reasons, please use a U-lock to lock bicycles in designated bike racks. Violators will be issued a citation from the Parking Office.

Motorcycle and moped riders should note that they are required to purchase a parking permit and decal at quarterly registration or in the Parking Office. Motorcycles and mopeds may be parked in parking spaces designated for motorcycle parking. Only bicycles and small electric scooters may be parked in the bike racks.

You can register your bicycle at the Security/Parking Office. Please bring your bicycle to the office, where you will complete a form and have a picture of your bicycle taken.

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## Portico

Portico is a free, personalized Internet portal that provides you with 24-hour access to Fuller Seminary resources and information, a single interface for online services that's easy to use and targets individual groups with information pertinent to them. It also provides a unifying gateway for all institutional web-based services for students, including the ability to customize your own page with individualized Internet content, such as news, sports, information, and links; Internet search tools; and convenient links to campus resources. You'll receive relevant Fuller announcements when you log in, and you'll have your own Portico email account, which will be the primary email address that Fuller will use to communicate with you. Also, through Portico, you'll have secure access at all times to online registration, online tuition and fee payment, your class schedule, your student account, your grades (current and past), and your financial aid file, including such things as your loan history at Fuller and information about your current financial aid offers and awards.

In addition to the services just mentioned, it provides access to course management, library services, online communities, calendaring, messaging, announcements, chat, account information access, and more.

To log in for the first time, just point your browser to [porticowelcome.fuller.edu](http://porticowelcome.fuller.edu) to set up and start using your Portico account. For more information about Portico and to get online help, point your web browser to [porticohelp.fuller.edu/student/index.htm](http://porticohelp.fuller.edu/student/index.htm). If you have any problems setting up or accessing a Portico account, contact the Registrar's Office at [626-584-5408](tel:626-584-5408), or [reg-services@fuller.edu](mailto:reg-services@fuller.edu).

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## Public Transportation

To help students with transportation to and from the Pasadena campus, the Office of Auxiliary Services provides bus and train routes, maps, and schedules, and sells bus and train tokens and Metro monthly passes. For more information, come by the Office of Auxiliary Services located on the second floor of the 490 E. Walnut Street, or phone [626-584-5440](tel:626-584-5440).

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## Publications

**Fuller Focus.** Published three times a year, *Fuller Focus* includes alumni feature stories, campus news, alumni

updates, faculty activities, and other subjects of interest to the Fuller community. It is mailed around the world to Fuller alumni and friends, and distributed to faculty, staff, and students. It can also be found online at [www.fuller.edu/fullerfocus](http://www.fuller.edu/fullerfocus). Published by the Offices of Public Affairs and Publications, *Fuller Focus* welcomes comments, suggestions, and inquiries about contributions.

**the SEMI.** The Office of Student Affairs publishes *the SEMI*, Fuller's campus paper. The paper is published weekly during the Fall through Spring Quarters and monthly during the summer. Students, faculty, and staff contribute articles and editorials. The paper is a forum and voice for issues, information, and events of interest to the Fuller community. It also provides advertising space for churches, individuals, and outside businesses at a reasonable rate. For more information about contributing to *the SEMI*, call 626-584-5285 or email [semi-editor@fuller.edu](mailto:semi-editor@fuller.edu). For advertising rates, contact *the SEMI* office at 626-584-5430, [semi-ads@fuller.edu](mailto:semi-ads@fuller.edu), or drop by *the SEMI* office on the second floor of Kreysler Hall, above the Catalyst. You can also find more information on their website at <http://dp.fuller.edu/index.php?id=581>

**Theology, News and Notes.** Originally created by Fuller professor William Sanford LaSor, *Theology, News and Notes*, Fuller's scholarly journal, has a more than 50-year tradition at the seminary. The journal deals with a variety of ministry issues from a theological perspective. Managed by an Editorial Board made up of Fuller faculty and alumni, it is edited and produced by Fuller's Office of Publications and published twice a year, in fall and spring. *Theology, News and Notes* is available to Fuller's alumni and friends of the seminary around the world, and distributed to the faculty, students, and staff. It can also be found online at [www.fuller.edu/tnn](http://www.fuller.edu/tnn).

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## Security

Security is a serious concern in any urban area such as Pasadena. To help address this concern, Fuller has hired Post Alarm Systems/Security to provide greater security for you, your personal belongings, and the seminary campus.

Officers employed by Post Security patrol the campus, as well as outlying areas of Fuller housing, with a fully marked and outfitted patrol car. Post Security provides eight hours of patrol services daily, seven days a week, between 10 p.m. and 6 a.m. A uniformed officer is also stationed on campus between the hours of 8 a.m. and 5 p.m., Monday through Friday. The officer answers all security calls, conducts inspections of reported trespassers and security discrepancies, and patrols the parking lots. Post Security Officers are bonded and authorized by the State of California to carry firearms. They are also certified in First Aid and CPR.

If you see or hear anything suspicious, you should immediately call Campus Security at 626-584-5444 or the dispatcher at 626-446-7159. If you are in danger, or witness a crime in progress, call 911 immediately. Phone stickers imprinted with the Post number are available in the Security or Auxiliary Services Offices. The response service is available 24 hours daily, but allow more time during nonpatrol hours.

Patrols are only aids in security. You are encouraged to take your own security precautions as well. You should take responsibility for your safety by avoiding potentially dangerous situations. Members of the Fuller community are encouraged to use the Security Escort Service, to attend security programs on campus, to lock their cars, rooms, and apartments, to get to know their neighbors, and to be alert to the security risks in urban settings such as Pasadena. If you contact Post Security, please cooperate with security personnel by identifying yourself and explaining the situation.

Additional security information is available in the Security Office, located in the lower level of the Student Service Center at 250 North Madison Ave. Information on crime statistics is available on the Fuller website at [www.fuller.edu/admissions/finaid/studentrighttoknow2010.aspx](http://www.fuller.edu/admissions/finaid/studentrighttoknow2010.aspx).

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## Security Escort Service

Because of Fuller's urban setting in Pasadena, the seminary provides a Campus Security Escort Service. This service, which offers personal protection to students, faculty, administrators, and staff, is operated by student personnel. The security staff relies on the entire Fuller community to inform them of any suspicious behavior, vagrancy, or vandalism.

Student escorts are available to walk individuals to and from the library, parking lots, classrooms, offices, and campus housing from dusk until a quarter-hour after the library closes, on Monday through Saturday. Escort personnel are identifiable by shirts, jackets, and hats that bear the Fuller security logo. They carry flashlights, pepper spray, mobile transmitters, an official identification card, and barcode scanners. (The scanners are used to maintain a database of security lock-up rounds and to document security incidents.)

To request an escort after 5 p.m., call 626-584-5444. In-house phones for calling the Security Office (at ext. 5450) are available outside Travis Auditorium, in Payton Hall classrooms, Psychology Building classrooms, and at the

front desk of the library.

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### **Student Wives Groups**

SUPPORT (Student wives Uniting, Praying, Preparing, Overcoming, Renewing Together) offers morning and evening groups designed to strengthen and encourage personal and spiritual growth in various roles in marriage, parenting, and ministry in the Body of Christ. Each group offers opportunities to build relationships and helps in practical ways in daily living. Under the leadership of Janna McConnell, each group provides loving support and weekly fellowship, prayer, sharing, and Bible study. Childcare is provided Wednesday mornings only. For more information, contact Janna McConnell at [626-798-5925](tel:626-798-5925).

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### **Telephones On Campus**

There are currently no pay phones available on the Pasadena campus. There is an in-house phone for calling on-campus extensions at the Switchboard. In-house telephones are available at Travis Auditorium, in Payton classrooms, in Psychology Building classrooms, in the lobby of the Student Service Center, and at the front desk of the library for calling Escort Services or emergency numbers.

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### **Wireless Network**

Fuller's wireless network is available to all students on the Pasadena campus and at all the regional campuses except Houston (coming soon). It is provided to enhance Fuller's educational mission and provide administrative efficiencies. Services that are available include access to the library's online resources, Portico (the seminary's portal), the Internet via a standard web browser, and the seminary's web-based email systems. Use your Portico username and password to access the wireless network.

Wireless coverage areas around the Pasadena campus are identified by posted "Wireless Zone" signs. These areas include all classrooms plus the following campus locations: the David Allan Hubbard Library; Payton Hall (Refectory and Garth); the student lounge in the Catalyst; the Psychology Building (Travis Auditorium and the Integration Library); 155 North Madison Building; and the Student Services Center (second floor conference room).

If you have questions or need more information about Fuller's wireless network, go to [wireless.fuller.edu](http://wireless.fuller.edu). For problems, call the Help Desk at [626-584-5675](tel:626-584-5675).

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## STUDENT GOVERNMENT

### All Seminary Council

The multifaceted academic programs at Fuller encompass the Schools of Intercultural Studies, Psychology, and Theology. Each student body represents diverse backgrounds, goals, and interests. The Associated Students of Fuller Theological Seminary (ASFTS), commonly known as the All Seminary Council (ASC), is constitutionally organized and reflects the structure and diversity of Fuller. While Graduate Unions represent the academic, professional, and social needs students may have within respective schools, the ASC responds particularly to issues and needs that concern the student community as a whole. The ASC (a) coordinates intramural sports, student events, vending machines, and use of the Catalyst; (b) represents the student body to Fuller faculty, administration and Board of Trustees; and (c) facilitates student involvement in seminary-related organizations and student groups.

Copies of the ASFTS Constitution and Bylaws, the Graduate Union Bylaws, job descriptions, and budget reports are available in the ASC Office on the first floor of the Catalyst. The ASC encourages students to offer feedback and input on the seminary programs which it sponsors and/or oversees. ASC General Council meetings, held two times per month, are open to all students.

Questions should be directed to the ASC Administrator at [626-584-5452](tel:626-584-5452), or via email at [asc-admin@fuller.edu](mailto:asc-admin@fuller.edu). For questions regarding any of the Graduate Unions or vice presidents, please contact the appropriate person listed below.

Each year the student body elects five officers to the ASC: the student body president and four vice presidents. Each school elects its own Graduate Union president or co-presidents, who also serve on the ASC. The chairpersons for the various Concerns Committees, who are appointed or elected annually by their constituencies, also serve on the ASC. Elections typically take place during the Spring Quarter. Appointed ASC cabinet positions usually include Administrator, Business Manager, Sports Coordinator, and Campus Life Coordinator, each hired following the spring elections through an application process. The following individuals are serving in leadership positions on ASC for the 2011-2012 academic year:

#### ASC Cabinet

*President:* Andre Castillo ([584-5452](tel:584-5452) or [asc-president@fuller.edu](mailto:asc-president@fuller.edu))

*Executive Vice President:* Jessica Robinson ([asc-vpexecutive@fuller.edu](mailto:asc-vpexecutive@fuller.edu))

*Vice President for Ethnic Minorities:* Delonte Gholston ([asc-vpethnicminorities@fuller.edu](mailto:asc-vpethnicminorities@fuller.edu))

*Vice President for International Students:* Oksana Boiko ([asc-vpinternational@fuller.edu](mailto:asc-vpinternational@fuller.edu))

*Vice President for Women and Gender:* Ashli Roland ([asc-womengender@fuller.edu](mailto:asc-womengender@fuller.edu))

*Administrator:* Kristin Ou ([584-5452](tel:584-5452) or [asc-admin@fuller.edu](mailto:asc-admin@fuller.edu))

*Business Manager:* Nicole Weldon ([584-5668](tel:584-5668) or [asc-business@fuller.edu](mailto:asc-business@fuller.edu))

*Campus Life Coordinator:* Stephanie Struck ([584-5452](tel:584-5452) or [asc-campuslife@fuller.edu](mailto:asc-campuslife@fuller.edu))

*Sports Coordinators:* Kyle Shevlin and Naomi Wilson ([584-5452](tel:584-5452) or [asc-sports@fuller.edu](mailto:asc-sports@fuller.edu))

#### Theology Graduate Union (TGU)

*Copresidents:* Bobby Chow, Cynthia Glass ([asc-tgu@fuller.edu](mailto:asc-tgu@fuller.edu))

#### Psychology Graduate Union (PGU)

*Clinical Copresidents:* Takisha McNeill, Heather Patterson Meyer ([584-5519](tel:584-5519) or [asc-clinicalpgu@fuller.edu](mailto:asc-clinicalpgu@fuller.edu))

*MFT Copresidents:* Annika Krygsman and Cori Page ([584-5519](tel:584-5519) or [asc-mftpgu@fuller.edu](mailto:asc-mftpgu@fuller.edu))

#### Intercultural Studies Graduate Union (SISGU)

*Copresidents:* Priscilla Santos, Odoi Odotei ([304-3764](tel:304-3764) or [asc-sisgu@fuller.edu](mailto:asc-sisgu@fuller.edu))

#### Administrative Advisors

Sam Bang, Director of Student Affairs ([584-5398](tel:584-5398))

Carmen Valdes, Student Services Director ([584-5436](tel:584-5436))

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### Graduate Unions and Vice Presidents

**Graduate Unions.** Students from the Schools of Psychology, Theology, and Intercultural Studies elect representatives to their particular Graduate Unions (GUs). Each GU represents the needs, interests, and opinions which are of concern to its respective school. Graduate Unions have their own bylaws and elect these

representatives annually. Email [asc-sisgu@fuller.edu](mailto:asc-sisgu@fuller.edu), [asc-clinicalpgu@fuller.edu](mailto:asc-clinicalpgu@fuller.edu), [asc-mftpgu@fuller.edu](mailto:asc-mftpgu@fuller.edu), or [asc-tgu@fuller.edu](mailto:asc-tgu@fuller.edu) for more information.

**Executive Vice President.** The Vice President for Student Life serves as a liaison between the president and that vice president's advisory committee composed of four or more representative, in order to represent the concerns of students at Fuller Theological Seminary. In addition, she or he assists the president in the development and maintenance of ASC responsibilities as needed, supervises the work of the sports and campus life coordinators and serves as a liaison between student groups and the ASC.

**Vice President for Ethnic Minorities.** The Vice President for Ethnic Minorities advocates on behalf of the concerns of ethnic minorities at Fuller Theological Seminary. The vice president supports all persons attempting to integrate their cultural distinctiveness with their education and foster sensitivity to cultural differences within our community and serves as a voice for those who may experience racial discrimination. Through various events, she or he also promotes awareness of diversity to the broader Fuller community.

**Vice President For International Students.** The Vice President For International Students serves as a community facilitator among all international students represented at Fuller, and works as a bridge with non-international students to build a more supportive community. The vice president provides advocacy for the needs of international students, as well as event planning in conjunction with the International Students Office and ASC. Email [asc-iscc@fuller.edu](mailto:asc-iscc@fuller.edu) for more information.

**Vice President For Women and Gender.** The Vice President For Women and Gender provides students a setting for professional training for all areas of ministry and leadership by advocating for equitable gender rights. The vice president leads a group that represents persons educated within the three schools who are in process at Fuller as they seek ways to encourage dialogue and action within the Fuller academic and community life on behalf of women and men. Email [asc-wcc@fuller.edu](mailto:asc-wcc@fuller.edu) for more information.

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## Opportunities and Services

**Sheri Harthorn Memorial Fund.** The Sheri Harthorn Memorial Fund is a scholarship given out once a year for students through the donations of students throughout the year. Students can find assistance in funding up to 40% of cost needs for mission trips, internships, and practicum costs. Donations are collected during all ASC events and throughout the school year at the ASC office. Email [asc-vpinternational@fuller.edu](mailto:asc-vpinternational@fuller.edu) or [asc-mccc@fuller.edu](mailto:asc-mccc@fuller.edu) for more information, or visit the ASC office.

**YMCA Memberships.** As a student, you are eligible for a discounted membership for single or family rates at the San Marino YMCA. The San Marino YMCA accommodates swimming, weightlifting, and aerobics for an annual fee. Contact the ASC Administrator at [asc-admin@fuller.edu](mailto:asc-admin@fuller.edu), call 626-584-5435, or visit the ASC office in the Catalyst for more information.

**Costco Card.** The ASC office loans a Costco membership card for a 24-hour period for your convenience. Contact the ASC Administrator at [asc-admin@fuller.edu](mailto:asc-admin@fuller.edu), call 626-584-5435, or visit the ASC office in the Catalyst for more information.

**Catalyst (Kreyssler Hall) Rental.** The first floor of Kreyssler Hall, commonly known as the Catalyst, is available for rental by students, student groups, and Fuller employees for a minimal fee. Contact the ASC Administrator at [asc-admin@fuller.edu](mailto:asc-admin@fuller.edu), call 626-584-5435, or visit the ASC office in the Catalyst for more information.

**Conference Stipend Fund.** The Conference Stipend Fund is available to current students, and distributed on a first-come, first-served basis. If you are interested in attending or presenting at an upcoming conference related to your discipline, contact the ASC Business Manager for more information (584-5668 or [asc-business@fuller.edu](mailto:asc-business@fuller.edu)).

**Forming a Student Group.** Interested in forming a student group? Some groups that are/have been include various kinds of clubs, associations of students with a particular shared identity or interest, and music groups. Some are very informal and have no official standing with the seminary, while others desire to use seminary facilities, enjoy seminary privileges, and/or use the Fuller name. If you are interested in starting a new group at Fuller, and you want your group to be authorized by the seminary, please contact the Office of Student Affairs regarding your options at 626-584-5435. The office is located on the second floor of Kreyssler Hall.

**Participating in ASC.** If you or someone you know is interested in running for an ASC position in the future, or you are interested in participating in a volunteer capacity in leadership on campus, we encourage you to please contact your ASC President, Andre Castillo at [asc-president@fuller.edu](mailto:asc-president@fuller.edu). We would love to connect you with the proper people to ensure that your gifts and talents in leadership are utilized in a way that honors you, ASC, and the Holy Spirit who bestows our gifts.

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## Use of Seminary Name

The seminary reserves the right to limit use of the names "Fuller Theological Seminary," "Fuller Seminary," and "Fuller" in the context of the seminary to duly authorized campus student and alumni/ae organizations. This is to ensure the integrity of the seminary's legal identity, to ensure that the public is not misled or confused, and to protect the privileges and benefits of duly authorized student and alumni/ae organizations. If you are interested in forming a student group, contact the Office of Student Affairs for more information. Alumni/ae are encouraged to contact the Office of Alumni/ae and Church Relations.

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## REGISTRATION

### The Registrar's Office

The Registrar's Office exists to serve the faculty, administration, students, and alumni of the seminary in numerous ways. For students and alumni, we provide such services as registration and course changes (online through Portico for most students), quarterly grade reports, grade change reports, transcripts, enrollment certification, loan deferments, student ID cards, graduation clearance and processing, and more.

The Registrar's Office is located right inside the front door of the Student Service Center at 250 North Madison. The office is open to you Monday through Thursday, 8 a.m. to 5 p.m.; and Friday, 10 a.m. to 5 p.m. If we can't help you during normal hours, we'll be glad to make an appointment to meet you in the evening. You can always leave completed Audit Request forms, Incomplete requests, deferment requests, and other such things in the secure drop box just outside the front entrance of the Student Service Center when the office is closed. You'll find further information on our website at [www.fuller.edu/registrar](http://www.fuller.edu/registrar), or on our internal website, which you can access through our channel on the Student tab in Portico. Or you can call us at 626-584-5408 or email us at [reg-services@fuller.edu](mailto:reg-services@fuller.edu).

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### Quarterly Schedule of Classes

The schedule of classes offered in Pasadena, on the regional campuses, and online each quarter is planned and developed by the three schools, with the Registrar's Office coordinating and facilitating its production and publication on our website. The searchable schedule on the Registrar's Office website ([www.fuller.edu/registrar/schedule](http://www.fuller.edu/registrar/schedule)) is updated constantly to show any changes, additions, or cancellation of classes.

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### Registration and Course Change Calendar

**Academic Calendar.** The academic calendar for various quarters can always be found on the Registrar's Office website at [www.fuller.edu/registrar/academic-calendar.aspx](http://www.fuller.edu/registrar/academic-calendar.aspx).

**Fall Quarter.** Online registration for returning students begins near the end of August, about a month before classes begin. New student registration begins about two weeks before classes begin. Both groups of students are scheduled according to a priority system (see Priority Lists). You can register any time after your priority time, but if you do not register before the first day of the quarter (first day of the last week of the previous quarter at regional campuses), you will be charged a \$30 late registration fee. New students at regional campuses are not charged a late registration fee. There are no fees for adding or dropping classes.

**Other Quarters.** Registration for returning students for other quarters begins the eighth week of the previous quarter. The same priority system is used to schedule registration times. New students register beginning the eleventh week of the previous quarter (see New Student Registration). You can register anytime after your priority time, but if you do not register before the first day of the quarter (first day of the eleventh week of the previous quarter at regional campuses), you will be charged a \$30 late registration fee. New students at regional campuses are not charged a late registration fee. There are no fees for adding or dropping classes.

**Registration and Course Change Deadlines.** You can make changes in your schedule by adding or dropping classes through Portico at any time within the established deadlines. To meet the deadlines the seminary has established, any registration or course change must be done in Portico by 11:59 p.m. Pacific Time on the day indicated below. All registrations (including IDL classes, online classes, Field Education, directed studies, internships, theses, dissertations, continuations, etc.) are subject to these registration deadlines. If extremely extenuating circumstances cause you to miss a deadline, you may petition for an exception. We're sorry, but ignorance of the deadline, lack of time, forgetfulness, or inability to register for financial reasons do not provide a basis for petition.

#### Registration and Course Change Calendar: Pasadena Campus

**Ten-week classes.** Ten-week classes include all courses which do not have a regular meeting schedule, such as online classes, field education, continuations, directed studies, internships, dissertations or theses, etc., as well as those which meet weekly.



- Add a course for credit: *Friday, 1st week of the quarter*
- Change grading status: *Friday, 1st week*
- Drop with
  - 100-percent refund: *Friday, 1st week*
  - 75-percent refund: *Friday, 2nd week*
  - 50-percent refund: *Friday, 3rd week*
  - 25-percent refund: *Friday, 4th week*
  - No refund: *Friday, 5th week*

#### **Five-week classes**

- Add a course for credit: *Wednesday, 1st week of the session*
- Change grading status: *Wednesday, 1st week*
- Drop with
  - 100-percent refund: *Wednesday, 1st week*
  - 75-percent refund: *Monday, 2nd week*
  - 50-percent refund: *Wednesday, 2nd week*
  - 25-percent refund: *Monday, 3rd week*
  - No refund: *Wednesday, 3rd week*

#### **Two-week classes**

- Add a course for credit: *Tuesday, 1st week of the session*
- Change grading status: *Tuesday, 1st week*
- Drop with
  - 100-percent refund: *Tuesday, 1st week*
  - 75-percent refund: *Wednesday, 1st week*
  - 50-percent refund: *Thursday, 1st week*
  - 25-percent refund: *Friday, 1st week*
  - No refund: *Friday, 1st week*

#### **One-week classes**

- Add a course for credit: *Monday (1st day of the session)*
- Register for audit: *Monday (1st day)*
- Change grading status: *Tuesday (2nd day)*
- Drop with
  - 100-percent refund: *Monday (1st day)*
  - 75-percent refund: *Tuesday (2nd day)*
  - 50-percent refund: *Wednesday (3rd day)*
  - No refund: *Wednesday (3rd day)*

#### **Registration and Course Change Calendar: Regional Campuses**

To meet the deadlines the seminary has established, any registration or course change must be done in Portico by 11:59 p.m. Pacific Time on the day indicated below. All registrations (including Field Education and directed studies) are subject to these registration deadlines. If extremely extenuating circumstances cause you to miss a deadline, you may petition for an exception. We're sorry, but ignorance of the deadline, lack of time, forgetfulness, or inability to register for financial reasons do not provide a basis for petition.

#### **Ten-week classes (including all courses which do not have a regular meeting schedule, such as field education and directed studies)**

- Add a course for credit: *Friday, 1st week of the quarter*
- Change grading status: *Friday, 1st week of the quarter*
- Drop with
  - 100-percent refund: *Friday, 1st week of the quarter*
  - 75-percent refund: *Friday, 2nd week*
  - 50-percent refund: *Friday, 3rd week*
  - 25-percent refund: *Friday, 4th week*
  - No refund: *Friday, 5th week*

#### **Weekend classes (meeting for a series of weekends, Friday night and Saturday, or just Saturday)**

- Add a course for credit: *Friday of the 1st weekend*
- Change grading status: *Wednesday after the 1st weekend*
- Drop with
  - 100-percent refund: *Wednesday after the 1st weekend*
  - 50-percent refund: *Friday of the 2nd weekend*

#### **Two-week classes**

- Add a course for credit: *Tuesday, 1st week of the session*
- Add a course for audit: *Tuesday, 1st week*
- Change grading status: *Tuesday, 1st week*
- Drop with
  - 100-percent refund: *Tuesday, 1st week*
  - 75-percent refund: *Wednesday, 1st week*
  - 50-percent refund: *Thursday, 1st week*
  - 25-percent refund: *Friday, 1st week*
  - No refund: *Friday, 1st week*

#### One-week classes

- Add a course for credit: *Monday (1st day of the session)*
- Add a course for audit: *Monday (1st day)*
- Change grading status: *Tuesday (2nd day)*
- Drop with
  - 100-percent refund: *Monday (1st day)*
  - 75-percent refund: *Tuesday (2nd day)*
  - 50-percent refund: *Wednesday (3rd day)*
  - No refund: *Wednesday (3rd day)*

#### Registration and Course Change Calendar: Distance Learning

Registration for Fuller Online classes begins at the same time as registration for Pasadena Campus and regional campus classes. Deadlines for course changes for Fuller Online courses are the same as those for ten-week classes on the Pasadena campus:

- Add a course for credit: *Friday, 1st week of the quarter*
- Change grading status: *Friday, 1st week*
- Drop with
  - 100-percent refund: *Friday, 1st week*
  - 75-percent refund: *Friday, 2nd week*
  - 50-percent refund: *Friday, 3rd week*
  - 25-percent refund: *Friday, 4th week*
  - No refund: *Friday, 5th week*

Registration for Individualized Distance Learning (IDL) classes begins at the same time as registration for Pasadena Campus, regional campus classes, and Fuller Online classes, and the materials for the course are available for downloading through Moodle after registering for the course. There are special deadlines for course changes for IDL classes. To meet these deadlines, any registration or course change must be done in Portico by 11:59 p.m. Pacific Time on the day indicated below.

- Add a course: *Friday, 2nd week of the quarter*
- Drop with
  - 100-percent refund: *Friday, 2nd week*
  - 75-percent refund: *Friday, 3rd week*
  - 50-percent refund: *Friday, 4th week*
  - 25-percent refund: *Friday, 5th week (no drops after this point)*

#### Special Note About Audits

An audit registration is simply permission to attend a class. Once registered, audits cannot be dropped and no refund is given. Audit registration requests are not accepted until after the deadline for credit registration has passed, and are done on a first-come, first-served basis while space permits. Students seeking to audit a class must meet all prerequisites.

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#### Preparation for Registration

For information on preparing for registration, go to the Registrar's Office Portico website at [documents.fuller.edu/registrar/online\\_reg\\_prep.asp](https://documents.fuller.edu/registrar/online_reg_prep.asp).

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#### Registration Policies

Registration during the scheduled registration week utilizes a priority registration system that assigns days and

times for registration based upon a variety of factors (see below). Once your priority registration time has come, you may register at any time.

**Returning Students.** If you are a returning student who has registered during the preceding two years and you have not graduated, you are assigned a priority day and time for registration. Priority assignments are made according to the following order, with the highest priority first:

- *Number of units.* The number used is the sum of units attempted (including outstanding Incompletes and Holds) plus current quarter units enrolled. The total includes transfer credit that has already been granted and posted by the Registrar's Office.
- *First term registered.* If a group of students have the same number of units, the students who were registered and completed courses earliest have the higher priority.

**New Students.** Priority assignments are also made for new students. The students selected are those who have indicated that they intend to begin that quarter. The order of priority is based on date of application.

**Audit-Only Students.** Audit-only students are not included on the priority lists. Audit-only registrations are not accepted until the deadlines to register for credit have passed, since credit registrations have priority.

**Late Registration.** If you do not register before the first day of the quarter (first day of the eleventh week of the previous quarter at regional campuses), regardless of when your first class begins, you will be charged a late registration fee of \$30. Classes added after initial registration do not incur any late registration fee.

**Registration Changes.** You may add or drop classes, or change between Pass/Fail and Graded status for a class through Portico, at any time between your initial registration and the normal deadlines for such changes. (See Registration and Course Change Deadlines for details). Any appropriate charges or refunds will be calculated automatically and posted immediately to your account.

**Important Note about Dropping Classes.** When you register for a class, you enter into a contract. This contract has certain stipulations, including a schedule of deadlines and tuition refunds. If you want to drop a class, don't just stop attending or tell the professor. If that is all you do, you haven't dropped the class and you are still liable for full tuition and a grade (which will be an F if you do not complete the work for the class). If you want to drop a class, you have to do so through Portico within the established deadlines. The longer you wait, the less tuition you will get back.

**Responsibility.** You, and you alone, are fully and finally responsible for all registration transactions you make. Petitions for change based on mistakes made you make and discover later will be denied.

**Closed Classes.** When a class reaches a stated enrollment capacity, which represents either a room capacity (with no larger room available) or an agreed enrollment limit, the class is closed. The Wait List provides a means for you to add the class for credit if openings occur within registration deadlines. Auditors are normally not added to a class after it has closed, even if openings occur.

**Waitlists.** You add yourself to the waitlist for a closed class when you register or at any time thereafter. ***You must add yourself to the waitlist by selecting waitlist status and saving the change on the registration form***. It does not happen automatically. Make sure that a class shows up on your schedule with the status of Waitlisted if that is what you want. The waitlist ensures that openings in closed classes will be made available to students in the order in which they were added. Details on how the Waitlist works are available from the Registrar's Office and on our website.

**Auditing Classes.** Auditing a class refers to the privilege of attending a class on a noncredit basis. "Informal" audits are not permitted, even if a professor says you can sit in on the class. To be present in a class requires that you be registered as a credit student or an auditor, and no professor is authorized to make exceptions to this policy. Some classes are closed to auditors. Some professors do not permit auditors to participate in the class at all, merely to attend; others may permit or even require various degrees of participation. Students wishing to audit a class must meet all prerequisites.

Regardless of your program, you or your spouse are permitted to audit master's-level classes in all three schools for a fee of \$25 per course as long as you are enrolled for credit, or have been during the current academic year (fall through summer). Enrollment as an auditor is subject to all limitations of class size, the priority of students enrolled for credit, any special requirements for auditing a particular class, and the exclusion of auditors from a particular class or a given type of class. Other special audit privileges are also offered to Fuller graduates, pastors, and missionaries (see the Fuller Theological Seminary Catalog) who are not otherwise Fuller students. Once registered, audits cannot be dropped, and no refund is given.

If none of these free or reduced-charge privileges apply to you, the audit fee is half of the regular credit tuition for the class. Audit charges must always be paid in full at registration if you are only auditing that quarter.

Audit registrations are not recorded on transcripts. No transcripts will be issued for audit-only students.

**Continuing Education Units.** Continuing Education Units (CEUs) may be earned by auditing Fuller classes. CEUs are based on actual class contact hours (one CEU for every 10 hours of contact), not academic units. If you

wish the seminary's Continuing Education Office to maintain a record of the CEUs that you have earned, a one-time fee of \$15 is required. Otherwise, no record will be maintained. In no case will CEUs be reported as, converted to, or transferred as academic credit. CEUs cannot be earned for classes you take for academic credit.

**Prerequisites.** If a class you wish to take has a prerequisite, you must have completed the prerequisite in order to take the class. If you fail or have an Incomplete in the prerequisite, you have not completed it and cannot take the class. You may register for such a class, but if you do not complete the prerequisite class by the end of the first week of the quarter, you cannot continue in the class.

**Overlap Classes.** You cannot enroll in a class that overlaps or conflicts in scheduled meeting times, in whole or in part, with any other class. This includes short-term (e.g., two-week and five-week) classes that conflict with regular ten-week classes. There can be no petition for exceptions to this faculty policy, and individual faculty are not authorized to make exceptions in any way.

**Directed (Independent) Studies.** There are various guidelines governing Directed Studies in the various schools and programs of the seminary, covering the structure of such courses and their place in the curriculum. From a registration standpoint, however, all Directed Studies (also called independent studies or readings) are considered ten-week courses, and therefore are subject to all the deadlines for ten-week courses. If you are not in good academic standing, you cannot register for Directed Studies. Also, please note that Directed Studies do not permit you to attend a scheduled class; they are, as the other name indicates, "independent." To attend a class, you must be registered for that class in some way.

**Field Education Courses.** You must arrange Field Education experiences through the Field Education Office. These arrangements, however, don't constitute registration. You still must make sure you register for the appropriate Field Education course each quarter. Field Education courses are considered ten-week courses, and are therefore subject to ten-week registration procedures and deadlines. Also note that Field Education enrollments are valued at four units for purposes of enrollment certification and maximum enrollment limits, regardless of the number of units of credit involved (even zero units). So if you're taking two 4-unit classes and a 1-unit Field Education course, you are full-time (for most purposes). And you can't enroll in more than 16 other units and a Field Education course, even if it is only a 1-unit registration.

**Intensive Courses.** One- and two-week intensive courses are offered in all quarters. There are special considerations that apply to these courses:

- You can't register for more than one such course in any one- or two-week period.
- There is a special calendar for course changes (adding, dropping, refunds, Pass/Fail status change), accelerated proportionately. (See Registration and Course Change Deadlines.) Pay careful attention to these deadlines; they pass quickly.
- All your work for intensive courses is due within the normal quarter deadlines (or earlier, at the professor's discretion), regardless of when in the quarter the intensive session occurs. The normal quarter deadlines for requesting an Incomplete also apply.

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## Enrollment Services

**Enrollment Verification.** The Registrar's Office is responsible for processing loan deferments and other forms of enrollment verification (e.g., for RTD bus passes, scholarships, insurance policies, etc.).

**Student ID Cards.** Student photo ID cards, which also serve as Fuller library cards, are issued to new students each quarter after registration. These cards are permanent ID cards. Replacement cards are \$5 (no charge for replacement due to legal name change).

**Loan Deferments.** The policy governing deferments varies according to the academic program in which you are participating.

Only previous work or current enrollment may be verified. The Registrar's Office cannot verify enrollment for deferring your loan for a given quarter until you have registered for classes for that quarter. Enrollment verifications are processed on a quarter-by-quarter basis.

The Registrar's Office provides a special service that keeps you from having to bring or send in those annoying loan deferment forms every quarter. Just complete an Automatic Loan Deferment form (available in the Registrar's Office or from our website), and we'll report your enrollment status to your lenders or loan servicing agencies automatically each quarter that you are enrolled.

If you drop below half-time enrollment in a given quarter, that status may be reported to the lender or loan servicing agency. You should always consult the Office of Financial Aid concerning the possible implications for your loans (past and present) before reducing your academic load.

**International Students.** Federal immigration law requires that students who have come to the United States on

F-1 or J-1 visas be enrolled full-time (a minimum of 12 units for most programs) at all times, with the possible exception of summer or other approved vacation periods, and under certain extenuating circumstances. In any case, approval of the immigration counselor in the Office of International Services is required. If you are not enrolled full-time and have not received an approved exception, you are considered "out of status" by the U.S. Immigration and Naturalization Service.

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## Enrollment Status and Limits

Student enrollment status is defined only on a quarterly basis in most of the programs of the seminary. This applies especially to enrollment verification for loan deferment. In addition to the following definitions, there are special guidelines which apply to certain classes and certain programs. Contact the Registrar's Office for details. If you don't know whether you need to be full- or half-time for deferment of your loans, contact the Office of Financial Aid. Please note that for all purposes except new loans and grant-in-aid, Field Education registrations in the School of Theology are all considered as four units, regardless of the number of units for which they were registered (even zero units). For all purposes, only registrations in a particular quarter are counted. Work registered in a previous quarter but not yet completed is not counted as current enrollment.

**Maximum Load.** For master's-level programs, the maximum load is 20 units in any quarter. For doctoral students in the School of Psychology, the maximum load is normally 16 units per quarter.

**Full-time Study.** For most master's-level programs, the minimum full-time study load is 12 units per quarter. For the MAGL program, the minimum full-time study load is 8 units per quarter. For PhD students in the School of Theology, 6 units at the 800-level per quarter is full-time. In the PhD programs of the School of Intercultural Studies, and the DMiss program, eight units per quarter at the 700- or 800-level is considered a full-time study load. For doctoral students in the School of Psychology, the minimum full-time study load is 12 units per quarter.

**Half-time Study.** At the master's level, 6 to 11 units per quarter constitutes half-time study status; this is also true of the psychology doctoral programs. For MAGL students, 4 to 7 units constitutes half-time. Half-time status for SIS PhD programs and the DMiss program is defined as 4 to 7 700- or 800-level units per quarter; for the PhD in Theology, it is 3 800-level units.

**Three-quarter-time Study.** For students receiving veterans' benefits, 8 master's-level units per quarter constitutes three-quarter-time study status. The same is true of psychology doctoral classes. Three-quarter-time status for the SIS PhD program and the DMiss program is defined as 6 700- or 800-level units per quarter; for the Theology PhD program, it is 4 800-level units.

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## STUDENT RECORDS

### Permanent Academic Record

All grades recorded become a permanent part of your academic record. Grades of F are never removed, even by retaking the course. The new registration and grade is recorded on your record, but the original registration and grade will remain as well. Pay careful attention to your academic record, and see that any questions about your registrations or grades are raised immediately. Two years after any grade entry or change, the grade recorded is considered permanent and cannot be changed. (You can access the record of your registrations and grades through Portico.) See the section on Grades in the Academic Policies section of this handbook for further information.

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### ID Numbers

As a Fuller student, you may have several ID numbers, and they are interchangeable (that is, you may use any of them). At one time, if you had a Social Security Number, it would have been your "primary" ID number. Now, everyone has a 9-place ID beginning with G as their primary ID number (the number that appears on your transcript, on class rosters, etc.). The Social Security Number, however, still works as an ID number if you want to use it. You should also have a 6-place ID beginning with L, which is your library ID, and is the only ID that works in the library and for access to library services on the Internet. You may also have a 6-digit ID number if you were an alum or donor before 1999. You can find all the ID numbers we have for you in the Personal Information section in Portico.

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### Access and Privacy

**Students' Right to Access.** Under the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), you have the right to inspect and review your education records; to request amendment of the records to ensure that they are not inaccurate, misleading, or otherwise in violation of your rights under FERPA (excluding the right to challenge grades assigned by faculty); and to consent to disclosures of personally identifiable information contained in the education records, except to the extent the act authorizes disclosure without consent. The act also provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings, and the right to file complaints with the Family Educational Rights and Privacy Act Office of the U.S. Department of Education concerning alleged failures to comply with the act.

The seminary has adopted a policy statement that explains in detail institutional policy and procedures for compliance with the provisions of the act. You can obtain copies of this policy from any of the following offices: the Registrar's Office, the Office of Student Services, the Office of the Provost, the Office of the Dean in each school, and each Extended Education office. You can also find a copy on the Registrar's Office website.

If you have any questions about the Family Educational Rights and Privacy Act, contact the Registrar's Office. Requests to inspect and review education records must be made in writing to the registrar or to the designated administrator in each school or local Extended Education office, at least a week in advance.

**Directory Information.** The following information has been designated as "public" or "directory" information and may be released by the seminary at its discretion: Your name, address, telephone number, FTS mailbox, school and degree program, enrollment status (i.e., whether or not you are currently enrolled), current class load, current class schedule, photograph, dates of admission and enrollment, home state, previous institutions attended and degrees awarded, and Fuller degrees awarded. You may exercise your right not to have such information released by completing a Request to Withhold Directory Information, a form available in the Registrar's Office and on our internal forms web page. Deadlines and conditions apply. Complete details are available from the Registrar's Office. Even if the withholding of this information is not requested, we will release it only in response to legitimate inquiries. It is the policy of the seminary not to provide mailing lists of its students to persons or organizations outside the seminary community.

A directory search option is available in Portico, Fuller's internet portal. This allows anyone in the Fuller community with a Portico account to find any student who has been registered at any time within the past two years. You can adjust certain aspects of how your own listing will appear in this search. For example, you can decide to have a phone number show, but not your address, or decide whether or not to include your email addresses. You can

enter a "preferred name" (what you like to be called, like a nickname, or perhaps you use your middle name instead of your first name), and this will also show up on class rosters as well. If you have filed a Request to Withhold Directory Information with the Registrar's Office, you will not appear at all in this directory search.

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## Transcripts

The transcript of your official permanent academic record includes all work ever done for academic credit at Fuller. It covers all degree programs. Separate transcripts are not available for individual degree programs or calendar periods. Only complete transcripts may be issued. Audit enrollments are not recorded on transcripts. Continuing Education Units (CEUs) are not a part of your academic record, and therefore do not appear on your transcript.

Courses registered and grades received in a given quarter will not appear on your transcript until about three weeks after the end of the quarter.

The transcript of your academic record cannot be released without a signed request or release from you. A form is available for such a request in the Registrar's Office, or may be downloaded from our website at [www.fuller.edu/registrar/transcripts.asp](http://www.fuller.edu/registrar/transcripts.asp). Requests may also be made in the form of a letter bearing your written signature, specifying where the transcript is to be sent. Fax requests with credit card payment information (MasterCard or VISA) can be accepted, but due to the provisions of the Family Educational Rights and Privacy Act, telephone requests and electronic mail requests cannot be accepted. There is a \$5 charge for each transcript requested, with additional charges for additional services. Payment is required with the request. The fee cannot be charged to student accounts, nor can any credit existing there be accessed. Transcript requests are normally processed by the end of the second day after the day they are received, but may take longer during peak periods, such as Registration Week. If you ask that an official transcript be sent to you, it will be sent in a sealed envelope marked so that it is only considered official if the seal remains unbroken.

The providing of transcripts is considered a student service which may be withheld if your financial standing with the seminary is not satisfactory.

We're sorry, but we cannot provide copies of transcripts of your work at other schools. They must be requested directly from the institutions which granted the credit. We suggest you plan ahead and always have several copies of your transcripts from other schools you attended on hand.

Details on all current transcript services, charges, and policies, as well as the transcript request form, can be found at [www.fuller.edu/registrar/transcripts.asp](http://www.fuller.edu/registrar/transcripts.asp).

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## Program Changes

You may change from certain degree programs and concentrations to certain other degree programs or concentrations without a new application. You can complete a request for such a change through your advising office. In most cases, approved changes will be effective beginning the first quarter for which you register after the Registrar's Office has received the request, not in a quarter in which you are already registered.

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## Information Changes

It is very important that the seminary maintain up-to-date information on all its students. You may report changes in name, address, telephone number, and email address(es) in writing to the Registrar's Office. A Change of Information form is available in the Registrar's Office (or can be downloaded from the Registrar's Office website) for this purpose. You can also enter changes in this information, as well as several other areas (such as marital status or denomination) directly through Portico, on the Personal Information menu.

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## ACADEMIC POLICIES

### Academic Credit

**Credit Hour Requirements.** One unit of credit is defined as an academic designation denoting approximately 25 to 30 hours of classroom experience, academic preparation, and research. The faculty has also adopted guidelines for measuring the amount of work that various kinds of assignments may be expected to represent. One hour is represented by one hour of class, 25 pages of reading, or one page of a research paper. Thus a 10-page paper represents 10 hours of the 100 to 120 hours that may be expected in a four-unit class; 500 pages of reading represents another 20 hours.

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### Attendance Policy

Academic credit for a course requires regular class attendance, whether or not this is stated in the syllabus, and is not just a matter of completing the assignments. Attendance means being present in the class for the entire scheduled class meeting, not just some part of it. In the event of absence for any reason, you are responsible for any information or class content missed. The professor may require additional work to make up for an absence. If you are absent from a significant portion of the course or if you are frequently late for class meetings, even due to extenuating circumstances, this may result in a lower grade or even a failing grade for the course.

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### Computer and Internet Access

Fuller Theological Seminary expects that its students will have ready access to a computer and to the Internet during the course of their studies for the purpose of academic work and for receiving student services. Many student services are only available online, including the academic catalog, the student handbook, grade reports, student account information, and financial aid applications. Other services, such as the coursepacks used for reading assignments in classes, are only available on CD-ROMs or as .pdf files. Many faculty members may require their students to do research for their courses on the Internet. In addition, some faculty members will receive coursework as electronic documents submitted via e-mail; some may even require this.

For those students who do not have access to a computer, the seminary provides limited access to computers in the McAlister Library and the Student Service Center. However, you will be best served by having your own computer and broadband access to the Internet.

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### Final Examinations

Whether or not a class has a final exam is indicated in the Expanded Course Description (ECD) available in the library, in the academic advising offices, through a link on the schedule on the Fuller website, and in the class syllabus. For ten-week classes which have final exams administered in the classroom, the exam will be scheduled during the last week (11th week) at the regular meeting time of the class. If the class meets twice a week, the final will normally be scheduled for the second class meeting day of that final week. Final exams scheduled for intensive classes are scheduled within the allotted class time at the discretion of the professor.

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### Course Work Due Dates

Each faculty member determines due dates for course work *within* the quarter, as well as policies regarding these due dates (such as penalties). This information should be published in the course syllabus.

All work for a course must be submitted by the end of the official last day of the quarter (see the [academic calendar](#) for exact dates), regardless of the meeting schedule or nature of the class (including IDL classes). Faculty are not authorized to extend end-of-quarter deadlines for classes or individuals under any circumstances.



*Asking for (on your part) or giving (on the part of the faculty member) more time without a valid Incomplete or Hold is considered a violation of the Academic Integrity Policy.* If you are unable to complete all work in a master's-level class by this deadline, due to extenuating circumstances (as defined below), you may request a grade of Incomplete to allow you to finish the course work (see below). In most doctoral-level classes, you may request a grade of Hold from the instructor if you have been unable to complete your work by the end of the quarter (see below).

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## Grades

**Grading Scale.** Grades have been assigned the following numerical values for the purpose of computing the grade point average:

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
F	0.0

All other grades, including P (Pass), SA (Satisfactory), I (Incomplete), and H (Hold) are not computed in your grade point average. Courses which continue past the closing of a quarter will show the grade IP (In Progress) until the course ends and the grades are entered. RD (Report Delayed) indicates that the course has ended but the professor has not yet submitted a grade.

**Course Grading Policy Statements.** A clear statement of the grading policy for any course offered by the seminary must be included in the course syllabus. This must include such matters as:

- the criteria by which the grade will be assigned, including the relative weight of assignments, examinations, and other factors
- whether a student whose work is not completed at the end of the quarter may receive an Incomplete (or Hold in some programs), a reduction in grade, or an F, and on what basis this will be decided
- what grade penalties (if any) will be assessed for the portion of the course work that is incomplete
- a statement of the seminary policy on when the completed course work is to be submitted to the professor
- whether a reduction of grade or a grade of F will be given if work is not completed and turned in at the end of the Incomplete (or Hold) period.

**Grade Reports.** Grades for a quarter are received and recorded by the Registrar's Office by the end of the second week of the following quarter (normally about three weeks after the end of the quarter, but later for Fall due to the holidays). A link on the first page of Portico announces their availability. At that time, you can view your grades on Portico. Printed grade reports are not provided, unless you need a printed copy for a specific purpose, such as tuition assistance by an organization or employer. To request a single copy for this purpose, contact the recorder in the Registrar's Office at [626-584-5412](tel:626-584-5412) (or email [grades@fuller.edu](mailto:grades@fuller.edu)). A signed form is required.

Quarterly grade reports list only the grades for a single quarter. Grade changes due to completing work under Incompletes or Holds (as well as any other authorized changes) are recorded as they are received. This also includes grades from IDL classes completed after the quarter of registration. You will be notified through Portico as soon as any grade change is entered.

**Grade Changes.** Faculty members may submit grade changes for several reasons, such as errors in calculation, reevaluation of work previously graded, or completion of work under an Incomplete or Hold. Grade changes are not accepted for work submitted after the quarter without an Incomplete or Hold, or for work redone, or for work submitted after the deadline for an Incomplete, Hold, or Extension of Incomplete or Hold after the initial grade is recorded. Individual faculty members are not authorized to extend deadlines under any circumstances. An approved grade change will appear on the transcript as soon as it is entered, and you will be notified through Portico.

After a period of two years, it is presumed that both you and the faculty member involved have had ample opportunity to be aware of the grade recorded and to see that any appropriate adjustment has been made. At this point any grade recorded becomes permanent and cannot be changed.

**No Grade Replacement.** All grades recorded become a permanent part of your academic history. You cannot retake a class for which you receive a passing grade. If you receive a failing grade, that grade will always remain

on your record and count in the cumulative GPA. If such a course is retaken, the new registration and grade will also be recorded on your permanent record.

**Pass/Fail Policy.** Master's-level students in the Schools of Theology and Intercultural Studies may choose to take up to one-fourth of their course work done at Fuller on a Pass/Fail basis. However, if you are earning a School of Theology degree, you cannot take more than 12 units Pass/Fail in any one of the following four areas: biblical languages, biblical studies, theology/ church history, and ministry. Furthermore, you cannot take more than 8 units Pass/Fail in any department in the last three areas. Psychology doctoral students may exercise the Pass/Fail option in their regular School of Theology curriculum only. If you are not pursuing a degree program, you may exercise this option at a rate of one course in four. Courses which are only offered on a Pass/Fail basis are considered a part of any of these limits.

The Pass/Fail option is intended to encourage you to explore courses and schedules that you might not otherwise attempt, or to help students who anticipate difficulty with required courses. It is considered a privilege, and its purpose demands that the option be exercised at the beginning of a course. Accordingly, there is a deadline for selecting this option (or reversing it), and petitions to change this status in either direction after the deadline are almost never granted.

Individualized Distance Learning (IDL) classes cannot be taken Pass/Fail.

You may choose the Pass/Fail option when registering. Changes in status may be made through the end of the day Friday of the first week of the quarter for ten-week courses; through the end of the first Tuesday in one- and two-week intensive classes; and through Wednesday of the first week of five-week sessions; and through Wednesday after the first weekend in weekend classes. Changes must be made through the online registration.

Faculty members submit regular grades for all students, but only the P (if you pass the class, or F if you do not) is entered on the transcript if you choose this option. The grade of Pass is not calculated in your grade point average, but an F is calculated. You may request, by appointment, to find out the grade the professor actually submitted in a course, but that grade can never be recorded in place of the Pass and can never be reported by anyone at Fuller in any way.

If you are on academic probation (including Special students), you may take courses on a Pass/Fail basis, but the grades actually submitted will be considered in evaluating your academic progress and in making decisions concerning your status.

If you anticipate the possibility of ordination in the future, you should find out how your denomination views Pass/Fail grades. (The actual grades cannot be reported just because you find out later that you need grades in certain classes.)

If you anticipate the possibility of doctoral work or other advanced study, remember that admissions committees will not have access to the grades submitted for courses you took on a Pass/Fail basis, and they may not look favorably on your use of this grading option in some areas. Since the actual grades cannot ever be reported, you should exercise great care in making this choice.

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## Incompletes and Holds

**Incompletes.** If your work in a master's-level class is not completed at the end of the quarter due to extenuating circumstances (as the seminary has defined them), you can request a grade of Incomplete. You need to get a Request for Incomplete from your advising office, get the professor's signature on it (if he or she agrees), and bring or send it to the Registrar's Office by the end of the last day of the quarter. Each faculty member decides whether work not finished at the end of the quarter warrants an Incomplete grade for the course, a reduction in grade, or a grade of F. The policy for the course is to be stated clearly in the course syllabus.

Incompletes are to be granted only when your work in a course has not been completed due to extenuating circumstances. Extenuating circumstances are major, unplanned, unanticipated, and unavoidable disruptions which make it impossible for you to complete a course within the quarter. Examples of such circumstances are personal illness of more than a brief duration, illness in the family that has required your attention, death in the family, a personal or family crisis of a traumatic nature, or an unplanned and unexpected increase in job responsibilities. Examples of reasons which are not considered acceptable are class load (at Fuller and/or elsewhere), incomplete work from previous quarters, general overload of classes (including internships) and work, preparation for denominational exams or other special exams, general church or job responsibilities or opportunities, English language difficulties, logistical problems (computer, typist, etc.), difficulty of the class, or redoing work already submitted. Incompletes are not permitted for the purpose of allowing you to improve your grade in a course.

A grade of Incomplete is not to be given on the basis that the design of the course requires more work than can reasonably be expected to be completed within the quarter, or that any assignment requires extended time or cannot be done within the quarter in which the course occurs. (This situation is not supposed to exist.) Work to be completed under an Incomplete may, at the professor's discretion, include a take-home final examination or a

scheduled in-class final examination. The professor decides when, within the additional quarter allowed for the Incomplete, the final must be taken. (It is not automatically extended to the end of the quarter.)

If the Incomplete is granted, your completed course work is due to the professor by the end of the last day of the following quarter. Summer Quarter is considered a regular academic quarter, and is not excluded from this. When you are granted an Incomplete, your first priority must always be completing that work. You should not take on additional course work unless you can also complete the older unfinished work. Although you have an entire additional quarter, you should plan on completing your unfinished work as quickly as possible. The longer you wait, the harder it will be.

Grade penalties for work completed during this period may be assessed if such a policy has been clearly described in the syllabus for the course. If the work for the course has not been completed by the end of the additional quarter, the faculty member determines whether a reduced grade or a grade of F is warranted, based on what you have completed and the grading policy published in the course syllabus. The Incomplete must be resolved to a regular grade (A through C-, Pass or F) at this time. The grade of Incomplete cannot remain on the record.

Further extensions of time (see Extension of Incomplete or Hold) are almost never granted. The additional quarter (at least three months' time) that was granted was intended to preclude any consideration of further extension. Individual faculty members are not authorized to extend deadlines under any circumstances. When the grade has been recorded, a code appears on your transcript next to the grade to indicate that it was originally an Incomplete.

Incompletes are not calculated in your grade point average. However, they are also not considered satisfactory grades when measuring satisfactory academic progress.

**Holds.** If you are enrolled in 700-level or 800-level classes and your work has not been completed at the end of the quarter of registration, you may request a "Hold" grade from the professor. This allows one additional quarter to complete the work. Unless an extension is granted by the Academic Affairs Committee of the school or program, the completed work must be submitted to the professor no later than the last day of the following quarter (including Summer), and a grade must be submitted. The Hold grade cannot remain. Individual faculty members are not authorized to extend deadlines under any circumstances.

**Extension of Incomplete or Hold.** If you are unable to complete your work within the time allotted by an Incomplete or Hold due to extremely extenuating circumstances, you may petition for a brief extension of time. However, such petitions are almost never granted except in the most extenuating circumstances. The additional quarter (at least three months' time) that was granted in the first place was intended to preclude any consideration of further extension. Do not put off completion of the work until some point later in the quarter. When you are granted an Incomplete or Hold, your first priority must always be completing that work. You should not take on additional course work unless you can also complete the older unfinished work.

Individual faculty members are not authorized to extend deadlines for the Incomplete or Hold under any circumstances.

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## Academic Standing

**Good Academic Standing.** To remain in good academic standing, you must have a 2.5 cumulative grade point average (GPA) for all course work. Grades which represent successful completion are A through C-, P (Pass), and SA (Satisfactory). Grades which do not represent successful completion are I (Incomplete), H (Hold), and F (Fail).

**Academic Probation.** In the event that you fail to meet the standards for Satisfactory Academic Progress, you will be placed on academic probation. If your cumulative GPA falls below 2.0, you may be subject to academic dismissal.

**Veterans' Benefits.** If you are receiving veterans' benefits and fail to meet the above standards within two consecutive terms of enrollment after being placed on probation, you will not be eligible for benefits until you have regained good academic standing.

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## Petitions

**Academic Petitions.** A petition is a request for an exception to a clearly defined, published seminary policy (such as a deadline). It is not simply the paperwork needed to do what is being requested. Regardless of the nature of the request, it stands a good chance of being rejected if the circumstances which created the problem are not extenuating or the reasons are not compelling. Ignorance of the policy or deadline, lack of time, or forgetfulness do not provide a basis for petition. Forms for submitting various kinds of petitions are available through academic advisors.

**Financial Petitions.** A financial petition may be submitted to request a greater refund of tuition or fees than you are entitled to under seminary policy. This petition is a request for an exception to a clearly defined, published seminary policy (such as a deadline). It is not simply the paperwork needed to do what is being requested. Regardless of the nature of the request, it stands a good chance of being rejected if the circumstances which created the problem are not extenuating or the reasons are not compelling. We're sorry, but ignorance of the policy or deadline, lack of time, forgetfulness, or inability to pay do not provide a basis for a financial petition.

A financial petition related to an academic petition or other action (such as dropping a class) should be submitted along with that academic petition or drop form. However, academic petitions will not be considered on the basis that you only want to drop the class if your financial petition is approved.

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## Withdrawal from the Seminary

If you decide to discontinue your work at the seminary for any reason, you should notify your academic advisor and make sure your accounts are cleared. Additional special procedures apply to School of Psychology doctoral students. (See the Clinical Psychology Student Handbook.)

**Extended Absence (Nonenrollment).** If you do not enroll for a period of two years (eight quarters) or more, you must apply for reinstatement before you can register again. Details are available in the Office of Admissions. If you are reinstated, you must meet the degree requirements in effect at the time you resume enrollment, even if they have changed from the requirements in effect when you began. Courses you took before may no longer meet the same requirements, or you may have to take additional courses to meet new requirements. If you are not enrolled for a period of ten or more years, you will have to reapply.

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## Graduation

**Time Limits for Completion of Degrees.** In order to ensure that a degree, when granted, represents education that is current and reasonably focused (not acquired a little at a time over an unreasonably long period of time), requirements for a degree must normally represent credit earned within a certain period of time. This period includes any credit earned elsewhere and applied to the degree, as well as all credit earned at Fuller. For the MA, MAC.L., or MDiv degree in the School of Theology, this limit is set at ten years. The time limit for the Th.M. degree is five years; for the D.Min. degree, seven years; and for the Ph.D. degree, eight years. There is a ten-year time limit for completion of degrees in the School of Intercultural Studies (master's or doctoral level). The limit for the M.S. degree in Marital and Family Therapy in the School of Psychology is seven years, and for all doctoral programs in that school, the limit is ten years.

**Graduation Basics.** Naturally, you must satisfactorily complete the prescribed course of study as outlined in the curriculum for your degree program. You may choose to meet the requirements set forth in the catalog in effect at the time of your matriculation, or any later catalog. However, if you are not enrolled at any time for a period of eight quarters or more, then you are subject to the requirements set forth in the catalog in effect at the time of your reenrollment, even if those requirements have changed since you began your work. Courses you took before may no longer meet the same requirements, or you may have to take additional courses to meet new requirements.

Graduation with a master's degree (MA, M.S., MAC.L., or MDiv) in any of the three schools requires a minimum cumulative GPA of 2.5. For the Th.M., D.Min., D.Miss., and Ph.D. degrees (SOT and SIS), only courses with a minimum GPA of 3.0 (B) may be counted toward graduation (with the exception of one B- for D.Min. students). For psychology doctoral students, a minimum GPA of 2.7 (B-) is required in each psychology course to be counted for graduation.

In addition to academic requirements for graduation, you must receive the endorsement of the faculty responsible for the degree program in which you are enrolled that you have acted responsibly in attempting to live in accord with standards of wholesome Christian character and with the general standards of the institution as well as those of the degree program.

You also must make satisfactory financial arrangements before graduation. Otherwise, you won't have access to any further student services, including transcripts, degree verification, diplomas, transfer, registration, or enrollment in another degree program.

**Application for Graduation.** To get the graduation process started, ask your advisor for a Graduation Packet, complete the Application for Graduation, and ask your advisor to process it right away. You should do this when you see your advisor for registration for the quarter prior to your final quarter (that is, two quarters before the quarter in which you hope to finish). If you wait until the last minute, it may delay the clearing and posting of your degree. If you don't complete your degree requirements in the quarter for which you applied, just complete a new Application for Graduation. A one-time (per degree) graduation fee of \$75 (subject to change) is charged when you apply for graduation.

If you want to be included in the annual Commencement and related activities in June in Pasadena (whether or not you plan to attend), you must submit your Application for Graduation no later than March 1. Otherwise, you will not receive information and order forms (for announcements, photographs, etc.), regalia will not be ordered for you, you will not be able to participate in Commencement or related activities, and you will not be listed in the program.

**Date of Graduation.** In order to qualify for graduation in a given quarter, all work must be completed and all requirements met by the official graduation date for that quarter (the Friday of final exam week in every quarter). Classes which are not completed by the last day of the quarter do not qualify for graduation in that quarter. Work completed under Incompletes and Holds applies to graduation in the quarter in which you actually complete it, not the quarter in which the course was originally taken.

**Graduation Clearance and Diplomas.** Due to the time needed to receive and record final grades and process graduation clearances, degrees will normally not be recorded on transcripts until anywhere from three to eight weeks after the end of the quarter. Diplomas are mailed at about the same time.

**Commencement.** Commencement is held in Pasadena at the end of Spring Quarter each year. Students who have graduated in the most recent Summer, Fall or Winter Quarters and have not already attended Commencement are invited to participate, as are those who apply for graduation in the current Spring Quarter. Graduates who were eligible for the previous year's Commencement but did not attend are also invited. Students who expect to graduate at the end of the Summer Quarter may also participate, subject to certain limitations (see below). In all cases, if you want to be included in the annual Commencement and related activities in June (whether or not you actually attend), you must submit your Application for Graduation no later than March 1. Otherwise, you will not receive information, regalia will not be ordered for you, you will not be able to participate in Commencement and you will not be listed in the program.

Commencement is also held at most of the regional campuses at the end of Spring Quarter. Graduates are welcome to attend either the all-seminary Pasadena Commencement, their regional campus commencement, or both. The same policies regarding commencement described here apply to both ceremonies.

Participation in Commencement exercises is not equivalent to the conferral of the degree, which is official only when faculty approval has been given, the Registrar's Office has determined that all academic requirements have been met, and satisfactory financial arrangements have been made.

**Special Commencement Participation Policy.** If you are a master's-level student and you have no more than 20 units of course work (not to include theses or dissertations, qualifying exams, etc.) to complete during the Summer Quarter, you may request to participate in the June Commencement exercises. The deadline for application is March 1. Special conditions apply. Copies of the policy are available from Academic Advising offices.

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## Alternative Diplomas and Transcripts

In some circumstances, a diploma or transcript from a theological seminary may cause significant difficulties in the places where our alumni/ae are working or seek to work. To resolve this problem, Fuller Theological Seminary has taken legal steps to allow it also to identify itself as Fuller Graduate Schools.

Fuller Theological Seminary remains the true legal name.

**Criteria.** The right to receive an alternative diploma and/or transcripts with the heading Fuller Graduate Schools may be granted for the following reasons:

- *Physical safety.* Students who are living and working in areas that are known to be hostile to Christians or to religious institutions may be granted an alternative diploma and/or transcript. Previous incidents of harassment of Christians, physical danger, or governments and cultures known to be hostile would be examples of contexts that may justify the alternative documents.
- *Restriction of professional status.* Students who are unable to pursue professional status because their diploma and transcript come from a Christian seminary may be allowed to receive the alternative documents. For example, students who wish to teach in universities in Brazil may need the alternative documents, as Brazil does not recognize doctoral diplomas and transcripts from seminaries.

**Petition Process.** Any student may submit a petition to receive a diploma and transcripts with the Fuller Graduate Schools heading. On the petition, you must indicate why you believe that the use of the alternative name would be appropriate for your situation. Petition forms are available in the following offices:

- *School of Psychology:* From the academic advisors in the Marriage and Family and Clinical Psychology departments.
- *School of Intercultural Studies:* From the offices of the director of doctoral programs, the director of MA programs, and the director of Korean studies programs.

- *School of Theology*: From the academic advising office, the CATS office, the DMin and Korean DMin offices, and the various Extended Education offices.

All petitions are subject to the review and approval of the faculty of the respective school.

**Services and Procedures.** If the petition is approved, it allows you to request transcripts with the Fuller Graduate Schools heading, and to request a diploma with that heading.

Each time a transcript is requested, you must specifically request the FGS format if that is the transcript you want to be sent. Otherwise, the standard Fuller Theological Seminary transcript will automatically be sent. The fees for transcript service are the same in either case.

Everyone will receive the standard Fuller Theological Seminary diploma. If you want the alternative Fuller Graduate Schools format as well, you must submit a request to the Registrar's Office and pay the fee currently in effect.

Students who have been approved for the alternative documents may also submit their master's thesis or doctoral dissertation with the alternative name.

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## FINANCIAL POLICIES AND SERVICES

### Office of Student Accounts

The Office of Student Accounts, a part of Student Financial Services, is located on the third floor of the Student Service Center at 250 North Madison. We are open from 8 a.m. to 5 p.m. Monday through Thursday, and 10 a.m. to 5 p.m. Friday.

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### Your Student Account

You can view your student account at any time through Portico. Monthly statements are available online through the Student Accounts Center. If you have questions regarding your account, make an appointment by calling [626-584-5421](tel:626-584-5421) or by visiting the Office of Student Financial Services. Appointments can be scheduled Monday through Thursday between 8:00 and 11:30 a.m. or 1:30 and 3:00 p.m.

Bookstore and housing accounts are separate accounts. You need to handle payments and make arrangements regarding these other accounts through the appropriate offices.

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### Payment of Tuition and Fees

Fuller Seminary requires either full payment or completion of specific provisions for payment by 4:00 pm Pacific time of the first day of the quarter. These provisions include the remaining balance being covered by verified Fuller financial aid, a Fuller Tuition Payment Plan with two or three payments (depending on your program), or a combination of both.

The seminary accepts cash, check, debit (ATM) cards, electronic check (ACH), and MasterCard and Visa credit cards for payment. Arrangements to use VA or GI Bill benefits for payment must be made with the Student Financial Services Office prior to registration.

**Option 1: Full Payment (no Fuller Financial Aid Expected).** You are welcome to pay all tuition and fees at the time of registration, or by no later than 4:00 pm Pacific time of the first day of the quarter.

If you are not registering for classes, but you have Fuller student health insurance and/or an unpaid balance, the seminary requires full payment of health insurance and any other charges (such as continuation fees, etc.), as well as any previous balance, by the first Friday of the term.

**Option 2: Full Payment by Fuller Financial Aid.** If payment of all tuition and fees for the term is to be made by Fuller grants, scholarships, and/or federal student loans, you must pay any previous balance due prior to registering. You must have a current and fully processed Fuller financial aid application on file in order to use this option. If your Fuller financial aid is not sufficient to pay your tuition and fees in full, you must either pay the difference or enroll in the Fuller Tuition Payment Plan 4:00 pm Pacific time of the first day of the quarter (see Option 3 below).

**Option 3: Tuition Payment Plan.** If you cannot pay in full at registration and would like the convenience of making monthly payments, you may sign up for a Fuller Tuition Payment Plan (FTPP). Plans are administered directly by the Student Financial Services Offices. If you choose this option, you must pay any previous balance in order to register.

**Payment Plan Details.** Signing up for an FTPP allows you to pay that quarter's/term's tuition and fees in monthly installments over a period of two or three months, depending on your program and when you register and sign up for the plan. The nonrefundable fee for this service is \$40 each quarter/term, and no interest is charged. Payments are made directly to Fuller via automatic withdrawal, mail, or online. A fee of \$35 is charged for each late payment.

Frequently asked questions (FAQ's) about the Fuller Tuition Payment Plan are answered on the Student Financial Services website at [http://documents.fuller.edu/sfs/tpfaq\\_rev0707.asp](http://documents.fuller.edu/sfs/tpfaq_rev0707.asp).

Payment due dates for all students *except* Doctor of Ministry and Doctor of Missiology students are as follows:

- *Fall Quarter:* October 5, November 5

- *Winter Quarter:* January 5, February 5
- *Spring Quarter:* April 5, May 5
- *Summer Quarter:* July 5, August 5

Payment due dates for all Doctor of Ministry and Doctor of Missiology students are as follows:

- *September Start/Classes:* November 5, December 5, January 5
- *October Start/Classes:* December 5, January 5, February 5
- *November Start/Classes:* January 5, February 5, March 5
- *December Start/Classes:* February 5, March 5, April 5
- *January Start/Classes:* March 5, April 5, May 5
- *February Start/Classes:* April 5, May 5, June 5
- *March Start/Classes:* May 5, June 5, July 5
- *April Start/Classes:* June 5, July 5, August 5
- *May Start/Classes:* July 5, August 5, September 5
- *June Start/Classes:* August 5, September 5, October 5
- *July Start/Classes:* September 5, October 5, November 5
- *August Start/Classes:* October 5, November 5, December 5

*Note:* Doctor of Missiology students sign up for the month in which their course term starts. Doctor of Ministry students sign up for the month in which their class meets.

After registering for classes, you may sign up for the FTTP online through Portico. When you sign up, your balance due (tuition and fees less any expected Fuller financial aid) for the quarter will be calculated. Your payment plan balance will be updated regularly to reflect registration changes, payments or any other activity made to your student account. Payments made prior to the start of a quarter/term will not adjust your plan amount until the actual start date of the quarter/term. A notification email advising you of any changes to your plan will be sent to your Portico email account.

**Fees.** The following fees apply to payment plans. All fees are nonrefundable.

- *Payment Plan Enrollment Fee:* \$40 per quarter/term
- *Late Payment Fee:* \$35 per late payment

**Late or Missing Payments.** Please be advised that late or missing payments will incur late payment charges, and may result in the payment plan option not being available to you for future registrations. In such a case, you would have to pay in full at registration any charges not covered by verified Fuller financial aid.

**Payment Cutoff Time.** *Please allow plenty of time for your payment to be received and processed to avoid being charged late fees.* Student payments received by Student Financial Services in person, by mail or online through the Student Account Center by 4 p.m. Pacific Time on seminary business days will be processed and reflected on your student account the same day as received. Payments received or made online after 4 p.m. Pacific Time may not be posted to the student account until the next seminary business day. Business days are Monday through Friday with the exception of designated seminary holidays. Special note: Payments made by a third party may take up to 10 business days to be reflected on your student account.

**Late Payment Fee.** A \$250 non-refundable Late Payment Fee will be charged each quarter/term on all student accounts that are not paid in full, minus expected Fuller financial aid, by 4:00 pm Pacific time of the first day of the quarter. Students who sign up for a Fuller Tuition Payment Plan within seven calendar days of registration or enrolling in additional courses will not be assessed the Late Payment Fee.

**Other Fees.** Other fees may be assessed, including, but not limited to:

- *Returned check due to insufficient funds (NSF):* \$25 per transaction. Students with more than two NSF checks will be required to make all future payments by cash, cashier check, or credit cards.
- *Returned electronic check due to incorrect bank number:* \$25 per transaction

**Overdue Account Hold.** If your account is overdue, a hold will be placed in your records, and you will not be able to receive various student services, such as registering for classes, or having your transcript or diploma issued.

Fuller's Student Financial Services Office can assist with any questions you have about your balance, your payment plan, or your financial options.

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## Miscellaneous Policies and Services

**Agreement to Pay.** Your enrollment in the seminary constitutes your agreement to pay for all tuition, fees and other charges, including interest, placed upon your student account. Unpaid account balances will accrue interest at the annual rate of 10% (.0834% per month) and a hold will be placed on your account until full payment has been made.



**Disputing a Charge on Your Account.** If there is a charge on your student account that you don't recognize, please contact Student Financial Services to assist you in determining the source of the charge. If you wish to dispute a charge on your student account, you must do so in writing to the source of the charge within 120 days of the date of the charge; until determined otherwise the seminary considers all charges placed on the student account to be legitimate and expects full payment for them.

**Student Loan Refunds.** Student loan refunds are processed weekly and can take from 7-10 days after the receipt of funds to be sent to your home address. Refund checks are mailed directly to your home address or are sent to your bank account if you have signed up for e-refunds. Due to the volume of refunds being processed, we regret that refund checks may not be picked up in person. The quickest way to receive your refund is to ensure that you are enrolled at least half-time and meeting all of your financial aid requirements when your funds arrive at the seminary.

**e-Refunds.** You can save a trip to the bank by signing up for electronic refunds. Simply enter your valid U.S. bank checking or savings account information in the Student Account Center and indicate your agreement to the e-refund policy. We will then automatically send your student loan or other student account refunds directly to your designated bank account.

**Account Statements (e-Bills).** To save natural resources, the seminary does not mail account statements. Instead, each month an electronic statement of account is posted in the Student Account Center in Portico showing any activity on your student account over the last month. Up to 18 months of statements are available for your review and each can be printed as a PDF document.

**Authorized Users.** If you have a third-party, such as a church or relative, that needs to make payments on your student account, you can grant them access to your student account as an Authorized User. They will have their own username and password once you set them up. You control what Authorized Users can see and do in your student account and you can turn off the access at any time.

**Payment by Foreign Check.** If you make a payment or deposit into your student account with foreign checks that require conversion into U.S. funds through the international banking system, you will be charged a \$65 fee. Don't simply write "U.S. Funds" on the check yourself; this won't work. If you have questions regarding charges for conversion, consult the bank in which you have an account or plan to establish one.

**Checks Returned for Insufficient Funds.** If your personal check is returned to Fuller due to insufficient funds, you will be charged a \$25 fee (subject to change without notice), which is charged to your student account. If you make payments with three or more bad checks, you will be required to make all future payments in cash, certified bank funds, or by credit card. At the discretion of the seminary, this requirement may also be applied to students who have made payments with bad checks on less than three occasions.

**Withdrawal of Grant-in-Aid Funds.** If you receive grant-in-aid from the seminary through Student Financial Services in excess of your tuition and fees, you cannot make a withdrawal of funds from your account until the sixth week of the quarter, after the final drop deadline for ten-week classes. This will allow for adjustments, when needed, in your financial aid award.

**Graduation/Leave of Absence with Outstanding Balances.** If you are graduating or planning not to enroll for a period of time and you have an outstanding balance on your student account, you must contact Student Financial Services to schedule an exit interview and plan for payment of the account balance. To schedule an appointment, call [626-584-5421](tel:626-584-5421).

**Collection Policy.** The seminary, in accordance with its goals of maintaining only current student accounts and encouraging faithful financial stewardship among students, may turn any student account that is delinquent 45 or more days over to a professional collection agency. Once the account is transferred to a professional agency, you then have to deal directly with that agency. At that point, Fuller Seminary can no longer negotiate with you about the account in question. Turning an account over to collections will adversely affect your credit standing. If you foresee problems in making payments, contact Student Financial Services so they can try to help you work things out before they have to take such drastic measures.

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## FINANCIAL AID

### Student Financial Services

Fuller Seminary is committed to helping you meet your financial needs through scholarships, work-study employment, and government loans. Since financial aid is limited and may not be available to cover all the costs of your program, we encourage you to make an appointment with a Student Financial Counselor in the Office of Student Financial Services to discuss all funding options available to you.

Student Financial Services is located in on the third floor of the Student Service Center at 250 North Madison. You can reach us at [626-584-5421](tel:626-584-5421). Office hours are Monday through Thursday, 8 a.m. to 5 p.m. and Friday, 10 a.m. to 5 p.m.

**Making Informed Choices.** Deciding to come to seminary is a lifestyle-changing choice that requires a major investment of time, effort, and money.

The Office of Student Financial Services suggests you start the process of financing your education by estimating the total cost of your program, then investigating all available financing options. You should consider whether educational debt is necessary to obtain your educational goals and what impact student debt will have on your future lifestyle. You should also consider all alternatives to borrowing.

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### Institutional Aid: Scholarships

The details regarding institutional aid vary somewhat depending on the school and program in which you are enrolled. The eligibility requirements, types of aid, and applications deadlines for the three schools and their programs are detailed below. For further details, go to the Financial Aid website at [www.fuller.edu/admission/financial-aid/financial-aid.aspx](http://www.fuller.edu/admission/financial-aid/financial-aid.aspx).

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#### School of Theology (M.Div. and M.A.)

##### Eligibility Requirements

**Admission Status.** You must be accepted as a Regular or Probation student in a degree or certificate program, or as a Special Student. Students accepted with Provisional or Late Conditional status, or as Limited Enrollment, Certificate, Unclassified, or Visiting students do not qualify for School of Theology scholarships.

**Need-based Scholarships.** You must plan to take a minimum of 24 units from the Summer Quarter through the Spring Quarter.

**Other Scholarships.** You must take 12 units in each of the Fall, Winter, and Spring Quarters.

**Campus.** You must attend classes at a half-time level (or greater). If you plan to attend one of Fuller's regional campuses, please contact Student Financial Services for information regarding scholarships that may be available to you from that campus.

##### Types of Theology Institutional Aid

The following list outlines the types of institutional aid available for MDiv or MA students. For all need-based aid, you must complete a financial aid application and return it to Student Financial Services by the deadlines listed below. All the aid listed below must be applied for on an annual basis.

**Need-based Scholarship.** This scholarship provides assistance to students in the M.Div. or M.A. program who demonstrate financial need. Awards are based solely on financial need.

**Other Scholarships.** Through the gifts of generous donors, special funds have been set up for students with or without financial need who meet additional specific criteria desired by the donors. Application procedures differ by scholarship. Contact Student Financial Services for more details about applying.

**Latino Leadership or African-American Church Studies Program Scholarship.** This need-based scholarship

provides assistance to students admitted to Fuller through the African-American or Hispanic Church Studies programs.

#### Deadlines for application

Note: Scholarships cover the period from Summer Quarter through Spring Quarter. Students applying after the dates below receive funds as they remain available.

- *Returning students*: Second Friday in March
- *New students*: First Friday in April

Students with complete applications will receive notification within approximately 45 days of the respective deadline dates.

All terms and conditions related to institutional aid may be found in Portico, and in the Financial Aid FAQ's available on the Fuller website.

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### School of Intercultural Studies (MA, ThM, DMiss, PhD)

#### Eligibility Requirements

**Admission Status.** You must be accepted as Regular or Probation student in a degree or certificate program, or as a Special Student. Students accepted with Provisional or Late Conditional status, or as Limited Enrollment, Certificate, Unclassified, or Visiting students, do not qualify for School of Intercultural Studies scholarships.

**Need-based Scholarships.** MA and ThM students must plan to take a minimum of 24 units from the Summer Quarter through the Spring Quarter. Doctoral students do not have a minimum unit requirement.

**Other Scholarships.** MA and ThM students must take 12 units in each of the Fall, Winter, and Spring Quarters. PhD Students must plan to take 16 units from the Summer Quarter through the Spring Quarter. DMiss students in a cohort program must take 12 units per year.

**Campus.** You must attend classes at a half-time level (or greater). If you plan to attend one of Fuller's regional campuses, contact Student Financial Services for information about scholarships that may be available to you from that campus.

#### Types of Intercultural Studies Institutional Aid

The following list outlines the types of institutional aid available for all School of Intercultural Studies students. For all need-based aid, you must complete a financial aid application and return it to Student Financial Services by the deadlines listed below. All the aid listed below must be applied for on an annual basis.

**Need-based Scholarships.** This scholarship provides assistance to SIS students who demonstrate financial need. Awards are based solely on financial need.

**Other Scholarships.** Through the gifts of generous donors, special funds have been set up for students with or without financial need who meet additional specific criteria desired by the donors. Application procedures differ by scholarship. Contact Student Financial Services for more details about applying.

#### Deadlines for Application

Note: Scholarships cover the period from Summer Quarter through Spring Quarter. Students applying after the dates below receive funds as they remain available.

- *Returning students*: Second Friday in March
- *New students*: First Friday in April

Students with complete applications will receive notification within approximately 45 days of the respective deadline dates.

All terms and conditions related to institutional aid may be found in Portico, and in the Financial Aid FAQ's on the Fuller website.

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### School of Psychology (All degree programs)

#### Eligibility Requirements

**Admission Status.** You must be accepted as a Regular or Probation student in a degree or certificate program. Students accepted with Provisional or Late Conditional status, or as Limited Enrollment, Unclassified, or Visiting students, do not qualify for School of Psychology scholarships.

**Need-based Scholarships.** You must plan to take a minimum of 24 units from the Summer Quarter through the Spring Quarter.

**Other Scholarships.** You must enroll for units of credit in each of the Fall, Winter, and Spring Quarters.

**Campus.** You must attend classes at a half-time level (or greater). If you plan to attend one of Fuller's regional campuses, contact Student Financial Services for information about regional campus scholarships.

### Types of Psychology Institutional Aid

The following list outlines the types of Institutional Aid available for both doctoral and Master of Science students. For all need-based aid, you must complete a financial aid application and return it to Student Financial Services by the deadlines listed below. All the aid listed below must be applied for on an annual basis.

**Need-based Scholarship.** This scholarship provides assistance to students in the School of Psychology program who demonstrate financial need. Awards are based solely on financial need.

**Other Scholarships.** Through the gifts of generous donors, special funds have been set up for students with or without financial need who meet additional specific criteria desired by the donors. Application procedures differ by scholarship. Contact Student Financial Services for more details about applying.

**Research Fellowships.** A limited number of research fellowships are available to third-year or later clinical psychology students interested in working on faculty sponsored research projects. The application procedure is coordinated with the annual financial aid application process and between Student Financial Services and the School of Psychology Dean's Office.

### Deadlines for Clinical Psychology applications:

- *Returning students:* Second Friday in March
- *New students:* During the second week of March

### Deadlines for Marriage and Family applications:

- *Returning students:* Second Friday in March
- *New students:* During the second week of March

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## Federal Work-Study

A limited number of federally subsidized Federal Work Study (FWS) positions are available for eligible students who are enrolled at least half-time. After financial eligibility has been established by Student Financial Services, qualified students are hired through participating seminary offices. Income earned through the FWS program is considered financial aid and may reduce a student's eligibility for other forms of financial assistance.

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## Educational Loans

**Understanding Credit.** Applying for an educational loan is a step toward establishing credit. Credit is simply a promise to pay later for goods, services, or money that a person receives now. You are encouraged to control your use of credit and protect your credit record by budgeting, planning ahead, and considering how educational debt will affect your future lifestyle. Consider these factors carefully before making an educational loan commitment.

**Eligibility.** Most financial aid requires demonstrated financial need. Your need level is determined by calculating the amount that your estimated educational expenses exceed your anticipated outside resources and expected family contribution (EFC). The EFC is calculated by using information you report to Student Financial Services about your income and assets. Student Financial Services uses a formula developed by the U.S. Department of Education to determine a student's EFC.

**Eligibility Requirements.** To qualify, you must be admitted as a Regular or Probation student in a degree program, maintain Financial Aid Satisfactory Academic Progress, be enrolled at least half-time, and be in compliance with Selective Service laws, Social Security regulations, and Department of Homeland Security requirements to receive loan proceeds. If you have prior unresolved loan defaults, or owe a refund of Title IV funds, you are ineligible for student loans.

In accordance with Section 428 of the Department of Education's Higher Education Technical Amendments of 1991, Fuller Seminary reserves the right to refuse to certify an otherwise eligible borrower's loan application on the following grounds:

- poor credit history (including accounts at Fuller)
- high indebtedness relative to your anticipated income
- any other factors suggesting your unwillingness or inability to pay your student loans.

In cases in which the seminary refuses to certify a your loan application, the reason for such action will be documented and provided to you in writing.

In certain cases, the enrollment criteria for loan origination (i.e., getting a new loan or receiving loan proceeds) are more strict than the criteria for deferment of payment on previous loans. Check with Student Financial Services about the loan implications of an atypical course load or enrollment options (e.g., any zero-unit registration option, field education, thesis units, dissertation, continuation, CPE).

**Choosing Educational Loan Credit.** You should carefully determine whether you will be able to repay your educational loans. Inability to repay the loan according to the repayment schedule and agreement will affect your ability to make future credit-based purchases such as a car or home.

Eligibility for educational loan programs is determined by Student Financial Services according to federal guidelines. Application forms are available in Student Financial Services for eligible U.S. citizens and permanent residents.

**Withdrawal from Classes.** If you withdraw from classes after receiving Federal Stafford Loans or Perkins Loans, you are subject to a Federal Return of Title IV Aid Calculation. This calculation determines the amount of federal loan funds that Fuller may retain for the academic period, and the amount that Fuller must return immediately to your lender. Note that if Fuller returns loan funds, then you will owe Fuller whatever charges for tuition and fees that those funds formerly covered. This will show up as a balance due on your student account.

The Office of Student Financial Services regularly runs reports to identify students who have withdrawn from classes, either officially or unofficially. Official withdrawal occurs when students withdraw officially using the registration menu in Portico or a petition through the Registrar's Office. An Unofficial Withdrawal occurs when a student stops attending classes without dropping, usually resulting in failing grades for all classes.

For official withdrawals, the date of withdrawal is the date on which you notify Fuller of the intent to drop all classes. For unofficial withdrawals, we generally uses the midpoint of the quarter as the withdrawal date. Fuller may use an alternative date if we can document that you attended to that point.

The Federal Return of Title IV Aid calculation stipulates the following:

1. For withdrawal on or before the first day of classes, 100% of the Title IV Aid is to be returned to the lender.
2. For withdrawal during the quarter but prior to the 60% point of the quarter, Student Financial Services will determine the percentage of the quarter completed by the student. That percentage of the Title IV Aid is considered "earned." The rest, or the "unearned" portion of Title IV Aid, must be returned to the lender.
3. For withdrawal after the 60% point of the quarter, 100% of the Title IV Aid is considered "earned." In this case, no return of Title IV Aid is required.
4. If you are enrolled in and then drop a class that does not meet for the entire term, such as an intensive, you may be considered "withdrawn" for student loan purposes, even if you remain enrolled at or above half-time. Federal regulations may require that your loan be reduced or even cancelled if you do not complete ALL of the units for which you originally enrolled.
5. In #1 and #2 above, Fuller must determine the amount of Title IV Aid that covered direct costs for the quarter, such as tuition, ASC fees and rent (for students in Fuller housing). Then Fuller must return a percentage of this amount, according to the basic calculation described above. These funds will be returned electronically and charged to your Fuller student account.
6. For students who have received checks from their loan disbursements to cover living expenses, a percentage of those amounts may be considered "unearned Title IV Aid" (see #2 above). However, as long as you established eligibility for the loan (see below), then you only have to repay the funds according to the original terms of the loan. In other words, deferment and other Direct loan benefits still apply.
7. The Return of Title IV Aid is separate from Fuller's own refund policy. As a result, you may receive a refund for tuition before Title IV funds are returned to the lender. Later, when Fuller returns loan funds, there will be a charge to your student account. In such a case, you should hold on to the Fuller refund in order to be able to pay that charge. Furthermore, if you drop late in the quarter, you may not receive any refund from Fuller. If Fuller has to return funds to your lender, then your student account will still be billed for those charges.

Please note that you must establish eligibility for federal aid by attending classes at a half-time level during the quarter. When you withdraw completely, officially or unofficially, Fuller will use attendance records from the first two weeks of classes to verify attendance at a half-time level. If you never attended at a half-time level, then Fuller must make a 100% return of Title IV Aid (see the points above). Your lender will also be notified that you did not

establish eligibility for the loan(s). The lender has the option, in these cases, to demand accelerated repayment of any amount given to you for living expenses.

It is very important that you attend classes at a half-time level, especially during the first two weeks when attendance is taken. If you receive Title IV Aid and then consider dropping all of your classes or dropping below half-time, then you are strongly encouraged to make an appointment with a student financial counselor.

For further information and examples of the Return of Title IV Aid Calculation, visit or contact Student Financial Services.

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## Types of Student Loans

**Federal Perkins Loans.** These loans are funded by the federal government, Fuller Theological Seminary, and alumni/ae Perkins Loan repayment. The federal government pays the interest while you are at least a half-time student. Repayment begins six to nine months after you were enrolled less than half-time, depending upon when you first borrowed in the program. On that date you begin to pay five-percent simple interest. Perkins loans are awarded as part of the financial aid package and are based on exceptional need, as determined by Student Financial Services.

**Federal Subsidized Direct Student Loans.** Depending on your financial need, you may borrow up to \$8,500 per year (an aggregate maximum of \$65,500, including undergraduate borrowing). The federal government pays the interest while you are at least a half-time student. For loans disbursed prior to July 1, 2006, the interest rate is variable, changed annually, with a cap of 8.25 percent. Loans disbursed on or after July 1, 2006 have a fixed interest rate of 6.8 percent. Any prior Stafford Loans which have not been repaid may be subject to different terms than your new loans. Loans are need-based. Since other rates may apply, contact Student Financial Services for further information.

**Federal Direct Unsubsidized Student Loans.** These loans are equivalent to the Federal Subsidized Loan in every respect except that the government does not pay any interest. Eligibility depends upon enrollment and other aid. Interest on the Unsubsidized Student Loan accrues from the date of disbursement. Principal and interest may be deferred for half-time students. Unpaid interest will be capitalized by the lender. The combined Subsidized and Unsubsidized annual loan limit is \$20,500 (an aggregate maximum of \$138,500 including undergraduate borrowing). Clinical Psychology students may borrow up to an additional \$16,667 annually and have an aggregate limit of \$224,000 including undergraduate borrowing.

**Federal Direct Graduate PLUS Loans.** The Grad PLUS loan is an unsubsidized federal student loan with a fixed annual interest rate of 7.9 percent. Interest begins accruing immediately upon disbursement. Payment of principal and interest can be deferred while you are enrolled at least half-time. Repayment begins six-months after graduation or dropping below half-time. The amount that may be borrowed depends on your enrollment and other aid. A credit check is required and you may not have an adverse credit history, as defined by federal regulation. Applicants with adverse credit may gain eligibility for the Grad PLUS loan if they apply with an endorser (co-signer) without adverse credit. Contact Student Financial Services for more information.

**Federal Direct Loan Program Timelines.** You can apply for Federal Direct Subsidized and Unsubsidized Loans and Graduate PLUS Loans year-round. The following materials are required for loan processing: (1) Fuller Financial Aid Application (2) the Free Application for Federal Student Aid (FAFSA); (3) any other materials requested by Student Financial Services. Please allow a minimum of 30 days for your loan request to be processed. For specific quarterly and annual deadlines, contact Student Financial Services.

**Alternative Educational Loans.** These loans are offered by various financial institutions for educational expenses and are in addition to and distinct from the federally funded loan programs. Terms vary among plans and a very good credit history or co-signer is usually required. Federal regulations require all alternative education loans to be taken into consideration when determining a student's financial aid eligibility. The most recent information is available from Student Financial Services.

**Short-term Emergency Loans** The seminary has a small fund to help in case of emergencies (e.g., car repairs, unexpected medical bills) and may loan students who are enrolled for at least eight units up to \$300. Repayment is due in two months and no interest is charged unless repayment is late. Failure to repay per the terms of the loan forfeits future eligibility. No more than two emergency loans will be approved for a student in a 12-month period.

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## Repayment of Student Loans

**Repayment Options.** Specific guidelines apply depending on the loan program and when you borrowed. Options for deferment, forbearance, graduated repayment, income contingent repayment, loan consolidation, and cancellation of a debt will vary by program. Student borrowers interested in more details should contact Student Financial Services and the lender or servicer of their loans.

Most students enter repayment six to nine months after graduation or last half-time attendance. In some instances repayment can begin immediately. A lender or its servicer will usually remind you of your debt and arrange a repayment plan. Even if your lender does not contact you, you must contact your lender no later than 90 days before repayment as part of your responsibility to the loan program.

Promptly paying a student loan payment monthly will help you establish a good credit record. Good credit is an asset when applying for other credit, such as a home mortgage or car loan. Frequent late payments constitute delinquency and may harm your credit history.

Following are tips on avoiding delinquency:

- Notify your lender of name or address changes.
- Send the payment due each month, even if a bill is not sent.
- Call the lender immediately if making a payment on time is impossible, and work out a way to catch up in future months.
- Know about borrowers' deferment rights. Request and complete all necessary forms. Follow up to be sure that loan payments are deferred properly.
- Keep copies of student loan records, letters, and all payments.
- Always call to clarify a problem. Never ignore correspondence or requests for payment.

**The Grace Period.** The interval between graduation (or termination of at least half-time enrollment) and the beginning of repayment is called the "grace period." The purpose of the grace period is to give students time to establish themselves financially. During the grace period, repayment is not required and interest does not accrue on Subsidized Stafford/GSLs and NDSL/Perkins Loans. Repayment of principal and interest may be deferred on Unsubsidized Stafford/SLS, consolidated loans, and HEALs, but interest continues to accrue and, in some cases, to be capitalized. There is no grace period for Graduate PLUS Loans and repayment begins immediately upon graduation or being enrolled less than half-time.

A grace period is six or nine months long, depending on when you received your first loan. The length of the grace period is disclosed to the you at the time you receive the loan.

During your grace period, you should expect to receive a repayment schedule and disclosure statement from the lender or its servicer. This schedule gives specific information about the terms of repayment, such as the amount of monthly principal and interest payments, the first due date, and subsequent monthly due dates. Coupons or statements, which are to accompany monthly payments, are forwarded at a later date. If the payments are too low or high, you should contact your lender or servicer immediately to discuss other payment amounts. You should not wait until the first payment becomes due.

If you can make payments on the loan during your grace period, you should do so. All payments made during the grace period are interest-free and will greatly reduce the amount of interest you will pay on the loan. You should contact your lenders for more information about prepayment.

**How and Why to Avoid Default.** A default on an educational loan is a claim paid by the guarantee agency to a lender of that loan. It occurs when borrowers fail to repay within the repayment guidelines.

Some consequences of defaulting on educational loans are listed below.

- Defaults are reported to local credit bureaus as derogatory credit.
- The record will remain on the bureau for as long as seven years.
- A poor payment record may delay or prevent you from obtaining other types of credit, such as credit cards, mortgages, auto loans, etc.
- You will be unable to obtain future educational loans as well as other types of government loans that may provide future assistance, such as small business loans or federally subsidized mortgages.
- You may be taken to court or your wages may be attached by the guarantee agency.
- Involuntary deductions from salary to repay educational debts are authorized if you work for a federal agency.
- Federal and some state income tax refunds may be attached and applied to the balance of the defaulted loan.
- Increased interest amounts, late charges, and court and attorney fees may be added to the amount you must repay.

- You will be ineligible for deferments or cancellation benefits once your loan is in default.
- Federal student loans cannot be discharged through bankruptcy except in extreme cases as approved by the bankruptcy court.

Default is avoidable. It requires careful planning when you make the decision to borrow, and when you make choices about your lifestyle and throughout the entire repayment period. Your choices about student loan debt will enable you to finance your educational investment and to make repayment comfortable.

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## Financial Aid Satisfactory Academic Progress Policy

**Policy.** To be eligible for institutional and federal financial aid, you must meet the Financial Aid Satisfactory Academic Progress Policy (FASAP). Fuller's Financial Aid SAP policy is designed to meet federal regulations and is therefore stricter than the seminary's regular Satisfactory Academic Progress policy. In most cases, if you maintain a 2.50 or greater cumulative GPA and complete your courses, you should have no trouble with the FASAP policy. Student Financial Services measures your academic progress each quarter in two ways:

1. **Cumulative GPA.** You must maintain a cumulative grade point average of 2.50 or better after attempting 16 units at Fuller.
2. **Completion Rate.** You must successfully complete your attempted coursework. The formula used to calculate your completion rate is: *Earned Units* ÷ *Total Attempted Units* = *Percentage of successfully completed units*.
  - Grades that indicate successful completion are A, A-, B+, B, B-, C+, C, C, P, SA, and CR. These grades are counted as attempted units and earned units.
  - Grades that do not represent successful completion are Incompletes (I), Holds (H, H1, H2, HI), Extensions (IE, IX), failing grades (F, NS, NC), and Withdrawals (W). These grades count as attempted but not earned units.
  - Drops (DD, DP, DR), In Process (IP), and Report Delayed (RD) grades do not count as attempted or earned units.
  - Transfer units count as attempted and earned units.
  - Federal regulations require that all of your Fuller coursework be included in the calculation, even if it is from a different degree program, or many years ago.
3. The percentage of classes you must successfully complete varies according to your degree program and the total number of units in which you have enrolled.
  - If you are enrolled in a master's-level program in any school, the Psy.D., Psy.Ph.D., or the SIS Th.M. programs, you must successfully complete 75% of your course work if you have attempted 24 or more units. If you have attempted less than 24 units, you must successfully complete 60% of your course work.
  - If you are enrolled in a doctoral-level program in the School of Theology or Intercultural Studies, or the D.Min. or Korean D.Min. programs, you must successfully complete 75% of all attempted course work.

The FASAP measurements are conducted during the fifth week of each quarter. If you currently receive financial aid and fail a measurement, you will receive a notification letter from Student Financial Services.

**Consequences.** You will first be placed on Financial Aid Warning if you fail either the Cumulative GPA or Completion Rate measurements. You will remain eligible for all institutional and federal financial aid if placed on Financial Aid Warning. If, by the following quarter's evaluation, you are still failing Satisfactory Academic Progress you will be moved from Financial Aid Warning to Financial Aid Probation. In Financial Aid Probation your eligibility for all institutional and federal financial aid will be suspended. You will not be eligible until you successfully pass both measurements during the next quarter's evaluation or you submit an approved petition and academic plan. Even if your petition receives approval, you may not be eligible to receive funds from past quarters. Eligibility is measured during the fifth week of the quarter.

**FASAP Petition Policy.** Federal regulations limit the types of circumstances in which a FASAP waiver may be granted due to

- death in the family
- illness or medical emergency



- other performance factors beyond your control.

To petition, you must submit the following documentation:

- A letter explaining the exceptional circumstances that affected your ability to meet the Satisfactory Academic Progress requirements.
- A resolution or plan of action explaining how you will assure future academic success.
- An academic plan that has been created and approved with your academic advisor.
- Documentation of illness or medical condition. You must provide a letter from your attending physician confirming that your condition will no longer hinder your ability to succeed academically. The letter must include the dates the condition occurred. The dates must coincide with the period in which you failed to meet FASAP requirements.

The Policy Review Team will review the petition or, if the team is unable to convene, the director of Student Financial Services will make a decision and notify you of a decision within 30 days of submission. Decisions of the Policy Review Team or the director are final.

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### Petition Policies for Institutional Aid

Under certain circumstances Student Financial Services may be able to either waive certain institutional requirements or increase your financial aid award because you experience a change in your situation.

**Petition to Waive Eligibility Requirements.** You can request a waiver of the following eligibility requirements:

- Financial Aid Satisfactory Academic Progress requirement (See Financial Aid Satisfactory Academic Progress policy for specific petition requirements.)
- Plan to take a minimum of 24 units throughout the academic year
- For Dean's Scholars only: Minimum of 36 units per academic year
- For Dean's Scholars only: 3.50 minimum GPA

To petition, you must submit a letter explaining the circumstances that affect your ability to meet the requirement being petitioned. The director will evaluate the petition and notify you in writing within 30 days of your submission.

**Petition to Increase Scholarship Award.** You may request a reevaluation of your scholarship for two reasons.

#### ***Increase in units***

Since institutional scholarships are disbursed in a variety of ways, different policies apply to different types of institutional aid.

For School of Theology, School of Intercultural Studies, and Marriage and Family institutional need-based scholarships, and African American Church Studies or Latino Leadership scholarships:

- You must complete a Unit Increase form during the sixth week of the quarter.
- You must be enrolled for more than 14 units in a quarter in order to receive an increase.
- The director will evaluate the petition.
- You will be sent written notification of the decision within 30 days of submission.

For Clinical Psychology need-based scholarships:

- You must complete a Unit Increase form during the sixth week of the quarter.
- You must be enrolled for more than 16 units in a quarter in order to receive an increase.
- The director will evaluate the petition.
- You will be sent written notification of the decision within 30 days of submission.

For a Dean's or Trowbridge Scholarship:

- You must complete a Unit Increase form. This can be done at any point during the quarter.
- The director will evaluate the petition.
- You will be sent written notification of the decision within 30 days of submission.

#### ***Change in circumstances***

If you have experienced unusual circumstances that have changed your financial circumstances, you may petition. Some examples include:

- medical emergency
- loss of expected income

You must complete a Professional Judgement Packet and submit it to Student Financial Services. The director will evaluate the petition and notify you in writing within 30 days of your submission.

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## TECHNOLOGY POLICIES AND SERVICES

### Portico

Portico is a free, personalized Internet portal that provides you with 24-hour access to Fuller Seminary resources and information, a single interface for online services that's easy to use and targets individual groups with information pertinent to them. It also provides a unifying gateway for all institutional web-based services for students, including the ability to customize your own page with individualized Internet content, such as news, sports, information, and links; Internet search tools; and convenient links to campus resources. You'll receive relevant Fuller announcements when you log in, and you'll have your own lifetime Portico email account. Also, through Portico, you'll have secure access at all times to online registration, online tuition and fee payment, your class schedule, your student account, your grades (current and past), and your financial aid file, including such things as your loan history at Fuller and information about your current financial aid offers and awards.

In addition to the services just mentioned, it provides access to course management, library services, online communities, calendaring, messaging, announcements, chat, account information access, and more.

To log in for the first time, just point your browser to [porticowelcome.fuller.edu](http://porticowelcome.fuller.edu) to set up and start using your Portico account. For more information about Portico and to get online help, point your web browser to [porticohelp.fuller.edu/student/index.htm](http://porticohelp.fuller.edu/student/index.htm). If you have any problems setting up or accessing a Portico account, contact the Registrar's Office at 626-584-5408, or [reg-services@fuller.edu](mailto:reg-services@fuller.edu).

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### Wireless Network

Fuller's wireless network is available to all students on the Pasadena campus and at all the regional campuses except Houston (coming soon). It is provided to enhance Fuller's educational mission and provide administrative efficiencies. Services that are available include access to the library's online resources, Portico (the seminary's portal), the Internet via a standard web browser, and the seminary's web-based email systems. Use your Portico username and password to access the wireless network.

Wireless coverage areas around the Pasadena campus are identified by posted "Wireless Zone" signs. These areas include all classrooms plus the following campus locations: the David Allan Hubbard Library; Payton Hall (Refectory and Garth); the student lounge in the Catalyst; the Psychology Building (Travis Auditorium and the Integration Library); 155 North Madison Building; and the Student Services Center (second floor conference room).

If you have questions or need more information about Fuller's wireless network, go to [wireless.fuller.edu](http://wireless.fuller.edu). For problems, call the Help Desk at 626-584-5675.

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### Computer Lab

The lab, located in and operated by the library, has more than 45 workstations with word processing and other general applications. It also offers students wireless and wired connections for their own laptop computers. Paid printing is available for all computers, including personal laptops. Please see the computer lab website [www.fuller.edu/library/computerlab](http://www.fuller.edu/library/computerlab) for specific information.

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### Computer and Internet Access

Fuller Theological Seminary expects that its students will have ready access to a computer and to the Internet during the course of their studies for the purpose of academic work and for receiving student services. Many student services are only available online, including registration, the academic catalog, the student handbook, grade reports, student account information, and financial aid applications. Other services, such as the coursepacks used for reading assignments in classes, are only available as downloaded files through Moodle. Many faculty members may require their students to do research for their courses on the Internet. In addition, some faculty members will receive coursework as electronic documents submitted via e-mail; some will even

require this.

For those students who do not have access to a computer, the seminary provides limited access to computers in the David Allan Hubbard Library and the Student Service Center. However, you will be best served by having your own computer and broadband access to the Internet.

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## Student E-Mail Policy

E-mail has been designated by Fuller Theological Seminary as a vehicle for official communication with everyone who has been accepted to be a student. A *username@fuller.edu* e-mail address will be established and assigned to each person when they are accepted. This *username@fuller.edu* address will be the primary e-mail address for official seminary communications to individual students. Therefore, each student is expected and responsible to check his/her *username@fuller.edu* address through Portico (the only way it can be accessed) on a regular basis. Each student's use of any seminary email address and the seminary's computing, Internet, and communication resources is also subject to the seminary's Acceptable Use Policy, its User Responsibilities for Secure Computing Policy, and its Community Standards Statements. Therefore, each student is expected and responsible to periodically review these seminary policies.

*Questions related to seminary technology policies should be directed to the seminary's chief information officer (CIO) at [cio@fuller.edu](mailto:cio@fuller.edu).*

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## Seminary Computing, Internet, and Communication Resources: Acceptable Use Policy

In support of the seminary's mission to prepare men and women for the manifold ministries of Christ and his Church, Fuller Theological Seminary makes available network, computing, Internet, and communication resources including, but not limited to, World Wide Web (WWW), UseNet, File Transfer Protocol (FTP), Telnet, Electronic Mail (e-mail), facsimile transmission, voicemail, and others which may be used by its students, faculty, staff, and other authorized users. The use of these resources is a nontransferable, revocable privilege, not a right arising from employment or association with the seminary community.

The network, computing, Internet, and communication resources of the seminary are administered by Information Technology Services (ITS) and Auxiliary Services (AUXS) under the direction of the chief information officer and the vice president for finance respectively. All such resources are to be used to promote education and learning and to carry out the administrative services of the seminary. The seminary reserves the right to change its use policy and procedures at any time, without advance notice, subject to approval by the chief information officer.

Usage of the seminary's network, computing, Internet, and communication resources is governed by Federal and State laws as well as the seminary's own behavioral standards expressed in its community standards, policies and procedures. While the seminary does not normally inspect, monitor, read, retrieve, or disclose user communications, nevertheless, as a condition of using the seminary's network, computing, Internet, and/or communication resources each user consents and authorizes the seminary to conduct these activities without users prior consent and/or notification.

It is the responsibility of each user to know and to comply with applicable laws, standards, policies and procedures. The following information is to help all users understand what is acceptable use, what is unacceptable use, what are their responsibilities, and what are the consequences of misuse.

### Acceptable Use

The following represents a guide to acceptable use of network, computing, Internet, and/or communication resources. It is not intended to identify all acceptable uses, but to indicate those uses which are clearly consistent with the purposes of these resources at the seminary.

1. Communication is to be used for the seminary's business purposes.
2. The educational, academic, and professional activities of faculty, students, and staff that are relevant to the seminary.
3. The official seminary work that is done by offices, departments, recognized campus organizations, and other constituencies of the seminary.
4. Personal use of the resources is acceptable, but should be kept to a minimum and should be incidental to the primary purposes of promoting education and learning and/or carrying out the administrative functions of the seminary.

5. Communication intended for seminary-wide distribution needs the approval of the appropriate cabinet-level officer. Distribution lists are to be secured and maintained for the express purpose of notifying the seminary community at large or its designated constituencies of announcements and information.
6. Communication to known constituencies for the purpose of authorized fund raising is acceptable only for approved seminary purposes.
7. Content generated by the use of the resources must be in keeping with the seminary's community standards, as well as federal and state laws.

**Acceptable use always includes:**

1. Respect for the rights of others including the rights of privacy and freedom from harmful and/or offensive intrusions
2. Respect for intellectual property rights as legally protected by copyright and license to programs and data as well as contractual obligations
3. Respect for the integrity of the computing, Internet, and communications systems

Questions as to what is or is not an acceptable use should be directed to the chief information officer. The chief information officer may at any time make a determination as to the whether or not a particular use is or is not consistent with the purposes of the seminary's computing, Internet, and communications resources and is therefore acceptable or unacceptable.

**Unacceptable Use**

The following list characterizes unacceptable use. It is not intended to identify all unacceptable uses, but to indicate the types of uses that are clearly inconsistent with the purposes of these resources at the seminary. Such use is subject to consequences.

1. Damage to or destruction of equipment, software or data belonging to the seminary or others
2. Disruption or unauthorized monitoring of electronic communications
3. Creating and/or willfully disseminating computer viruses and turning off installed security software on seminary provided computers, e.g., anti-virus, anti-spyware, etc.
4. Violation of computer system security
5. Use of peer-to-peer (P2P) programs such as Napster, Kazaa and Morpheus, etc., which are file sharing services that hog bandwidth and create extreme security problems for the seminary's network and individual users of this network.
6. Attempt to gain unauthorized access, whether successful or not
7. Access or retrieval of any stored information without authorization to do so and the storing of seminary data on offsite servers, e.g., Idisk
8. Using names and passwords other than those assigned to you by ITS and/or AUXS
9. Unauthorized use of computer accounts, access codes and/or passwords assigned to/by others. Employees may share seminary passwords only with their supervisors
10. Misrepresenting your identity and/or account in any matter
11. Use of obscenity, vulgarity, foul or abusive language and/or disinformation
12. Posting on electronic bulletin boards anything that violates a seminary standard
13. Academic dishonesty (plagiarism, cheating, et. al.)
14. Use for the purpose of promoting, viewing, or obtaining pornography and/or sexually explicit text or graphics
15. Use of visuals and sounds which may be offensive and/or disruptive to others
16. Any violation of Federal and/or State laws
17. Use of e-mail, chat rooms on the Internet, voicemail or any other communication resource as pranks or in a threatening or harassing manner
18. Use of e-mail, voicemail or any other communication resource to malign the reputation or integrity of any individual, and/or to libel, and/or to slander others

19. Violating the privacy of another user, including, but not limited to, unauthorized disclosure of student academic and disciplinary matters and/or employee personnel matters
20. Individuals, offices, and departments may not independently send large-group or seminary-wide e-mail, voicemail, etc. communication
21. Electronic eavesdropping on communication facilities
22. Violation of copyrights, software license agreements, and/or patent protections
23. Sending of copyrighted material, proprietary financial information, or confidential personnel information without prior authorization
24. Representing, giving opinions, or otherwise making statements on behalf of the seminary unless authorized to do so
25. Commercial purposes of any type
26. Unsolicited advertising
27. Personal financial gain in any form
28. Using the communication resources for fundraising for non-seminary organizations
29. Transferring use to another individual or organization
30. Personal uses of the resources that may cause interference with the operation of the seminary's information technologies, or burden the institution with incremental costs.
31. Extended online activities such as excessive game playing
32. Creating, sending, and/or forwarding electronic chain letters
33. Unnecessarily impeding the computing activities of others.
34. Turning off any security application installed on a seminary computer, e.g., anti-virus, anti-spyware, or anti-spam software.

All unacceptable uses are also a violation of your responsibilities as a user.

### **User Responsibilities**

By using the seminary's network, computing, Internet, and/or communication resources, you are agreeing as a condition of use to accept personal responsibility for considerate, ethical, and responsible behavior in your use of the available resources.

1. You are responsible to use the resources for the purposes identified in your account application.
2. You are responsible to use the resources in compliance with applicable laws and seminary community standards, policies and procedures. It is your responsibility to determine what restrictions apply and to review the seminary's on-line policies and procedures that will be updated continually. The seminary's community standards are found in the seminary catalog, the student handbook, the faculty handbook and the human resources policy manual.
3. You are responsible to use the resources with sensitivity to the rights of others. It is your responsibility to avoid intrusions into the privacy of others and/or to avoid creating an atmosphere of discomfort or harassment for others.
4. You are responsible for the security of your account/s. It is your responsibility to protect your account/s with a password that will protect it from unauthorized use and to change that password as frequently as you think necessary. If you discover that someone has made an unauthorized use of your account/s, you are to report the intrusion to ITS and/or AUXS and to change your password. The seminary assumes no responsibility for the security of your account/s.
5. The seminary assumes no responsibility for lost or corrupted personal data. You are responsible to make any back-ups of such data that you have created or maintain.
6. You are responsible to report any weakness you discover in the security of the computing, Internet, and communication resources to the ITS (626-584-5232) or AUXS (626-584-5440) as appropriate. You are not to explore a weakness on your own as this may be interpreted as intentionally tampering with the seminary's resources and be treated as a violation of criminal law as well as this policy. If you wish to assist in resolving a security weakness in the system, contact ITS and/or AUXS.
7. You are responsible to identify clearly and accurately any on-line communication including messages,

sentiments and declarations as coming from you. If you are acting as the authorized agent of a seminary group, the communication must be identified as coming from the group.

8. You are responsible to take steps to avoid being a victim or an unwitting distributor of computer viruses or other destructive computer programs. The seminary assumes no responsibility for avoidance of or for the impact of computer viruses or other such destructive programs.
9. You are responsible for purging your messages that are older than one month. Messages may be purged on institutional servers by ITS or AUXS depending on seminary administrative disk space needs. E-Mail and Voicemail are not to be used as repositories for permanent records.
10. You are responsible for the confidentiality and security of any personal information that you disclose, such as your credit card number. The seminary assumes no responsibility for any loss you incur as a result of any such disclosure.

### **Consequences of Misuse**

Misuse of seminary computing, Internet, and/or communication resources may result in one or more of the following consequences which may be implemented at the discretion of the chief information officer, the vice president for finance, or the provost:

1. A written warning to the misuser
2. A restriction on use privileges
3. A revocation of all use privileges
4. Implementation of the seminary's procedures for responding to alleged violations of community standards which could result in suspension or expulsion from the seminary and/or termination of employment by the seminary
5. Immediate suspension or termination from employment by the seminary
6. Financial restitution to the seminary for funds owed and/or expended because of misuse
7. Referral to civil authorities for prosecution

### **Warnings**

1. The seminary reserves and intends to exercise its right to inspect, monitor, read, retrieve, and/or disclose all messages created, received, or sent over its resources, when violation of this or any other seminary policy is suspected or alleged. The seminary may provide the results of the exercise of this right to appropriate civil authorities. The contents of communications may also be disclosed within the seminary without notice or the permission of the students, faculty, staff, and other authorized users.
2. Notwithstanding the seminary's right to inspect, monitor, read, retrieve, and disclose any communication, such messages should be treated as confidential by all users and accessed only by the intended recipients and/or authorized seminary personnel. Any exception to this must receive prior approval by chief information officer and the provost.
3. The use of passwords for security does not guarantee confidentiality. Therefore, the confidentiality of any message should not be assumed. Remember that the recipient of your message may forward it to others. Also, when a message is deleted, it is still possible to retrieve and read that message, and it may be subject to disclosure under Federal and State law.
4. Any electronic mail, voicemail, or facsimile address and/or number and any account assigned and/or associated with the resources provided by the seminary is the property of Fuller Theological Seminary.
5. Some of the resources available through FISH may contain objectionable material and/or potentially offensive material. The seminary neither assumes responsibility for the content of those resources unrelated to the seminary and over which it has no control, nor endorses any of their contents.
6. The seminary cannot guarantee that a communication received was actually sent by the purported sender. In case of doubt, validate the authorship and authenticity of any communication.
7. Security for communications is not provided by the seminary. Therefore, disclosure of personal information is discouraged especially through e-mail. The seminary assumes no responsibility for any consequences incurred because of disclosure of personal information.

*The seminary reserves the right to change this policy and its procedures at any time, without advance notice, subject to approval by the chief information officer. Users are encouraged to periodically review this policy.*

Questions related to seminary technology policies should be directed to the seminary's chief information officer (CIO).

## Contact

Chief Information Officer  
Fuller Theological Seminary  
135 N. Oakland Ave.  
Pasadena, CA 91182  
626-204-2040, [cio@fuller.edu](mailto:cio@fuller.edu)

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## Wireless Network Use Policy

Fuller's wireless network is a supplement to its wired network, providing access to the Internet for *primarily educational purposes*. The general functions available through the wireless network are access to the Fuller Seminary Library's online resources, the Internet via a standard web browser for research purposes, and web-based email. Use of the seminary's wireless network is a privilege not a right arising from enrollment or employment.

Wireless "access points", located in identified areas around campus, allow authorized users with suitably equipped and configured computers to make a connection. The radio signals from these "access points" must be shared by many users, hence bandwidth performance and reliability are contingent on several factors like distance from the access point, the number of users per access point, signal interference from objects, as well as your computer equipment itself. Information Technology Services manages the wireless network according to strict standards to ensure performance, reliability and security.

As a condition of using the seminary's wireless network, all users acknowledge and agree to the following:

1. Use of the wireless network is subject to the seminary's Acceptable Use Policy and other seminary policies, as well as applicable federal and state laws and/or regulations.
2. Users must keep their passwords secure and confidential. Sharing passwords with others is strictly prohibited. Fuller Seminary requires user ID and password authentication for its current employees, current students, alumni and authorized guests to be able to access the wireless network.
3. The wireless network is inherently insecure given the fact that no transmission is encrypted. It is the responsibility of each wireless network user to avoid sending and accessing confidential, financial, private, personal, and/or any sensitive data over an unencrypted connection. Fuller Seminary cannot and does not guarantee the security of its wireless network, and is not responsible for any consequences resulting from a users failure to abide by this policy.
4. While the seminary strives to provide reliable wireless access, the seminary is not always able to do so. Various factors, such as interference caused by objects, including furniture and/or people, and physical structures, diminish wireless signals and reliability. Fuller Seminary cannot and does not guarantee the reliability of its wireless network, and is not responsible for any consequences resulting from the loss of user's data.
5. Users are prohibited from the use of peer-to-peer or file-sharing applications on the seminary's wireless network, because such use adversely affects the quality of performance of the network.
6. Users are limited to a single login session at a time. If upon login a user receives an error message indicating that his/her account is already in use, that user should change his/her account password in Portico just in case the account was compromised. Users should never remain logged in and idle for extended periods of time, because this increases the risk of being hacked.
7. Users are prohibited from tampering with, repairing and/or adjusting any aspect of the wireless network, this includes, but is not limited to, access points (APs), antennae, and connected cabling. All installed wireless equipment is the property of Fuller Theological Seminary. ITS is *solely* responsible for the installation and maintenance of the wireless network.
8. Users are prohibited from installing *any* wireless equipment on the Pasadena campus or at the extension sites, with the exception of student housing facilities. Any equipment installed in violation of this policy shall be removed, because use of any such equipment will degrade the quality and reliability of the seminary's wireless network. Users should be aware that ITS routinely monitors all wireless signals on seminary property and maintains logs of all wireless activity, which may be used identify unacceptable uses of the seminary's wireless network.
9. Users should be aware that access to the seminary's administrative systems is not possible through the wireless network. No access to Banner, Fuller FISH email system, or seminary printers will be available on the wireless network. Users will also not be able to send email through a desktop email program such as



Outlook or Entourage on the wireless network.

10. Users should be aware that violations of this policy may result in one or more of the following consequences, as well as confiscation of equipment, if applicable, which may be implemented at the discretion of the chief information officer, the vice president for finance, or the provost:
  - A written warning to the misuser
  - A restriction on use privileges
  - A revocation of all use privileges
  - Implementation of the seminary's procedures for responding to alleged violations of community standards which could result in suspension or expulsion from the seminary and/or termination of employment by the seminary
  - Immediate suspension or termination from employment by the seminary
  - Financial restitution to the seminary for funds owed and/or expended because of misuse
  - Referral to civil authorities for prosecution

*The seminary reserves the right to change this policy and its procedures at any time, without advance notice, subject to approval by the chief information officer. All users are encouraged to periodically review this policy. Questions related to seminary technology policies should be directed to the seminary's chief information officer (CIO) at [cio@fuller.edu](mailto:cio@fuller.edu) or 626-204-2040.*

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## User Responsibilities for Secure Computing

### Who Is Responsible for Security?

Security is the responsibility of everyone who uses the computing resources of the seminary. This responsibility is shared between the Information Technology Services department and all users. Users are entitled to the privilege of accessing the seminary's network and computing resources, but certain responsibilities accompany that privilege to effect secure computing. Studies have repeatedly found that end-user behavior plays a prominent role in an organization's computing security, accounting for a majority of all information security breaches.

Developing secure computer-use behaviors is important in protecting the information assets of the seminary and its systems, including the personal privacy of its users. Practicing safe computer use will reduce the seminary's risk of data theft, performance interruptions, system damage, and help maintain the reliability of all systems, which is critical for productivity and the seminary's mission.

Please become thoroughly familiar with this policy that outlines user responsibilities for secure computing. In addition, please consult the Acceptable Use Policy (AUP) for statements governing the use of the seminary's computing resources. The AUP and this policy can be found in the HR Policy Manual and the Student Handbook.

### Your Responsibilities

1. Log out or lock your computer if you step away from it.
2. Be aware of and provide physical security when computing.
3. Use antivirus software and keep virus definitions up to date.
4. Beware of spam, pop-up ads, and spyware.
5. Do not download random software off the Internet.
6. Beware of email or attachments from unknown sources.
7. Never share passwords and user ids.
8. Manage your passwords and change them regularly.
9. Don't infringe on copyrights.
10. Regularly backup documents and important data that are on your computer.
11. Specific responsibilities for seminary employees.

*For further explanation of any responsibility listed above, refer to its number below.*

### FOR ALL USERS

1. **Logout or lock your computer if you step away from it.**

Do not leave your computer logged in while away from it, especially if your computer is in a more public area. This leaves your computer open to access by unauthorized persons. In addition to manually locking your computer before you step away from it, turn on automatic locking, which will require you to re-enter your password after you are away for a set period of time even if you forget to manually lock your computer.

**2. Be aware of and provide physical security when computing.**

*Never* leave laptop computers unattended, especially unsecured ones. Use a security cable if possible. Use login locking to regain use of your computer with an ID and password. Don't leave private hard-copy information laying in site around your computer.

**3. Use antivirus software and keep virus definitions up-to-date.**

A virus is a program or piece of code that is able to generate copies of itself. It can disrupt, and in some cases, permanently damage data files and programs as it spreads. If your computer begins to act strangely, or if it stops being able to do things it has always done in the past, it may be infected with a virus. Symptoms such as longer-than-normal program load times, unpredictable program behavior, inexplicable changes in file sizes, inability to boot, strange graphics appearing on your screen, or unusual sounds may indicate that a virus is on your system. However, it is important to distinguish between virus symptoms and similar symptoms that can be caused by non-malicious hardware or software problems. Remain calm and objective, and rule out more standard causes before suspecting a virus.

New viruses are written and released on a daily basis. Viruses evolve frequently, which makes them more difficult to detect. They spread rapidly and through different means, including email attachments, infected document files, Web sites that contain hostile code, and unprotected file shares. Never propagate virus hoaxes or chain mail. Do not click on any links that you can't verify, e.g., think before clicking when using Instant Messaging (IM) to avoid virus infections from unknown source messages.

The anti-virus software included on your PC will help keep your computer protected. Use it to scan removable media (e.g. floppy disk, zip disks, CDs) for viruses and schedule regular scans of your hard drive. If your computer becomes infected with a virus, scan it with your anti-virus program.

Your PC will be vulnerable to virus attacks if you turn off the anti-virus software that has been installed on it. Do not turn off any automatic updating feature. It should run daily.

**4. Beware of spam, pop-up ads and spyware.**

Spam is unsolicited email that is more than a nuisance. It can carry risks of viral infection. *Never* click on any of the links in a spam message. Spyware is code that is covertly downloaded on your computer when surfing the web. Music and shopping sites are notorious for downloading spyware that simply tracks your surfing habits and preferences or more seriously logs your keystrokes, stealing credit card numbers and other personal information.

Learn to recognize a scam. Currently, "phishing" scams are pervasive on the Internet. Phishing (also known as spoofing) is the act of attempting to fraudulently acquire sensitive information, such as passwords or credit card details, by masquerading as a trustworthy person or business in a seemingly official electronic notification or message, most often an email or instant message. Hackers try to trick people into giving away their passwords and other personal information by sending fake emails that appear to come from common Web sites such as eBay, a local bank, or a greeting card vendor. Because the emails look official, some people respond to requests for their login name and password. Instead of clicking a link in an e-mail, type the URL into your web browser by hand, especially if the link takes you to a login page. Don't be tricked by these scams and risk personal data theft that could result in serious financial loss.

**5. Do not download random software off the Internet.**

Many programs available as free downloads may appear to be legitimate applications, but are in fact malicious. Programs such as KaZaA, Bonzi, Gator, HotBar, WhenUSave, CommentCursor, and WebHancer are known to provide private data about the user and his computer to unknown third-parties via the internet. Installing a program such as one of these will often spawn a background process that will significantly slow the computer down and may damage the operating system. These programs are known to open the computer up to control by others over the Internet. In general, *do not install* such software on your computer.

***It is against policy to use Peer-to-Peer (P2P) applications on the seminary's networks.***

**6. Beware of email or attachments from unknown sources.**

Email can be the gateway that allows all sorts of malware to get onto your computer and into the seminary's systems. Don't open email or attachments from unknown sources or even know sources that you were not expecting an attachment from. Be wary of unsolicited messages and odd subject line content. Be careful to verify credentials of commercial senders before responding with any information. ***NEVER send private information (personal or financial) about yourself via email.***

**7. Never share passwords and user ids.**

Passwords are like passports or blank checks; they give unauthorized people a world of opportunity by providing access to your personal, financial and work data. And it's much easier than you might think for someone to determine your password.

Create a strong password, and keep it private. **NEVER SHARE YOUR PASSWORDS.** Eight or more characters that include digits, punctuation and both upper-case and lower-case letters, should be used to create a strong password. A good way to create a strong password is to identify a phrase and translate it into a password. For example, "I am great. You are, too!" becomes "ImGR8.Ur2!". A password should not be based on personal information. Do not use birthdates, log-ins or family member names in your passwords.

**8. Manage your passwords and change them regularly.**

Change any default passwords immediately after you have installed a new product, particularly administrative or default passwords, to a new, stronger password.

Don't write down your passwords, but if you must, don't put them on a post-it near or on your computer, or create a file labeled "passwords." Store them in a physically secure place.

A strong password is one you change every few months. Just as you regularly scan for viruses, update your patches, or do backups, you should also regularly change passwords.

**9. Don't Infringe on Copyrights.**

If you're not sure whether it's okay to put a copy of a song on your Web site because you already paid for it or whether you can burn a movie you own to DVD for a friend, you should get the facts on downloading and distributing copyrighted materials (see next paragraph). In many cases, file sharing may be illegal. Beyond music and movies, the copyrights of images and literature must also be respected. Seminary computers may not be used for copying personal CDs and DVDs.

You and the seminary can be held liable for copyright infringements. Read the Copyright policies from the Recording Industry Association of America (available at <http://www.riaa.com/issues/piracy/default.asp>) and from the Motion Picture Association of America (<http://www.mpa.org/piracy.asp>). Know digital copyright regulations before you receive a hefty fine...or worse. Make sure no pirated software exists on your computer. You and the seminary can be held liable for such infringement.

**10. Backup documents and important data that are on your computer regularly.**

It is very prudent to backup your computer to protect from valuable data loss due to a hardware failure, a virus or malware attack, or an operating system crash. You can backup onto separate diskettes, flash drives, removable drives, external drives or compact disks (CDs). Computers do fail, so protect valuable information through regular backup practices.

**FOR EMPLOYEES**

**11. Specific responsibilities for employees.**

- **Be careful when using administrative rights on your computer.** Certain eligible users, approved to have "administrative rights" (*Windows status allowing user to create, delete, and modify items and settings*) on their seminary computer, should understand that having administrative rights makes your computer vulnerable to security risks. Visiting unfamiliar Internet sites with these high-privilege accounts can be dangerous to your computer and the seminary's network, allowing exploits like file deletions, creation of administrative accounts for access, installation of malicious software, and hard drive reformat. Follow safe use for this level of access privilege. When you log into an account with administrative rights, only do the specific tasks that require administrative privileges, then log out. It is required that you use a nonadministrative account for everyday work.
- **Treat sensitive data cautiously and confidentially.** Sensitive data like Social Security numbers, credit cards, and dates of birth should be handled (i.e., collected, manipulated, stored, or shared) according to stated policy and in compliance with governmental regulation. *Never* leave such data showing on a screen for public viewing and secure all physical reports containing confidential information. *Never* send Social Security numbers via email or by other unencrypted electronic means. Always confirm the identity of individuals seeking confidential information that you handle.

Do not use Instant Messaging (IM) to transmit private information such as student ID numbers, Social Security numbers, birth dates or credit card numbers. IM is not secure. For an approved method of transferring private information between computers, contact ITS Help Desk.

- **Software upgrades and patches.** If you receive a new computer, it will arrive configured with the latest operating system. However, should you need an upgrade, call ITS Help Desk to perform these upgrades to ensure that performance and security is maintained. Limited "administrative rights" allow some users to install some software themselves, but it is strongly recommended that you seek ITS Help Desk's assistance to avoid installation problems. If you are not permitted to install or don't know how to install software or upgrades on your computer, you must call the ITS Help Desk.
- **Be aware of and provide physical security when computing.** Never leave laptop computers

unattended, especially unsecured ones and especially when off campus or traveling. Be mindful not leave computer printouts, hard copy files or other paperwork that has sensitive information such as student ID numbers, Social Security numbers, credit card information, phone numbers, addresses, etc. unattended in your work space. Ask ITS Help Desk to protect your computer with a security cable.

- ***It is against seminary policy to turn off any security application installed on your computer, e.g., anti-virus, anti-spyware, or anti-spam software.*** If you suspect a virus infection, immediately disconnect it from the network to prevent the virus from spreading and call the ITS Help Desk. If you use a laptop when traveling, it is imperative that you scan your computer for viruses and spyware before reconnecting to the seminary network. This will help prevent infections on our network and protect our valuable data assets.
- ***It is against policy to share your password with anyone except your supervisor.***
- ***Do not keep private personal or financial information on your computer.***
- ***It is against policy to install and use Peer-to-Peer (P2P) applications on your seminary computer.***
- ***Login locking of seminary computers is required and can be implemented for you by the Information Technology Services (ITS) Help Desk staff.***
- ***When in doubt, call the ITS Help Desk for support.*** It is better to contact the ITS Help Desk to check it out any suspicious activity or behavior on your computer than to be the root cause of a virus infection that takes down the seminary's network.

*The seminary reserves the right to change this policy and its procedures at any time, without advance notice, subject to approval by the chief information officer. Users are encouraged to periodically review this policy. Questions related to seminary technology policies should be directed to the seminary's chief information officer (CIO).*

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## OFFICIAL STATEMENTS OF FULLER

The following statements have been adopted by the faculty and the board of trustees of Fuller Theological Seminary to help guide the life of the seminary community.

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### Statement of Faith

You will find the text of the Statement of Faith on the Fuller website at <http://www.fuller.edu/about-fuller/mission-and-history/statement-of-faith.aspx>.

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### Statement of Purpose and Mission Beyond the Mission

You will find the text of the Statement of Purpose and Mission Beyond the Mission on the Fuller website at <http://www.fuller.edu/about-fuller/mission-beyond-the-mission/statement-of-faith.aspx>.

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### Institutional Commitments

You will find the text of these commitments on the Fuller website.

[Academic Freedom](#)  
[Inclusive Education](#)  
[Nondiscriminatory Language](#)  
[Racial Justice and Intercultural Life](#)

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### Community Standards

You will find the text of these standards on the Fuller website at <http://www.fuller.edu/about-fuller/mission-and-history/community-standards.aspx>.

Academic Integrity  
Marriage and Divorce  
Respect for People and Property  
Sexual Standards  
Substance Abuse  
Policy Against Sexual Harassment  
Policy Against Unlawful Discrimination

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### Academic Integrity Community Standard: Procedures for Suspected Violation

Because of the value placed on academic integrity by the Fuller Theological Seminary community, the seminary has adopted the following procedures involving the services of the Academic Integrity Committee\* to assist faculty, administrators, and students in upholding this community standard. The seminary also recognizes that it is primarily the responsibility and right of each faculty member to evaluate a student's course work and determine a student's grade. Therefore, the following procedures have been approved by the Academic Leadership Council.

The Academic Integrity Committee (AIC) is composed of faculty members selected by the provost and typically has at least one representative from each of the seminary's schools. The function of the AIC is to: 1) assist faculty in investigating suspected violation of academic integrity and make academic recommendation(s) when violation is confirmed, 2) assist with the remediation of students found to have violated academic integrity, and 3) maintain records for the limited purpose of identifying repeat violators of the Academic Integrity Community Standard. If any clarification of the Academic Integrity Community Standard or these procedures is needed by any member of the seminary community, the individual is encouraged to contact the chair of the AIC. The chair may be contacted at [aic-chair@fuller.edu](mailto:aic-chair@fuller.edu).

**Faculty Procedures:** If a violation of the Academic Integrity Community Standard is suspected, the faculty member should proceed by first consulting with the AIC chair. The faculty member should use written AIC reporting forms and instructions for processing the suspected violation, which are available from his/her dean's office. Among the process steps is that of holding a conference with the student, if possible, for purposes of explaining the suspected violation and hearing the student's response. Faculty should note that if it is time to submit grades for the quarter, "RD-AIC" (Report Delayed-Academic Integrity Committee) should be reported as the course grade, until the matter is resolved.

**Student Procedures:** If a violation of the Academic Integrity Community Standard is suspected, the student typically will first be notified of the faculty member's concern when requested by the faculty member to confer. The purpose of this conference is to provide the student with an explanation of the basis of the faculty member's concern and to provide an opportunity for the student to respond to that concern. The Faculty Report form will be shown, if possible, to the student and the student asked to sign it as verification that it has been read and received. *Note that signing the Faculty Report form does not acknowledge violation of the Academic Integrity Community Standard, but only documents that the faculty member has met with the student and that the student is aware of the suspected violation.* If the student does not agree to meet with the faculty member, or if it is not possible to meet, two copies of the Faculty Report will be sent to the student by the faculty member, and the AIC notified. Upon receipt, the student is to sign one copy, complete all student contact information, and return the signed copy of the Faculty Report form to the AIC Chair at: FTS, Box SOP, 180 N. Oakland Ave., Pasadena, CA 91182. (The other copy is for the student to keep for his or her records.)

The faculty member's report form will be reviewed by either an individual member of the AIC or the committee as a whole and a determination will be made on a case by case basis as to how best to investigate the suspected violation. This may involve a meeting with the student and a member of the AIC. Upon finding that the faculty member's suspicion is either unconfirmed or that there is insufficient evidence to confirm a violation, the faculty member and student will be so notified. Upon finding by a preponderance of the evidence that the faculty member's suspicion is confirmed and that the Academic Integrity Community Standard has been violated, the AIC will (1) so notify and make recommendation(s) to the reporting faculty member, and (2) confer with the student for the purposes of discussing the violation, and its academic and remedial consequences.

*(During the period in which a suspected violation is being evaluated, the student, in registering for other courses, should take into account the possible consequences of failing a course which is a prerequisite for a subsequent course.)*

### Consequences of violating the Academic Integrity Community Standard

If a first violation:

1. The AIC will remind the faculty member that, according to joint faculty, only the assignment in violation receive a failing grade. This grade should then be included in the computation of a final grade for the student's course. Depending upon other assignment grades, this may consequently result in the student's failing the course, but the AIC recommendation is only for the assignment in question, not for the course itself.
2. The student will be required to complete online exercises [*e-mailed/hand-delivered to student*], including an online exam. The student is to submit his/her signed form stating that he/she has completed the exercises and passed the online exam with a score of 80% or better. If the student receives 100%, he/she is also to submit the 100% certificate to the AIC. The form and, if applicable, the certificate are to be submitted within the time limit established by the AIC. Registration for further course work may be put on hold at the discretion of the student's dean, if the student fails to timely and/or successfully complete the designated remedial assignment(s).
3. A sealed copy of the AIC's finding that the Academic Integrity Community Standard was violated will be placed in the student's confidential file in the Registrar's Office. *If there are no further academic integrity complaints during the student's matriculation at Fuller Theological Seminary, the contents of that sealed envelope will be shredded at such time as the student graduates.*

If a second violation by the same student:

1. If the AIC finds by a preponderance of the evidence that a second suspected violation is confirmed and that the Academic Integrity Community Standard has again been violated by the same student, the AIC will review and take into consideration the contents of the above described sealed envelope in the student's

file.

2. The AIC will so notify the reporting faculty member that this is a second confirmed violation and *may* recommend that the offending student receive a failing grade on the assignment *and* for the course.
3. The student may be required to complete additional remedial exercises as directed by the AIC. Registration for further course work may be put on hold at the discretion of the student's academic dean, if the student fails to timely and/or successfully complete the designated remedial assignment(s).
4. A copy of the AIC's finding that the Academic Integrity Community Standard was again violated will be added to the sealed envelope in the student's confidential file in the Registrar's Office. *If there are no further academic integrity complaints during the student's matriculation at Fuller Theological Seminary, the contents of that sealed envelope will be shredded at such time as the student graduates.*
5. The AIC at its discretion upon majority vote of the AIC members may recommend directly to the student's academic dean that the student be immediately suspended from his/her program and the seminary for a period of time not to exceed two years.
6. The academic dean, in making his/her decision, will review all previous findings by the AIC, remediation efforts attempted by the AIC, and any explanations offered by the student for the repeated violations.

If a third violation by the same student:

1. If the AIC finds by a preponderance of the evidence that a third suspected violation is confirmed and that the Academic Integrity Community Standard has again been violated for the third time, the AIC will so notify the reporting faculty member that this is a third confirmed violation and *will* recommend that the offending student receive a failing grade on the assignment *and* for the course.
2. The AIC will recommend directly to the student's academic dean that the student be immediately expelled from his/her program and the seminary.
3. The academic dean in making his/her decision will review all previous findings by the AIC, remediation efforts attempted by the AIC, and any explanations offered by the student for the repeated violations. At his/her sole discretion the dean may meet with the student, and/or any or all reporting faculty members, and/or any or all members of the AIC and/or anyone with information he or she deems relevant. The dean will notify the student in writing of his/her decision.

## Appeal

Recommendations of and remedial exercises required by the AIC are not appealable.

An appeal may be made by a student regarding an assignment grade or a course grade only to the dean of the faculty member issuing the grade. The dean's decision is final. Appeal of a decision made by a student's academic dean involving disciplinary action up to and including expulsion may only be made to the provost, whose decision is final.

Any appeal must be made in writing and timely submitted. Except as required to explain the basis of new evidence, an appeal is limited to: (1) review of the submitted Faculty Report forms including any student responses contained therein and any attachments; (2) review of the findings of the AIC; (3) review of the letter of decision issued by the individual's academic dean, if applicable; (4) review of the assignment in question and other related works, if applicable, and; (5) review of the student's written statement setting forth the basis of the appeal, which may include new evidence or facts, subject to the qualifications set out in "4" below.

Review as appropriate by the relevant dean or the provost will be for the one or more of the following purposes only:

1. To determine whether the original investigation was conducted fairly and with the student having a reasonable opportunity to present his/her explanation/position.
2. To determine whether a decision reached that a seminary community standard was violated was supported by a preponderance of the evidence.
3. To determine whether or not the consequence(s) imposed was appropriate for the found violation(s).
4. To consider new evidence sufficient to alter the decision or other relevant facts not previously brought out because such evidence and/or facts were not known to the person appealing at the time the original investigation was completed.

<sup>1</sup>**As to doctoral students, Korean language students, and Spanish language students:** The services and functions of the Academic Integrity Committee will be provided by the faculty administrators and regularly constituted committees of those programs. It is their responsibility to uphold the Academic Integrity Community Standard, to administer suspected violations of the Academic Integrity Community Standard, and to recommend or determine, as appropriate to the particular program, the consequences for violating the Academic Integrity Standard.

**As to students working on dissertations or master's theses:** The services and functions of the Academic Integrity Committee will be provided by the faculty members and regularly constituted committees overseeing these projects. It is their responsibility to uphold the Academic Integrity Community Standard, to administer suspected violations of the Academic Integrity Community Standard, and to recommend or determine, as appropriate to the particular program, the consequences for violating the Academic Integrity Standard.

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## Marriage and Divorce<sup>1</sup>, Respect for People and Property, Sexual Standards, and Substance Abuse Community Standards: Complaint Resolution Procedures

Anyone who is concerned about the conduct of a member of the seminary community (a student, faculty member, staff level employee, administrator/manager, trustee, or a duly authorized student organization) should immediately speak with a complaint resolution officer or other designated administrator to submit a complaint or to see if there are any other avenues available for addressing the concern.

The complaint resolution officer for concerns about students and/or student organizations is the Student Development Director or his/her designee. A complaint form may be obtained from and returned to the Office of Student Affairs.

The complaint resolution officer for concerns about an employee, including all faculty, staff, and administrators/managers, except for the following: Student Development Director, the Director of Human Resources, the dean of a specific school, a vice-president, a vice-provost, the provost, the president, or a trustee, is the Director of Human Resources or his/her designee. A complaint form may be obtained from and returned to the Office of Human Resources.

Anyone who is concerned about the conduct of the Student Development Director, the Director of Human Resources, the dean of a specific school, a vice president, a vice-provost, the provost, the president, or a trustee should initially contact the seminary's General Counsel to obtain a complaint form. The complaint resolution officer for concerns about the Student Development Director, the Director of Human Resources, the dean of a specific school, a vice president, the provost, the president, or a trustee shall be appointed, upon the return of a complaint form to the Office of the General Counsel, by the provost or president as deemed appropriate, and may be an individual from outside the seminary community who is qualified by profession and/or training to conduct a complaint resolution process.

If it appears at any time that the personal safety, including physical and/or emotional health or well being, of a student, employee, or the seminary community as a whole or any part thereof may be threatened, the provost or his/her designee will be consulted. Immediate action(s) as apparently warranted by the circumstances will be taken.

Upon receipt of a completed "Community Standards Complaint Form," the complaint resolution officer or his/her designee will determine the appropriate next steps for investigation and resolution of the complaint on a case-by-case basis. In the event the complaint involves both a student (or campus student organization) and any other member of the seminary community, the Student Development Director or his/her designee and either the Director of Human Resources or his/her designee or the complaint resolution officer designated from outside of the seminary community, as appropriate, will jointly investigate the complaint. The complaint resolution officer or his/her designee also may constitute a committee to assist in the investigation, seek the assistance of outside/off-campus professionals, and/or do whatever he/she deems appropriate to ensure that a complete and fair investigation is conducted.

The totality of the circumstances, including the context in which the alleged conduct occurred, will be considered. If the concern is not otherwise resolved, upon completion of an investigation the complaint resolution officer or his/her designee will provide a copy of the findings of the investigation and the recommendation(s) for action or non-action by the seminary to the individual who submitted the complaint and to the individual or representative of the campus student organization about whose behavior the complaint was made. Each individual or organization will then have an opportunity to timely respond in writing to the complaint resolution officer or his/her designee as to whether or not he/she/it accepts the findings and recommendation(s) and why or why not. Any individual/organizational responses, along with the findings of the investigation and the recommendation(s) of the complaint resolution officer or his/her designee, will be submitted to:

1. the appropriate Academic Dean, if the complaint concerns the conduct of a student or faculty member; or
2. the Vice President for Finance, if the complaint concerns the conduct of a campus student organization; or if the complaint concerns the conduct of a staff level employee or administrator/manager other than those delineated below in "3"; or
3. the Chair of the Trustee Affairs Committee, if the complaint concerns the conduct of the Student Development Director, the Director of Human Resources, the Dean of a specific school, a Vice President,



the Provost, the President, or a Trustee of the seminary; or

4. other campus administrator/manager designated by the Provost or President, if deemed appropriate under the circumstances of the complaint.

A decision will be made: 1) after reviewing the findings of the investigation and the recommendation(s) of the complaint resolution officer or his/her designee, 2) after reviewing the individual responses, if any, and 3) if deemed helpful, after consulting with the complaint resolution officer or his/her designee and/or the co-investigator, if applicable. A letter of decision will be provided to the individual who made the complaint, the individual or representative of the campus student organization whose conduct was complained about, and to those who need to know to carry out assigned seminary responsibilities. Upon a determination that a violation of a seminary community standard *has not* been shown by a preponderance of the evidence/facts, no disciplinary action based on the complaint will be taken by the seminary. Upon a determination that a violation of a seminary community standard *has* been shown by a preponderance of the evidence/facts, appropriate disciplinary action will be imposed.

The Academic Dean, the Vice President for Finance, the chair of the Trustee Affairs Committee, or other campus administrator/manager designated by the provost or president may impose disciplinary action and/or take such further steps as necessary to facilitate imposition of disciplinary action, if deemed warranted. Corrective actions for students may include disciplinary action up to and including immediate termination of student status (expulsion). Corrective actions for campus student organizations may include disciplinary action up to and including immediate termination of all rights and privileges as a campus organization. Corrective actions for employees (faculty, administrators/managers, and staff level employees) may include disciplinary action up to and including immediate termination from employment. Corrective action for trustees may include immediate termination of trustee status.

Appeal of a decision made by an individual's Academic Dean, the Vice President for Finance, or other campus administrator/manager designated by the provost or president may be made only to the provost, whose decision is final. Appeal of a decision made by the chair of the Trustee Affairs Committee may be made only to the chair of the Board of Trustees, whose decision is final. The appeal must be made in writing and timely submitted as set forth in the letter of decision. Except as required to explain the basis of new evidence, an appeal is limited to: 1) review of the findings of the investigation and the recommendation(s) for action by the seminary prepared by the complaint resolution officer or his/her designee; 2) any individual responses timely submitted, as stated above; 3) review of the letter of decision; and 4) review of the letter setting forth the basis of the appeal, which may include new evidence or facts, subject to the qualifications set out in "4" below. Review of the foregoing by the provost or chair of the Board of Trustees will only be for one or more of the following purposes:

1. to determine whether the original investigation was conducted fairly, in conformity with prescribed procedures, and with both the individual bringing the complaint and the individual against whom the complaint was brought having a reasonable opportunity to present his/her position.
2. to determine whether a decision reached that a seminary community standard was violated was supported by a preponderance of the evidence/facts.
3. to determine whether or not any disciplinary action imposed was appropriate for the found violation(s).
4. to consider new evidence sufficient to alter the decision or other relevant facts not brought out in the investigation because such evidence and/or facts were not known to the person appealing at the time the original investigation was completed nor by the time designated for the individual to respond to the findings and recommendation(s) of the complaint resolution officer or his/her designee.

### Other Related Matters

1. **Confidentiality.** The seminary values responsible speech and seeks to create and maintain a redemptive environment. Therefore, the seminary strives to protect the privacy of all involved parties. However, disclosure will be made to those who need to know in order to carry out assigned seminary responsibilities, to the individual who submitted the complaint, to the individual (or representative of a student organization) about whose conduct the complaint was made, and otherwise, only in accordance with applicable state and federal laws. All records of complaints about the conduct of students or student organizations will be maintained by the Office of the Student Development Director, about the conduct of employees will be maintained by the Office of Human Resources, and about the conduct of trustees will be maintained by the Office of the President. All records will be maintained in conformity with state and federal privacy and disclosure requirements and seminary policies and procedures. Such records will be made available to seminary administrators/managers and trustees who have a need to know, and otherwise, only in accordance with applicable state and federal laws.
2. **Timeliness.** It is the intent of the seminary to resolve allegations of a violation(s) of a community standard(s) in as timely a manner as possible. A complaint form alleging a violation(s) of a community standard(s) should be immediately submitted to the appropriate complaint resolution officer. Because of the difficulty of obtaining evidence and because memory fades with the lapse of time, the seminary reserves the right not to investigate and/or implement these procedures, if a complaint is submitted more than ninety calendar days after the incident or last incident that gave rise to the complaint.

3. **Continuation of Process.** Upon receipt of a completed "Community Standards Complaint Form," the complaint resolution officer or his/her designee at his/her sole discretion may proceed with investigation and resolution of the complaint, even if the individual submitting the complaint is subsequently unwilling to proceed as a participant in the complaint resolution process.
4. **Self-Reporting a Divorce.** The seminary expects members of the seminary community who are experiencing divorce to self-report their divorce to the seminary. Students who experience divorce are to report their divorce to the Student Development Director or his or her designee who will review the circumstances of the divorce and make a recommendation to the Academic Dean of the student's school. The student's Academic Dean will determine what, if any, action is to be taken by the seminary. Employees who experience divorce are to report their divorce to their provost's council level supervisor or his or her designee who will review the circumstances of the divorce and determine what, if any, action is to be taken by the seminary. In cases where the President or a trustee experiences a divorce, the individual is to self-report his or her divorce to the chair of the Trustee Affairs Committee, who will review the circumstances of the divorce and determine what, if any, action is to be taken by the seminary. A self-report of divorce should be directed in writing to the seminary officials designated above and does not require use of a complaint form.
5. **Questions.** Questions concerning the foregoing procedures as they relate to students should be directed to the Student Development Director at [626-584-5434](tel:626-584-5434). Questions concerning the foregoing procedures as they relate to employees should be directed to the Director of Human Resources at [626-584-5416](tel:626-584-5416). Questions concerning the foregoing procedures as they relate to the Student Development Director, the Director of Human Resources, the Dean of a specific school, a Vice President, the Provost, the President, or a Trustee should be directed to the seminary's General Counsel at [626-584-5484](tel:626-584-5484).

<sup>1</sup>For self-report of own's divorce, see "Other Related Matters," point 4, at the end of these procedures.

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## Sexual Harassment, Unlawful Discrimination, Unlawful Harassment, Retaliation: Complaint Resolution Procedures

Any student who believes he or she has been sexually harassed, unlawfully discriminated against, or retaliated against by a student, campus student organization, faculty member, administrator/manager, staff-level employee, trustee, agent, vendor, independent contractor, or other person doing business with the seminary, should immediately report the facts of the incident or incidents and the name(s) of the individual(s) involved to the Student Development Director or her/his designee.

The Student Development Director or her/his designee will determine the appropriate next steps for investigation and resolution for all sexual harassment, unlawful discrimination, and retaliation allegations on a case-by-case basis. If the complaint is about the conduct of the Student Development Director, the Director of Human Resources, the dean of a specific school, a vice president, a vice provost, the provost, the president, or a trustee of the seminary, the Student Development Director or his/her designee will initially refer the complaint to the Office of the General Counsel (or a student may contact the Office of the General Counsel directly).

If it appears at any time that the personal safety, including physical and/or emotional health or well being, of a student, employee, or the seminary community as a whole or any part thereof may be threatened, then the Provost or his/her designee will be consulted. Immediate action(s) as apparently warranted by the circumstances will be taken.

In the event any student believes that he or she has been sexually harassed, unlawfully discriminated against, or retaliated against by a faculty member, staff-level employee, agent, vendor, independent contractor, or other person doing business with the seminary, or an administrator/manager (other than the Student Development Director, the Director of Human Resources, the dean of a specific school, a vice president, a vice provost, the provost, the president, or a trustee of the seminary), the Student Development Director or his/her designee and the Director of Human Resources or his/her designee will jointly investigate the complaint. [Students should be aware that in the event any Fuller employee believes he or she has been sexually harassed, unlawfully discriminated against, or retaliated against by a student, the Student Development Director or his/her designee and the Director of Human Resources or his/her designee will also jointly investigate the complaint.] The Student Development Director or his/her designee also may constitute a committee to assist in the investigation, seek the assistance of outside/off-campus professionals, and/or do whatever he/she deems appropriate to ensure that a complete and fair investigation is conducted.

In the event any student believes that he or she has been sexually harassed or unlawfully discriminated against by the Dean of Students, the Director of Human Resources, the Dean of a specific school, a Vice President, the Provost, the President, or a Trustee of the seminary, the Provost or President as deemed appropriate shall appoint, upon notice of a complaint, an individual from outside the seminary community who is qualified by

profession and/or training to conduct a complaint resolution process. The appointed complaint resolution officer from outside the seminary community also may constitute a committee to assist in the investigation, seek the assistance of other outside/off-campus professionals, and/or do whatever he/she deems appropriate to ensure that a complete and fair investigation is conducted.

The totality of the circumstances, including the context in which the alleged conduct occurred, will be considered. If the complaint is not otherwise resolved, upon completion of an investigation, the Student Development Director or his/her designee or the appointed complaint resolution officer from outside the seminary community will provide a copy of the findings of the investigation and recommendation(s) for action or non-action by the seminary to the individual making the complaint and to the individual or representative of the campus student organization about whose conduct the complaint was made. Each individual or organization will then have an opportunity to timely respond in writing to the Student Development Director or his/her designee or the appointed complaint resolution officer from outside the seminary community as to whether or not he/she/it accepts the findings and recommendation(s) and why or why not. Any individual/organizational response, along with the findings of the investigation and recommendation(s) of the investigator(s), will be submitted to:

- a. the appropriate Academic Dean, if the complaint concerns the conduct of a student or faculty member; or
- b. the Vice President for Finance, if the complaint concerns the conduct of a campus student organization; or
- c. the Vice President for Finance, if the complaint concerns the conduct of a staff level employee or administrator/manager other than those delineated in "d" below; or
- d. the Chair of the Trustee Affairs Committee, if the complaint concerns the conduct of the Student Development Director, the Director of Human Resources, the Dean of a specific school, a Vice President, the Provost, the President, or a Trustee of the seminary; or
- e. other campus administrator/manager designated by the Provost or President, if deemed appropriate under the circumstances of the complaint.

A decision will be made: 1) after reviewing the findings of the investigation and the recommendation(s) of the investigator(s), 2) after reviewing the individual responses, if any, and 3) if deemed helpful, after consulting with the investigator(s). A letter of decision will be provided to the individual who made the complaint, to the individual or representative of the campus student organization whose conduct was complained about, and to those who need to know to carry out assigned seminary responsibilities. Upon a determination that a violation of a seminary community standard has not been shown by a preponderance of the evidence/facts, no disciplinary action based on the complaint will be taken by the seminary. Upon a determination that a violation of a seminary community standard has been shown by a preponderance of the evidence/facts, appropriate disciplinary action will be imposed.

The academic dean, the Vice President for Finance, the Chair of the Trustee Affairs Committee, or other campus administrator/manager designated by the provost or president may impose disciplinary action and/or take such further steps as necessary to facilitate imposition of disciplinary action, if deemed warranted. Corrective actions for students may include disciplinary action up to and including immediate termination of student status (expulsion). Corrective actions for campus student organizations may include disciplinary action up to and including immediate termination of all rights and privileges as a campus organization. Corrective actions for employees (faculty, administrators/managers, and staff-level employees) may include disciplinary action up to and including immediate termination from employment. Corrective action for trustees may include immediate termination of trustee status..

Appeal of a decision made by an individual's academic dean, the Vice President for Finance, or other campus administrator/manager designated by the provost or president, may be made only to the provost, whose decision is final. Appeal of a decision made by the Chair of the Trustee Affairs Committee may be made *only* to the Chair of the Board of Trustees, whose decision is final. The appeal must be made in writing and timely submitted as set forth in the letter of decision. Except as required to explain the basis of new evidence, an appeal is limited to: 1) review of the findings of the investigation and recommendation(s) for action by the seminary prepared by the Student Development Director or his/her designee or by the complaint resolution officer appointed from outside the seminary community; 2) any individual responses timely submitted, as stated above; 3) review of the letter of decision; and 4) review of the letter setting forth the basis of the appeal, which may include new evidence or facts, subject to the qualifications set out in "4" below. Review of the foregoing by the provost or Chair of the Board of Trustees will *only* be for one or more of the following purposes:

1. to determine whether the original investigation was conducted fairly, in conformity with prescribed procedures, and with both the individual bringing the complaint and the individual against whom the complaint was brought having a reasonable opportunity to present his/her position.
2. to determine whether a decision reached that a seminary community standard was violated was supported by a preponderance of the evidence/facts.
3. to determine whether or not any disciplinary action imposed was appropriate for the found violation(s).
4. to consider new evidence sufficient to alter the decision or other relevant facts not brought out in the investigation because such evidence and/or facts were not known to the person appealing at the time the original investigation was completed nor by the time designated for the individual to respond to the findings

and recommendation(s) of the investigator(s).

## Other Related Matters

1. **Confidentiality.** The seminary values responsible speech and seeks to create and maintain a redemptive environment. Therefore, the seminary strives to protect the privacy of all involved parties. However, disclosure will be made to those who need to know in order to carry out assigned seminary responsibilities, to the individual who made the complaint, to the individual (or representative of a student organization) about whose conduct the complaint was made, and otherwise, only in accordance with applicable state and federal laws. All records of complaints about the conduct of students or student organizations will be maintained by the Office of the Student Development Director, about the conduct of employees will be maintained by the Office of Human Resources, and about the conduct of trustees will be maintained by the Office of the President. All records will be maintained in conformity with state and federal privacy and disclosure requirements and seminary policies and procedures. Such records will be made available to seminary administrators/managers and trustees who have a need to know, and otherwise, only in accordance with applicable state and federal laws.
2. **Timeliness.** It is the intent of the seminary to resolve allegations of sexual harassment, unlawful discrimination, and retaliation in as timely a manner as possible. Students should immediately report violation or suspected violation of these policies to the Student Development Director or his/her designee, and all reports should be made no later than 120 calendar days after the incident or last incident that gave rise to the violation or suspected violation. Because of the difficulty of obtaining evidence and because memory fades with the lapse of time, the seminary reserves the right not to investigate and/or implement these procedures, if a report is made more than 120 calendar days after the incident or last incident that gave rise to the report.

The foregoing procedures are intended to supplement and not replace the rights of students under federal and state law to be protected from sexual harassment, unlawful discrimination, and retaliation. Those laws have their own procedural requirements for filing a complaint, including their own time limits. Students should keep in mind that initiating the seminary's procedures may not satisfy those legal requirements.

3. **Continuation of Process.** Upon notice of a sexual harassment, discrimination, or retaliation complaint, the Student Development Director or his/her designee or the appointed complaint resolution officer from outside the seminary community at his/her sole discretion may proceed with investigation and resolution of the complaint, even if the individual initiating the complaint is subsequently unwilling to proceed as a participant in the complaint resolution process.
4. **Questions.** Questions concerning the foregoing procedures as they relate to students should be directed to the Student Development Director at [626-584-5434](tel:626-584-5434). Questions concerning the foregoing procedures as they relate to employees should be directed to the Director of Human Resources at [626-584-5416](tel:626-584-5416). Questions concerning the foregoing procedures as they relate to the Student Development Director, the Director of Human Resources, the Dean of a specific school, a Vice President, the Provost, the President, or a Trustee should be directed to the seminary's General Counsel at [626-584-5484](tel:626-584-5484).
5. **Government Assistance.** In addition to notifying the seminary about sexual harassment, unlawful discrimination, and retaliation, affected students may also direct their complaints to the Office for Civil Rights, U.S. Department of Education, 50 United Nations Plaza, Room 239, San Francisco, CA 94102.

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