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. 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).

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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 and veteran status, medical condition, physical disability, mental disability, genetic characteristics, citizenship, gender, gender identity, gender expression, 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/mission-and-values/community-standards7/. For procedures for dealing with allegations of unlawful discrimination, see the Official Statements section of this Handbook.

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Sexual Harassment and Sexual Misconduct

Fuller Theological Seminary also has a Policy Against Sexual Harassment, as well as a Policy Against Sexual Misconduct. 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 and sexual misconduct.

You can find the complete text of these policies on the Fuller website at http://www.fuller.edu/about/mission-and-values/community-standards6/. For procedures for dealing with allegations of sexual harassment and sexual misconduct, see the Official Statements section of this Handbook.

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Title IX

“No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance . . .” Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX).

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on gender in educational programs that receive federal financial assistance. Programs and activities that may be included are admissions, recruitment, financial aid, academic programs, athletics, housing, and employment. Title IX also protects men and women from unlawful sexual harassment in school programs and activities. Under Title IX, discrimination on the basis of sex can include sexual discrimination, sexual harassment, sexual assault, sexual violence, such as rape, sexual assault, and sexual exploitation.

Sexual misconduct can be committed by men or women and it can occur between people of the same or different sex. The Seminary considers sexual misconduct in any form to be a serious violation of the Christ-like conduct expected from all members of its community. This policy applies to any on-campus conduct and any off-campus conduct that affects the learning experience of students or the campus climate.

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Retaliation
Fear of retaliation should not hinder the reporting of an incident of sexual harassment, sexual misconduct, or unlawful discrimination. The seminary strictly prohibits retaliation against a member of the Fuller community who opposes the practices prohibited by these policies against sexual harassment, sexual misconduct, and unlawful discrimination, who brings forth a complaint, against whom a complaint is brought, or who otherwise is a participant in a complaint resolution process. Fuller's Policy Against Retaliation applies to all members of the seminary community, including students, faculty, administrators/managers, staff-level employees, and trustees.

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.

Inquiries and Complaints

Inquiries regarding Fuller’s Policy Against Unlawful Discrimination, Policy Against Sexual Harassment, Policy Against Sexual Misconduct, Policy Against Retaliation, Statements of Community Standards, filing of a complaint pertaining to discrimination or sexual harassment or sexual misconduct or retaliation or violations of Community Standards, or requests for copies of the seminary’s complaint procedures, should be directed to the Executive Director of the Office of Student Concerns, (626) 584-5678, 130 N. Oakland Ave, Pasadena, CA 91101.

Inquiries regarding Title IX, Title VI, and Section 504 should be directed to the Executive Director of the Office of Student Concerns (Title IX, Title VI, and Section 504 Coordinator), (626) 584-5678, nicoleboymook@fuller.edu, 130 N. Oakland Ave, 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

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 Campus Safety 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/About/Institutional-Reports-and-Documents/Student-Right-to-Know-and-Consumer-Information.

To request this publication in alternate format, please contact Access Services at 626-584-5439.

Accrediting Agencies

Western Association of Schools and Colleges
Senior Colleges Commission
985 Atlantic Avenue, Suite 100
Alameda, CA 94501
510-748-9001
510-748-9797 (fax)
wascrs@wascsenior.org
www.wascsenior.org

The Association of Theological Schools in the United States and Canada
ACADEMIC CALENDAR

The Academic Calendar for various quarters may be found on the Registrar's Office website at www.fuller.edu/registrar. You will also find general information about the seminary's schedule for registration, dropping classes, refunding, and related deadlines under the heading "Registration and Course Change Calendar" in the Registration section of this handbook.
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 Self-Service), 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. Or you can call us at 626-584-5408 or email us at reg-services@fuller.edu.

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) is updated constantly to show any changes, additions, or cancellation of classes.

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.

Fall Quarter. Online registration for returning students begins near the end of August, in the tenth week of Summer Quarter. New student registration begins the following week, the final week of Summer Quarter. 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, you will be charged a $30 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 ninth 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 you will be charged a $30 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 online at any time within the established deadlines. To meet the deadlines the seminary has established, any registration or course change must be done online by 11:59 p.m. Pacific Time on the day indicated below. All registrations (including online classes, apprenticeships, 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 online 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**

**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.

**Preparation for Registration**

For information on preparing for registration, go to the Registrar’s Office website at [www.fuller.edu/offices/registrar/getting-ready-for-registration/](http://www.fuller.edu/offices/registrar/getting-ready-for-registration/).

**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, you must do so through Portico within the established 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 $50 each per course as long as you are what is considered an "active student" (enrolled for credit in the current quarter or during the previous seven quarters). Fuller graduates may audit classes at no cost. Others are charged $250 per class. 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. Only Fuller graduates may audit online classes, subject to all of the limitations described above, and must agree to participate fully in the class.

Audit requests are not accepted for a class until the deadline for registration for credit in that class has passed. Once registered, audits cannot be dropped, and no refund is given.

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

**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. Individual faculty are not authorized to make exceptions in any way. The only provision for any exception involves Brehm Center "immersion classes" in Winter quarter, and requires an advisor override before registering.

**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.

**Apprenticeship Courses.** You must arrange apprenticeship experiences through your advisor. These arrangements, however, don't constitute registration. You still must make sure you register for the appropriate apprenticeship course each quarter. Apprenticeships are considered ten-week courses, and are therefore subject to ten-week registration procedures and deadlines. Also note that apprenticeship enrollments are valued at four units for purposes of enrollment certification, regardless of the number of units of credit involved (even
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.

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.

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.
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 online. See the section on Grades in the Academic Policies section of this handbook for further information.

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 menu online.

Access and Privacy (FERPA)

Notification of Rights under FERPA. The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the seminary receives a request for access. A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar's Office, it will advise the student of the correct office to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Please note that this does not apply to grades. A student who wishes to ask the seminary to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If the seminary decides not to amend the record as requested, the seminary will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The seminary may disclose certain information designated as directory information without the student’s prior consent. At Fuller, this information includes the following: Name, address, telephone number(s), school and degree program, enrollment status (i.e. whether or not currently enrolled), current class load, current class schedule, photograph, dates of admission and enrollment, home state, most recent educational institution attended and degrees awarded, Fuller degrees awarded (degree and date).
A student may stipulate that this directory information not be disclosed by completing a Request to Withhold Directory Information, which can be found on the Registrar’s Office website.

The seminary may disclose education records without a student’s prior written consent under the FERPA exception for disclosure to school officials whom the seminary has determined have legitimate educational interests. A school official is a person employed by the seminary in an administrative, supervisory, academic, research, or support staff position (including campus safety personnel); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a contractor outside of the seminary who performs an institutional service of function for which the seminary would otherwise use its own employees and who is under the direct control of the seminary with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the seminary.

FERPA regulations permit the disclosure of PII from the education records without obtaining prior written consent of the student:

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or certain State and local educational authorities. Disclosures under this provision may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to certain requirements and limitations.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the seminary to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

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 the middle of the second week of the next 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.

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.
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.

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 or preferred first name) directly through the Personal Information menu.
## Academic Credit

**Credit Hour Requirements.** One unit of credit is defined as an academic designation denoting 40 hours of classroom experience, academic preparation, and research. A typical class is 4 units, and requires 160 hours of work. The faculty has also adopted guidelines for measuring the amount of work that various kinds of assignments may be expected to represent. Fifteen pages of assigned reading (15-20 pages in some classes) represents one hour. One page (250 words) of writing involving research represents 2-3 hours; for non-research writing, 1-2 hours. A one-hour exam represents 5 hours, including preparation. The assignments and the time represented by them toward the total time expected are provided in the Expanded Course Description (ECD), available from the class schedule, and in greater detail in the course syllabus, found in the Canvas course shell.

## 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. For classroom-based classes, 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, even if you qualify otherwise for an Incomplete. For online classes, attendance means engaging the class on at least a weekly basis, submitting assignments on time, and especially keeping current with participation in weekly class forums. You cannot pass an online class if you have not participated in a significant portion of the required online interaction, nor is an Incomplete possible. You cannot complete online interaction once the class has moved on or is no longer in session.

## 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. Many faculty members may require their students to do research for their courses on the Internet. In addition, most faculty members will receive coursework as electronic documents submitted via e-mail; many 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.

## 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.

## 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 11:59pm Pacific Time 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. 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). Depending on the doctoral program, there may be additional policies or procedures involved in being granted a Hold.

Grades

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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 week after the quarter ends. At that time, you can view your grades online. Go to the Registrar's Office home page (www.fuller.edu/registrar) and click on Student Records Menu under Other Useful Links on the left. Select either, or Academic Transcript.

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. To see if a grade has been changed, go to the Registrar's Office home page (www.fuller.edu/registrar) and click on Student Records Menu under Other Useful Links on the left. Then select Academic Transcript. Please note that grade changes will never be reflected in Most Recent Quarter Grades.

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.

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
A grade of Incomplete is not to be given on the basis that the design of the course requires more work than can be done within the time specified by the accommodation, not the entire additional quarter. Bases of disability accommodations that provide additional time, but the Incomplete only provides the amount of time to complete the work. Incompletes can be granted on the basis of the accommodation, 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.

You may choose the Pass/Fail option when registering. Changes in status may be made through the end of the day (11:59pm Pacific Time) 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.

Incompletes are not possible if you have missed a significant portion of the class meetings, or have not participated in a significant portion of the required online interaction. Incompletes are only appropriate when you simply have a portion of the assignments that you could not complete, despite your best efforts, due to extenuating circumstances. Only work that does not require interaction with others can be completed under an Incomplete.

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 in any way), 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, or just because you need more time to do a better job. Incompletes can be granted on the basis of disability accommodations that provide additional time, but the Incomplete only provides the amount of additional time specified by the accommodation, not the entire additional quarter.

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 (11:59pm Pacific Time) 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. An Incomplete granted on the basis of disability accommodations that provide additional time only provides the amount of additional time specified by the accommodation, not the entire additional quarter.

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.

Incomplete grades 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.

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.

TOP

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 (and remain enrolled) for a period of one year (four 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.

TOP

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 or MDiv degrees in the Schools of Theology or Intercultural Studies, 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 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 $90 (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 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.
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 8:00 a.m. to noon and 1:00 p.m. to 5:00 p.m. Monday through Thursday, and 10:00 a.m. to noon and 1:00 p.m. to 5:00 p.m. Friday.

Your Student Account

You can view your student account information at any time through the online Student Account Center. From http://fuller.edu/students/, click the Payment icon to access the Student Account Center. The Student Account Center provides a real-time picture of your student balance. All of the transactions on your student account, including registration and other charges, estimated financial aid and payments are available for viewing. Monthly statements are also available. You can also schedule and make payments to your account as well as sign-up for a Fuller Tuition Payment Plan and e-refunds. If you have questions regarding your account, inquire by phone at 626-584-5421, email sfs@fuller.edu, or visit the office location of Student Financial Services.

Payment of Tuition and Fees

Before students are allowed to register for an upcoming quarter, any outstanding student account balance from the current/previous quarter must be paid.

Payment Due Dates. Payment of tuition and all fees is due by 4 p.m. PST the first Monday of each quarter, except for DMIN students who should pay by the starting date of their course. Charges placed on the student account after the first Monday of the quarter are due immediately. If you have a third-party making payments on your behalf, be sure they are aware of the payment deadlines to avoid being charged the Late Payment Fee and interest charges.

Payment Methods. Students and third-parties are encouraged to make payments online through the Student Account Center.

Credit card, Debit card (ATM), e-check (ABA Bank Account), as well as international money transfers through Flywire, can be made online. In-person payments by cash, paper check and money order are accepted at the Student Financial Services office.

Fuller has contracted with TouchNet PayPath, a third-party company, to provide online credit card processing services for tuition and fees charged to the student account. Visa, MasterCard, Discover (including JCB, Diners Pay & China Union Network), and American Express are accepted for payment. All student account credit card transactions will incur a 2.75% nonrefundable service fee (with the minimum fee being $3.00). The Credit Card FAQ can is available at http://fuller.edu/Offices/SFS/Credit-Card-Service-Fee-FAQ/. Please note, however, that Colorado students cannot use this service due to state law.

Security measures require that all credit card, debit card, and e-check transactions be made online, including those conducted by a third-party; phone and in-person payments are not accepted.

Late Payment Fee. A $250 Late Payment Fee may be assessed each quarter to accounts that have not paid their balance in full by the Payment Due Date, and have not signed up for a Fuller Tuition Payment Plan or do not have enough financial aid to pay their remaining balance due.

Fuller Tuition Payment Plan. Fuller offers the Fuller Tuition Payment Plan (FTPP) to students who would like to make monthly payments to their student account instead of paying the full balance due at one time. Signing up for a FTPP allows you to pay the tuition and fees for that quarter in monthly installments over a period of one or two months (the English DMISS and DMIN are usually three months), depending on when you register and sign up for the plan. The nonrefundable quarterly fee for this service is $40 and a student is not responsible for any interest that accrues while they are on the payment plan. Payments are made directly to Fuller via automatic withdrawal, mail, or online. Payments are typically due the 5th of each month and a fee of $35 is charged for each late payment.
After registering for classes, you may sign up for the payment plan online through the Student Account Center. 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 on 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 and payment reminders will be sent to your @fuller.edu email account.

**Financial Aid.** Students who have a current and fully processed financial aid application on file can use their financial aid (scholarships and/or student loans) to pay their student account balance, subject to any Federal limitations. If your estimated financial aid will pay for you entire student account balance due, then you do not need to make any other payment; your account will be paid automatically when your financial aid is disbursed. Otherwise, you must arrange to pay the remaining amount due either by the Payment Due Date or by signing up for the Fuller Tuition Payment Plan.

**Military Benefits.** Students who wish to use their Military Benefits must make arrangements in advance. Please see the VA http://fuller.edu/offices/sfs/va-benefits/ and Active Duty http://fuller.edu/offices/sfs/va-benefits/ webpages for more information.

**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 4:00 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 4:00 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 or days off. Special note: Payments made by a third party may take up to 10 business days to be reflected on your student account.

**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.

**Interest Charges.** Past due balances will accrue interest monthly at the rate of .0834% until they are paid in full.

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, attending classes 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 online 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. New statement notifications are sent to your Fuller email address.
**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 in the Student Account Center. 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 or electronic ACH payment 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.

**Electronic Payments Rejected for Incorrect Bank Information.** Electronic check (ACH) payments or student account refunds rejected by the bank due to incorrect account information will incur a $25 fee, which is charged to your student account. The account will be flagged and no additional electronic payments or e-Refunds can be transacted using that account.

**Withdrawal of Scholarship Funds.** If you receive a scholarship 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.

**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.

**Tax Reporting.** U.S. citizens and legal Permanent Residents are required by law to provide a valid Social Security Number or Taxpayer ID to the seminary. Students with missing taxpayer information will be required to complete a W-9 form. Failure to complete the W-9 form may result in fines being levied against the student by the IRS. Each January the seminary distributes IRS Form 1098-T Tuition Statement to eligible students. To save resources students are encouraged to opt-in to receive their 1098-T electronically via the Student Account Center. Paper versions of the 1098-T form will be mailed by January 31 to students who do not choose the electronic presentment option. In accordance with IRS regulations, the seminary does not provide 1098-T forms in the following cases: 1) Students with a missing SSN or Taxpayer ID, 2) International visa students, 3) Students who did not incur any eligible charges or credits on their student account during the prior calendar year.

The Office of Finance and Accounting will provide IRS Form 1042 International Student Withholding to international visa students who received financial assistance in excess of their qualified educational expenses during the past year. Depending on the student's home country, there may be treaties that require payment of taxes to the U.S. Internal Revenue Service on the excess funds received.

The seminary and its employees do not provide income tax advice. Students with tax questions should consult with a qualified tax advisor.
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. Office hours are Monday through Thursday, 8:00 a.m. to noon and 1:00 p.m. to 5:00 p.m. and Friday, 10:00 a.m. to noon and 1:00 p.m. to 5:00 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.

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/sfs.

School of Theology (M.Div., M.A., and Certificates)

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 plan to enroll in a minimum of 36 units from the Summer Quarter through the Spring Quarter. You must enrolled at least half-time (6 units) in each of the Fall, Winter, and Spring Quarters to receive your full scholarship.

Campus. Scholarships are available to students attending any campus and online, although the availability of scholarships will vary depending upon your choice of primary campus.

Enrollment. You must attend classes at a half-time level (or greater) in order to receive institutional aid. Your enrollment status is measured each quarter.

Types of Theology Institutional Aid

The following list outlines the types of institutional aid available for MDiv, MA and Certificate students. For all need-based aid, you must complete a Fuller 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 Panell Center Program Scholarship. This need-based scholarship provides assistance to students designated as being in the Panell Center or Centro Latino 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.

For students who have been awarded financial aid, all terms and conditions related to institutional aid may be found via the "Accept My Financial Aid Awards" link at http://fuller.edu/sfs/.

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School of Intercultural Studies (MAICS, MAGL, ThM, DMiss, PhD and Certificates)

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, Unclassified, or Visiting students do not qualify for School of Intercultural Studies scholarships.

Need-based Scholarships. MAICS and ThM students must plan to take a minimum of 24 units from the Summer Quarter through the Spring Quarter. MAGL students must plan on enrolling in at least 12 units from the Summer Quarter to the Spring quarter. Doctoral students do not have a minimum unit requirement.

Other Scholarships. MA students must take 12 units in each of the Fall, Winter, and Spring Quarters. ThM students must take 8 units per quarter. 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. Scholarships are available to students attending any campus and online, although the availability of scholarships will vary depending upon your choice of primary campus.

Enrollment. You must attend classes at a half-time level (or greater) in order to receive institutional aid. Your enrollment status is measured each quarter.

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 Fuller 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.

For students who have been awarded financial aid, all terms and conditions related to institutional aid may be found via the "Accept My Financial Aid Awards" link at http://fuller.edu/sfs/.

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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. Note: These scholarships are not available to MFT students attending the Arizona campus.

Research and Clinical Fellowships. A limited number of research and clinical fellowships are available to third-year or later 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

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.

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 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 479(A)(c) of the Higher Education Act of 1965, as amended, and Federal Regulation 34 CFR 685.301(a)(8), Fuller Seminary reserves the right to refuse to certify an otherwise eligible borrower's loan
application for, but not limited to, the following reasons:

- poor credit history (including accounts at Fuller)
- high indebtedness relative to your anticipated income
- failure to progress in your chosen program
- 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 stricter 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, apprenticeship, or 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 Direct 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 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 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 use 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 up 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, Touchstone fees, and rent (for students in Fuller owned or leased 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.

Please note that you must establish eligibility for federal aid by enrolling at a half-time level during the quarter. When you withdraw completely, officially or unofficially, Fuller will use attendance records as reported by the faculty to verify attendance at a half-time level. Failure to attend at a half-time level will require a recalculation of
If you receive Title IV Aid and consider dropping all of your classes or dropping below half-time, you are strongly encouraged to make an appointment with a Student Financial Counselor before you make that choice.

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

Types of Student Loans

Federal Direct Unsubsidized Student Loans. 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 (added to the balance due) by the lender. The combined 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. Repayment begins six months after graduation or dropping below half-time.

Federal Direct Graduate PLUS Loans. The Grad PLUS loan is an unsubsidized federal student loan with a higher interest rate than the Direct Unsubsidized loan. Interest begins accruing immediately upon disbursement. Payment of principal and interest can be deferred while you are enrolled at least half-time. Repayment begins after graduation or dropping below half-time. The amount that may be borrowed depends on your enrollment and other aid. A credit check is completed to determine if you have 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 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.

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, income based repayment (including Pay as You Earn), 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.

**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: \( \frac{\text{Earned Units} + \text{Total Attempted Units}}{\text{Total Attempted Units}} = \text{Percentage of successfully completed units} \).

   - 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 first 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 first 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 Trustee's Scholars only: Minimum of 36 units per academic year
- For Trustee'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 Trustee's 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.
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.

Statement of Faith


Statement of Purpose and Mission Beyond the Mission


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

Community Standards


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

See also Policy Against Sexual Misconduct.

Complaint Resolution Procedures: Academic Integrity

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 Committee¹ 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.

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 91101. (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. Notice of the finding will also be given to the dean of the student's school, the student's faculty advisor (if assigned), the Student Development Committee of the appropriate school (if applicable), and any others who need to know in order to carry out assigned seminary responsibilities.

(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 notify the reporting faculty member, the dean of the student's school, the student's faculty advisor (if assigned), the Student Development Committee of the appropriate school (if applicable), and any others who need to know in order to carry out assigned seminary responsibilities, that this is a first confirmed violation.

2. 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.

3. 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 or she has completed the exercises and passed the online exam with a score of 100%. The student should also submit the 100% certificate to the AIC. The form and 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 dean of the student's school, if the student fails to timely and/or successfully complete the designated remedial assignment(s).

4. 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. Notice of the finding will also be given to the dean of the student's school, the student's faculty advisor (if assigned), the Student Development Committee of the appropriate school (if applicable), and any others who need to know in order to carry out assigned seminary responsibilities.

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 dean of the student's school, if the student fails to communicate with the AIC or 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 dean of the student's school that the student be immediately suspended from his or her program and the seminary for a period of time not to exceed two years.

6. The dean of the student's school, in making his or 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. Notice of the finding will also be given to the dean of the student's school, the student's faculty advisor (if assigned), the Student Development Committee of the appropriate school (if applicable), and any others who need to know in order to carry out assigned seminary responsibilities.

2. The AIC will recommend directly to the dean of the student's school that the student be immediately expelled from his/her program and the seminary.

3. The dean of the student's school in making his or 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 or 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 or 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 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 including any student responses contained therein and any attachments; (3) review of the letter of decision issued by the dean of the student's school, 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 item 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 or 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.

Other Related Matters

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 regarding academic integrity complaints will be made, to the instructor or professor who submitted the report to the Academic Integrity Committee (AIC) and to the individual about whose conduct the complaint was made. Upon a finding of violation, disclosure will be made to the dean of the student's school, the student's faculty advisor (if assigned), the Student Development Committee of the appropriate school (if applicable), and any others who need to know in order to carry out assigned seminary responsibilities, and otherwise, only in accordance with applicable state and federal laws. Likewise, when there is a finding of violation of the academic integrity standard involving doctoral students, Korean language students, Spanish language students or student's working on dissertations or master's theses, disclosure will be to those who need to know in order to carry out assigned seminary responsibilities, and otherwise, only in accordance with applicable state and federal laws. Likewise, when there is a finding of violation of the academic integrity standard involving doctoral students, Korean language students, Spanish language students or student's working on dissertations or master's theses, disclosure will be to those who need to know in order to carry out assigned seminary responsibilities. Records of academic integrity violations by students in every program will be maintained by the AIC until students graduate. Upon graduation, records regarding these violations are destroyed. 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 faculty, administrators/managers and trustees who have a need to know, and otherwise, only in accordance with applicable state and federal laws.

Timeliness. It is the intent of the seminary to resolve allegations of a violation(s) of the Academic Integrity Standard in as timely a manner as possible.

Questions. Questions concerning the foregoing procedures should be directed to the chair of the Academic Integrity Committee (AIC) at aic-chair@fuller.edu.

1As to 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, master's theses or other work that is not regular coursework: 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.

TOP

Complaint Resolution Procedures: Marriage and Divorce\(^1\), Respect for People and Property, Sexual Standards, and Substance Abuse Community Standards

\(^1\)For self-report of own's divorce, see "Other Related Matters" at the end of these procedures.

Prior to implementing these complaint resolution procedures, please be reminded of the following, as stated in the beginning section of the Community Standards:

In the application of these community standards, the seminary urges the practice of loving verbal confrontation when any member of a Christian community feels that another member is living in violation of what the Bible teaches about Christian conduct. The seminary, therefore, encourages individuals to follow, where feasible, the steps of verbal confrontation and dialogue described in Matthew 18:15-22.

If the above recommended action results in no resolution, or where the above recommended action is not feasible, a person 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 by students and/or about students and/or student organizations is the Executive Director of the Office of Student Concerns or his/her designee. A complaint form may be obtained from and returned to the Office of Student Concerns.

For purposes of this complaint resolution procedure, a student is generally defined as an individual registered for one or more units in the current quarter or within the last four quarters at the time the alleged incident(s) occurred.

The complaint resolution officer for concerns about an employee (not involving a student or student group), including all faculty, staff, and administrators/managers, with some exceptions as outlined below, is the Executive Director of Human Resources or his/her designee. A complaint form may be obtained from and returned to the Office of Human Resources.

In the case of a concern regarding a faculty member’s divorce, a person may choose to contact the faculty member’s dean rather than initially going to the Executive Director of Human Resources or his/her designee.

A person who is concerned about the conduct of the President, the leader of a division (i.e., the Provost, the Vice President and Chief of Leadership Formation, or the Chief Financial Officer), the Executive Director of the Office of Student Concerns, the Executive Director of Human Resources, or a trustee should initially contact the seminary’s General Counsel to obtain a complaint form or to see if there are any other avenues available for addressing the concern. The complaint resolution officer for concerns in this case shall be appointed, upon the return of a complaint form to the Office of the General Counsel, by the President or Chair of the Board of Trustees, 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 wellbeing, of a student, employee, or the seminary community as a whole or any part thereof may be threatened, the Provost or Chief Financial Officer 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 authorized student organization) and an employee, the Executive Director of the Office of Student Concerns or his/her designee and the Executive Director of Human Resources or his/her designee, will normally investigate the complaint jointly. 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.

If during the course of an investigation, additional possible violation(s) of a community standard or other seminary policy are noted, the investigation will be expanded to include such possible violation(s). Both parties will be notified of the expanded investigation.

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 authorized 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 one of the following decision-makers:

1. the appropriate dean of a specific school or his/her designee, if the complaint concerns the conduct of a student or faculty member; or
2. the Provost or his/her designee, if the complaint concerns the conduct of an authorized student organization; or
3. the Chief Financial Officer or his/her designee, if the complaint concerns the conduct of a staff level employee or administrator/manager, including the Executive Director of Human Resources, but not including those delineated in number “3” above or number “5” below; or
4. the Chair of the Trustee Affairs Committee or his/her designee, if the complaint concerns the conduct of the President, a leader of a division (i.e., the Provost, the Vice President and Chief of Leadership Formation, or the Chief Financial Officer), a trustee of the seminary.

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 authorized 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 applicable decision-maker as identified above 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 authorized 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 the dean of an individual's school or his/her designee or the Associate Provost for Enrollment Management and Vocation Formation or his/her designee may be made only to the Provost or his/her designee, whose decision is final. Appeal of a decision made by the Provost or his/her designee or the Chief Financial Officer or his/her designee may be made only to the Chair of the Trustee Affairs Committee or his/her designee, 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 or his/her designee, 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 his/her designee, Chair of the Trustee Affairs Committee or his/her designee, or Chair of the Board of Trustees or his/her designee 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

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 an authorized 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 authorized student organizations will be maintained by the Office of Student Concerns, 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.

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 (90) calendar days after the incident or last incident that gave rise to the complaint.

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.

Self-Reporting a Divorce. The seminary expects members of the seminary community who are experiencing divorce to self-report their divorce to the seminary within sixty (60) days of the court filing by either spouse. Students who experience divorce are to report their divorce to the Executive Director of the Office of Student Concerns or his/her designee who will review the circumstances of the divorce and make a recommendation to the dean of the student's school. The dean of the student's school will determine what, if any, action is to be taken by the seminary. Faculty who experience a divorce are to report their divorce to their dean or his/her designee who will review the circumstances of the divorce and make a recommendation to the Provost. The Provost will determine what, if any, action is to be taken by the seminary. Non-faculty employees who experience divorce are to report their divorce to the Executive Director of Human Resources or his/her designee who will review the circumstances of the divorce and make a recommendation to the Chief Financial Officer. The Chief
Financial services or resources for additional avenues for reporting sexual misconduct. Supervisors and deans have an affirmative duty to immediately report any violation or suspected violation of the seminary's sexual harassment, unlawful discrimination, unlawful harassment, sexual misconduct, or retaliation policies, of which they become aware, to the Executive Director of the Office of Student Concerns, the Executive Director of Human Resources, or designee.

The Executive Director of the Office of Student Concerns or his/her designee will determine the appropriate next steps for investigation and resolution for all sexual harassment, unlawful discrimination, unlawful harassment, sexual misconduct, and retaliation complaints involving students on a case by case basis. The Executive Director of Human Resources or his/her designee will determine the appropriate next steps for investigation and resolution for all sexual harassment, unlawful discrimination, unlawful harassment, sexual misconduct, or retaliation complaints not involving students on a case by case basis. In the event the complainant and/or respondent includes both a student or authorized student organization and a faculty member, staff-level employee, administrator/manager, agent, vendor, independent contractor, or other person doing business with the seminary, then the Executive Director of the Office of Student Concerns or his/her designee and the Executive Director of Human Resources or his/her designee will normally initially jointly investigate the complaint.

For purposes of this complaint resolution procedure, a student is generally defined as an individual registered for one or more units in the current quarter or within the last four quarters at the time the alleged incident(s) occurred.

If the complaint is about the conduct of the Executive Director of the Office of Student Concerns, the Executive Director of Human Resources, the President, the leader of a division (i.e., the Provost, the Vice President and Chief of Leadership Formation, or Chief Financial Officer), or a trustee of the seminary, the President, the leader of a division (i.e., the Provost, the Vice President and Chief of Leadership Formation, or the Chief Financial Officer), or a trustee should be directed to the seminary's General Counsel at (626) 584-5423.

Questions. Questions concerning the foregoing procedures as they relate to students should be directed to the Executive Director of the Office of Student Concerns at (626) 584-5678. Questions concerning the foregoing procedures as they relate to employees should be directed to the Executive Director of Human Resources at (626) 584-5238. Questions concerning the foregoing procedures as they relate to the Executive Director of the Office of Student Concerns, the Executive Director of Human Resources, the President, the leader of a division (i.e., the Provost, the Vice President and Chief of Leadership Formation, or the Chief Financial Officer), or a trustee should be directed to the seminary's General Counsel at (626) 584-5423.

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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 complaint resolution officer/investigator(s) 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 authorized 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/investigator(s) 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 recommendations(s) of the complaint resolution officer/investigator(s), will be submitted to one of the following decision-makers:

1. the appropriate dean of a specific school or his/her designee, if the complaint concerns the conduct of a student or faculty member; or
2. the Associate Provost for Enrollment Management and Vocation Formation or his/her designee, if the complaint concerns the conduct of an authorized student organization; or
3. the Provost or his/her designee, if the complaint concerns the conduct of a dean of a specific school or the Executive Director of the Office of Student Concerns; or
4. the Chief Financial Officer or his/her designee, if the complaint concerns the conduct of a staff level employee or administrator/manager, including the Executive Director of Human Resources, but not including those delineated in number “3” above or number “5” below; or
5. the Chair of the Trustee Affairs Committee or his/her designee, if the complaint concerns the conduct of the President, a leader of a division (i.e., the Provost, the Vice President and Chief of Leadership Formation, or the Chief Financial Officer), or a trustee of the seminary.

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 authorized 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 or policy 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 or policy has been shown by a preponderance of the evidence/facts, appropriate disciplinary action will be imposed.

The applicable decision-maker as identified above 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 authorized 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. Correction actions for housing residents may include eviction. Corrective action for trustees may include immediate termination of trustee status.

Appeal of a decision made by the dean of an individual's school or his/her designee or the Associate Provost for Enrollment Management and Vocation Formation or his/her designee may be made only to the Provost or his/her designee, whose decision is final. Appeal of a decision made by the Provost or his/her designee or the Chief Financial Officer or his/her designee may be made only to the Chair of the Trustee Affairs Committee or his/her designee, whose decision is final. Appeal of a decision made by the Chair of the Trustee Affairs Committee or his/her designee may be made only to the Chair of the Board of Trustees or his/her designee, 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 investigator(s); 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 his/her designee, Chair of the Trustee Affairs Committee or his/her designee, or Chair of the Board of Trustees or his/her designee 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 or policy 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上诉ing 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

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, please remember that all deans and supervisors have an affirmative duty to report any violation or suspected violation of the seminary’s policies on sexual harassment, unlawful discrimination, unlawful harassment, sexual misconduct,
or retaliation that they become aware of to the Executive Director of the Office of Student Concerns, the Executive Director of Human Resources, or designee. Subsequently, 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 an authorized student organization) about whose conduct the complaint was made, and otherwise, only in accordance with applicable state and federal laws. All records of concerns/complaints about the conduct of employees will be maintained by the Office of Human Resources, about the conduct of students or authorized student organizations will be maintained by the Office of Student Concerns, about the conduct of non-student/non-employee residents will be maintained by the Director of Housing Services office, 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.

Timeliness. It is the intent of the seminary to resolve allegations of sexual harassment, unlawful discrimination, unlawful harassment, sexual misconduct, and retaliation in as timely a manner as possible. Community members should immediately report violation or suspected violation of these community standards or policies to the Executive Director of the Office of Student Concerns or his/her designee or to the Executive Director of Human Resources or his/her designee. It is recommended that 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 policies are intended to supplement and not replace the rights of seminary employees under federal and state law to be protected from sexual harassment, unlawful discrimination, unlawful harassment, sexual misconduct, and retaliation. Those laws have their own procedural requirements for filing a complaint, including their own time limits. Individuals should keep in mind that initiating the seminary’s procedures may not satisfy those legal requirements.

Continuation of Process. Upon notice of a sexual harassment, discrimination, unlawful harassment, sexual misconduct, or retaliation complaint, the Executive Director of the Office of Student Concerns or his or her designee or the appointed complaint resolution officer/investigator(s) from outside the seminary community at his or 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.

Questions. Questions concerning any of the foregoing procedures should be directed to the Executive Director of the Office of Student Concerns at (626) 584-5678. Questions concerning the foregoing procedures as they relate to the Executive Director of the Office of Student Concerns, Executive Director of Human Resources, the President, the leader of a division (i.e., the Provost, the Vice President and Chief of Leadership Formation, or the Chief Financial Officer), or a trustee should be directed to the seminary’s General Counsel at (626) 584-5423.

Government Assistance. In addition to notifying the seminary about sexual harassment, unlawful discrimination, unlawful harassment, sexual misconduct, and retaliation, inquiries or complaints concerning the application of Title IX may be referred to the Office for Civil Rights, U.S. Department of Education, 50 United Nations Plaza, Room 239, San Francisco, CA 94102. Inquiries involving employees may also be referred to the federal Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH). Contact information for the EEOC and DFEH can be found on seminary postings or by checking the state or federal government listings in the local telephone directory.

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