FULLER THEOLOGICAL SEMINARY

Student Handbook
1955-1956
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ORGANIZATIONS AND ACTIVITIES

STUDENT COUNCIL: elected annually by the entire student body. Officers are: President, Vice President, Secretary, Treasurer, Missions Chairman.

FULLER MISSIONS FELLOWSHIP: under direction of Missions Chairman. Provides fellowship for those going to the field and stimulus and challenge to those seeking God's will.

MISSIONARY CONFERENCE: sponsored by the F.M.F. Consists of four chapel messages, afternoon and evening discussions for single and married students.

PAYTON LECTURES: In memory of the parents of Mrs. Charles Fuller. Given by a competent scholar in the area of the defense, confirmation, or uniqueness of the Christian faith.

CHRISTIAN HERITAGE LECTURES: Each year beginning in 1955, a lecture series relating our Christian faith to the American socioeconomic scene is given. Lecturer for 1955-56 will be Dr. S. Richey Kamm, head of the Division of Social Sciences, Wheaton College (Ill.).

DEPUTATION TEAMS: sponsored by the Student Council. Quartets or groups going into local churches to sing, testify, and preach.
CROSS AND SHIELD: the yearbook of the Seminary.

SPORTS: the local Y.M.C.A. available at all times. Participation and competition between houses. Sports in season with a Seminary team in a local league: touch football, basketball, volleyball, and softball.

IT'S GOOD TO KNOW

1. Chapel is held daily. The same rule for absences applies both to Chapel Attendance and class attendance.

2. Grade points. A—4  B—3  C—2  D—1  Failure—0.

3. You will have a prayer mother assigned to you. Find out who she is and let her know your needs and problems. Write her a letter if she lives away.

4. You will have a faculty member assigned to you as counselor. Do not hesitate to contact him. He can save you much trouble.

5. Loans for students are available. See Dean Granberg.
MEDICAL AND DENTAL COVERAGE

The Seminary has made arrangements with physicians in the Pasadena area to assure Seminary students, their wives and families of good professional and specialized medical care. The cooperating physicians and dentists usually grant substantial discounts to the Seminary family as a Christian service. This wholehearted and generous contribution on the part of these professional men is appreciated and should not be abused. Any student needing medical or dental attention of any kind for himself or family should consult the Medical and Dental Coverage Schedule at the Information Desk in the Seminary lobby.
CONSTITUTION OF THE ASSOCIATED STUDENTS OF FULLER THEOLOGICAL SEMINARY, PASADENA, CALIFORNIA

Article I

NAME

This organization shall be known as the Associated Students of Fuller Theological Seminary.

Article II

PURPOSE

The purpose of this organization shall be to encourage spiritual growth in its members, and to foster such activities in cooperation with the Administration of the Seminary as will tend to benefit and unify the student body.

Article III

MEMBERSHIP

The members of this organization shall include all students enrolled in the Seminary on a regular or special basis.

Article IV

OFFICERS

The officers of the Associated Students shall be a President, a Vice-President, a Secretary, a Treasurer, and a Missionary.
Chairman, to be elected from the regular members. Officers shall be elected for a period of one year.

The above named officers will compose a steering committee which will be responsible for the agenda of the student Council meetings and will have the power to act on emergency measures that come up before Student Council and shall compose the student portion of the Student-Faculty Liaison Committee.

Article V

STUDENT COUNCIL

The Student Council shall be composed of the officers of the Associated Students, the officers of the Senior, Middler, and Junior classes, a representative from the women students, and the chairman of the Dormitory Council.

Article VI

REPRESENTATIVES AT LARGE

Sec. 1. Each class shall elect three officers: a President, a Vice-President, and a Secretary-Treasurer. These officers shall be elected for one year or the portion thereof remaining.

Sec. 2. The Dormitory Council shall elect a representative to the Student Council. The Dormitory Council shall be com-
posed of the presidents of the various dormitories.

Sec. 3. The women students shall elect a representative to the Student Council.

Article VII

COMMITTEE CHAIRMEN

The President shall appoint, with the approval of the Student Council, such committee chairmen as are considered necessary.

Article VIII

ADOPTIONS AND AMENDMENTS

Sec. 1. This constitution and the by-laws shall be adopted when ratified by a majority of the membership.

Sec. 2. This constitution and the by-laws may be amended by a two-thirds vote of the membership, due notice of such amendment having been given to the membership one week in advance.
Article I

NOMINATIONS AND ELECTIONS

Sec. 1. The Nominating Committee shall consist of the President and four members whom he shall appoint. This committee shall post nominations for officers one week in advance of the scheduled election. Further nominations shall be accepted from the floor at the time of elections.

Sec. 2. The officers shall be elected each year on or about the first of April during a Chapel period in an open election by a majority of the members present.

Sec. 3. The President and Vice-President shall be elected from the prospective Senior Class.

Sec. 4. Within a week following the election of Associated officers, class officers for the prospective Middler and Senior classes shall be nominated and elected in an open election at a class meeting called and moderated by the incumbent class officers.

Sec. 5. Associated officers and class officers for the prospective Middler and Senior classes shall assume office as soon as they are duly installed following the
elections. The installation, under the direction of the Student Council, shall normally take place within two weeks following the elections.

Sec. 6. Class officers from the Junior class and a representative from the women students shall be elected by the Junior class and the women students respectively two weeks after the fall registration. The Association President shall appoint a representative or representatives to call and moderate these elections. These officers shall assume office immediately after election.

Sec. 7. Each dormitory shall elect a President and such other officers as each dormitory considers necessary two weeks after the fall registration. These elected Presidents shall form a Dormitory Council and shall elect a chairman to represent them on the Student Council. The Association President shall appoint a representative or representatives to call and moderate these elections.

Article II

DUTIES AND RESPONSIBILITIES

Sec. 1. The duties of the officers shall be those which normally fall to each office, and in addition those delegated by the Student Council.
Sec. 2. The responsibilities of the Student Council are:

(a) To carry out the purpose and general policies of this organization.

(b) To handle the business of this organization as efficiently as possible.

(c) To be responsible for the continuance of this organization from year to year.

Article III

SUCCESSION AND RECALL OF OFFICERS
AND REPRESENTATIVES

Sec. 1. In the event that the President of the Association or any of the class presidents is unable to serve, the Vice-President of the Association or class shall automatically succeed to the office, and an election shall be held to fill the vacated office of Vice-President. In the event that other offices of this Association are vacated, special elections shall be held to fill the vacancy.

Sec. 2. Any officer of the Association or classes may be recalled upon approval of seventy-five percent of the membership of the Association or affected class, in secret ballot.
Article IV

STUDENT FUND

Sec. 1. A $2.50 student activities fee, payable by each student to the Bursar upon registration each quarter, shall be administered by the Student Council, subject to the approval of the Dean of Students.

Article V

MEETINGS

Sec. 1. Meetings of the membership shall be called at the discretion of the President.

Sec. 2. A quorum shall consist of a majority of the membership.

Article VI

GENERAL COLLECTIONS

General collections from the membership shall be subject to approval of the Student Council.

Article VII

DISCIPLINE

Action on disciplinary cases which properly fall within jurisdiction of Associated Students shall be initiated by the officers.
STUDENT MANUAL

September 1955

All students must be familiar with the information and regulations contained in the current Seminary catalog.

All students are also responsible for the regulations set forth below:

COURSES

1. A curriculum sheet is available from the Registrar. It is the responsibility of the student to complete the courses listed for graduation.

2. Each student must present to the instructor his validated blue class card in order to be admitted to any course he intends to take for credit.

3. Local pastors and the wives of Seminary students are permitted to audit classes without charge.

4. When a student has repeated a course in which he has failed, his new grade is to be substituted for the old grade without further penalty for the former failure.

5. No student shall be permitted to repeat a course which he has not failed, except a Senior deficient in grade-points for graduation, who may be
permitted, under the direction of the Dean of Administration, to repeat a sufficient number of courses (other than basic language courses), to obtain the supplemental grade-points necessary. If he receives a higher grade the second time, his new grade will be substituted for the old.

6. Courses are added to or dropped from your schedule through the Registrar’s Office. No course has been added or dropped until officially placed on your permanent record in the Registrar’s Office. Students are permitted to add subjects during the first calendar week of classes and they are permitted to drop courses the first two calendar weeks only. After this period, Rule No. 7 applies. (A calendar week ends in the Registrar’s office at 4:00 P.M. Friday.)

7. A student currently passing a course may drop it without prejudice, provided he secures the written permission of the professor in charge and the Dean of Administration. Forms for dropping courses are procured from the Registrar.

8. No student shall be permitted to take a course by correspondence for transfer credit unless he receives the written consent of the professor in whose de-
partment the course falls. All such credits must be recorded with the Registrar not later than May 1 of the senior year if the student wishes to use the course for graduation credit.

9. No student may be excused from the required courses in English Bible without prior consultation and written permission from Dr. Smith.

FEES

10. Deferred Payment Plan: Students who are unable to pay their accounts in full at the time of registration may adopt the deferred payment plan. A service charge of $3.00 is added for this privilege. Arrangements include payment of 1/3 of the total charges at the time of registration; 1/3 at the end of the fourth week; and the final 1/3 at the end of the eighth week.

11. Students delinquent in their payments to the Bursar are automatically suspended from classes until they have concluded a satisfactory arrangement with the Dean of Students.

REFUNDS

12. All students, except those on Public Law 550, will be governed by the refund policy on page 19 of the 1955-56 Seminary catalog.
Students attending under Public Law 550 who withdraw or discontinue at any time prior to completion of the quarter are charged an amount for tuition, fees and other charges for a portion of the course not to exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length.

ACADEMIC CREDIT

13. Seniors will not be permitted to take residence work in other institutions so as to accumulate credit toward their B.D. degree, unless they have maintained an average of B in their Seminary work. In no case may students carrying a full academic load take more than four hours per term in outside institutions.

ABSENCES

14. See Catalog, page 19. Penalties for excess absences may be removed only when application is made to the Dean of Students and satisfactory reasons given.

15. Students are required to report in advance to the Dean of Students' office any contemplated absence of an un-
usual nature. All absences of more than twenty-four hours should be noted on the dormitory sign-out pads together with information as to where you may be reached in an emergency.

16. No student shall be permitted to take final examinations at any time earlier or later than the scheduled hour, except in the case of disenableing illness or special emergency; in which case approval by the Faculty is required.

17. Examinations are conducted on the honor system. Each student must accept the responsibility of reporting any violation that he observes to the Student Honor Committee. (See section entitled 'Discipline'.)

18. Participation in outside activities of a Christian character, however worthy, shall not be deemed a sufficient reason for a student to take final examinations late.

FAILURES

19. Professors in the required language courses are permitted to grant conditional failures to students whose work for a given term falls not far below the passing grade. Such conditional failure for a first or second
quarter (but not for a third quarter) will automatically become a D upon successful completion of the work in that same course during the subsequent quarter.

20. A student who has received an outright failure in a course is not permitted to take a make-up examination in order to remove the failure.

INCOMPLETES

21. Every student who has failed to complete his work by the end of the term during which it is due shall suffer the deduction of one letter-grade in the course, provided he makes up the work omitted within the required time limits; otherwise he will receive a failure in the course. In addition, the student will be assessed a two dollar administrative fee.

22. Students will not be permitted to make up work left unfinished at the end of the term unless they complete the work required within four weeks AFTER THE CONCLUSION OF THE TERM.

ADMISSION TO SENIOR CLASS

23. No student will be considered for admission to the Senior Class until he has
completed at least ninety hours of course work with an overall average of 2.

24. Every middler is required to submit to the faculty a petition form for admission to the Senior Class. This is to be submitted at the end of the second quarter and passed upon by the faculty during the third quarter on the basis of the applicant's intelligence and spiritual fitness for his degree as demonstrated by his record at the Seminary.

WITHDRAWALS

25. Students who expect to discontinue their work at the Seminary at any time during the school year must complete the withdrawal form secured from the Registrar.

NON-GRADUATING SENIORS

26. Seniors who do not meet fully the requirements for graduation may participate in normal Senior activities except the one involving the conferring of degrees. In order to march in the academic procession, etc., the student must notify the Registrar of his intention. Students who have nearly completed their work may be photograph-
ed with the Senior Class then graduating.

GRADUATE STUDENTS

27. Fuller graduates having an average below 3.0 in undergraduate seminary work will not be accepted for admission to the Graduate School. All applications must be initiated through the Faculty Admissions Committee.

28. All students, whether graduate or undergraduate, are to be graded by the same standard, but graduate students in such courses are expected to do work beyond that required of the undergraduates.

29. Th.M. candidates are required to submit, on regular forms, a list of proposed courses to be taken in their major and minor fields in satisfaction of the minimal requirements for the degree. This list must be approved and signed by the professors supervising such fields.

OUTSIDE AND PRACTICAL WORK

30. A maximum of 68 hours combined study and work schedule is allowed per week. If you carry 16 hours of classes, that means 32 hours home-
work per week. Therefore you may not be employed in other than Seminary studies more than 20 hours per week. Any exception to this rule must be by permission of the Dean of Students.

31. No student is to be given an official report of his academic grades at the end of any given quarter until his Practical Work reports have been received by the Practical Work Office.

BOARD AND ROOM

32. Unmarried students are required to eat in the Seminary dining room, and to live in Seminary dormitories, except by special permission of the Dean of Students.

33. No student shall be permitted to occupy a Seminary apartment who is carrying less than twelve hours of academic work.

STUDENTS CONTEMPLATING MARRIAGE

34. Students planning marriage during the academic year are required to discuss this in advance with the Dean of Students.

RELIGIOUS SERVICES

35. Approval must be secured in advance
before the student body may invite an outside speaker for chapel exercises.

36. Seminary students will not be permitted to conduct gospel teams or deputation teams except under the supervision of the Professor of Evangelism and the Student Deputation Chairman.

DISCIPLINE

37. The Student Council is authorized to deal personally with any Seminary student whose conduct tends to bring disrepute upon the institution. If the offender continues unrepentant, the Council will report the case to the Faculty for action. If, however, such matters come directly to the attention of the Faculty, they will then assume jurisdiction.
DORMITORY HOUSE RULES

THE COOPERATION OF ALL STUDENTS RESIDING IN SEMINARY DORMITUORIES IS INVITED IN OBSERVING THE FOLLOWING HOUSE RULES:

1. Christian consideration toward neighbors should be maintained.

2. Clean and neat rooms are imperative. Beds are to be made prior to classes, clothes kept in orderly fashion during the day, floors swept, and general cleanliness maintained.

3. There will be periodic room inspections.

4. Wise and economical use of lights and gas in rooms is urged.

5. Waste paper must be burned in the incinerator in compliance with City Ordinance.

6. Students should familiarize themselves with building exits in the event of fire or other emergency that would necessitate speedy evacuation.

7. Women visitors without escorts are not permitted in the men's dormitories.

8. Front and side doors will be locked at all times. Students should come to the business office, 135 No. Oakland, for a key. A fifty cent deposit is required.
9. Luggage and other belongings which a student does not wish to keep in the room may be stored in the basement at 145 No. Oakland.

10. The State Health Code forbids the preparation or cooking of meals of any sort in hotel or dormitory rooms.

11. At the end of the school year students are requested to pack and dispose of all clothes, books, and other personal belongings prior to leaving for the summer or upon graduation.

12. Please report facilities in need of repair immediately to the house manager or to Mr. Curley.

13. Dormitory furniture is to remain in the room. Double decking of bunks is not in compliance with the California State Health Codes.

14. Storage on Seminary property of tools, equipment, supplies, etc. used by students in personal business ventures will not be permitted. Likewise, disposal of trash, clippings, etc., on Seminary property is not permitted.

THESE HOUSE RULES HAVE BEEN FORMULATED AS A REMINDER TO EACH STUDENT THAT HIS COOPERATION WILL ENABLE ALL TO HAVE A HAPPY SEMINARY HOME.
PARKING

1. Off street parking is provided for students in the Seminary parking lot at the southwest corner of Madison and Walnut Streets.

2. Students are not to park in any of the assigned parking spaces on Seminary grounds at any time (135 N. Oakland — Administration & Classroom area).

3. No cars are to be parked in the driveway of the dormitory at 180 No. Oakland nor in the center aisle of the student parking lot at Madison and Walnut. The Seminary truck is parked in the rear of 180 No. Oakland.

4. Cars may be washed in the areas to the rear of 180 No. Oakland or to the north of the garages at 200 No. Oakland.

5. Paraplegic students will be assigned parking space in the area of the Classroom Building if possible.

6. Mechanical repair of vehicles is not permitted on Seminary facilities without consultation with Mr. Curley.
REFECTORY REGULATIONS

1. No credit is given for meals not eaten.

2. Meal tickets are not transferable.

3. Meal tickets must bear the name of the individual owning same.

4. Meal tickets for either a 5 day or weekly basis are required of all single students living in the Seminary dormitories.

5. Current prices for meal tickets are as follows:
   Weekly ......................................................... $9.25
   Weekly, except Saturday, Sunday ................................................. 8.50
   Noon meals only—Monday through Friday ............................... 3.75

6. Individual meals can be secured by anyone in the Seminary family on a cash basis at the refectory at the following current prices:
   Breakfast ........................................................... 45c
   Dinner ........................................................... 75c
   Supper ........................................................... 50c

7. Meal tickets will be required to be presented at each meal.

8. Food supplied at the refectory is to be eaten at that location.

9. Students holding meal tickets unable to eat in the refectory owing to illness.
will be provided with the necessary regular or special food at no extra cost.

10. Students withdrawing from the Seminary will be given a refund on a pro-rata basis for the unused portion of the ticket.

11. Credit to individuals contemplating absence from meals is given on the basis of $1.00 per day (approximate food cost) for no less than seven consecutive days and only when application is made to the Bursar in advance of the absence.

12. Credit to students attending a Seminary sponsored retreat will be made on the basis of food costs as outlined above provided a written request for credit is received by the Bursar 24 hours in advance of the first meal to be missed.

13. Bag meals are provided to students holding meal tickets when absence from refectory is necessitated by off-campus trips on Christian service assignments or for purposes of regular employment. Advance reservation must be made with the chef for the bag meals desired.

14. Conditions arising not covered by the above outlined regulations can be discussed with the Business Manager.
LIBRARY

Miss Clara B. Allen, Acting Librarian

LIBRARY REGULATIONS

1. Books may be kept 2 weeks and renewed once, unless otherwise restricted.

2. Reserve books (blue card) are due at 9:00 A.M. the following school day. (Reserve books may be checked out at 4:45 P.M. for overnight.)

3. Fines—2c per day for 14-day books; 10c per hour for reserve books (maximum of 50c per day). Additional books or periodicals may not be taken out until overdue books are returned and fines paid.

4. Current periodicals may be checked out the same as reserve books and are subject to the same fines.

5. No talking or unnecessary noise or commotion is allowed in the reading room.

6. Exceptions to the rules can be made only by a member of the library staff and must be applied for in advance.

7. Books must not be transferred or reloaned without being returned to the Library for recharging.
In Room 201 is housed the personal library (about 19,000 volumes) of Dr. Wilbur M. Smith. This group includes special collections of ancient history, English literature, Bible Commentaries, books on the life of Christ, and extensive volumes of nineteenth century periodicals. Dr. Smith's books are available for student use. They should be used only if the Seminary Library does not have the book, or it is out.

Secretary to Dr. Smith: Delores Loeding

BULLETIN

The Fuller Library Bulletin is published quarterly by the Library.
BOOKSTORE POLICY REGARDING DISCOUNTS AND MERCHANDISE SOLD ON AN ACCOUNT BASIS

The following discounts are applicable to our students, and books and supplies will be sold to them for cash or on an account basis. All members of the Alumni will be entitled to the same discounts as enrolled students but the terms will be cash. To all others who wish to use the facilities of the bookstore, terms will be cash.

1. 10% on all text books at all times.

2. 15% on most books from American publishers. On purchases of $20.00 or more at one time (not including text books) a discount of 20% will be allowed. A discount of 25% will be given on all sets of Commentaries having a list price of $50.00 or more.

3. Books ordered from abroad, used or new, are sold at net prices.

4. A discount of 20% is allowed on most Bibles.

5. The discount on books by faculty members is 25% except text books as stated above. (Discount on all text books is 10%.)
6. Students' accounts are due and payable on or before the 10th of the month following the month in which purchases are made, or on the following day if the 10th of the month should fall on a Sunday or a holiday. If not paid then, a penalty of 10% will be added and further purchases will be restricted to a cash basis until the full amount of the delinquent account is paid. The penalty WILL be added on all accounts subject to the penalty in fairness to the students who pay their accounts on or before the due date. In the event that it is necessary to add a penalty to an account, even though the penalty has been added, it is expected that the account in its entirety will be paid within 30 days from the due date. (The penalty in most cases represents the loss of the discount granted at the time of purchase.)

7. All accounts must be paid in full on or before May 10th or a day later if the 10th should fall on a Sunday or a holiday. Those in the senior class expecting to complete their courses in May will not be permitted to graduate unless all accounts are paid in full and grades will be withheld from all other students who have not paid their accounts in full.

8. During the summer months no merchan-
dise will be sold to students on an account basis except to those enrolled in summer school. At the beginning of the summer school term students will be advised of payment requirements for those purchasing merchandise on an account basis.

9. The bookstore at its discretion will purchase new or used books from the students for an amount up to and not exceeding 60% of the retail price.

No student is to be permitted to engage in the selling of new or second-hand books within the confines of the Seminary except by special permission of the Administration and Faculty.