FULLER
THEOLOGICAL
SEMINARY

STUDENT HANDBOOK
1958 - 1959
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Mailing Address: 135 North Oakland Avenue
Pasadena, California

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ORGANIZATIONS AND ACTIVITIES

STUDENT COUNCIL: elected annually by the entire student body. Officers are: President, Vice-President, Secretary, Treasurer, Co-ordinator of Missions, and Co-ordinator of Evangelism.

FULLER MISSIONS FELLOWSHIP: under the direction of the Co-ordinator of Missions. Provides fellowship for those going to the field and seeks to encourage and stimulate interest in Missions throughout the whole student body.

ANNUAL MISSIONARY CONFERENCE: sponsored by F.M.F. Consists of four chapel messages, afternoon and evening discussions for single and married students. Scheduled for September 30-October 3, 1958. Dr. Harold John Ockenga, speaker.

PRACTICAL EVANGELISM COMMITTEE: under direction of the Co-ordinator of Evangelism. Provides incentive and opportunities for evangelistic service by the students, through evangelistic seminars, tract ministry, and Gospel Teams.


PHILOTHEAN FELLOWSHIP: an organization of students' wives and women students, meeting twice a month on Mondays through the school year for inspiration and fellowship, designed as an aid for future Christian service.

CROSS AND SHIELD: the yearbook of the Seminary.

SPORTS: The Pasadena Y.M.C.A. (located 2 blocks west of the Seminary) is available for a varied sports program. The Student Activities fee includes membership at the YMCA for the school year.
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. Pick up the forms at Business Office and 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 good professional and specialized medical care. The cooperating physicians and dentists usually grant discounts to the Seminary family as a Christian service. This 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. The Seminary can neither guarantee satisfaction nor can it always vouch for its price lists being current.
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 membership of this organization shall include all students enrolled in the Seminary on a regular or special basis.

Article IV

OFFICERS

Sec. 1. The officers of the Associated Students shall be a President, a Vice-President, a Secretary, a Treasurer, a Co-ordinator of Missions and a Co-ordinator of Evangelism to be elected from the regular members. Officers shall be elected for a period of one year.
Sec. 2. 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 composed 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.

BY-LAWS OF THE ASSOCIATED STUDENTS OF FULLER THEOLOGICAL SEMINARY

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, and a
representative from the women students 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 shall be elected by the Junior class two weeks after the fall registration. The Association President shall appoint a representative or representatives to call and moderate this election. 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 vacancies.

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 $3.00 student activities fee, payable by each student to the Business Office 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 the jurisdiction of Associated Students shall be initiated by the officers.
STUDENT MANUAL
September, 1958

Students are to familiarize themselves with the information and regulations contained in the current Seminary catalog.

Students will also be held responsible for regulations set forth below.

COURSES

1. A curriculum sheet is available from the Registrar. It is the responsibility of the student himself to see that he properly completes the courses listed for graduation.

2. Students must present a validated blue class card to the instructor in order to be admitted to any course they intend to take for credit.

3. 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.

4. Courses are added or dropped 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 only. (A calendar week ends in the Registrar's Office at 4:00 P.M. Friday.)

5. A course may be dropped without grade penalty through the fifth week of the quarter. Any course dropped thereafter will be entered as a failure on the student's permanent record.
6. Written consent of the professor in whose department a course falls must be obtained if a student wishes to take correspondence courses for credit toward graduation. All such credits must be recorded with the Registrar not later than May 15 of the senior year if the student wishes to use the course for graduation credit.

7. 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.

8. Students may be excused from required courses in English Bible only by getting written permission in advance from Dr. Smith.

AUDITING COURSES

9. A fee of $2.50 per quarter hour is charged for auditing classes. Auditors register at the Registrar's office.

10. Wives of Seminary students are permitted to audit classes without charge, provided they register properly as an auditor with the Registrar.

FEES

12. Students delinquent in their payments to the Business Office are automatically suspended from classes until they have concluded a satisfactory arrangement with the Business Manager.

ABSENCES

13. See Catalog, pages 20-21. Penalties for excess absences may be removed by application to the Dean of Students and for reasons deemed satisfactory to him.

14. Students are expected to report in advance to the Dean of Students' office any contemplated absence of an unusual nature. (All absences of more than 24 hours should be noted on the dormitory sign-out pads together with information as to where the student may be reached in an emergency.)

15. Students must take final examinations at the scheduled hour. In the case of serious illness or emergency the professor should be consulted in advance where possible. A $2.00 fee for make-up of the examination will be charged; the student should bring his receipt to the make-up examination. (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.)

16. Examinations are conducted on the honor system. Each student must accept the responsibility of reporting any violation he observes to the Student Honor Committee. (See section entitled "Discipline" and Article VII of Student By-Laws.)
FAILURES

17. Professors in the required language courses are permitted to grant conditional failures to students whose work for a given term is near a passing grade. Conditional failures for a first or second quarter (but not for a third quarter) will automatically become a D, upon successful completion of that course during the subsequent quarter.

18. 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. (See Rule 3.)

INCOMPLETES

19. Students are required to make up work left unfinished at the end of the term within 4 weeks AFTER THE CONCLUSION OF THE TERM.

20. Students who fail to complete work by the end of the term shall suffer the deduction of one letter-grade if the work is made up within the required time limits; otherwise they will receive a failure in the course.

ADMISSION TO SENIOR CLASS

21. Every Middler is required to submit to the Faculty a petition form for admission to the Senior Class at the end of the second quarter.

22. A student will not be considered for admission to the Senior Class until he has completed at least ninety hours of course work with a minimum of 2.0 overall average.
WITHDRAWALS

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

BACCALAUREATE AND COMMENCEMENT

24. All underclassmen are required to be present at the Baccalaureate and Commencement Exercises. Excuses may be obtained only on written request to the Dean of Students for reasons he deems satisfactory.

25. Seniors who do not meet fully the requirements for graduation may participate in normal Senior activities except the one at Commencement which involves 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 practically completed their work may be photographed with the graduating class if they wish.

GRADUATE STUDENTS

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

27. Th.M. candidates are required to submit, on regular forms, procured from the Registrar, 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, then returned to the Registrar.

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

OUTSIDE AND PRACTICAL WORK

29. 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 homework 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.

30. No student is to be given an official report of his academic grades in any given quarter until his Practical Work reports have been received by the Practical Work office.

BOARD AND ROOM

31. 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.

32. Students are not permitted to occupy a Seminary apartment when carrying less than twelve hours of academic work.
STUDENTS CONTEMPLATING MARRIAGE

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

RELIGIOUS SERVICES

34. Chapel speakers are invited and scheduled by the Chapel Committee. Student requests for speakers are to be submitted to the Chapel Committee and it is hoped students will feel free to make their wishes known.

35. Students are not to conduct gospel teams or deputation teams except under the supervision of the Professor of Evangelism and the Student Deputation Chairman.

DISCIPLINE

36. The Student Honor Committee is authorized to deal with any Seminary student whose conduct violates the honor code. If the offender continues unrepentant, the Committee 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 DORMITORIES IS INVITED IN OBSERVING THE FOLLOWING HOUSE RULES:

1. Clean and neat rooms are expected. Beds are to be made prior to classes, clothes kept in orderly fashion during the day, floors swept, and general cleanliness maintained. (Friends of the Seminary are sometimes escorted through the dormitories).

2. There will be announced periodic room inspections conducted by members of the House Board.

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

4. Appropriate containers for combustible and non-combustible trash are located in the vicinity of the various dorms. Please use these containers.

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

6. Front and side doors will be locked at all times. Students should come to the Business Office, 135 No. Oakland, for a key. A one dollar deposit is required.

7. 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, and in the attic at 180 No. Oakland.

8. The State Health Code forbids the preparation or cooking of meals of any sort in dormitory rooms.
9. At the end of the school year, or upon graduation, students are requested to pack and dispose of all clothes, books, and other personal belongings prior to leaving for the summer.

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

11. Dormitory furniture is to remain in the room. Double decking of bunks is not in compliance with the California State Health Codes.
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 parking spaces on the Seminary grounds (135 No. Oakland, Classroom and Administration Building area) at any time including after hours, weekends, holidays, summer vacations, etc.

3. No cars are to be parked in the driveways of the dormitories at 180 and 190 No. Oakland or in the center aisle of the student parking lot at the southwest corner of Madison and Walnut Streets.

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.
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 on 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: $11.25
   - Weekly, except Saturday and Sunday: 10.25
   - Noon meals only—Monday through Friday: 4.25

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: 55¢
   - Dinner: 85¢
   - Supper: 65¢

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 $1.25 per day (approximate food cost) for no less than seven consecutive days and only when application is made to the Business Office 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 Business Office 24 hours in advance of the first meal to be missed.

13. Bag meals are provided to students holding meal tickets when absence from the refectory is necessitated by off-campus trips on Christian service assignments or for purposes of regular employment. Advance reservations 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

Be sure to obtain and read the Library Manual.

LIBRARY HOURS

Reading Room 7:30 A.M. to 10:00 P.M.
Stack Room 8:00 A.M. to 5:00 P.M.
Tues. & Thurs. 7:00 P.M. to 9:00 P.M.
Saturdays, both rooms 8:00 A.M. to 12 noon.

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 9:00 P.M. for overnight.)

3. Fines -- On overdue 2-week books --
   1 - 3 days overdue ..................... .25
   4 - 6 days overdue ..................... .50
   7 - 13 days overdue .................... 1.00
   14 - 20 days overdue ................... 2.00
   21 or more days overdue ............... 3.00

On overdue reserve books --
A fine of $.25 per volume is levied on all reserve books not returned when due. This increases to $1.00 per volume at noon of the same day, and increases $.50 each half day thereafter.

4. Current periodicals may be checked out the same as reserve books and are subject to the same fines. Back periodicals are the same as 2-week books.
5. No talking or unnecessary noise or commotion is permitted in the reading room.

6. Books must not be transferred or re-loaned without being returned to the library for recharging.

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

8. Typing space and typewriters (English, Greek and Hebrew) are provided in the rear of the stack room.

DR. SMITH'S PERSONAL LIBRARY

In Room 201 is housed the personal library (about 25,000 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 either does not have the book, or it is out.

Books should be checked out with Dr. Smith's secretary, Dolores Loeding.
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 textbooks at all times.

2. 15% on most books from American publishers. On purchases of $20.00 or more at one time (not including textbooks) 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 textbooks as stated above (Discount on all textbooks 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.
7. During the summer months no merchandise 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 the merchandise on an account basis.

8. 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 selling of new or second-hand books within the confines of the Seminary except by special permission of the Administration and Faculty.