Graduate Schools of
THEOLOGY
PSYCHOLOGY
WORLD MISSION
# Fuller Theological Seminary Student Handbook

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Fuller Theological Seminary  
135 North Oakland Avenue  
Pasadena, California 91101  
Telephones (213) 449-1745  
684-2520

Student Council Office  
130 North Oakland Avenue  
Pasadena, California 91101  
(213) 449-1745, ext. 191
Organization and Activities

Student Council
An elected committee from the student body which acts on its behalf.

Student Activities
Every student pays a student activity fee which finances various projects of student interest. These projects are supervised by the Student Council and include:

- Day of Prayer
- Stipends for Various Student Council Positions
- All-Seminary Retreat
- YMCA and YWCA Memberships
- New Student Orientation
- The Opinion
- Studia Biblica et Theologica
- Intramural Sports
- Student Lounge
- Community Activities (films, dinners, etc.)
- Environmental Action Council
- Social Concerns Coordinator
- Housing Council
- Women’s Institute
- Faculty Forum
- Big Brother Program

A special $10 fee is charged each year for the Ethnic Minority Scholarship Endowment Fund.

Decision Making Bodies
The Student Council also coordinates student input with the various Faculty, Administration and Trustee committees. It appoints students as voting members on the following committees: Administrative, Chapel, Commencement, Financial Aid, Faculty-Student Liaison, Library, Facilities, Student Affairs, Development, Long Range Academic and Field Education.

School of Theology Internship
Inaugurated in 1962, the internship program has proven to be a worthwhile and stimulating venture for students interested in the worldwide mission of the Church. The program cooperates with various church and mission agencies in opening doors to foreign and crosscultural service as well as doors to service in local churches and agencies. The internship year may be opted for either between the junior and middler years or between the middler and senior years. Information concerning internship can be obtained from the Internship Chairman or the Student Council Vice
President. Currently, a total of 30 students have interned in 25 foreign countries.

Sports
The Pasadena YMCA and YWCA are located three blocks west of the Seminary and are available to all students for varied sports activities. The Student Activities Fee provides for Y membership for each student for the school year. The Student Council also sponsors an active intramural program with competition in flag football, handball, basketball, pool, golf, table tennis, volleyball, tennis, and baseball.

For Your Information
1. Chapel is held each morning Tuesday through Friday. All students are encouraged to attend every chapel and assembly.
2. Grade point system: A-4, B-3, C-2, D-1, Failure-0. CR/NC are not computed in the GPA.
3. Part of the program of the Women’s Auxiliary is that of Prayer Parents. The name and address of your Prayer Parent will be left in your box in the early fall. Your prayer Parent will contact you to find out your needs and problems and ways she can pray for you.
4. All Faculty members keep office hours for the purpose of student conferences. Do not hesitate to contact them.
5. Mr. Scoon, the Cataloging Librarian, will be glad to give any student assistance in learning to write a term paper well.
6. Limited funds are available for short term loans to students. See the Dean of Students.

Financial Aid
The Seminary catalog contains the statement: “Fuller Theological Seminary is committed to the policy that no worthy student should be left in a position of financial need without the Seminary first having done everything possible, through its staff and resources, to alleviate this need.” The financial aid program has been developed in order to implement this policy. The Financial Aid Committee is especially concerned that no student be forced to engage in employment, secular or other, to the extent that his academic or family life would unduly suffer. The committee can only implement this concern, however, if the student makes his needs known by completing a financial aid application form. This form may be obtained from the Dean of Students’ Office.
Medical Coverage

The Seminary has made arrangements with physicians in the Pasadena area to assure students, their wives and families good professional and specialized medical care. The cooperating physicians 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 attention of any kind for himself or his family should consult the Medical Schedule at the Information Desk in the Seminary Lobby. The Seminary cannot guarantee satisfaction.

Insurance Procedures

It is a requirement of the Seminary that each student carrying two courses of academic work or more be covered by hospitalization insurance in case of illness. Fuller Seminary provides a group insurance plan with Puritan Life Insurance Company in which the students may participate if they are not already covered by a comparable plan. Claim forms for services covered are available at the student accounts desk in the Business Office.

Academic Regulations

Students are to familiarize themselves with the information and regulations contained in the current Seminary catalog. Students will also be responsible for regulations set forth below. Special regulations covering students in the Schools of Psychology and World Mission are found in the catalog.

Courses

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

2. Twelve units constitute a minimum full-time study load, with a normal full-time load being 16 units.

3. Any student who thinks he may have covered the material in a required course by work done on the collegiate level may be granted permission by the Dean to waive this requirement. This does not mean that a student can graduate with less than 36 courses of Seminary work.

4. No student is permitted to register for two classes which meet simultaneously.

5. M.A. students may opt to take up to six courses Credit-No Credit.
M.Div. students may take up to nine courses Credit-No Credit. This option may be exercised only if the Registrar’s Office is notified during registration. This change in grading status may not be exercised or reversed after the close of registration. Credit-No Credit courses are not computed into the grade point average. Credit-No Credit option is allowed on the basis of one per quarter so a student receiving transfer credit would determine the number of such courses available to him by computing the number of 16-unit quarters taken here.

6. Any student taking less than three courses (12 units) will be charged for subjects he audits.

7. When a student repeats a course he has previously failed, the new grade will be recorded without penalties and only the units from his repeat of the course will be computed in his grade point average.

8. Any student admitted on probation who has less than a 2.5 GPA for the first year may be admitted the following fall only by special action of the Academic Affairs Committee.

9. Any student whose cumulative GPA falls below 2.0 in any given year may be admitted the following fall only by special action of the Academic Affairs Committee.

10. Students who have been accepted on probation or as special students due to academic reasons may take any course Credit-No Credit. However, the Academic Affairs Committee will have access to the Grade received in the course, and will use the Grade, rather than the Credit-No Credit, as the basis of evaluation of the probationary status at the end of the academic year.

11. 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.) A service charge of $3.00 is made for each transaction.

12. 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. (See Refund Policy #1.)

13. Seniors will not be permitted to take residence work in other institutions so as to accumulate credit toward their M.Div. 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.

Note: Any exception to the above regulations must have the approval of the Provost’s Office.
Auditing Classes

1. The tuition charge for audits is the same as that for credit classes. Auditors register at the Registrar’s Office.

2. Spouses of full-time (16 hours) Seminary students are permitted to audit classes without charge, provided they register as auditors. They may register for credit at one-fourth tuition.

3. Because of limited laboratory facilities, auditors are not permitted in Greek or Hebrew grammar classes.

Fees

Deferred Payment Plan: This plan is available for those not able to pay the total charges at the time of registration. A $3.00 service fee allows the individual to pay one-third at registration and the balance in two installments during the quarter. Where the student neglects making the installment payment as agreed upon in advance, an additional $4.00 service fee is added to the account. Student accounts not paid in full by the end of the quarter may result in no opportunity to take the finals and in no credit or grade for the subjects taken and, in the case of graduating students, no diploma.

Refund Policy

1. For classes dropped between registration and the end of the first week of classes, the tuition refund is 100 percent (except that those who drop all classes will be charged a severance fee of $50.00); for those dropped the second week of classes, the refund is 75 percent; for those dropped the third week of classes, the refund is 50 percent; for those dropped the fourth week of classes, the refund is 25 percent. No refund is made on courses dropped after the fourth week.

If the number of units dropped is equivalent to the number added at the same time, the student is required to pay only the $3.00 program change fee.

There is no refund of audit charges.

2. The refund policy for the twelve-week summer session in Hebrew and Greek is the same as the refund policy for the regular school year. For the eight-week summer session in Hebrew and Greek, there is a 100 percent refund if the course is dropped during the first four days of classes; a 75 percent refund if the course is dropped during the next four class days; a 50 percent refund if the course is dropped during the next four class days; and a 25 percent refund if the course is dropped during the next four class days.

3. In the School of Psychology a differing policy is maintained since tuition is payable by the year. Consult the Business Office for information.
Absences
1. Students are expected to report in advance to the office of the Dean of Faculty any extended absences.

2. Students must take final examinations at the scheduled hour. In the case of serious illness, emergency or conflict in exam schedules, the Professor should be consulted in advance. In instances other than conflict in exam schedule or hospitalization, there is a $10.00 service charge for examinations taken at a time other than that scheduled. To make such a change, the student must secure permission from the Dean’s Office. (Participation in outside activities of a Christian character, however worthy, shall not be deemed a sufficient reason for a student to take final examinations at times other than those regularly scheduled).

3. Examinations are conducted on the honor system.

Failures
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 Course #7).

Incompletes
Each Faculty member decides whether work not finished at the end of a quarter warrants an “incomplete” grade for the course or simply a reduction of grade. “Incomplete” work must be made up no later than four weeks after the conclusion of the quarter as fixed by the catalog calendar. The grade awarded for the late work is then changed to a grade one level below the grade that would normally have been given.

Admission to Senior Class
A student will not be considered for admission to the senior class until he has completed at least 24 courses toward the M.Div. degree or 12 courses toward the M.A. degree with a minimum of 2.0 overall average.

Baccalaureate and Commencement
1. Seniors who expect to meet the requirement for graduation fully before the opening of the fall term, may participate in senior activities and Commencement. In order to march in the academic procession, etc. the student must notify the Registrar of his intention.

2. Any student anticipating graduation (for any degree from any of the three schools) must file with the Registrar a written notice of his intention to graduate. This must be done at registration time each quarter of the year whether he is registering for classes or not. He must notify the Registrar at the time of his last registration that he will no longer be in residence study, and he will be expected to pay his graduation fees at that time.
Withdrawals
Students who expect to discontinue their work at the Seminary during the school year must complete the withdrawal forms to be signed by the Dean of Students, Registrar and Business Office.

Graduate Students
1. Applicants for the Th.M. program must ordinarily have a minimum of a 3.0 (B) average for their total M.Div. program. Exceptions will be made only rarely and only by special action of the Graduate Committee. Every application, regardless of grade average, must be considered and approved by the Graduate Committee. Students with a M.Div. from schools other than Fuller, and Fuller graduates who have been out of school during the year preceding their application, must make application for admission.

Those desiring to apply for the D.Min. program may secure mimeographed instructions from the Director of that program. Instructions for application to the School of Psychology or the School of World Mission may be secured from those offices.

2. Effective the quarter in which a student has been accepted for study in the Doctor of Ministry program, no course completed with a grade less than B, whether taken at the M.Div. level or the D.Min. level, will be counted towards satisfying graduation requirements for the D.Min.

3. All degree candidates in the Graduate Department must secure the progress sheets appropriate to their degrees, see that the required number are properly completed, signed and returned to the Registrar’s Office as instructed on the form, but in all cases no later than the middle of the fall quarter (end of the fifth week of classes).

4. Th.M. and M.Div. students in the same classes are to be graded by the same standard, but Th.M. students in such classes may be expected to do work beyond that required of the M.Div. students.

Limitations in Outside and Practical Work
A maximum of 68 hours combined study and work schedule is allowed per week. (Four courses require approximately 30 hours of homework per week. Therefore, you may not be employed in other than Seminary studies more than 23 hours per week). Any exception to this rule must be by permission of the Dean of Students.

Housing and Employment
For information concerning housing and employment, see the bulletin board in the Mail Room hallway or inquire at the Housing and Employment Office.
Room and Board
Students must ordinarily be enrolled as full-time students to occupy a Seminary student apartment at Bellaire Court or Ford Place.

Guidelines for the use of Seminary apartments by married students are available in the Business Office. Guidelines governing the use of dormitory facilities by single students are posted in the dormitories.

Religious Services
Students wishing to conduct team ministries are expected to do so under the supervision of the Professor of Evangelism.

Solicitation of Funds
Direct student solicitation of funds for Christian projects or personal expenses must be cleared with the Seminary Administrative Committee and the Student Council.

Parking

1. Parking fees for on campus spaces are assessed on all students, faculty and staff at the rate of $1.25 per month. The various lots are color coded in order to reserve sections for students. Color code is as follows:
   - yellow — students
   - red — faculty, executive administrators
   - green — administration and staff

   All parking spaces will be monitored and parking tickets will be issued. A fine of $1.00 per violation will be levied and will be credited to the Fuller Student Fund.

   Student parking areas are located along Walnut Avenue between Oakland and Madison, to the rear of 100-150 North Oakland and in the northern most section of the lot at 119 North Madison Avenue.

   Parking space is not adequate to meet our needs, so you are encouraged to park near the campus and walk in.

2. Students are not to park in the assigned faculty, administration and staff parking spaces on the Seminary grounds or in the parking lots of the Congregational or Presbyterian Churches.

3. Applications for overnight parking on the street are obtained from City Hall. There is a charge of $12 per year plus an investigation fee of $20. Each car parked on the street must be investigated by the Police Department.
Refectory Regulations

1. No credit is given for meals not eaten (except as outlined in No. 9 below).

2. Meal tickets are not transferable by the owner for the benefit of another party.

3. Meal tickets are to be identified by the name of the owner.

4. Meal tickets are required of all single students living in the Seminary housing. The Refectory is closed on weekends.

5. The current price for meal tickets is $220 per quarter.

6. Individual meals can be secured by anyone in the Seminary family on a cash basis at the Refectory.

7. Students holding meal tickets who are unable to eat in the Refectory due to illness will be provided with the necessary regular or special food at no extra cost.

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

9. Credit to individuals contemplating absence from meals is given on the basis of $2.00 per day (approximate food cost) for no less than five consecutive school days and only when application is made to the Business Office in advance of the absence.

10. Cold meals to go 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 Food Services for the cold meals desired.

11. Conditions arising not covered by the above outlined regulations can be discussed with the Director of Business Affairs.

Library Regulations

1. Books not on reserve may be kept three weeks and are not renewable.

2. Reserve books may be checked out at 8:00 p.m. for overnight and are due at 9:00 a.m. the following day. Some reserve books are loaned for three days.

3. A Seminary identification card must be presented when checking out books.

4. A maximum of 10 books may be checked out at one time.
5. Reference books are not to be taken from the reading room. Periodicals do not circulate.

6. A photocopier is available for duplicating articles at 5 cents per page.

7. Grades will be withheld if library fines are not paid. Delinquent fines of 30 days or more will result in the loss of library privileges.

**Library Hours**

- Monday-Friday: 8:00 a.m. to 10:00 p.m.
- Saturday: 9:00 a.m. to 4:45 p.m.

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**Bookstore**

Location — 84 North Los Robles, Pasadena, California 91101

Hours — 9:00 a.m. - 5:00 p.m., Monday through Friday

The Bookstore is open Saturdays during the academic year from October through May.

Discount Policy — The current discount policy is posted in the Bookstore.

Charge Policy:

1. Students, staff, and faculty and entitled to automatic charge account privileges.

2. Non-students must complete a credit application in order to set up an account.

3. There is a 2% handling charge on all charge account transactions.

4. There is a $5.00 minimum charge limit per transaction and a $100.00 maximum charge limit per month.

5. All accounts are due and payable within 30 days after the receipt of the monthly statement.

6. Charge account privileges are discontinued if the maximum charge limit is exceeded or if the account is 60 days past due.

Additional information regarding special orders, check cashing, returns, and used books is available at the Bookstore.

Note: No student is 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.