# 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
- 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
- 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 cross-cultural 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 Chairperson or the Student Council Vice-President.

**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. Ten o'clock each day Monday through Friday is reserved for various types of assembly. Monday is normally designated for small group gatherings for fellowship and prayer. Tuesday through Thursday are meetings for worship including the preaching of the Word of God. Friday is normally a convocation that features various discussions, forums or presentations of interest to the community.

2. Grade point system: A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, NC = 0. CR/NC are not computed in the GPA.

3. All faculty members keep office hours for the purpose of student conferences. Do not hesitate to contact them.

4. Limited funds are available for short-term loans to students. See the Dean of Students.

5. Fuller Theological Seminary admits students of any race, color and national or ethnic origin.

**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/her academic or family life would unduly suffer. The committee can only implement this concern, however, if the student makes his/her 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 spouses 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 and women is appreciated and should not be abused. Any student needing medical attention of any kind for him/herself or family member 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 Industrial 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 School 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 to see that all courses listed for graduation are properly completed.

2. Twelve units constitute a minimum full-time study load, with a normal full-time load being 16 units for the Master of Arts and Master of Divinity degrees.

3. Any student who believes that he/she may have covered the material in a required course by work done on the collegiate level may be granted permission by the Academic Affairs Committee to waive this requirement. This does not mean that a student can graduate from his/her respective program with less than the prescribed number of courses of Seminary work.

4. Students who wish credit which they have taken at other seminaries or graduate schools applied to their degrees at Fuller are to ask Mr. Mel Robeck or the director of their program to review the records of that credit and send a statement to the Registrar for recording.

5. Seniors are permitted to take residence work in other institutions to accumulate credit toward their M.A. or M.Div. degrees if 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.

Registration
1. All students must have an appointment with their Academic Advisor to review their progress and have their class schedule sheets signed before they can register each quarter. Any course change must be approved in writing by the Academic Advisor before the change may be made in the Registrar’s Office. The Academic Advisor must sign the course add/drop sheet. The Academic Advisor for any student will follow through on the academic performance and progress of that student and take appropriate action.

2. Students should avoid registering for two classes which overlap in their meeting times. In some instances, however, such overlap is permitted if (a) the student understands he/she is responsible for all material presented in the course and (b) he/she is not excluded from more than one meeting time per week.

3. Students may elect to take one or two reading courses provided that
they receive the professor’s written permission in advance. However, reading courses cannot be used to satisfy core requirements in the M.A. or M.Div. program. They are acceptable for elective credit.

4. M.A. students may choose to take up to six courses Credit/No Credit and M.Div. students may choose to take up to nine courses Credit/No Credit. This option may be exercised only if the Registrar’s Office is notified by the student during the allotted period of time, specified below (see Nos. 5 and 6). Credit/No Credit courses are not computed into the grade point average. Any student who transfers from another institution may determine the number of Credit/No Credit options he/she has remaining by computing the number of 16-unit quarters to be taken at Fuller.

5. Any student wishing to exercise the Credit/No Credit option for a course may do so by the end of the second day of the second week of class. This must be done in the Registrar’s Office. If, prior to that period, the student wishes to change the status from CR/NC to grade or from grade to CR/NC, that change may be accomplished, but a $5.00 change of program fee will be required.

6. If a course is offered in a two-week or twelve day intensive session, the Credit/No Credit option must be declared by the end of the second day of class.

7. 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.

   A. 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). In a two-week intensive session, courses may be added by the end of the second day of class. A service charge of $5.00 is made for each transaction regardless of the number of courses involved.

   B. Students are permitted to drop courses without grade penalty through the fifth week of the quarter. Any course dropped thereafter will be entered as No Credit on the student’s permanent record. In a two-week or twelve day intensive session courses may be dropped by the end of the first week of classes. A service charge of $5.00 is made for each transaction, regardless of the number of courses involved.

No Credit

A student who has received a No Credit in a course is not permitted to take a make-up examination in order to remove the No Credit from that student’s record. However, if the course is repeated, the new grade will be recorded without penalty.
Academic Probation

1. 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.

2. Any student whose cumulative GPA falls below 2.5 or who receives No Credit in two courses during one academic year will have his/her record reviewed before readmission to the next academic year.

3. Students who have been accepted on probation or as special students due to academic reasons may take courses 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 Credit/No Credit, as the basis of evaluation of the probationary status at the end of the academic year.

Student Files

1. After three years of inactivity, the permanent record of a student stands. After that it is not subject to challenge in any case where a student may think a grade has been recorded in error. Grade cards are on file in the Registrar’s Office for three years, but are not retained after the record has been inactive for three years.

2. After acceptance and enrollment of a student, all reference forms not bearing a waiver signed by the student relinquishing his/her right to see the forms are destroyed (a numeral reference of evaluation will already have been entered on the file evaluation form).

3. The items retained in the applicant’s file once he/she has been accepted are:
   - pictures
   - application form
   - Christian statement
   - medical form
   - college transcripts
   - neutral or positive correspondence

4. Any student who wishes to see his/her own file may leave a written request to do so in the Registrar’s Office. Within 24 hours, a note giving an appointment time (usually not more than 48 hours later than the original request, but in no case more than 10 days later) will be placed in the student’s mailbox.

5. Students requesting photocopies of material in their student files will be charged $1.00 per page copied.

6. The Registrar and Provost—at 135 North Oakland Avenue, Pasadena, California 91101—are responsible for the records.
Auditing Classes

1. Any student taking fewer than three credit courses (12 units) will be charged for subjects he/she audits.

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

3. Spouses of Seminary students carrying a load of 16 hours are permitted to audit classes without charge, provided they register as auditors. They may register for credit at one-fourth tuition.

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

Exceptions to Academic Regulations

1. Students may petition the Academic Affairs Committee for any exceptions to the Academic Regulations. Petition forms may be obtained from the secretary in the Director of Admissions’ Office, 120 North Oakland.

2. Any student who petitions for a change in any academic regulation, and the change is granted by either the Petitions Committee or the Academic Affairs Committee, must take the necessary steps to act upon the petition within seven calendar days from the date of the notice informing him/her of that action, or the action of the Committee is automatically rescinded.

Information for Veterans

Veterans who have remaining entitlement for educational benefits may receive these benefits for training taken at Fuller Theological Seminary. The following information is given for those students.

1. Upon matriculation, all students eligible for Veteran’s benefits should contact the Veteran’s affairs advisor in the Registrar’s Office. The hours for Veteran’s affairs are posted on the Registrar’s bulletin board.

2. All students who wish credit for work taken at other seminaries or graduate schools to be applied to their degrees at the Seminary are to ask Mr. Mel Robeck to review the records of that credit and send a statement to the Registrar for recording. This should be done upon entering in order that previous credits allowed toward your degree at the Seminary may be reported to the Veteran’s Administration.

3. All interruptions in training and/or unsatisfactory progress must be reported to the Veteran’s Administration immediately.
4. A program change which alters a student’s status and affects the amount of his/her benefits must be reported to the Veteran’s Administration. The date of dropping or adding will be reported as the date the student signs the program change in the Registrar’s Office. The student should see the catalog and the regulations in this handbook regarding academic and financial penalties for dropping classes.

5. In order to make it possible for proper notifications to be made to the Veteran’s Administration, all students receiving Veteran’s benefits are required to notify the Registrar’s Office immediately of any changes in status which affect their educational goals and/or benefits. All forms concerned with changes in the Veteran’s program should be marked “G.I. Bill” clearly. All records are systematically checked by the Registrar’s Office, and all changes are reported to the Veteran’s Administration. However, this does not release the Veteran from responsibility to be sure that these changes are reported to the Registrar’s Office.

6. The academic standards and other regulations delineated within this handbook are all applicable to the student Veteran, who is responsible to read and follow them.

**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, with refund of the fee in full if paid by the end of the first week of classes. Where the student neglects making the installment payment as agreed upon in advance, an additional $4.00 service fee may be added to that 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, no transcripts issued and, in the case of graduating students, no diploma.

**Refund Policy**

1. For classes dropped between registration and the end of the second day of the second week of classes, the refund is 100 percent (except that those who drop all classes will be charged a severance fee of $50.00); for those dropped by the end of 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.
2. If the number of units dropped is equivalent to the number added at the same time, the student is required to pay only the $5.00 program change fee.

3. There is no refund of audit charges.

4. In the School of Psychology a different policy is maintained since tuition is payable by the year. Consult the Business Office for information.

**Absences and Withdrawals**

1. Students are expected to report in advance if possible to the Dean of Students any extended absences.

2. Students who expect to discontinue their work at the Seminary during the school year are requested to complete the withdrawal forms to be signed by the Dean of Students, Registrar and Business Office.

3. Students who expect to be absent for up to three quarters to pursue an internship are requested to leave a letter explaining the purpose for the absence with the Registrar.

4. Any student who is dismissed from Fuller may reapply for admission after steps have been taken to rectify the causes which led to dismissal. Applications for reinstatement may be made through the Admissions Office, but the Academic Affairs Committee shall act as the Admissions Committee.

**Examinations**

Students are expected to take final examinations at the scheduled hours. This policy helps guarantee fairness to all students, and keeps down the cost of preparing, proctoring and grading extra exams. In the case of serious illness, emergency or conflict in exam schedules, arrangements may be made for taking the exam at another time. In instances other than a 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 Petitions Committee. Participation in any type of employment, however worthy, shall not be deemed a sufficient reason for a student to take final exams at times other than those regularly scheduled.

**Incompletes**

If a student does not complete the necessary work to remove the incomplete from his/her record within the normal four weeks, the grade will remain a permanent incomplete.
Admission to Senior Class
A student will not be considered for admission to the senior class until he/she 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. Degrees will be recorded four times a year with Baccalaureate and commencement exercises to be held for the spring graduation only. Graduation date for each quarter will be recorded as the last day of the quarter as indicated in the catalog calendar with the date of Commencement being the graduation date for spring quarter. Diplomas for those graduating throughout the entire year will be distributed during the summer following spring graduation.

2. Students anticipating graduation (for any degree from any of the three schools) at the end of any quarter must make written application for graduation. This is to be done at the time of the registration interview with the Academic Advisor for the final quarter. The written application is to be attached to the student’s class request card which the Academic Advisor has signed and is passed in to the Registrar when the student registers for his/her final quarter’s work. This application must state:
   A. the student’s name as it is to appear on the diploma,
   B. the student’s hometown as it is to appear on the Commencement program,
   C. the degree the student anticipates receiving,
   D. a statement of whether or not the student will participate in the Commencement exercises (For those who do cap and gown measurements must be secured at registration time.),
   E. and the address where the diploma is to be sent sometime during the summer following Commencement.

3. Any student failing to make written application for graduation at a specific graduation date will not be listed for graduation.

Graduate Students
Doctor of Ministry
1. Students in the Continuing Education model of the Doctor of Ministry program are responsible for following the guidelines available from the Office of Continuing Education.
2. Applicants for the Doctor of Ministry program in Marriage and Family Counseling may secure guidelines from Dr. Bower’s Office. Application to the program must be made through the Admissions Office.

3. 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- will be counted toward satisfying graduation requirements.

Th.M. and Ph.D.
1. Instructions for application to the Ph.D. in Psychology or the Th.M. or Ph.D. in Missiology may be secured from students’ respective schools.

2. All Master of Theology and Doctor of Philosophy students in the School of Theology will be governed by the regulations found in both the Student Handbook and the Graduate Student Handbook. Copies of the Graduate Student Handbook may be secured from the Graduate Office.

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 full-time to occupy a Seminary owned apartment. 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:

   white—students (sticker colors vary annually)
   red—faculty, executive administrators
   green—administration and staff

   All parking spaces will be monitored and parking tickets will be issued. A fine of $2.00 per violation will be levied and will be credited to the Fuller Student Fund.

2. 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.

3. 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. Parking tickets may be issued.

4. Applications for overnight parking on the street are obtained from City Hall. There is a charge of $12 per year (plus an investigation fee which has already been paid by Fuller Theological Seminary) for on-campus residents. 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 $247.50 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 $2.20 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 library 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.

Library Hours

Monday–Friday ........................................ 8:00 a.m. to 11:00 p.m.
Saturday .................................................. 9:00 a.m. to 10:00 p.m.
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 are entitled to automatic charge account privileges.
2. Nonstudents must complete a credit application in order to set up an account.
3. There is a $5.00 minimum charge limit per transaction and a $100.00 maximum charge limit per month.
4. All accounts are due and payable within 30 days after the receipt of the monthly statement.
5. 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 and returns 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.

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