



San Francisco
Theological Seminary

STUDENT HANDBOOK

2018-2019





San Francisco
Theological Seminary

San Francisco Theological Seminary Student Handbook

2018-2019 Academic Year

WELCOME

Welcome to San Francisco Theological Seminary!

We are glad you are here.

We hope that this Student Handbook will give you some very basic information about student life here on campus and about your academic program. The first two sections of the handbook – Getting Oriented and Getting Settled – offer information that will help you get settled in, including information about housing, the various campus facilities, schools, employment, and insurance. The third section – Academics – provides the details of your academic program and related issues, like registration and tuition. After that, the Community Policies section sets forth the policies that inform and govern our life together as a community. And the final two sections describe a good number of other aspects of community life – everything from student groups here on campus, to counseling/spiritual-direction services, to worship, to a listing of area grocery stores.

We hope that this handbook can be a primary source for you to find basic and essential information about student life and your academic program. Please know that the student-services support staff also is here to answer your questions, to help with your transition into this community, and to support your progress through your academic program.

Welcome, welcome, welcome! May God bless your learning and life in this community.

We are glad you are here.

Blessings,



Rev. Scott Clark

Associate Dean of Student Life & Chaplain

San Francisco Theological Seminar

TABLE OF CONTENTS

1. GETTING ORIENTED

Academic Calendar	1
Seminary Map	2
Directions & Parking	3
Campus Buildings	3
Faculty, Administration & Staff Offices	5

2. GETTING SETTLED

Housing at SFTS	12
Utilities	22
Safety, Security, & Preparedness	26
Driver's License & Automobile Registration	31
Childcare & Schools	33
Employment	34
Health Insurance	35

3. ACADEMICS

Theological Education at SFTS	38
Completing the MDiv Degree	40
Completing the MATS Degree	51
Registration	52
Accommodation of Learning Disabilities	64
Vocational Discernment and the Ordination Process	68
Tuition, Fees, & Financial Aid	69
Academic Resources	74
SFTS/GTU Library	75

4. COMMUNITY POLICIES

Imago DEI Statement & Credo	81
Non-Discrimination Policy	83
No-Harassment Policy	83

Policy Prohibiting Sexual Violence and Misconduct	87
Educational Records & Privacy Policy (FERPA)	100
Inclusive Community Statement	106
Inclusive Language Policy	107
Academic Course & Classroom Policies	108
Grievance Procedures	118
Community-Life Policies	119
Student Association Bylaws	124

5. COMMUNITY LIFE

Chaplain's Office & Worship Activities	131
Student Participation in Seminary Governance	131
Student Ministry & Community Groups	134
Student Activities & Resources	136
Information Technology (IT)	142
SFTS Communications	142
GTU Student Groups	143

6. COMMUNITY SERVICES

Emotional & Mental Health Support	144
Medical, Health, & Social Services	146
Community Resources	149
Local Churches	150
Groceries and Shopping	153
Transportation	157

ACADEMIC CALENDAR

FALL SEMESTER 2018

AUGUST

- 8/13-17 Move in week for students with school-aged children
- 8/13-8/31 General registration Fall semester 2018
- 8/21-25 Move-in period, on-campus housing
- 8/27-8/31 Welcome Week at SFTS
- 31 Fall tuition payment due
- 31 Bible Content Exam at 10am

SEPTEMBER

- 1-14 Late registration for Fall semester (\$100 fee for initial registration in this period)
- 3 Labor Day: Administrative holiday / Library closed
- 4 Instruction begins for Fall semester 2018
- 7 UCB Cross-registration forms due to GTU registrar
- 10 Convocation
- 14 End of late registration period: deadline for making changes in enrollment without fee & for paying Fall tuition without incurring late fee
- 30 PC(USA) Ordination Exams registration deadline

OCTOBER

- 1-2 Board of Trustees meeting
- 22-26 Reading Week
- 25-27 PC(USA) Ordination Exams

NOVEMBER

- 1 Application deadline for new international students, Spring 2019
- 1 PC(USA) Exegesis Exam deadline
- 5-16 Early registration for Spring semester & Intersession 2019
- 9 Deadline for registered students to change enrollment without special permission and \$50 fee
- 22-23 Thanksgiving: Academic and Administrative holiday / Library closed

DECEMBER

- 1 New-student housing application deadline – Spring 2019
- 1 DMin dissertation manuscript due for spring grad consideration
- 14 Fall semester 2018 ends for GTU & UCB
- 12/24-1/1 GTU Administrative holiday / Library closed
- 25 Christmas: Administrative holiday / Library closed
- 31 PC(USA) Ordination Exams registration deadline

INTERSESSION 2019

JANUARY

- 4 Last day to make up incompletes from Fall semester
- Grades due for Fall Semester 2018
- 1/7-2/1 GTU Intersession 2019 (General Registration prior to first day of the course)
- 1/7-2/1 SFTS intensive language courses
- 1/7-18 DASD & DMin Intensive courses
- 7 DASD tuition due
- 15 UCB: Spring 2019 semester begins
- 21 Martin Luther King, Jr. Day: Academic and Administrative holiday / Library closed
- 1/21-2/1 General Registration for Spring Semester 2019
- 24-26 PC(USA) Ordination Exams

SPRING SEMESTER 2019

FEBRUARY

- 1 Spring tuition due
- PC(USA) Senior Ordination Exams: registration opens
- 2-15 Late registration for Spring semester 2019 (\$100 fee for initial registration in this period)
- 4 Instruction begins for Spring semester 2019
- 11-12 Board of Trustees meeting
- 15 End of late registration period: deadline for making changes in enrollment without fee and for paying Spring tuition without incurring late fee
- 15 New-student Financial Aid application priority deadline
- 15 Deadline to submit grades from Intersession
- 18 Presidents' Day: Academic and Administrative holiday / Library closed

MARCH

- 1 Priority deadline for GTU Common MA apps for Fall 2019
- 1 DMin Summer Seminars registration opens
- 6 Lent begins
- 15 Intent to Graduate in May forms due to SFTS Registrar
- 25-29 Spring break (GTU & UCB)
- 31 PC(USA) Ordination Exams registration deadline

APRIL

- 1 Housing applications due from returning students
- 8-19 Early Registration for Fall semester 2019
- 15 Financial Aid applications due from continuing students
- 18 Maundy Thursday
- 19 Good Friday: Academic & Administrative holiday / Library closed
- 21 Easter Sunday
- 25-27 PC(USA) Ordination Exams

MAY

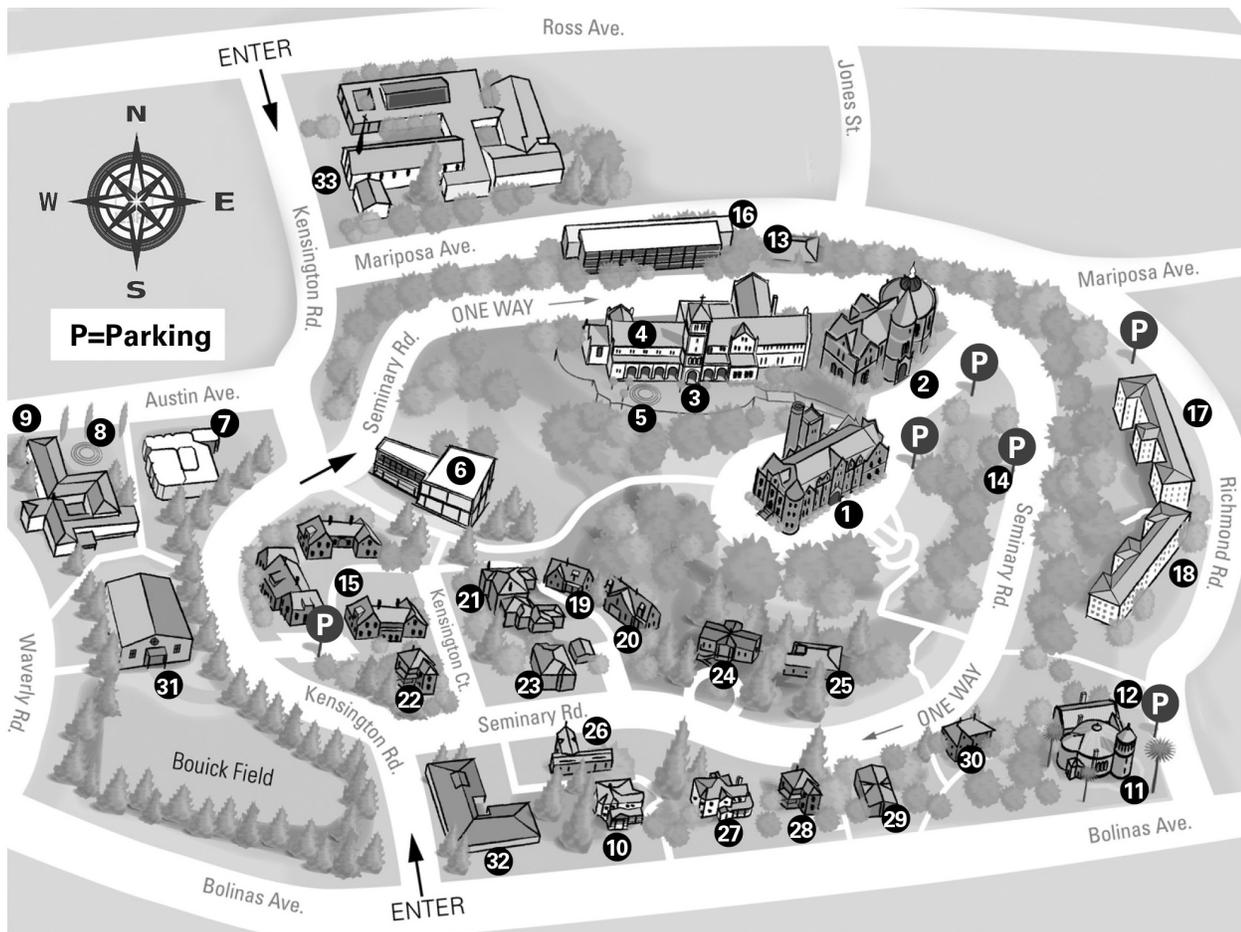
- 2 PC(USA) Ordination: Exegesis Exam deadline
- 15 New-student housing applications due
- 23-24 Board of Trustees meeting
- 24 Spring Semester 2019 ends
- 24 Baccalaureate
- 25 Commencement
- 27 Memorial Day: Administrative holiday / Library closed

SUMMER SESSION 2019

JUNE

- 3 DMin Summer Session Tuition due
- 7 Grades due from Spring 2019 semester
- 6/17-7/12 DMin Summer Session

SFTS CAMPUS MAP



Multiple Use Buildings

1. Montgomery Hall
105 Seminary Road
2. Scott Hall: Student Lounge & Classrooms
101 Seminary Road
3. Geneva Hall & Terrace
109 Seminary Road
4. Stewart Chapel
109 Seminary Road
5. Geneva Terrace Labyrinth
109 Seminary Road
6. Alexander Hall: Cafeteria, Holy Grounds Student Coffee House & Meeting Space
40 Kensington Avenue
7. Lloyd Dobbins Hall: Interfaith Counselling Center
15 Austin Avenue
8. Spirit Walk Labyrinth
Austin Avenue

9. Suzanna Baird Retreat Center

9. Suzanna Baird Retreat Center
30 Waverly Road
10. Shaw Guest House
138 Bolinas Avenue
11. Montgomery Chapel
5 Richmond Road
12. Montague Hall
5 Richmond Road
13. Facilities
105 Mariposa Avenue
14. Community Garden
Seminary Road

Student Housing

15. Student Village
25, 21, 15 Kensington Road (clockwise from top)
16. Oxtaby Hall
125 Mariposa Ave.
17. Landon Hall
33 Richmond Road
18. Hunter Hall
25 Richmond Road

Housing

19. 25 Seminary Road
20. 35 Seminary Road
21. 26 Kensington Court

Faculty Housing

22. 5 Kensington Court
23. 18 Kensington Court
24. 47 Seminary Road
25. 53 Seminary Road
26. 10 Kensington Court
27. 134 Bolinas Avenue
28. 130 Bolinas Avenue, A & B
29. 118 Bolinas Avenue, A & B
30. 108 Bolinas Avenue, A & B

Other

31. San Anselmo Playhouse: Performance Space
15 Kensington Road
32. Cedars of Marin
2 Kensington Road
33. First Presbyterian Church of San Anselmo

GETTING ORIENTED

DIRECTIONS & PARKING

FROM THE SOUTH:

Take Highway 101 north from the Golden Gate Bridge to the San Anselmo exit. Turn off and follow Sir Francis Drake Boulevard for approximately 3 miles. Turn left on Bolinas Avenue (at the traffic light) and go 2 blocks to Kensington Road and make a right turn into the Seminary entrance.

FROM THE NORTH:

Take the Central San Rafael exit off Highway 101. Turn right on Third Street, go through downtown San Rafael, and then along Red Hill Avenue to Sir Francis Drake Boulevard. Turn left on Sir Francis Drake and go to the 4th traffic light (Bollinas Avenue). Turn right and go 2 blocks to Kensington Road and make a right turn into the Seminary entrance.

FROM THE EAST:

Take Highway 580 across the Richmond-San Rafael Bridge. Take the second exit, which is Sir Francis Drake Boulevard. As you approach the Highway 101 underpass, stay in the center lane, following the sign to Kentfield, which will remain Sir Francis Drake Boulevard. Stay on Sir Francis Drake for approximately 3 miles and turn left on Bolinas Avenue. Go 2 blocks to Kensington Road and make a right turn into the Seminary entrance.

SEMINARY VISITOR PARKING

There is ample street and lot parking available for most events. Overnight parking is not allowed on the streets of San Anselmo, including Kensington Road, so visitors staying overnight can park along Seminary Road or on Seminary Hill. Residents in campus housing have designated parking lots for their vehicles.

CAMPUS BUILDINGS

SCOTT HALL was originally the library and classroom building for the Seminary. It is now refitted as the principal classroom building, which contains a large lecture hall and several smaller classrooms. Three of these rooms are classrooms equipped to use advanced technology in instruction. The Student Lounge on the second floor houses the student mailboxes for intra-campus mail and computers with internet access. The building also has wifi service throughout.

MONTGOMERY HALL was one of the first buildings built on campus (in 1892). Montgomery Hall was used for many years as a student residence hall. Later it became an office building and was retrofitted for that use after being closed for nine years after the 1989 earthquake. Its four floors accommodate faculty offices and academic departments including the Dean, Chaplain, Registrar, Student Services (including

GETTING ORIENTED

Housing and Financial Aid), Enrollment Department, Field Education, and Advanced Pastoral Studies Department. The Maintenance, IT, and Events and Conference Services offices are located on the garden level. The Business Office, Marketing, Vice President for Advancement, Vice President for Finance and Operations, and President's Office are on the top floor.

MONTGOMERY CHAPEL, built in 1897, is one of two chapels on the campus used for regular worship services during each term. It is also rented for weddings and other events. It is located at the bottom of the hill at the corner of Richmond Road and Bolinas Road.

MONTAGUE HALL, the Montgomery Chapel annex, serves as a classroom and meeting space.

STEWART MEMORIAL CHAPEL, located in Geneva Hall at the top of the hill, is used for regular weekly worship as well as larger ceremonies such as Opening Convocation and Baccalaureate. It also is a popular venue for weddings.

GENEVA HALL AND TERRACE: Geneva Hall, modeled on the Basilica of St. Francis in Assisi, Italy, is the large white building atop Seminary Hill. Geneva Hall houses both the SFTS Library and Stewart Chapel. Classrooms 100, 102, and 115 are on the lower level of Geneva Hall. The

main entrance off Geneva Terrace leads to Stewart Chapel, a prayer chapel, the library, and the computer lab. The upper level houses the offices of the CPE program, archives, the Feminist Reading Room, Spiritual Direction space, and classroom 320 (the choir room).

SFTS LIBRARY is a branch of the GTU Flora Lamson Hewlett Library. It occupies the east side of Geneva Hall. An elevator is available on the ground level through the doors to the right of the exterior stairway (adjacent to Scott Hall near the book drop).

LABYRINTHS: The campus has two labyrinths. The Geneva Terrace Labyrinth is a seven-circuit modified Chartres style labyrinth. The Spirit Walk Labyrinth, a Cretan or classical style labyrinth, is located in the lawn next to Suzanna Baird Hall.

ALEXANDER HALL serves large groups meeting for conferences, fellowship, and meals. The first floor is used for lectures, conferences, receptions, and Seminary events. Upstairs houses the Seminary's dining hall and kitchen facilities. A caterer rents the kitchen space and cooks for Community Lunch and other campus events.

HOLY GROUNDS, a student-run coffee shop and gathering place, occupies the west end of the ground floor of Alexander Hall. Holy Grounds also houses one location of the Student Emergency Food Bank.

GETTING ORIENTED

SUZANNA BAIRD HALL: The Suzanna Baird Hall Retreat Center includes 28 guest rooms in a two-story building that was formerly a dormitory and office building. Restrooms and private showers are located on each floor. The common areas include a spacious living room (with satellite TV) for informal gatherings, a large dining room, and a fully equipped self-service kitchen.

LLOYD DOBBINS HALL is leased by the Interfaith Counseling Center, an independent center that offers a variety of services to promote the healing, growth, and wholeness of individuals, couples, families, and congregations. Services include individual, couple, family, and group psychotherapy and professional pastoral counseling, as well as spiritual direction and psychological assessments of candidates for ministry.

SHAW GUEST HOUSE (138 Bolinas Avenue) was built in 1892 as one of the three original faculty homes on campus. The guesthouse has six large bedrooms accommodating up to six couples. The living room, dining room, and kitchen are used for receptions and parties.

OXTOBY HALL provides student housing in shared two-bedroom apartments.

THE STUDENT VILLAGE, completed in 2015, provides student family housing in two- and three-bedroom apartments.

LONDON HALL AND HUNTER HALL provide student housing in one- and two-bedroom apartments.

2 KENSINGTON ROAD, formerly the SFTS Administration Building, is currently rented to Cedars of Marin, a neighboring support organization for developmentally disabled individuals.

MARIN COMMUNITY PLAYHOUSE serves the community as a performing arts center for dance recitals, student performances, local and touring theatrical companies, music concerts, and other innovative productions. The Seminary leases the Playhouse to a local non-profit organization that promotes low-cost use of the facility.

FACULTY, ADMINISTRATION, & STAFF OFFICES

MONTGOMERY HALL

The first floor of Montgomery Hall houses academic administrators; faculty offices occupy the second floor and a few offices on the first floor. Other administrative offices are on the third floor and on the garden level (basement).

GETTING ORIENTED

MONTGOMERY HALL, FIRST FLOOR

DEAN'S OFFICE		
Rev. Dr. Jana Childers	Dean of the Seminary and Vice President for Academic Affairs Professor of Homiletics & Speech Communications	Room 117
Renee Hassle	Executive Assistant to the Dean	Room 116
David Altshuler	Director of Institutional Research	Room 115
OFFICE OF STUDENT LIFE AND CHAPLAIN		
Rev. Scott Clark	Associate Dean of Student Life and Chaplain <ul style="list-style-type: none"> • Pastoral care • Student-service concerns • Worship program, special services • Access to SFTS counseling and spiritual-direction voucher program • Orientation • Graduation/Commencement 	Room 106
Lucas Walker (MDiv '12)	Pastoral Care Associate	Scott Hall
Carolyn Anderson Heather Johnston Grace Hyeryung Kim Mitchell McGill	Student Chaplain's Assistants	
STUDENT SUPPORT SERVICES		
Stephanie LaMonaca	Director of Student Services & International Programs <ul style="list-style-type: none"> • Financial aid, student loans • Housing • International student support • International Programs 	Room 104
Nancy Gutgsell	Student Services Associate & Housing Coordinator	Room 105

REGISTRAR & ACADEMIC SERVICES		
Kristin "Kris" Dableo-Martel	Registrar & Director of Academic Services <ul style="list-style-type: none"> • Registration and changes in enrollment • Verification of enrollment and transcripts • SFTS and GTU program requirements (with faculty advisors) • Health insurance 	Room 103
FIELD EDUCATION		
Rev. Dr. Deana Reed	Director of Field Education	Room 109
ENROLLMENT DEPARTMENT		
Dr. David "Dave" Behrs	Vice President of Enrollment Management	Room 110
Isai Garcia	Associate Director of Admissions	Room 107
ADVANCED PASTORAL STUDIES (APS)		
Rev. Dr. Teresa Chávez Saucedá	Director of Advanced Pastoral Studies Associate Professor of Ministry Doctor of Ministry Program	Room 112
Rev. Ruth T. West	Program Manager for APS Doctor of Ministry Program	Room 113
RECEPTION OFFICE		
Su Hanson	Administrative Assistant Center for Innovation in Ministry	Room 114
Faculty & Staff Mailboxes		Room 115

GETTING ORIENTED

MONTGOMERY HALL, SECOND FLOOR & GENEVA HALL, UPPER LEVEL

CENTER FOR INNOVATION IN MINISTRY		
Rev. Floyd Thompkins	Director of the Center for Innovation in Ministry	Room 209
Tammy Lai	Joy and Richard Dorf Program Manager for Online Education, Course Development, & Project Management	Room 208
Rev. Debra Lax	Research Assistant	Room 209
Evan Stanfill	Partner Coordinator	Room 209
CLINICAL PASTORAL EDUCATION (CPE) PROGRAM (Geneva Hall)		
Rev. Dr. Laurie Garrett-Cobbina	Director, Shaw Institute of Spiritual Care and Interreligious Chaplaincy (CPE) Shaw Family Chair in Clinical Pastoral Education Assistant Professor of Pastoral Care & Education Chief Diversity Officer	Geneva 310
Rev. Paul Gaffney	Program Manager of Education, Community Relations, and Spiritual Care Services for the Shaw Institute (CPE)	Geneva 317
Rev. Donna Allen	Certified Educator, CPE Resident	
PROGRAM IN CHRISTIAN SPIRITUALITY		
Dr. Wendy Farley	Director of Program in Christian Spirituality Rice Family Chair in Spirituality Professor of Christian Spirituality	Room 211
FACULTY OFFICES		
Dr. Marcia McFee	Ford Fellow, Visiting Professor of Worship	Room 202
Rev. Dr. Greg Love	Associate Professor of Systematic Theology	Room 203

Rev. Yolanda Norton	H. Eugene Farlough, Jr. Chair in African-American Christianity Assistant Professor of Old Testament	Room 205
Rev. Dr. Eugene Eung-Chun Park	Dana and Dave Dornsife Professor of New Testament	Room 207
Dr. Christopher Ocker	Professor of Church History	Room 210
Rev. Dr. Jon Berquist	Visiting Professor of Old Testament Disciples Seminary Foundation	Room 212

GETTING ORIENTED

MONTGOMERY HALL, THIRD FLOOR

PRESIDENT'S OFFICE		
Rev. Dr. James McDonald	President of the Seminary Professor of Faith & Public Life	Room 301
Sheryn Klein	Executive Administrator	Room 316
OFFICE OF ADVANCEMENT		
Walter Collins	Vice President of Advancement	Room 317
Marissa Miller	Director of Alumni Relations	Room 315
Demetrius Martin	Database Administrator	Room 304
Martha Richter-Smith	Grants Manager	Room 306
MARKETING & COMMUNICATIONS		
Liz Huntington	Senior Director of Marketing	Room 314
Anna Lebedeff	Communications Manager	Room 305
BUSINESS OFFICE		
Mike Cairns	Vice President of Finance and Operations	Room 310
Ron Dean	Controller	Room 307
Joseph Cruz & Rebecca Ord	Accountants <ul style="list-style-type: none"> • Payment of tuition and rent • Loan disbursement 	Room 308
Kathleen Waters	Director of Human Resources <ul style="list-style-type: none"> • Timecards and paychecks • Jobs and registering as a van driver 	Room 313

GARDEN LEVEL

PHYSICAL PLANT, MAINTENANCE		
Dean Hanson	Director of Maintenance	Room G04
Doug Carnahan Jeff Vallon	Maintenance <ul style="list-style-type: none">• Building Maintenance• Seminary Vehicles	Room G04
EVENTS AND CONFERENCE SERVICES		
Janel Stewart	Director of Events & Conference Services	Room G05
Heather Lienres	Senior Sales Manager Lodging & Facility Rentals	Room G06
Debby Carey	Senior Events Manager Weddings & Special Events	Room G06
Lucas Walker	Operations Manager	Scott Hall
Christina Albin	Facilities Coordinator	Room G13
INFORMATION TECHNOLOGY		
Larry Pickard	Director, Information Technology	Room G17

GETTING SETTLED

HOUSING

PLEASE NOTE: *The policies in this handbook apply for the 2018-19 academic year. The Seminary reviews, revises, and updates its policies each year (and during the year, as necessary). Please be aware that these policies may be revised in subsequent years.*

Housing on the SFTS campus is provided primarily for students of the Seminary or (based on availability) students at other GTU schools and their spouses and minor children (in special cases, SFTS employees or graduate students at other institutions may be included). It is primarily for students enrolled full-time in an SFTS degree program. The accommodations are limited, however, and are assigned according to guidelines and priorities in order to best meet students' needs and the needs of the Seminary community in the most equitable way. It is important to note that admission to SFTS is not a guarantee of housing. At the same time, applicants may be assured that every effort will be made to accommodate their housing needs.

The Seminary has different kinds of student housing for different housing needs. In general, two- and three-bedroom apartments are for married couples with minor children or single students with minor children; one-bedroom apartments in Hunter and Landon Halls are for married couples and single students; and two bedroom apartments in Oxtoby Hall are for single students to share. Requests for specific housing units are considered, although the SFTS Housing Committee reserves the right to determine what arrangements best serve the overall needs of the Seminary community.

Only those family members listed on the rental agreement with the Seminary may reside in the assigned housing unit. Authorized tenants include only the following (as listed on the lease): the student, the student's spouse or registered domestic partner, and the student's dependent children under the age of 18. Any violation of this regulation will cause the Seminary to take disciplinary action against the student.

GETTING SETTLED

This action may include eviction from Seminary housing.

NEW STUDENTS: APPLICATION PROCEDURE, DEADLINE & DEPOSIT

May 15 is the priority deadline for incoming students to file a housing application with the Director of Student Services for the coming year. By July 1, you will be mailed a notice of your housing assignment if your housing application is submitted by May 15. The housing deposit (a security/ damage deposit equivalent to one month's rent) is due within two weeks after you receive notice of your housing assignment and before occupancy. If the deposit is not received within two weeks, the unit may be reassigned to someone else. If you have paid a deposit and find that you no longer require campus housing, notify the Director of Student Services immediately. If notification of cancellation is received after August 1, \$100 of the housing deposit is retained as a processing fee.

SFTS requires all adult applicants for Student Housing to complete a criminal background

check. Applicants who are citizens of the United States or who are currently living in the United States must satisfactorily complete a criminal background check through www.castlebranch.com.

Instructions may be found on our website. In addition, all housing applicants, regardless of residency, must submit a true and correct Self-Disclosure Form in which they shall reflect upon and note any prior criminal convictions. The Self-Disclosure Form and criminal background check must be completed at the time of applying for housing. Prior convictions will not necessarily preclude confirmation of student housing. The Background Check Review Committee has the discretion to request an international background check for those living outside the United States and has the discretion to make appropriate housing decisions in its review of all background check results.

MOVING IN AND OUT OF SFTS HOUSING

Housing is open to newly entering students in late August on or after the move-in date announced along with housing assignments.

GETTING SETTLED

Please contact the Director of Student Services (housing@sfts.edu, 415-451-2824) to make an appointment for moving in. The Director of Student Services and/or associates will be available during business hours Monday through Friday of move-in week to do the paperwork, hand over the keys, and confirm the condition of the premises before you occupy them.

When you vacate SFTS housing, you must similarly make an appointment to check out with the Maintenance Department and with the Housing Office. You must clean your unit, undergo an inspection of your unit with the Maintenance Department, and return your keys to either Maintenance or the Director of Student Services upon moving out. You must also provide a forwarding address via email to housing@sfts.edu for the return of your housing deposit.

If your unit is in satisfactory condition as determined by the Maintenance Department and you have returned your keys and provided your forwarding address, you will receive a refund of your housing deposit by mail within 30 days of your move-out date.

A portion or all of your housing deposit may be kept to cover any outstanding rent balance or to pay for damage to your unit above the usual wear and tear.

Full-time students continuing in an SFTS degree program will receive a Housing Application each year in February. Using this form, students with remaining eligibility confirm their need for housing in the fall. This form is due no later than April 1. Housing cannot be guaranteed to late applicants.

All student housing leases are month-to-month. Generally, it is assumed that occupancy is for 12 months unless the month-to-month lease is terminated (with appropriate 30-day notice) and the student tenant moves out of the apartment.

Student residents are responsible for rent during summer and winter breaks and periods of extended absence. **As stated in the lease, 30-day written notice is strictly required to terminate the lease.** Rent continues until the lease is properly terminated and the student moves out.

GETTING SETTLED

RENTAL RATES

All rents are subsidized by the Seminary to provide student housing at affordable cost. Students paying tuition in an SFTS degree program are eligible for the “priority” rates listed on the website; if allowed to remain in SFTS housing after their eligibility has expired (see guidelines), they are charged a higher “standard” rate. Please see the SFTS website for the current rental rates.

Rent payment is due to the Business Office on the first of the month, for that month. On the fifth business day of each month, a 1% late fee is charged on all unpaid rent. Students whose rent is three months in arrears may be evicted. Rent may be paid by check or by credit card.

Rent will be pro-rated from the date of move-in or move-out. Student loans and direct support are applied to the full semester’s rent before any excess funds are released in the form of refunds to students.

HOUSING PRIORITY GUIDELINES

Priority for student housing goes to students enrolled full-time in an SFTS degree program. Categories of students are ranked below, with respective eligibility priorities. Within each category, priority is given according to tenure of residency within each category. Eligibility for housing is limited in time for each category of student, as indicated below. The time period for housing eligibility begins at the start of the student’s degree program, whether or not the student chooses to live in housing. The priority for each category is for housing eligibility only, and does not provide any priority for any particular housing unit or preference.

Once housing eligibility is determined, the Housing Committee has authority and discretion to determine appropriate housing assignments. In making housing assignments, the Housing Committee considers and balances multiple factors, including, but not limited to, existing housing stock and availability, size and configuration of the housing units, household size and composition, and special needs identified by

GETTING SETTLED

individual housing applicants. The Housing Committee reserves the right to determine final decisions pertaining to housing eligibility and assignments.

Category I

- Full-time MDiv students, including students in the joint MDiv/MA program
- Rental rate: Priority
- Time limit: 3 years for MDiv, 4 years for joint MDiv/MA (an MDiv student undertaking a full-year, full-time internship as a part of their curriculum may apply for one additional year of eligibility, subject to availability)

Category II

- Full-time MATS and SFTS-affiliated GTU/MA students
- Rental rate: Priority
- Time limit: 2 years

Category III

- Full-time SFTS DMin students
- Rental rate: Priority
- Time limit: 2 years

Category IV

- Students from other GTU schools (MA, PhD, ThD) (including GTU PhD students affiliated with SFTS)
- Rental rate: Standard

- Time limit: On a year-by-year basis, per availability, for a maximum of 2 years

TIME LIMITS

Students who meet the conditions for living in Seminary housing are eligible for subsidized housing for the number of years specified in the housing priority categories. The time period for housing eligibility begins at the start of the student's degree program, whether or not the student chooses to reside in campus housing. Transfer students may have subsidized housing for the number of full-time semesters required for them to complete the program.

NOTE: Once a student has resided in campus housing for the number of years specified in the priority categories they are no longer eligible for the priority housing rates, and if housing is still available, the rate would change to current standard rates.

Normally the time limits apply to a family unit; that is, if both spouses in a married couple are or become students at SFTS, the time limit for the couple is based on the progress

GETTING SETTLED

of the first spouse to enroll in a degree program.

SFTS-affiliated PhD/ThD students and students affiliated with other GTU schools are not eligible for the priority rental rates. They may be given month-to-month leases in Seminary housing, depending on availability, for a total of two years. They are charged the standard rate for rent.

FURTHER STUDIES

Students are expected to move out of seminary housing at the end of the semester in which they complete their first degree program at SFTS or reach their time limit of eligibility for the priority rental rate.

Permission to remain in housing after that time may be granted by petition to the housing committee if housing is available after all eligible students in Categories I–III (full-time MDiv, MATS, MA, and DMin students) have been accommodated.

For the 2018-19 academic year, we are allowing students who have graduated to submit appeals for a lease extension of one year if they will be working in a Clinical

Pastoral Education (CPE) residency or other approved post-graduate internship. Appeals must be submitted by May 1, 2019.

COMMUTER STAY POLICY

In the event that on-campus housing units in Oxtoby are not otherwise taken, commuter students may be allowed to reside in those units for a few nights per week at a reduced rent cost. For commuter stays, pricing is determined based upon the number of nights per month the commuter student resides there. Commuter stays are only for the specific nights authorized by the Seminary. Occupancy on unauthorized nights will result in termination of the commuter stay, and an additional charge will be assessed for the unauthorized nights.

Commuter stays are on a month-to-month basis, and the Seminary reserves the right to end the commuter stay with one month's notice should another student request to occupy the unit full time. Commuter stays are limited to Oxtoby only, and are based strictly on availability.

GETTING SETTLED

CHANGING HOUSING

As students' needs and the availability of Seminary housing change, students may be asked to accommodate roommates or to move to larger or smaller premises according to size of household. Advance notice will be given.

PET POLICY

Many students move into the Seminary community from settled situations where they have had pets. We recognize that pets can provide companionship and a sense of continuity and stability in times of stress and transition. In a small community, however, other persons' pets may cause distress to neighbors in the unavoidably tight living spaces due to noise, waste, allergies, and concern for the safety of playing children. Pets themselves deserve appropriate space and care. Competing values and lifestyles necessitate compromises from all parties.

In the interests of maintaining a Seminary-wide policy on pets in housing that is clear, consistent, and evenly enforced and that does not unduly burden the Maintenance Department or apartment managers, the

following allowances and restrictions apply to pets in student housing units:

NOTE: Prior written consent from the SFTS Housing Office is required to bring approved pets into any SFTS pet-friendly designated units as specified below.

Oxtoby

Dogs and cats not allowed; birds and small caged animals allowed in unfurnished apartments, with prior written approval from the SFTS Housing Office, and with the agreement of any roommates and if confined to appropriate containers.

Student Village Buildings 2 & 3 (21 & 15 Kensington Ct.) Dogs and cats not allowed in Student Village Buildings 2 and 3; birds and small caged animals are allowed if confined to appropriate containers, and with prior written approval from the SFTS Housing Office.

Landon, Hunter, and Student Village Building 1 (25 Kensington Ct.)

Dogs and cats are allowed; birds and small caged animals are allowed if confined to

GETTING SETTLED

appropriate containers, and with prior written approval from the SFTS Housing Office.

Flex Housing

In any given year, the Seminary may have “flex” housing units that are available for use as student housing. Pets are not allowed in those units.

Where pets are allowed, pets are limited to one dog or one cat only, unless a specific exception is obtained from the Housing Committee.

Tenants who bring pets into SFTS housing must notify the Director of Student Services and confirm that they are following the guidelines. An additional \$25 per month pet fee will be added to the tenant’s rent, per pet, in addition to the refundable housing deposit that all tenants pay, pet owners also pay a one-time non-refundable pet surcharge of \$200 to cover cleaning expenses.

Aggressive Dogs

SFTS takes reports of aggressive dogs very seriously. A dog that has bitten or menaced

someone or another pet must be muzzled when out of the apartment. If the Director of Student Services receives a second report of a biting incident, the owner will be required either to remove the pet immediately or move to non-Seminary housing. The Housing Office, in its discretion, may require removal of pets for other aggressive behavior.

Pet Application Procedures

Students who wish to bring a pet to campus must (1) qualify for, apply for, and receive a housing assignment that accommodates their pet, (2) supply necessary veterinary certificates, and (3) pay all refundable and non-refundable pet surcharges before bringing the pet into campus housing. When available units are filled, no exceptions can be made for bringing pets into other kinds of units. Early application is advised.

Pet owners are responsible for appropriate care and supervision of their pets. Out of consideration for neighbors, they assume responsibility for noise containment and waste disposal. Two complaints per year about noise, space, waste, odors, free-running pets, or anything else pertaining to

GETTING SETTLED

the animal will result in the owner being required either to remove the pet within two weeks or move to non-Seminary housing. Complaints must be written, signed, and addressed to the Seminary Housing Office, Room 104, Montgomery Hall.

Persons who are discovered to have pets in units where that kind of animal is not allowed or otherwise in violation of pet policy will be required to remove the pet immediately or move to non-Seminary housing, and to pay the \$200 non-refundable pet surcharge.

APPLIANCES & FURNISHINGS

All apartments are provided with refrigerators and stoves. The Student Village also has dishwashers and microwave ovens provided. Hunter and Landon have microwave ovens. Some apartments have garbage disposals. There are no washers and dryers in the apartments (except for seminary “flex” units, in which washer and dryer hook-ups are provided). Laundry rooms are provided in each student complex. Tenants are prohibited from bringing and installing washers, dryers, air-conditioners, and/or dishwashers in any apartment (except for

SFTS “flex” units where appropriate washer/dryer connections are provided). Unauthorized installation or use of washers, dryers, air-conditioners, or dishwashers will result in the student being fully financially responsible for remedying any damage caused, and may result in eviction.

SFTS does not provide furniture except in Oxtoby Hall. Oxtoby apartments have a bed, a bookcase, a desk, and a kitchen table and four chairs. Students in other buildings must supply all of their own furnishings. Everything must be removed when the student vacates the apartment, including items obtained at the Furniture Fair.

KEYS

At move-in, students will be given one apartment key for each adult household member and a mailbox key. Where appropriate, students will also receive a key to their assigned storage area. Report any lost keys to the Director of Student Services to obtain a replacement. There is a \$25 charge for replacement keys.

GETTING SETTLED

NO SMOKING

San Francisco Theological Seminary is a no-smoking community and campus. Smoking (including the use of e-cigarettes or “vaping”) is prohibited throughout the campus, including all classroom, residence, and office buildings, and all other indoor and outdoor spaces.

NOISE

To make sure that everyone can fully enjoy their living space in quiet and comfort, residents of student housing should keep noise to a minimum. Seminary residence quiet hours are 8:00pm to 8:00am, during which time noise should be at a minimum, and residents should avoid visiting and congregating in common areas.

SFTS limits the use of pianos, keyboards and other musical instruments in housing units to within the hours of 8am and 8pm, and requests that residents use rug pads, headphones, and lower volume settings during practice times. It is advised that practice times remain limited to no more than 1 hour per day.

POLICY ON POSTING NOTICES ON CAMPUS

Please do not tape, pin, or nail notices of any kind including posters, flyers, signs, etc., to any painted surface on campus. When posting signage, do not cover or obscure the writing on any traffic or direction signage. Any posted flyers or announcement materials must be dated and must contain the name of the person/organization posting the material. All posted materials must be promptly removed following the event. On request, the Maintenance Department can supply sandwich boards for the posting of event announcements.

APARTMENT MANAGERS

Student apartment managers assist the Seminary and the residents in maintaining safe and comfortable living conditions in Seminary housing. Contact information for current apartment managers will be available upon move-in. Check in with the apartment managers at the beginning of your residence. They are available for lockouts and off-hours maintenance requests.

GETTING SETTLED

U.S. POSTAL SERVICE & CAMPUS MAIL

You will receive a key to your apartment mailbox when you check in to student housing. Mail delivered by the U.S. Postal Service must be delivered to your residence rather than to the general SFTS address. Students going on a short-term vacation (Christmas, Spring Break, etc.) may have mail held by the local post office by completing the appropriate form at the post office or post office website at usps.com. The San Anselmo Post Office, at 121 San Anselmo Avenue, is located within walking distance of the campus, between Belle Avenue and Mariposa Avenue.

UTILITIES

Telephone Service

SFTS does not provide telephone service in the apartments. To order service, contact AT&T at 1-800-310-2355 or att.com. Allow 7 to 10 business days for phone hook-up. There are several different types of service available, including a Universal Lifeline Option, which offers unlimited flat-rate calling or measured service at a discount to most households with limited incomes.

If the telephone company reports technical difficulty establishing the service, they may need to make an appointment to come to the premises. The phone company charges for this visit if the problem turns out to be in the Seminary's wiring. If there is a charge for a visit based on the Seminary's wiring, the Seminary will pay for the visit. Most often, the problem lies with AT&T and there is no charge.

If you want to move or add a jack, you will have to show the technician that you have the Seminary's permission to do so. The Housing office can provide you with a copy of the standard permission form, which must be approved by the Maintenance Department. The resident is responsible for any charge for moving/adding a jack.

Cable TV

Cable or satellite is necessary for TV viewing in the Ross Valley (San Anselmo) area. Seminary housing is wired for cable, but you must call the company to connect cable service. Our local cable provider is Comcast. They can be reached at 1-800-COMCAST (1-800-266-2278).

GETTING SETTLED

As with telephone service, if you want to move or add a jack, you will have to show the technician that you have the Seminary's permission to do so, with the resident responsible for any charge.

Internet Access

SFTS does not provide Internet access, except as provided in Hunter Hall. Tenants can set up accounts with Internet providers for Internet access from any apartment on campus.

Pacific Gas and Electric (PG&E)

SFTS covers gas and electric for units in Oxtoby, Hunter, and Landon. For all other housing, residents are responsible for establishing and maintaining accounts with PG&E. Upon confirmation of assignment, residents must open an account with PG&E and start service in their name on their move-in day. Residents may contact PG&E at 1-800-743-5000, or go to www.pge.com, to set up an account. In an emergency such as downed power lines or the smell of gas, leave the area, call 911, and then call PG&E. Failure to maintain an appropriate electricity/gas account by the

resident may result in termination of the lease.

GARBAGE AND RECYCLING

Garbage Collection: dumpsters and recycling containers are provided for residents living in Seminary apartments (Oxtoby, Landon, Hunter, and the Student Village). For student families living in available "flex" housing units, individual garbage containers and a communal recycling container will be provided.

We encourage recycling as part of our endeavor to be good stewards of our environment. San Anselmo makes it easy by offering curbside pickup for many kinds of recyclables. SFTS will supply recycling buckets at your request (ask Maintenance). All recyclables must be sorted into two separate containers for curbside pickup.

The blue one is for paper; the brown one is for cans and bottles.

GETTING SETTLED

Blue recycling containers: Paper and cardboard

What is accepted:

- Newspaper and inserts
- Magazines
- Junk mail
- Office paper
- NCR paper
- Telephone books/catalogs
- Cardboard (flattened)
- Carton board such as cereal boxes and 6-pack cartons
- Brown paper bags
- Egg cartons, paperboard only
- Shredded paper
- Frozen-food packaging (without plastic microfilm layer)
- Soft-cover books
- Flatten cardboard boxes and put them in the containers

Not accepted—Do not include:

- Waxed or plastic-coated paper
- Paper towels/tissue
- Wrapping paper
- Milk/juice cartons
- Frozen food containers/wrapping

Brown recycling containers: Glass and cans

What is accepted:

- Glass food and beverage containers and wine bottles
- Aluminum cans
- Aluminum foil
- Tin, steel, and bi-metal cans
- Aerosol cans, empty and without pressure
- Metal food trays
- Metal lids from jars, cans, and bottles

Not accepted—Do not include:

- Window glass or mirrors
- Incandescent or fluorescent bulbs
- Dishware or ceramics
- Scrap metal
- Coat hangers
- Propane tanks
- Electronics (TVs, computers, monitors, radios, etc.)
- Furniture
- Wood products

GETTING SETTLED

How to prepare brown-container recyclables

- Flatten to conserve space.
- Squash metal food trays and make foil into a ball.
- Labels do not need to be removed.

This is an automated pickup, and the recycling company will not pick up items left on the ground.

ENERGY CONSERVATION

The State of California has mandated that energy-saving measures be implemented by all residences and businesses. We thank you for your cooperation in conserving energy, as conservation measures help increase available power and allow SFTS to keep rental costs low. The following are some ways to help conserve energy:

- Turn off electrical appliances and equipment when not in use. This includes computers and televisions!
- Turn off lights when not in use. Also, open blinds and curtains during the day to take advantage of natural sunlight.

- Use watt-saving light bulbs. They give off the same amount of light as regular bulbs but use 10% less energy. Dust light bulbs regularly.
- Every time you open your oven door to check food that is cooking, you lose 25 degrees of heat. Consider using the microwave oven to cook items requiring short cooking times.
- Make sure your refrigerator is clean and in good working order. Please do not overload your refrigerator with groceries; this overworks the refrigerator and causes higher energy usage.
- Keep doors and windows closed on chilly nights and consider wearing layers of clothes to keep in your body heat.
- Keep doors and windows closed when the heating system is in use.

PARKING

Free parking on the private roads and parking lots within the campus is available 24/7. Parking permits are required for on-campus parking, and are available through the Maintenance Department. Overnight parking, i.e., between 2:00 and 6:00am, is

GETTING SETTLED

not permitted on city streets, such as Richmond Road. If you have a need to park your car on the street overnight on a regular basis, visit townofsananselmo.org, download and complete the Hardship Parking Permit Application, and turn it in to the Ross Valley Police Department. You will be notified if your Hardship Parking Permit is approved. The Hardship Parking must be renewed each year. Guest parking permits are also available through the San Anselmo Police Department.

INSURANCE

SFTS maintains property and casualty insurance on all of its buildings. However, the Seminary's policy does not cover students' personal possessions: furniture, clothing, books, etc. It is your responsibility to obtain renter's insurance for these items. Please contact your own insurance company for further information about coverage. SFTS Housing strongly encourages residents to obtain adequate renter's insurance for personal property and other liability protections. SFTS is not responsible for loss or damage to students' personal possessions.

SAFETY, SECURITY & PREPAREDNESS

EMERGENCY NOTIFICATION SYSTEM

GTU-ALERTS

The Higher Education Opportunity Act (HEOA) of 2008 requires that all institutions of higher education provide an emergency notification and warning system to alert their campus community in case of an emergency.

Since the member schools of the GTU-Consortium share most of our facilities and other resources with each other, it was decided that the most efficient way to provide this service is through contracting with E2Campus, a leading provider of emergency alert systems, to provide a single shared system for all of our member schools.

This system, called GTU-ALERTS, is available to all faculty, staff, and students as an opt-in system. It will be used to provide alerts concerning an immediate and life-

GETTING SETTLED

threatening event or other critical situation that affects all of our campuses. Alerts can be sent out utilizing SMS Text Messaging, email, and voice messages, as deemed necessary. In order to participate in this system, you will need to sign up at: e2campus.com/my/gtu/index.htm.

Accounts on GTU-ALERTS will remain active as long as your current contact information is in the system, unless you choose to log in and delete your account. It is the student's responsibility to make sure that contact information is updated and current. Twice-yearly tests will be sent to all subscribers. In the event that your account information is incorrect, we will remove you from the system.

ON-CAMPUS SAFETY PROCEDURES

Campus-wide safety policies (including the most current emergency contact information)

are posted and available on the Seminary website at sfts.edu/students/policy-statements-student-handbook. These policies include information and procedures for specific types of safety situations, including fire, earthquake, power failure, and disruptive behavior. Students and all members of the Seminary community are encouraged to review and become familiar with these safety procedures.

The following are some reminders about safety procedures that are particularly relevant to student housing:

Emergencies

The only emergency number for the

campus is 911. If you are in a life-threatening situation (fire, medical, gas leak, etc.), or if you see a criminal act in progress, call 911 immediately. Afterwards, please report the incident to the campus safety director, Dean Hansen, 415-451-2806 (office), or 415-686-2388 (cell). For all non-emergency situations, please report the matter in writing (letter or email) to Dean Hansen at maintenance@sfts.edu.

GETTING SETTLED

Building Security

Institutional buildings are open to the public during business hours and whenever SFTS activities are taking place. In all public areas on campus, parents must make sure that children are supervised at all times by a responsible adult, that is, by an adult with specific responsibility to supervise specific children. Employees and/or those in charge of activities are responsible for securing all doors and windows when the building is no longer in use. Student and faculty houses have individual locks, with keys issued to the residents. Each resident of an SFTS housing unit is responsible for normal security precautions in his/her unit.

Damaged and improperly functioning locks should be reported through the normal channels to the Maintenance Department.

Personal Safety

SFTS expects students and staff to exercise common sense and use prudent judgment in dealing with issues of security and crime prevention. The crime rate in San Anselmo is low, and the main Seminary campus is a relatively safe environment. Nevertheless, all of us should take standard precautions to reduce the likelihood of any threat to our

safety and the safety of others.

Electrical Appliances

Small appliances (toasters, coffee makers, hair dryers, heaters, etc.) should be plugged in, one to an outlet. Plugging two or more appliances into a single outlet causes short circuits. When possible, avoid the use of extension cords. If a cord is used, be sure it is the correct gauge for the appliance used. Unplug any cord that feels hot, and do not reuse. As set forth above, students are prohibited from installing additional appliances such as washers, dryers, air conditioners, and/or dishwashers in student apartments (except in Seminary "flex" units where appropriate washer/dryer connections are provided).

Smoke Detectors

Maintenance staff will make sure that there are working smoke detectors (and CO detectors) in your residence when you first move into SFTS housing and will check the detectors and replace batteries at least once a year. Do not remove smoke detectors for any reason. You should test the detector yourself once a month by pressing the test button on the unit. Notify the Maintenance

GETTING SETTLED

Department if the detector is not working properly.

Fire Pits and Open Flame Devices

For public-health and fire-safety reasons, the use of open-flame devices is not permitted around or near student-housing. Specifically, the use of open-flame devices that burn wood, charcoal, or other natural materials (including, but not limited to, fire pits and charcoal grills) is prohibited on campus in, near, or around student-housing buildings (including courtyards, sidewalks, balconies, and porches). The use of gas grills, while not prohibited, should be undertaken with extreme care. Gas grills should only be used on the ground level, on cement or pavement, and at least 6 ft away from any structure or overhang.

Furnaces

Furnace filters will be changed or cleaned once a year by the Maintenance Department. If they need to be changed or cleaned more often, please ask Maintenance to show you how to change the filter.

Painting and Other Alterations

Do not alter your apartment or house or paint any part of it. If any touch-up painting needs to be done, please contact Maintenance.

Nails for all wall hangings are provided by the Maintenance Department and can be picked up from the office, Montgomery G4.

Construction or installation of external structures is prohibited. Removal of fixtures and seminary-provided appliances is likewise prohibited. No outside labor may be hired or contracted to work on seminary property (interior or exterior) without the express permission of the Maintenance Department.

Plumbing

Drain cleaners such as Liquid Plumber are not to be used for any reason. If you have a slow or blocked drain, call the Maintenance Department to take care of it. If outside services have to be called in to repair tenant-induced damage, the cost will be charged to the tenant.

Maintenance Requests

Do not attempt any maintenance or repair of your house or apartment without permission from the Maintenance Department.

GETTING SETTLED

All requests for maintenance and repair must be made to the Maintenance Department in writing using the online form that can be found at seminaryevents.wufoo.com/forms/maintenance-work-order. Unless it is an emergency, please do not phone in requests. Likewise, do not personally ask maintenance staff members to perform work for you. In order to be fair to all and to track work orders and performance, the Maintenance Department needs to assign requests through the director's office. Once a work order is received through the online form, the Maintenance Department will attempt to do the work within three business days. (Note: Tenants are responsible for normal household upkeep of their apartments.)

Use of Seminary Tools and Property

Due to liability and insurance concerns, Seminary tools may not be used for personal/private use. In addition, work on individual/private vehicles may not be performed on Seminary property.

DISASTER PREPAREDNESS

Although we all hope that we will not be faced with a natural disaster such as fire or

an earthquake, it still is a good idea to be prepared to face such a circumstance.

Experts agree that we should be ready to be self-sufficient for 72 hours following a serious disaster. To get ready:

- ***Stock up on water and food.*** Plan for at least one gallon of water per person per day for three days. If you have a pet, add water and food for the pet. A variety of compact food that does not require refrigeration, such as canned meats and fruits, juices, non-perishable cereals, and high-energy bars, is best. Don't forget to store a can opener, sharp knife, and disposable plates and utensils.
- ***A first aid kit is essential.*** Be sure to add a supply of any prescription medications used by any members of your family. Include a change of clothes for each member of your family. Don't forget rain gear! Some blankets or sleeping bags should also be in your preparedness kit. Also stock up on toiletries, such as soap and shampoo, toilet paper, and baby supplies.
- ***Battery-operated radio, additional batteries and a flashlight.*** These are most important to have on hand! In case

GETTING SETTLED

of an emergency, listen to local radio stations, such as 740 or 810 AM, for information. Gather everything together (or as much as you can) and store it somewhere that is easily accessible—a large plastic garbage can with a cover makes an excellent storage container.

- **Talk with your family.** Make sure that you have a plan for what to do in case of emergencies and that everyone understands their part in it. Work out an evacuation route and a meeting place. The most important thing is to start to be organized. Get to know your neighbors. Work together to make a plan.

Being prepared is the first step to being safe.

DRIVER'S LICENSE & AUTOMOBILE REGISTRATION

Under California law, once residency or employment has begun in the state, out-of-state licenses are not valid. Residency is established by paying resident tuition at a public institution of higher education (e.g., in the UC system), registering to vote in California, leasing a residence in California, accepting gainful employment off-campus,

enrolling a child in public school, or any other privilege or benefit not ordinarily extended to non-residents.

Penalties for late renewal are:

- For a period of less than one year, 40% of the fee due that year.
- For a period of more than one year and up to two years, 80% of the fee due for that year (plus court fines).

Under California law, you must get a California driver license within 10 days of taking up residency. To do this:

- Visit a DMV office (make an appointment for faster service at dmv.ca.gov).
- Complete application form DL 44. (An original DL 44 form must be submitted. Copies will not be accepted.)
- Give a thumbprint.
- Have your picture taken.
- Provide your Social Security number. International students: If you are legally present in the U.S., but do not have a SSN, you are exempt from SSN requirements.
- Verify your birth date and legal presence.
- Provide your true full name.

GETTING SETTLED

- Pay the application fee.
- Pass a vision exam.
- Pass a traffic laws and signs test. There are 36 questions on the test. You have three chances to pass.

You need to provide legal documents, such as your passport or birth certificate, and may wish to call the DMV in advance to confirm which ones are accepted.

You will also need to register your car within 20 days.

The following is required to register a nonresident vehicle:

- An Application for Title or Registration (REG 343) signed by all registered owners, showing the name and address of the lienholder (legal owner), if any.
- Last-issued out-of-state title, unless held by the lienholder/legal owner. (This applies only if there is not a change of registered owner.)
- Last-issued registration certificate, if the applicant is the same as the registered owner shown on the out-of-state title and the vehicle entered California with valid

out-of-state registration, or if the title has been lost.

- Bill of sale, if the person from whom you are buying the vehicle purchased it from the registered owner shown on the title.
- Odometer disclosure statement signed by the seller and buyer, if the vehicle is less than 10 model years old.
- The vehicle must be inspected by an authorized DMV employee, law enforcement officer, or licensed vehicle verifier. These inspections are most easily obtained by bringing the vehicle to the nearest DMV, where there is no extra fee charged for the inspection. For faster service, make an appointment.
- Smog certification, if applicable.
- Appropriate fees.

Commercial vehicles, including pickup trucks, may also require a weight certificate.

If you bring a vehicle into California within 90 days from the date of purchase, exclusive of any shipment and/or storage time for shipment into the state, you may also be subject to use tax. California will demand that you pay state sales taxes, if your car was

GETTING SETTLED

purchased in the last 90 days, before you register it. If you are planning to buy a new car, purchase it in California to avoid the additional fees.

The DMV (Department of Motor Vehicles) is located at 75 Tamal Vista Boulevard, Corte Madera, 800-777-0133. Making appointments is highly recommended. If you are a member of AAA, check with the California State Automobile Association about registering your auto:
99 Smith Ranch Road, San Rafael, CA 94903, 415-488-2900.

For further details and the most current information, visit the DMV website:
dmv.ca.gov.

There also is an annual fee (property tax) for registration that is estimated at 2% of your car's value. This can be costly, so plan accordingly.

VOTER REGISTRATION

Remember to register to vote when you change your residence! In Marin County,

voter registration is available online at www.marincounty.org/depts/rv/voter-registration/register. Forms for voter registration are also available in the Scott Hall Lounge and in the SFTS Registrar's Office.

CHILDCARE & SCHOOLS

Fairfax-San Anselmo Children's Center, Fairfax, 415-454-1811, offers state-funded care for low- to moderate-income families; sliding scale (even free!). This is a great resource for after-school programs and infants/toddlers under 2 years old. They also provide a sick-child care service if your little one is too sick to go to school but well enough to be out of bed. Call early for an application—there is a waiting list.

San Anselmo Preschool and Afterschool Center, 415-453-3181. First Presbyterian Church of San Anselmo, across the street from Wade Thomas School, offers before- and after- school care for children through fifth grade, and childcare for children ages 2 to 5.

GETTING SETTLED

Marin Child Care Council, 415-472-1092, mc3web.org, provides a free childcare referral service, directing you to childcare options in our area that can meet your financial and scheduling needs.

PUBLIC SCHOOLS

San Anselmo's elementary and middle schools are administered by the Ross Valley School District at 110 Shaw Drive, San Anselmo, 415-454-2162, rossvalleyschools.org.

For kindergarten through fifth grade: Wade Thomas School, 415-454-4603, is located next to the SFTS campus at the corner of Kensington Road and Ross Avenue.

For sixth through eighth grade: White Hill Middle School, 415-454-8390, 101 Glen Drive, Fairfax. GGT bus transportation is available (not free, but ask about scholarships) from the San Anselmo bus hub across from Andronico's Market.

Sir Francis Drake High School, 415-453-8770, a long walk from SFTS on Sir Francis Drake Boulevard in San Anselmo, falls into the Tamalpais Union High School District, 415-945-1000, tamdistrict.org.

EMPLOYMENT GENERAL INFORMATION

Students are encouraged to support themselves through part-time work, although no more than 15 hours a week is recommended during the semester, while the focus is on studies. For those who are married, spouses are expected to contribute financial support to the cost of attending seminary as well.

Here are some leads to help begin a job search:

For full-time and professional jobs, search online (on Craigslist and Next Door, for example) or use a local employment agency and/or the local newspapers, the Marin Independent Journal, marinij.com, the Ross

GETTING SETTLED

Valley Reporter, marinscope.com, or the San Francisco Chronicle, sfgate.com/jobs.

On-campus jobs and some off-campus jobs, as well as some church-related jobs, are publicized through the Seminary's Human Resources office.

ON-CAMPUS EMPLOYMENT

On-campus jobs are advertised on the SFTS email list and by notices and flyers distributed on campus. See Kathleen Waters in the Human Resources Office to do the paperwork when you are hired. To get paid, you must submit your time cards, signed by your supervisor, to the accounts payable desk. (Both are in the Business Office on the top floor of Montgomery Hall.) Students who, by federal regulation, are not permitted to work off-campus (including international students on F-1 visas) have priority for on-campus jobs for which they are qualified.

OTHER EMPLOYMENT

At times SFTS may employ students in positions that otherwise would be filled as staff positions. Per-hour rates will be set on a case-by-case basis. Students hired for staff

positions will be limited to 20 hours per week and will require the President's approval.

HEALTH INSURANCE

SFTS HEALTH INSURANCE PLAN FOR STUDENTS (HIPS)

San Francisco Theological Seminary is committed to making your academic and personal experience of seminary meaningful and successful. Your health and wellness are key components of that experience. To ensure that students have access to the health care they need and to avoid the hardship of expensive medical bills, **SFTS requires all students enrolled for nine (9) or more credit hours to have adequate health insurance as a condition of enrollment**, and has arranged for access to a student-health insurance plan, as one option for students. Options are also available for spouse and children to be added on at an additional premium. Students electing to enroll their eligible dependents must do so during the dependent enrollment period before the start of Fall semester.

GETTING SETTLED

At that time, students who want coverage for their dependents must enroll and submit payment for their dependents online.

The SFTS-sponsored student insurance plan is with UnitedHealthcare, administered by Gallagher Student Health.

For your budgeting, premiums for the student will be split into two payments payable at the start of fall and spring terms, however, Enrollment in the HIPS plan is for one full calendar year and runs from September 1st through August 31st of the following year.

All Students taking 9 or more credits are enrolled in the Student Health Insurance Plan, unless proof of comparable coverage is received by the deadline. Most plans obtained through the Covered California Marketplace, including Medi-Cal, qualify for waiving of the HIPS plan. More information on the Marketplace can be found at <http://www.coveredca.com/>.

Student	Annual
Enrollment/Waiver Deadline	September 14th
Student	\$2,651
Spouse*	\$2,651
One Child*	\$2,651
2 or More Children*	\$5,302
Spouse + 2 or More Children*	\$7,953

Pro-rated rates for students who start in spring or summer are available on the website at www.gallagherstudent.com/SFTS

More information on the UnitedHealthcare HIPS plan can be found under the FAQ section of www.gallagherstudent.com/SFTS.

Coverage information including copays, deductibles, prescription benefits and more will be on the menu on the left of the homepage. For further information, you may also contact the Registrar's Office at 415-451-2825.

For those who are inquirers or candidates in the Presbyterian Church (U.S.A.), health insurance is available to seminary students through the Board of Pensions. Detailed information is available at pensions.org or call 1-800-PRESPLAN.

GETTING SETTLED

OTHER INSURANCE OPTIONS FOR LOW-INCOME FAMILIES

Medi-Cal

This insurance is available to low- and no-income families in California. Care is provided by private physicians, not usually in a clinic setting. There is no cost for the insurance, and the co-payment is waived or very low.

Call 1-877-410-8817 in San Rafael (120 N. Redwood Drive), or visit medi-cal.ca.gov.

Medi-Cal for Families

This insurance, also provided by the state of California, covers children under the age of 19 from low-income and working families.

Call 1-800- 880-5305 or visit coveredca.com/medi-cal/families.

COVERED CALIFORNIA

California was the first state in the nation to enact legislation to implement the provisions of the federal Affordable Care Act by creating a health care marketplace— Covered California. You can go to coveredca.com to research health plans, calculate the cost, and enroll for coverage.

ACADEMICS

MDIV & MATS DEGREE PROGRAMS

THEOLOGICAL EDUCATION AT SAN FRANCISCO THEOLOGICAL SEMINARY

San Francisco Theological Seminary, as a community of students, faculty, and administrators, seeks to practice and inculcate the following habits. These are exemplary qualities and practices proceeding from worthy trends of mind or character, each contributing to education in spiritual formation, critical theological reflection, and the skills and arts of ministry:

- Knowledge of and respect for the church of Jesus Christ and its role in God's ecumenical mission; knowledge of, respect for, and intelligent use of the church's manifold traditions; a sense of how and why theological reasoning has been done in the past and in the present by others.
- Historical and theological responsibility in the interpretation of Scripture and all communication; the ability to represent accurately the words and meanings of

others and to account for one's interpretation.

- Personal integrity, reflecting a healthy sense of self and healthy relations with others, in which one behaves ethically and exercises compassion.
- Commitment to ongoing spiritual formation and a well-nurtured relationship with God, and commitment to fostering that relationship in others.
- Critical awareness of the impact of social, political, economic, and cultural contexts on life and thought; critical interpretation of evidence on which historical knowledge is founded.
- An ability to ground theology in practical reality; awareness that theoretical reflection builds on practical wisdom and that theological propositions must be tested by their consequences for the individuals or congregations that hold them.
- Sensitivity to contrasting experiences and cultures and respect for otherness, in the Christian faith and outside it.

SFTS seeks to train ministers who, practicing these habits, demonstrate certain skills, as

ACADEMICS

appropriate to the form of ministry and service to the church to which they are called, including the ability to:

- Lead a congregation in Reformed worship.
- Preach literate, thoughtful, Scripture-based sermons.
- Provide pastoral care and counseling.
- Educate a congregation in the faith.
- Manage the practical affairs of a congregation.
- Articulate the global witness and mission of the Church and foster participation in its evangelistic task.
- Articulate personal faith and nurture the spiritual life of a congregation and its members.
- Lead in ethical witness to society, challenging public evil and cultivating the common good.
- Apply theological education in non-congregational ministries.

LEARNING GOALS OF THE MDIV AND MATS PROGRAMS

It is expected that a graduate of SFTS who successfully completes the requirements for

the Master of Divinity (MDiv) degree will be able to serve as an effective church leader.

They will be able to:

- Lead and order services of Christian worship.
- Reflect theologically on Christian faith, the Church, and the world.
- Provide pastoral care and spiritual formation for individuals and communities.
- Equip churches and communities for mission and ministry.

It is expected that a graduate of SFTS who successfully completes the requirements for the Master of Arts in Theological Studies (MATS) degree will be able to:

- Demonstrate knowledge of one or more selected theological disciplines.
- Comprehend and analyze major questions in the field and alternative solutions to them.
- Formulate and effectively explain an original solution to a theological problem.

ACADEMICS

COMPLETING THE MDIV DEGREE

NOTE: Requirements for the MATS degree are outlined after this MDiv section. For the regulations governing the GTU Common Master of Arts (MA), consult the MA handbook on the GTU website at gtu.edu.

The MDiv degree program consists of six full semesters of course work (or the equivalent spread out over more academic terms) and an internship. The average full-time course load is four 3-unit courses (12 units) per semester, or 24 units per academic year. A total of 72 units of credit, including competence in one Biblical language, is required for the degree. The required units of core courses and electives are to be distributed among various disciplines as follows:

BIBLICAL STUDIES

Core courses **9 units**

OT-1070 Introduction to the Old Testament or OT-8107 Introduction to the OT (online) (3)
NT-1001 NT Introduction: Paul (3)
NT-1014 NT Introduction: Gospels (3)
or NT-8114 NT Introduction: Gospels (online)

Electives **6-9 units**

Must include one course in exegesis* and one approved OT course in other portions of the OT (e.g., OT-2142, OT Prophets)

Language*

Hebrew, Greek **6-12 units**

*1 language Basic I & Basic II (and 1 exegesis course, as included above in electives) required for SFTS MDiv; 2 for PC(USA) ordination

Total 21-30 units

ACADEMICS

HISTORICAL AND THEOLOGICAL STUDIES; ETHICS

Core Courses 12 units

HS-1080 History I (3)

or HS-8010 History I (online)

HS-1081 History II (3)

ST-1084 Systematic Theology I (3)

or ST-8108 Systematic Theology I

(online)

ST-1085 Introduction to Systematic Theology II (3)

Electives 3 units

Elective in Ethics/Faith & Public Life (as approved by the Dean)

Total 15 units

PRACTICAL THEOLOGY, MINISTRY, SPIRITUALITY

Core courses 12 units

PS 1014 Introduction to Pastoral Care (3)
(or approved equivalent)

HM 1001 Introduction to Preaching (3)
or HM-8101 Introduction to Preaching (online)

LSFT-2525 Reformed Worship (3)

SP-1500 Orientation to Theological Education (1.5)

SP-4050 Senior Spirituality Capstone (1.5)

Total 12 units

INTERDISCIPLINARY LECTURES

Core Courses 6 units

Four semesters of FT-1062 Interdisciplinary Lectures (1.5 units per course)

Total 6 units

OTHER

FT-4011 Internship (Field Education) (0)
(no unit credit toward unit total required for MDiv)
or PS-2061 CPE (0)

FREE ELECTIVES

Total 9-18 units

DEGREE TOTAL 72 UNITS

ACADEMICS

SUBSTITUTIONS FOR CORE REQUIREMENTS

Students may, with the SFTS instructor's approval, substitute up to three equivalent courses from other GTU schools' offerings (one in each SFTS academic area) for SFTS required core courses. Other substitutions for academic requirements may be allowed at the SFTS instructor's discretion and the Dean's approval in individual cases.

Equivalence is judged on the basis of a review of the course description and syllabus for congruence with the learning objectives of SFTS programs and courses.

Permission to waive or make substitutions for required courses should be granted in writing and filed in the student's academic file in the Office of the Registrar.

BIBLICAL LANGUAGES

A reading knowledge of one biblical language, Hebrew or Greek, is required for the SFTS MDiv degree. The Presbyterian Church (USA) requires competence in both languages for ordination. The language requirement may be met by earning sufficient credits from an accredited undergraduate or

graduate institution or by passing a qualifying examination. Six semester units of transfer credit will be awarded for an accredited full-year course taken elsewhere.

Both Hebrew and Greek are taught on the San Anselmo campus (or at other GTU schools) during the fall semester and January Intersession. The fall semester courses, or equivalent preparation, are required for entry into the January intensives. Alternatively, students may take courses offered through the GTU or at other local schools.

All MDiv students are required to take at least one course involving exegesis of biblical texts using Greek or Hebrew. PC(USA) candidates normally take both to satisfy the requirements for ordination.

SENIOR SERMON

Students also demonstrate their achievement of the MDiv learning objectives in the sermon required of all graduating MDiv candidates. Seniors are invited to preach this sermon in the context of a worship service that they design and lead in collaboration with the Associate Dean of Student Life and Chaplain,

ACADEMICS

and with the Worship Team. The manuscript of the sermon must be submitted to the Registrar to be retained in the student's file, and students are required to have the sermon recorded for their placement profiles and ordaining bodies. The student is responsible for arranging the recording of the sermon with the SFTS IT/Marketing Departments.

SUPERVISED PRACTICE OF MINISTRY

SFTS's unique field education program is one of many ways the Seminary supports well-rounded preparation for ministry. All MDiv candidates, regardless of their previous experience or their status in an ordination process or prior ministry experience, are required to participate in some form of supervised practice of ministry as part of their degree program. Through their field education, students engage in service learning in various ministry settings to fit their denominational requirements and vocational objectives. The purpose of field education is to foster stretch and growth in the understanding and practice of ministry.

To achieve this growth, students, in consultation with the SFTS staff and their ordaining body, may craft their field education program by choosing between two field education plans. **Prior to beginning a search for any field education site, whether that site be in a Clinical Pastoral Education program, a congregation, or another ministry setting, students must seek authorization from the Office of Field Education,** which, in consultation with the Dean and a student's faculty advisor, will determine if a student may begin her or his field education. Students must complete at least one year (24 units) of MDiv coursework before beginning their field education, and in some cases, students may be required to do additional coursework or meet other requirements before seeking placement.

Field Education Plan A: Clinical Pastoral Education

Students may meet their minimum SFTS field education requirement by successfully completing one unit of Clinical Pastoral Education (CPE) at an ACPE-accredited site. One unit of CPE requires approximately 300

ACADEMICS

hours of fieldwork and 100 hours of critical reflection through writing assignments, individual supervision, and peer group work.

Students completing a unit of CPE through San Francisco Theological Seminary's Clinical Pastoral Education program may apply this completed unit to their field education requirement, as long as this unit is not being applied to a Pastoral Care/Chaplaincy Concentration. This community-based program allows students to fulfill their clinical hours in a hospital, hospice, congregation, street ministry, or other nontraditional CPE setting. It requires a weekly time commitment of approximately 23 hours of fieldwork and several hours of supervised critical reflection over four months. Any student wishing to complete her or his CPE unit in the SFTS program must apply and be admitted to the program according to the program's standard policies and processes. Placement is not guaranteed based on the student's status in the MDiv program.

A student may also complete one unit of CPE through another accredited CPE site.

Many CPE sites offer a three-month, full-time CPE internship, and a few sites offer part-time extended units that could run concurrently with seminary coursework. A complete list of accredited programs may be found at acpe.edu.

Field Education Plan B: Internship

Rather than completing a unit of CPE, students may meet their minimum SFTS field education requirement by successfully completing an internship in a congregation, nonprofit, or other approved internship setting. In addition to their fieldwork, SFTS interns will be required to engage in critical theological reflection throughout their internship. Specific terms and learning goals for any internship placement must be negotiated with the internship site and approved by SFTS field education staff before an internship may begin.

Students may complete a nine-month, part-time internship that runs concurrently with seminary coursework. Students must spend a minimum of 10 hours a week at their internship site and work under the guidance of an approved internship supervisor.

ACADEMICS

Alternatively, students may complete a three-month, full-time internship (40 hours a week) that does not overlap with coursework. Such an internship would likely be completed during a summer, but a student consolidating coursework into fewer than six semesters may complete a full-time internship at another time in the year. Full-time interns who do not have access to a peer group during the summer will work with SFTS field education staff to design a plan for supervised critical reflection.

Note that in many cases, the minimum requirement to complete the MDiv will not satisfy the field education expectations of ordaining bodies, and therefore students are advised to consult with their ordaining body prior to beginning their search for a field education site.

Students who wish to focus on full-time internship may extend the program to three-and-a-half or four years without paying additional tuition beyond the six semesters of tuition charged for the MDiv degree. Any student engaged in a full-time (40 hours per week) internship, whether or not they register

for courses other than internship, is considered a full-time student. Part-time students may arrange to take time off from study for full-time internship.

Before embarking on an internship, students must also meet the following conditions:

- Completion of at least 24 units of core courses
- If seeking ordination, acceptance under care of presbytery (as an inquirer or candidate) or the equivalent ordaining body in the student's denomination

After obtaining approval to seek an internship, students may proceed with:

- Consultation with the Field Education department staff and the appropriate denominational body (e.g., Committee on Preparation for Ministry (CPM))
- Acceptance by an approved field placement site.

Information, policies, guidelines, and forms pertaining to the fulfillment of this requirement are found on the SFTS website.

ACADEMICS

CONCENTRATIONS

Students may choose their electives to focus their MDiv studies on a particular area of theology or ministry. Such concentrations may be created by students individually with the approval of a faculty advisor and the Dean, or they may follow one of several patterns designed by the faculty.

The regularly constituted concentrations described below also bring students and faculty together for special lectures, discussions, and other activities beyond the required course work in the area.

Chaplaincy/Pastoral Care Concentration

The Master of Divinity with a Chaplaincy/Pastoral Care Concentration prepares students for work in formal chaplaincy settings and congregational settings. This concentration allows students to focus attention on developing competencies in the provision of pastoral care. Students must work with their denominational ordination or endorsement process during matriculation to be sure that the MDiv with a Chaplaincy/Pastoral Care

Concentration also meets denominational ordination or endorsement requirements.

Over six semesters, students concentrating in Chaplaincy/Pastoral Care participate in the continuing development of:

- Critical theological reflection in relationship to care-giving encounters.
- Self-awareness as pastor, person, and administrator/manager.
- Theoretical understanding of organizational structures, group process, and family dynamics.
- The application of concepts related to the behavioral and social sciences to “living human documents.”
- Service-focused social engagement.

In the process of fulfilling the SFTS unit total and distribution requirements for the MDiv degree, students in the C/PC Concentration are asked to include a total of twelve (12) semester units of the following, which also count as electives:

- GTU or SFTS (preferred) Advanced Pastoral Counseling course (3)

ACADEMICS

- GTU (preferred) or UCB Advanced Sociology or Cultural Anthropology course (3) (approved by CPE Chair)
- SP 2527 Spiritual Life and Leadership (1)
 - Contemplative Listening (preferred)
 - OR
 - Social Discernment Cycle
- C/PC Concentration (1 unit each for a total of 5 units):
 - a. ACPE CPE Application and Interview Preparation
 - b. Critical Theological Reflection
 - c. Engaging Organizational Structures, Group Processes and Family Dynamics
 - d. Critical Self-Reflection
 - e. Pastoral Care Service Project
 - f. Pastor as Administrator & Manager (elective)
 - g. Association of Professional Chaplains Application Preparation (elective)
- In addition, at least 2 Units of ACPE-accredited CPE (4 units preferred). Note that CPE units do not count toward the 72 academic units/credits required for the MDiv degree.

Students should be aware that acceptance into a CPE program is based on that center's application and interview process. SFTS cannot guarantee acceptance into a CPE program. The C/PC Concentration at SFTS offers a class to help students prepare for the CPE application and interview process.

Spirituality

MDiv students interested in a concentration in spirituality will explore some of the depth and breadth of the Christian and world spiritual traditions: medieval mystics, contemplative theologians, Native American novelists, civil rights mothers and fathers, interfaith studies. They will take academic courses as well as practice courses. They will study classical texts as well as music, poetry, nature. By learning more about how rich and diverse Christian spirituality is, students develop tools not only to critique their experience but more importantly to find a home in Christianity as they come to learn how sustaining and expansive Christian faith has been in times and places all over the world. This concentration allows students to deepen their understanding of the links between spiritual practice and social justice,

ACADEMICS

as well as to encounter spiritual friends in other religious traditions. It models ways to combine spiritual practice with academic study. Through this concentration, students will deepen their faith through academic study and focused practice.

Concentration Requirements:

- a minimum of 3 semesters of SP 2527. These 1.5 credit hour classes emphasize practice and rotate through several topics such as contemplative listening, lectio divina, comparative contemplative practices, spirituality and social justice, and discernment.
- 9 credit hours of spirituality courses at SFTS or any GTU school.
- a self-designed project combining service, formation, and/or leadership.

Students are invited (but not required) to participate in the retreats, certificate, or diploma offered through the Spirituality Program.

The Program in Christian Spirituality offers two diplomas for completion of courses in

spirituality: a Diploma in the Art of Spiritual Direction (DASD) and a Certificate in the Art of Spiritual Direction & Formation (CASD). The DASD and CASD programs, which are offered in the January intersession and summer terms, bring pastors and lay people to campus to be trained as spiritual directors, and to deepen their understanding of spirituality and spiritual practices. MDiv and other master's students may pursue this qualification concurrently with their degree studies. MDiv students pursuing the DASD concurrently may apply up to 9 units of DASD coursework toward the 72 units required for the MDiv. MATS students pursuing the DASD concurrently may apply up to 9 units of coursework toward the 48 units required for the MATS.

Biblical Studies

Concentrators must have elementary knowledge of both biblical languages and do intermediate work in at least one. They take nine units (three courses) in biblical studies in addition to the core biblical studies requirements and write a final essay of grade A quality, which may be built on a course

ACADEMICS

paper or on an approved topic in biblical studies and/or biblical hermeneutics.

History / Theology

A concentration in history or theology allows students to focus attention on some area or problem within these fields—for example, contemporary Reformed theology, the history of the Reformed tradition, Christian social ethics, theology and natural science, ecumenical theology, third world theologies, Christianity in the African Diaspora—or to do course work in these areas of study.

Concentrators take nine units (three courses) in either history or theology beyond the core requirements and write a final essay, which may be built on a course paper or on an approved topic in history, theology, or ethics.

The centers and programs of the GTU, the largest and most diverse partnership of seminaries and graduate schools in the United States, offer other possibilities for concentrations: for example, in Black Church/Africana Religious Studies; Asian Theologies, Religions, and Cultures; or Women's Studies in Religion.

JOINT MA/MDIV

The Graduate Theological Union, of which SFTS is a founding member, offers a Master of Arts degree in various disciplines supported by the member schools' faculties. Both the academic MA and the professional MDiv may be pursued concurrently at SFTS through a joint degree program. SFTS administers the MDiv program, while the MA is governed by the policies of the GTU Common MA program. The Joint MDiv/GTU MA programs involve application to and matriculation through two (2) separate programs, and successful completion results in two (2) separate degrees.

MDiv students wishing to enroll in the joint program must apply to the MA Program through the GTU Admissions Office. The student may apply at any time, but will only be converted into an active MA student once they have completed the requirements of the MDiv (including internship) and graduate from that program. A new student may apply to both programs at the same time, then defer the MA Program up to two years while working on the MDiv.

ACADEMICS

Matriculation in the Joint MA/MDiv program can only be done sequentially (first the MDiv and then the MA). However, a student must apply and be admitted to the second program the year before completing the requirements of the first. All coursework specific to the MDiv must be completed prior to the final year, which should be dedicated exclusively to the MA.

To make sure that the requirements of both programs are completed, the student is encouraged to talk to their advisor and the GTU Assistant Dean as soon as possible to plan the coursework from the MDiv that is pertinent to the MA as well as plan the coursework and thesis writing for the final year.

ACADEMIC ADVISING

Beyond accumulating credits and satisfying requirements, earning an MDiv degree, as the SFTS mission statement declares, involves formation not only theologically, but also spiritually and vocationally, in preparation for becoming a leader in the Church and the broader community. As

students move through the curriculum, SFTS endeavors to measure their progress in these more intangible aspects of theological education not necessarily reflected in a transcript of grades. This assessment is in fact a two-way process that permits the Seminary to evaluate students' progress toward attaining their own and the program's learning goals while at the same time gaining feedback on how well the institution is accomplishing its stated goals in delivering theological education.

New MDiv students are assigned a faculty advisor who will consult with them at regular intervals about their progress through the program. Students are required to meet with their advisors at least once a semester for a review of their learning goals and study plan as well as of their spiritual and vocational formation. To change academic advisors, students must obtain the Request for Change of Advisor form from the Registrar's Office and the approval of the Dean.

ACADEMICS

COMPLETING THE MATS DEGREE

The MATS is a general academic degree requiring a total of 16 semester courses (48 units). Nine of the courses are to be distributed evenly among the three major disciplinary areas of the SFTS MDiv curriculum (Biblical Studies, History/Theology/ Ethics, Ministry/Spirituality) to provide breadth of theological understanding.

The remaining seven courses must be used to provide depth in areas of the student's interest (for example, a concentration in theology, spirituality, or Black Church/Africana Religious Studies) or to experience a particular form of theological inquiry. Field Education courses are not allowed as fulfillment of the degree requirements.

Candidates for the MATS must write a substantial paper under the guidance of a faculty advisor—either for an upper-level course or as an independent project—as the culminating experience of the program. The paper should document the three learning

outcomes set for this degree: 1) knows one or more selected theological disciplines, 2) analyzes and comprehends major questions in the field and alternative solutions to them, and 3) formulates and effectively explains an original solution to a theological problem.

MATS students have a faculty advisor assigned to help them plan their academic programs, in particular the preparation of their final paper. MATS students must submit a copy of the final paper along with the MATS Thesis Paper Submission Form to the Registrar, as a part of the degree requirements.

Students with a baccalaureate degree who have done graduate studies in theology at an accredited institution of higher education with at least a 3.0 (B) average may transfer or apply up to eight courses (24 semester units) toward the MATS degree requirements, subject to the transfer of credit procedure set forth below.

ACADEMICS

REGISTRATION

POPULI

Students may register for classes and adjust their enrollment online during early and general registration periods for each term through Populi, the seminary's new Student Information System (SIS). At other times, registration and adjustments must go through the Registrar's Office. In addition to registering online, students may view their grade records, current registration, and current student accounts on the web and pay their tuition electronically.

To use Populi, go to

<https://sfts.populiweb.com>

Populi and Moodle accounts (see below) are created by the Office of the Registrar. When the accounts are initially set up, students are sent their respective usernames and temporary passwords, which users can change to a new password of their own creation the first time they log in.

Thereafter, the user can change or recover the password by clicking on the link for

password help, which will prompt the appropriate system to send another temporary password to the user's email address as entered in Populi.

General registration for all GTU schools takes place during the two weeks before the beginning of the fall and spring semesters; early registration for fall semester occurs the preceding April, and for the January intersession and spring semester in the preceding November. Continuing students are expected to register for the next term during early registration, leaving general registration for making adjustments in the study program and for new students to register.

Blocks on Registration:

You may not register unless your tuition for the previous semesters has been paid in full and your obligations to the Seminary are up to date. To ensure that you clear up any outstanding matters (financial, academic, participating in required training, etc.) before proceeding to the next semester, a block may be placed on your registration by the

ACADEMICS

Business Office, the library, the Registrar, the Dean, the Associate Dean, or your advisor.

STEPS TO REGISTRATION

First, choose your courses. Consult SFTS course lists in Populi and/or the GTU course schedule (which includes SFTS offerings as well as those of the other GTU schools). The most up-to-date version can be found on the web at <https://www.gtu.edu/>. Scroll to the bottom of the homepage. Click on *Course Schedule* under the *Academics* heading.

Refer to the degree requirements laid out in the Student Handbook and talk to your advisor to make sure you are fulfilling requirements. Make a list of the course numbers and section numbers, the number of units for reading courses or variable unit courses, and your grading option for each course and have the list handy when you start your online registration. Note whether there are any restrictions on enrolling requiring Faculty Consent.

Email the instructor of any limited course you want to take that requires Faculty Consent to enroll. (NOTE: Some limited courses are filled on a first come, first served basis; you do not

need consent for these, only for those that require Faculty Consent.) For early registration, you must request Faculty Consent before the end of the first week of the registration period; for general registration, you need to make your request before registration opens. Identify your email message as a “Faculty Consent Request” and give your name, student ID# (seven digits, found on the front of your ID/Library card), phone, email address, degree program and year (e.g., MDiv, graduating senior), and which course you want to take (number and title, e.g., SP 2527, Spiritual Life and Leadership). Include any information that will demonstrate your qualification and motivation for taking the course (e.g., how you satisfy the prerequisites or how the course relates to your career goals). Instructors will inform the students admitted to the limited class by email and you may then register for the class. Ensure that a copy of this email is sent to the Office of the Registrar so that your student record is updated to reflect this course.

ACADEMICS

TO REGISTER

STEP 1: Login to your Populi account.

- Select My Profile. Click on Registration.
Ensure that you are in the appropriate term (e.g. Fall 2018) under the "Register For" field.
- All available courses will appear on the center of the screen.
- Click on the green "+" sign to the right of each desired course. Ensure that you are clicking on the appropriate "+" sign; there is one for *enroll*, and another for *audit*. Since you'll be taking most of your courses for credit, click on the "+" sign for *enroll*.

STEP 2: Final Review of Completed Registration

- Each chosen course will move above to MY COURSES.
- Review your schedule for the upcoming term.
- To finalize your courses, click SAVE.

STEP 3: Log out.

STEP 4: Submit any SRC (Special Reading Course)/UCB Cross- Registration paperwork to the registrar(s) to complete registration for these courses.

STEP 5: To view and purchase books for your courses, visit our Virtual Bookstore by going to the SFTS website – Student Life – Virtual Bookstore.

CHANGES TO YOUR REGISTRATION

Adjustments and corrections to your registration may be made online without penalty until the end of the late registration period, usually the end of the second week of class in any given term. After that deadline, the Registrar will make changes in your enrollment provided you obtain the instructor's signature on a change form or email acknowledgement of the change from the instructor. There is a processing fee of \$50, which will be added to your student account. No changes are allowed after the 10th week of class (Fall and Spring terms) without approval of the Dean and your advisor (no changes after the 3rd week of Intersession or Summer terms). In the event that the Dean permits withdrawal from a course after the 10th week, the student's record shall reflect an appropriate W, WP, or WF notation.

ACADEMICS

GRADES

Grades are due from instructors by the end of the third week after the end of the term. As soon as instructors have posted their grades and these have been verified through the Registrar's Office, you may view your grades in Populi. (Note that verification of the grades for a class may be withheld until all members of the class have submitted course evaluations.) Login to Populi as you would to register and click on My Profile – Student. You may also request an official copy of your transcript in Populi. **NOTE:** For Doctor of Ministry grading policies, please see the Advanced Pastoral Studies Student Handbook, available at sfts.edu.

An NR on your grade record means that the instructor has not yet submitted a grade. A notation of I means that your work for the course is Incomplete and the instructor has granted you an extension. A grade of I becomes an F if the instructor does not replace it with a grade, as provided below.

Extensions

If you are not able to complete all the requirements for a course by the deadline set

by the instructor or by the last day of the term, you may request an extension for up to three weeks after the end of the term. You must make this request on or before the last day of the term, and the instructor is not obligated to grant the extension. The form for requesting an extension is available from the Registrar's office.

Extension of the deadline beyond the three-week limit may be granted only with the approval of the Dean in addition to the instructor's agreement. Students on academic probation, newly entering students in their first semester, and graduating students in their final term may not take extensions beyond three weeks.

If the instructor does not receive final requirements for the course by the new deadline, the Incomplete notation is changed to a final grade determined by the instructor. In the absence of sufficient work of passing quality, the grade will be an F. Notations of Incomplete that are not replaced with a grade will be converted to an F at the end of the next grading period.

ACADEMICS

Students should make every effort to complete all course requirements by the original deadlines set by the instructor. Under the Satisfactory Academic Progress requirements set forth below, **having two or more Incompletes can result in academic probation and financial aid warning, and may impact eligibility for financial aid.**

Grading System

The official grading system at SFTS employs the letter grades A through C- for passing work, F for failure. While a grade of C- is passing for the purposes of credit, it is not sufficient for required courses, for which a grade of C or higher is required. The following notations may appear on the transcripts of grade records issued by the GTU:

A+	=	4.0	Exceptional
A	=	4.0	
A-	=	3.7	Excellent
B+	=	3.3	
B	=	3.0	Good
B-	=	2.7	
C+	=	2.3	
C	=	2.0	Adequate for credit
C-	=	1.7	Credit, but not sufficient for required courses
P	=	0	Pass; no GPA impact
F	=	0	Fail; no credit
I	=	0	Course requirements incomplete

AUD	Course audited, no credit
W	Withdrawn: student dropped course
WP	Student was doing passing work at time of withdrawal
WF	Student was doing failing work at time of withdrawal
CT	In Progress: No credit applied until work is completed
NR	No Record: grade not submitted by instructor

An F or Fail grade remains permanently on the academic record. Retaking and passing the same course in a subsequent term does not erase the previous grade.

PASS/FAIL GRADES

Students who are not on probation or provisional admission may choose to take a course for a Pass/Fail grade rather than a letter grade, as follows: MDiv students may, with the SFTS instructor's approval, register for up to three (3) required, graded courses as Pass/Fail, during the course of their studies. Electives applied to the MDiv degree may be taken Pass/Fail with the instructor's permission. MATS students may take up to three (3) of the 16 required courses distributed evenly among the three major disciplinary areas of the SFTS MDiv

ACADEMICS

curriculum (Biblical Studies, History/Theology/ Ethics, Ministry/Spirituality) as Pass/Fail. Units assigned to the MATS paper must be taken for letter grade. In individual cases, further Pass-Fail classes may be allowed, but only at the SFTS instructor's discretion and with the Dean's approval.

STUDENT STATUS

Auditors

Most courses may be taken not-for-credit, that is, by auditing classes without completing course requirements. Students who register and attend regularly may have audited courses recorded on their transcript. There is no charge to regularly enrolled degree students for auditing SFTS courses in San Anselmo and Berkeley. Audit fees apply for all other auditors.

Full-time Status

Candidates for the SFTS MDiv degree are expected to spend six semesters in residence, that is, registered for courses through SFTS. For MDiv students, the average full-time course load is eight 3-unit

courses per academic year (four 3-unit courses, 12 units, per semester).

Full-time students normally complete the required 72 units in six semesters of course work. Any MDiv student completing the course work in this manner (i.e., within six semesters or within six semesters plus an intern year) is considered a full-time student.

For purposes of administering financial aid, full-time enrollment in any given semester is defined as 9 units or more per term: fall semester, spring semester, and summer session. Half-time is defined as a minimum of 6 units per term. For the purposes of SFTS institutional aid, students in their final semester are also considered full-time if they are taking the remaining number of units required to graduate from their degree program.

MDiv students are charged full tuition for each of six semesters (MATS students for each of four semesters), regardless of the number of units (up to a maximum of 18 units) for which they register in any given semester. Tuition for courses in excess of 18

ACADEMICS

units is charged by the unit. Full tuition will also be charged to students enrolled for less than 9 units in their final semester if they have not yet been charged for six full semesters before graduation. If full tuition is charged for a student's final semester, the student will also be eligible for institutional scholarship or need-based financial aid. If the student continues in their studies beyond the 6 semesters for which they pay tuition (4 semesters for MATS), a \$1,000 per semester continuing fee will be charged (except for a student undertaking a full-year internship as part of a 4-year program, as provided herein). SFTS institutional aid is available only for tuition expenses, and is not available to offset or pay continuing fees.

Students who anticipate taking more than six semesters to complete the course work for the MDiv may request part-time status by petition to the Dean's Office. Students who are granted part-time status are charged by the unit. The Petition for Part-Time Status form may be obtained from the Registrar's Office.

Satisfactory Academic Progress

Any student whose grade-point average for a semester or cumulative grade-point average is less than 2.0 (C average) or who has two or more Incompletes on the record will be placed on academic probation for the next semester. During this probationary semester, all courses must be taken for letter grades—except those given for P/F grades only—and completed by the end of the semester. Students on probation who raise their GPA above 2.0 and complete all outstanding Incompletes by the end of the probationary semester then enter regular standing. If a GPA of less than 2.0 is reported for the probationary semester, probation may be extended an additional semester. Neither SFTS financial aid nor federal student aid can be awarded to a student for a second probationary semester, unless the student successfully appeals to the Dean for reinstatement of aid for one additional semester, pursuant to the provisions of the Financial Aid Handbook. If probationary status is not removed by the end of the second semester, the student must demonstrate to the Dean why he or she should not be dismissed from the Seminary.

ACADEMICS

See the Financial Aid Handbook for the policy regarding the satisfactory academic progress requirement for receiving SFTS and federal financial aid.

Additionally, eligibility for federal aid (student loans) depends upon completion of a minimum number of units each academic year: full-time MDiv students must have earned a total of 15 units at the end of the first year and 30 units at the end of the second year; full time MATS students must have earned 15 units at the end of the first year. The maximum timeframe for the MDiv is 6 years and the maximum timeframe for the MATS is 4 years. Part-time students in the MDiv degree program must complete an average of 13.5 units per year in order to complete the program within the maximum timeframe of 6 years. Part-time MATS students must complete an average of 12 units each year for a maximum of 4 years.

A veteran or person eligible for VA benefits who is placed on probation for unsatisfactory progress shall be terminated if his or her academic progress remains below graduation requirements (2.0 GPA) after two

terms or semesters. If the veteran or eligible person is allowed to remain on probation beyond this period, he or she will have all Veterans benefits terminated.

Unclassified (Non-Degree) Status

Anyone not otherwise affiliated with the GTU or its member institutions may enroll in SFTS classes as an unclassified, or non-degree, student, either for credit or to audit a course. Such students taking a course for credit must apply and furnish evidence of having earned a BA degree or the equivalent, and must pay, when registering, the appropriate tuition fee for credit.

Auditors must apply and pay auditing fees at the time of registration. Unclassified students enrolled for credit are expected to have competence in reading and writing English. SFTS may request demonstration of English language proficiency (demonstrated by an 80 or better iBT score on the TOEFL exam), from any unclassified student for whom the primary language of instruction in their undergraduate degree program was not English.

ACADEMICS

A maximum of 24 semester units (eight full 3-unit courses) taken for credit in unclassified status may be applied for credit in a degree program (MDiv or MATS).

Unclassified students are not eligible for financial aid or for campus housing. An unclassified student whose application for admission is denied must thereupon discontinue studies at SFTS.

With the instructor's permission, spouses of regularly enrolled students may audit classes, subject to the applicable audit fees. To take courses for credit, they must enroll and pay tuition as unclassified students.

TRANSFER OF CREDIT AND ADVANCED STANDING

SFTS welcomes transfer students. Generally, two full academic years in residence are required for completing the MDiv degree at SFTS, or one year for the MATS. Thus, a maximum of 24 semester units normally may be transferred for credit from an incomplete MDiv or theological studies program at another accredited institution. Under special circumstances and with approval of the

Dean, more credit may be transferred if SFTS distribution requirements for the MDiv have been met through equivalent courses elsewhere. A maximum of six units may be transferred from other master's level programs, provided the subject matter of the courses is relevant to the MDiv degree and the credits have not been applied to fulfill the requirements for another degree. Credits earned more than 10 years before matriculation or re-entry into the MDiv program are generally not accepted.

Any newly admitted student wishing to transfer coursework completed at another institution prior to enrolling at SFTS must present an official transcript to the Office of Admissions prior to matriculating at SFTS. Otherwise such courses may not be applied toward an SFTS degree. The courses to be transferred must be academic courses in theology or closely related fields. The student must supply documentation about course requirements (e.g., course descriptions and/or syllabi). Academic courses should have a substantial reading list, and substantial written assignments and/or examinations. An evaluation by the Dean

ACADEMICS

determines whether coursework at another institution corresponds with the requirements of an equivalent SFTS course, and whether the coursework fulfills the specific requirements of the curriculum. The Dean may request additional information (syllabus or written work) to verify eligibility for transfer.

Current SFTS students who wish to take one or more courses at another institution and transfer the course credits toward their SFTS degree must seek permission from the Dean in writing prior to taking the course(s). An evaluation of previous academic work by the Dean's Office determines advanced placement and exemption from core and distribution requirements. For veterans and persons eligible for VA benefits, the Dean is responsible for conducting this evaluation in order to grant appropriate credit and shorten the duration of the degree program proportionately. The Dean will notify the student and the Registrar accordingly.

SPECIAL MDIV TRACK

Candidates for ordination who already hold a master's degree in religious education or

theological studies and who also have a minimum of three years' experience in church work may earn the MDiv degree in a special 24-semester-unit program. Such students should have completed the equivalent of the first two years of the MDiv program in their MA course work: that is, at least 48 semester units, of which 15 should be in biblical studies, 15 in historical and systematic disciplines, and 18 in social and behavioral disciplines and ministry.

The remainder of the degree requirements can be completed in two summer terms in the Advanced Pastoral Studies program on the SFTS campus, plus study undertaken in the intervening year in conjunction with the student's work in ministry. Alternatively, the degree can be completed in one academic year of full-time study in residence in San Anselmo or in a combination of APS summer term and regular MDiv courses. Candidates on the special MDiv track are not eligible for institutional tuition grants.

Eligibility for the special MDiv program is determined on the basis of evaluation of the MA transcripts. Applicants are encouraged to

ACADEMICS

submit their transcripts for evaluation before undertaking the application process, which is the same as for the regular MDiv

LEAVE OF ABSENCE

The purpose of a leave of absence is to enable a student to withdraw temporarily from a degree program without the need to reapply to resume study. A leave of absence is granted by petition to the Dean's Office for reasons of ill health, financial difficulties, academic difficulties, or vocational reconsideration. A student who is unable to continue academic work must submit a Leave of Absence Form (available in the Registrar's Office) to the Dean of the Seminary, specifying the reasons such leave is requested. The Dean grants or denies the request, signs the form and returns it to the Registrar's Office for review, filing, and posting in the student's computer record.

A leave may vary in length from one semester to an academic year. It may be renewed for up to one additional year upon petition to the Dean's Office. Failure to request (or to renew) a leave of absence may

result in withdrawal from the Seminary, at the discretion of the Dean.

After two academic years (four semesters), a student will be withdrawn and must reapply for admission and become subject to the catalog then in effect. For international students, federal regulations allow students on an F-1 visa who are on a leave of absence to remain in the country only under a leave of absence for medical reasons. Under those regulations, international students must reapply for their medical leave each semester, with a maximum medical leave of one year. *International students should consult with the Seminary's designated international student support officer about the visa implications of taking a leave of absence.*

Library privileges will not be available and conferences with professors will not be arranged during the leave. Students on leave are not eligible for Seminary housing. Any exceptions for extraordinary circumstances must be approved upon request to the Housing Committee.

ACADEMICS

Tuition paid will be refunded on a pro rata basis (based on the date that the student applies for a leave), through the first six weeks of classes (as provided in the refund section below); after the sixth week, no tuition refund is given. Students with educational loans cannot be certified as enrolled in school and need to verify that a leave will not jeopardize their deferment of payment. *Students are advised to consult with the Financial Aid Office about the financial implications of taking a leave of absence.*

When returning from a leave of absence, students must meet with the Dean and/or their faculty advisor to discuss their course schedule and plans for continuing their studies. For students participating in online degree programs, any consultation required under this policy can be conducted by telephone or other technology, as deemed appropriate. During the leave of absence, a registration block will remain in place until students meet with the Dean and/or faculty advisor to discuss their plans for return.

WITHDRAWAL FROM SEMINARY

Students who wish for personal reasons to withdraw from the Seminary should present a petition to the Dean (available in the Registrar's Office), with a copy to the Registrar. Official filing of the request enables the student to reapply at a later time without prejudice and allows the Registrar to report to any authorized person or agency the student's honorable dismissal, provided that all financial and academic obligations to any GTU school have been met.

GRADUATION

All candidates for degrees to be awarded at commencement in May must declare their intent to graduate by March 15 of the year of graduation. MDiv and MATS candidates do not receive their diplomas until after grades for the final semester have been posted, that is, several weeks after graduation. In order to participate in the commencement exercises, they must have completed or be registered to complete all degree requirements before the end of the final semester, and their accounts with the Seminary must be clear. Graduating seniors may not request

ACADEMICS

extensions of the deadline to complete course requirements beyond the normal grading period.

FELLOWSHIPS AND PRIZES

Two \$2,500 fellowships, the Seminary Fellowship and the Alumni/ae Fellowship, are awarded annually to senior MDiv candidates to assist them in pursuing further study. The faculty elects the two fellowship recipients from among class members who have maintained a high standard of achievement at the Seminary and who show promise of making good use of the awards. Each is expected to submit a plan of study for approval by the Dean and to report to the Dean upon completion of the plan. The awards are normally to be used within five years of graduation.

SFTS also awards to MDiv students:

- The Martin Dwelle Kneeland Preaching Prize
- The David Esler Award in Homiletics

ACCOMMODATION OF LEARNING DISABILITIES

SFTS recognizes that students with disabilities, including learning disabilities, may face considerable challenges in pursuing graduate theological education. Students are responsible for communicating about their special needs and conditions with both the Seminary and their ordaining body (CPM or equivalent), so that solutions can be developed from the beginning of the student's progress toward the degree and toward ordination.

Comprehensive evaluation and documentation of disability is essential for appropriate advising and accommodation to take place. The Seminary strongly recommends that a student who has experienced difficulty in undergraduate study or employment (e.g., in taking tests, comprehending reading assignments, or writing papers/reports) take the initiative to be tested and evaluated before engaging in graduate-level academic course work.

ACADEMICS

Students who encounter academic difficulties after entering Seminary are strongly encouraged to obtain testing and evaluation for learning disabilities as early as possible. The cost of testing and evaluation is the responsibility of the student.

Seminary faculty and administration are committed to providing academic support and advising for all students and to referring students with special needs to appropriate outside resources. When a referral is made, the student is responsible for arranging and paying for the additional academic support services, such as tutoring and assistance with proofreading, transcription, or typing.

SFTS participates in a GTU consortium-wide policy that strives for consistent and equitable student access to educational opportunities throughout the GTU. In particular, it addresses a student's ability to fulfill degree and certificate course and program requirements. The policy covers GTU library use, student advising, classroom activities and requirements, program exams, and capstone experiences such as theses and dissertations. It does not address

extracurricular events sponsored by GTU member institutions, student housing, and administrative activities (e.g. registration, access to facilities, etc.). Other disability concerns are addressed and accommodated through the Seminary's non-discrimination policies. Accommodations are not intended to give students with disabilities and unfair advantage, but to remove barriers that prevent students from learning and from demonstrating what they have learned in the context of their formal degree or certificate program.

The GTU Dean of Students serves as the Disabilities Resource Officer (DRO) for the consortium. The Institutional Contact at the member school (the primary contact) will make an initial assessment of the accommodation request, and communicate that recommendation to the GTU DRO. As needed, the DRO works with Students with Disabilities Program staff at UCB who verifies accommodation eligibility and recommends accommodation options. While eligibility verification and recommendations for accommodations are centralized, implementation of accommodations reflects

ACADEMICS

individual institutional resources and cultures.

The SFTS Institutional Contact for the Students with Disabilities program is the SFTS Associate Dean of Student Life.

Student Request: The student is responsible for fully participating in the process and exercising due diligence to ensure that the provision of accommodations is successfully accomplished. The student who wishes to request accommodations with her/his academic work submits a request form to the SFTS Institutional Contact and the GTU DRO (the form is available on the GTU website). The student needs to include official written documentation with the form from a professional who has the credentials and expertise to diagnosis the student's condition (a form for this step is available on the GTU website). The student is responsible for incurring any cost associated with the documentation.

The Timing of a Student Request: The student should request accommodations early in the semester, well in advance of when the accommodation is needed. The

student needs to factor in the amount of time required to secure written documentation from an appropriate professional. It can take time for the coordination of the case review process as we collaborate on the verification and recommended accommodations process.

Students eligible for academic accommodations will normally have their request reviewed and, if appropriate, approved no more than three weeks after submitting the request.

Decision: The DRO works with the Institutional Contact to consider recommendations, looking to finalize accommodation options in the context of institutional resources and culture and to assure consistency and equity across the consortium. An accommodation is not "reasonable" if it will necessitate modifications of the essential nature of a program or activity or would place undue financial or administrative burdens on the institution.

ACADEMICS

Next, the Institutional Contact works with the student and appropriate faculty to make sure recommended accommodations can be implemented and do not compromise the academic integrity of the educational opportunity (a form for this step in the process is available on the GTU website).

The DRO conveys the official decision and, if appropriate, recommended accommodations to the student by email, who then uses written confirmation to work with appropriate staff and faculty on the implementation of accommodations. The DRO also sends a communication to the faculty on the list of enrolled courses the student provides. This list needs to be provided by the student to the DRO at the start of each semester that accommodations are needed.

Implementation: Accommodations will apply to all educational events described in the DRO's email for up to three years. Students should use the DRO's email to work with faculty and staff to arrange accommodations as needed.

Appeal: The student and/or faculty involved with the student may not agree with the DRO's decision for accommodations. If a faculty member disagrees with and/or refuses to provide the recommended accommodations, the DRO and institutional contact should work with the faculty member to resolve her/his concerns. The DRO can consult with UCB's Students with Disabilities Program and their section 504 compliance officer for advice on ways to resolve the conflict with the faculty member. If a resolution is impossible, the student can seek remedy under the academic grievance policy of the faculty member's school.

If a student disagrees with the DRO's decision and/or recommended accommodations, he/she/they can appeal the decision through her/his/their own school's academic grievance policy. Again, the DRO and institutional contact should work with the student first to find ways to resolve concerns.

ACADEMICS

VOCATIONAL DISCERNMENT & THE ORDINATION PROCESS

Many students earning their degree from SFTS are also seeking ordination to the ministry of Teaching Elder/Minister of Word and Sacrament in the PC(USA) or the equivalent in another denomination. Other students may have vocational goals that include a non-ordained, faith-based profession in a congregation or in a parachurch or secular organization. Students may consult with their faculty advisors to choose courses that will satisfy their denomination's ordination requirements or that will otherwise prepare them for their desired vocational path.

Students who wish to seek ordination should begin the care process with their denomination's ordaining body prior to beginning their degree program or as early as possible while at SFTS. Pursuing both a degree program and ordination process

concurrently allows for greater efficiency in meeting both Seminary and denominational requirements.

The PC(USA) requires candidates in its ordination process to take Standard Ordination Exams at certain points in the ordination process. Students seeking ordination in the PC(USA) should discuss their plans for taking these exams with their ordaining body and consult the PC(USA) website for guidelines on the ordination exam and other ordination requirements.

Information on PC(USA) standard ordination exams, including dates for the exams and registration, may be found on the PC(USA) website: <http://oga.pcusa.org/section/mid-council-ministries/prep4min/>. Students may find additional tools to prepare for the Bible Content Exam at a website designed by SFTS alumnus Rev. Stephen Whitney: whitneyhq.com/biblecontent.

ACADEMICS

TUITION, FEES & FINANCIAL AID

Costs for the 2018-19 academic year are as follows (subject to change each year):

MDIV AND MATS CANDIDATES

Annual :	\$17,500
Semester:	\$8,750

UNCLASSIFIED STUDENTS

Per 3-Unit Course:	\$2,190
Per Unit:	\$730

AUDITORS

Per 3-Unit Course:	\$275
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(no fee for enrolled Masters students)

GTU MA CANDIDATES

Annual:	\$18,120
Per Unit:	\$755
Semester (12 units):	\$9,060
Continuing Fee (per semester):	\$4,530

DMIN CANDIDATES

Per course:	\$1,895
DMin Supervision per Semester:	\$600
DMin Auditor (student must have completed six DMin seminars)	\$400

CONTINUING EDUCATION

Per Course:	\$780
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CLINICAL PASTORAL EDUCATION

Per 1-Unit Course:	\$650
Application Fee:	\$25
CPE Student Activity Fee:	\$60

GENERAL FEE

Student Activity Fee (per semester):	\$100
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An activity fee of \$100 per semester will be assessed for any Masters-level student registered at least half-time and for all SFTS students living on campus regardless of enrollment status.

APPLICATION FEES

MDiv, MATS, and DMin:	\$50
MA (payable to GTU):	\$40
Late registration fee:	\$100
Change in enrollment fee:	\$50

CONTINUING FEES

M.Div (after 6 semesters of tuition):	\$1,000/semester
MATS (after 4 semesters of tuition):	\$1,000/semester
GTU/MA (after 2 years of tuition):	\$4,530/semester
MDiv full-year interns not paying tuition:	\$50/semester
Leave of absence GTU/MA:	\$100/semester

ACADEMICS

GRADUATION FEES

MDiv, MATS, Diploma and Certificate graduates:	\$75
GTU/MA:	\$150
DMin (includes thesis binding):	\$100

Full-time MDiv students are charged full tuition for each of six semesters, and MATS students are charged full tuition for each of four semesters, regardless of the number of units, up to a maximum of 18 units, for which they register in any given semester. Tuition for courses in excess of 18 units is charged by the unit.

Students who elect to extend their MDiv program to four years in order to undertake a full-year internship, may be excused from paying tuition for up to one year of full-time internship, provided that they are charged and pay for a total of six semesters of full tuition before they receive the degree. With the permission of their supervisor, they may take no more than one course per term, in addition to the internship, without tuition charge. Full-time interns must request this tuition treatment through the office of the

Registrar. Full-time interns are considered full-time students and charged a student fee of \$50 per semester.

If an MDiv student continues in their studies beyond the 6 semesters for which they pay tuition (4 semesters for MATS), a \$1,000 per semester continuing fee will be charged (except for a student undertaking a full-year internship as part of a 4-year program, as provided herein).

Students who have been approved for part-time status are charged by the course.

PAYMENT OF TUITION AND FEES

Tuition, student activity, and continuing fees are payable in full in Populi, or in the Business Office, Montgomery Room 308, by the Friday before the first week of class in the fall and spring semesters. A late fee of 1% of unpaid tuition is charged monthly on any tuition account that is more than 30 days past due. No certification of credit or grades earned, such as official transcripts and diplomas, will be issued for students whose tuition accounts are in arrears, and

ACADEMICS

registration for subsequent terms will be blocked until tuition is paid in full.

Registration for subsequent terms will also be blocked for student housing rent obligations that are over 30 days past due. Registration blocks for past-due rent obligations will be lifted only when the student account is paid in full or upon compliance with a payment plan authorized by the Business Office.

Tuition, rent, and other charges may be paid:

- Online through Populi by credit card or E-Check
- By mailing check or money order (made payable to SFTS) to the school c/o Business Office.
- In person by check, cash, credit card, or money order at the Business Office.

Under extraordinary circumstances, students in good academic standing may arrange a payment plan to allow payment of tuition in installments. Plans may be negotiated with the Business Office in the first two weeks of the term (i.e., during the late registration

period). Normally, the amount due for tuition is divided into three portions, the first being due the Friday before classes start, the second on October 15 or March 15, and the third on November 15 or April 15. After November 15 or April 15, penalties for unpaid tuition will be applied. In the absence of an approved and current payment plan, any direct support received from churches and designated to individual students will be used for past-due balances of tuition and rent.

REFUNDS

Tuition for courses dropped within the first six weeks of the semester will be refunded on a pro rata basis (based on the date the courses are dropped) to MDiv, MATS, and unclassified students formally withdrawing from the Seminary or requesting part-time status or leave of absence. After the sixth week no tuition refund is given.

ACADEMICS

REFUND TABLE

Week 1: 100%

Week 2: 100%

Week 3: 81.25%

Week 4: 75.00%

Week 5: 68.75%

Week 6: 62.50%

After Week 6: NO REFUND

The withdrawal/leave date is considered to be the date the student notifies the Seminary in writing of the decision to withdraw or a date specified by the student, whichever is later. If no notification is given, the last date the student attended classes will be considered the withdrawal date.

Direct support in excess of balance due can be refunded to the student through the use of a Request for Payment Form, available in the Business Office. Before any refund is paid to the student, the amount of charges to the student covered by any aid program, including but not limited to guaranteed student loans and Seminary grants, will be refunded to the aid programs. Refunds are distributed in the following order:

1. Unsubsidized Federal Stafford Loan
2. Federal Perkins Loan
3. Other Title IV Aid
4. State, Private (including denominational), Institutional (SFTS) Aid
5. Student

In the event of withdrawing or taking a leave, students must return federal loan funds disbursed to them to cover living expenses. The amount to be returned is prorated according to the withdrawal date, per federal regulations. No transcript or other certification of grades or credit will be issued until such funds are returned by the student.

FINANCIAL AID

SFTS offers institutional financial aid to students in Master of Divinity and Master of Arts in Theological Studies degree programs (and to SFTS- affiliated students in the Master of Arts degree program at the Graduate Theological Union), as described more fully in the separate Financial Aid Handbook. Institutional Financial aid awards are renewable over the course of the student's studies at SFTS. Students in the DMin program or diploma programs and

ACADEMICS

unclassified students are not eligible for SFTS institutional financial aid, except to the extent that program-specific scholarships are available.

Students who are at least half-time in the MDiv, MATS, and DMin programs may qualify for guaranteed student loans through SFTS. SFTS partners with Financial Aid Solutions (FAS), a third-party loan service situated offsite, to process all aspects of awarding and disbursing Federal Student Aid. Domestic students or U.S. permanent residents who wish to apply for federal student loans in addition to SFTS grants and scholarships must complete the FAFSA (Free Application for Federal Student Aid). Enter the SFTS federal school code of G01279 in the "School" section of the FAFSA.

See the separate Financial Aid Handbook for information on types of financial aid, eligibility, process for applying, and requirements for maintaining aid.

GTU/MA students should consult with the GTU Financial Aid office with regard to the

availability of and eligibility for federal student loans.

VA BENEFITS

Paperwork for VA benefits is handled by the Registrar.

Eligible students will have an interview with the SFTS Registrar and/or Associate Dean when they matriculate to determine whether they have earned credit at another institution that might be applied to their current degree program. All previous graduate-level course work and training is then evaluated by the Dean and the results communicated to the Registrar. If after review of transcripts prior credit is accepted, the degree program is shortened accordingly. Notification of the amount of credit allowed is placed in the student's enrollment record and sent to the student and to the VA. Upon completion of the prescribed course of study and other requirements, a degree will be conferred.

The policies on advanced standing and transfer of credit for the MDiv and MATS programs are stated above in the Student

ACADEMICS

Status section of this handbook. No transfer of credit into the DMin program is allowed.

Students must maintain satisfactory academic progress to remain enrolled in a degree program. The standards for satisfactory progress in the MDiv and DMin programs are listed in the academic regulations for each program on the website. Grades of incomplete are to be made up within three weeks of the end of the current semester. Instructors must replace incomplete grades within three weeks after the work is turned in. If no grade is submitted by the end of the sixth week after the end of the semester, the grade becomes an F and no credit is awarded. In that case, the VA will be notified during the seventh week to reduce the units earned for the semester.

ACADEMIC RESOURCES

MOODLE

Many instructors in the GTU use Moodle, an e-learning platform or Course Management System (CMS) to distribute course material

electronically. Moodle accounts are created for registered students. If you do not have a Populi username and password, contact the Registrar's Office; if you have lost your password, follow the "lost password" instructions on Moodle or Populi sites.

Further instruction on how to use Moodle will be provided at Orientation and can also be obtained through the Registrar's Office.

ONLINE COURSES

For students taking advantage of online courses, the following basic computer and internet skills are required to be successful in this modality:

- Basic understanding of computer hardware and software and the ability to perform essential computer operations like using a keyboard and mouse
- Ability to manage electronic files and folders (Save, Name, Copy, Move, Rename, Delete, utilization of Properties)
- Use of software applications like Word, PowerPoint, Excel, and Acrobat Reader

ACADEMICS

- Ability to send, upload, and download attachments
- Ability to use online communication tools such as email, video conferencing, discussion forums, chat applications, and messengers
- Ability to do online research using search engines and/or library databases

SFTS online courses use the Moodle Learning Management System (LMS) as the platform for course documents, assignments, and discussion forums. Although course instructors provide the necessary information for Moodle access, students should review Help for Students on the Moodle home page for answers to general questions about Moodle and its various tools and features.

For online library resources, students can use the [GTU's Electronic Resources](#) webpage. Students who live near the Graduate Theological Union (GTU) or San Francisco Theological Seminary (SFTS), have access to the Flora Lamson Hewlett Library on the GTU campus in Berkeley, CA, or the

SFTS Library in Geneva Hall on the SFTS campus in San Anselmo. Alternatively, students living near any theological library within the United States or Canada that is a member of the ATLA Reciprocal Borrowing program can request borrowing privileges from that library. A similar lending program is also available at many public libraries if both libraries provide interlibrary loan services.

Also, all applicable school policies apply to distance learners. Therefore, students studying online should review SFTS policies, and particularly the Information Technology policy and Academic Course and Classroom policies.

SFTS/GTU LIBRARY

The SFTS library began with the founding of the Seminary in San Francisco in 1871. Today, the library in Geneva Hall is a branch of the Graduate Theological Union library.

The Flora Lamson Hewlett Library in Berkeley, <http://library.gtu.edu/library>, houses the main collection. The SFTS library is a large branch that houses approximately

ACADEMICS

120,000 items, including books, periodicals, reference works, microforms, DVDs, and compact discs, as well as rare and archival materials.

Library Hours

Hours for both the SFTS and Hewlett libraries are available via the library website, <http://library.gtu.edu/library>, or by calling (415) 451-2845. The SFTS branch of the GTU library is located on the main floor of Geneva Hall. Hours during fall and spring terms are:

Monday–Wednesday, 9:00am–9:00pm

Thursday–Saturday, 10:00am–4:00pm

Sunday, 4:00pm–8:00pm

Library Cards

Your library card is also your student ID. New students get their library cards at the GTU during Welcome Week. If you miss this opportunity, please see the SFTS library staff for a paper card. Your library card is not active until you register with either the SFTS or Hewlett libraries. Don't forget to get a new sticker each semester so you can continue to use your card.

Borrowing Materials

Please bring your library card with you whenever you want to check out materials. Both the Hewlett and SFTS libraries require a current semester's sticker on your card. Materials you have checked out may be recalled for use by another borrower. Most items may be checked out for three months. The due date is stamped on the slip in the back. If your materials are overdue, you may end up with a fine.

Borrowing Materials from the GTU

Items from the Hewlett library may be requested and sent to the SFTS library free of charge. Items checked out there may be returned to the SFTS library and vice versa.

Computerized Catalog

The GTU online public access catalog, GRACE, displays the GTU/SFTS library collections. Find it at <http://grace.gtu.edu/>. Religion Indexes and other databases are accessible through this site. The library staff is always glad to provide more information and any help you might need.

ACADEMICS

Internet Access

The library provides computers for GRACE, Internet searches, and email. They are located in the circulation area. Wireless connection is available everywhere except at the back of the stacks.

Study Carrels

These desks are available for use on a first-come, first-served basis. There are no assigned or reserved study carrels.

Elevator

An elevator is available for disabled access. The entrance is on the ground floor of Geneva Hall.

Book Return

A book return bin for off-hour returns is located at the basement delivery entrance of Geneva Hall. During library hours, please return books to the front desk.

Library Workshops

Workshops covering tips and strategies for searching the online catalog and journal databases are offered at the teaching lab of the Hewlett library. Other pertinent workshops are also offered. Check the GTU

library home page, under workshops for times and further information. The SFTS staff is glad to provide one-on-one help as well.

Also in the Library

The library has a collection of DVDs and CDs featuring theatrical films, documentaries, and music of all kinds. Listings are available via the GTU GRACE database under Genre at the top of the screen.

The SFTS Rare Book Room/Archive collection includes historical materials such as pro- and anti-slavery pamphlets written by Presbyterian clergy, record books from some local churches, and SFTS historical materials.

The Reference Room contains many specialized encyclopedias, dictionaries, lexicons, concordances, and other research materials. It also serves as a study area. To ensure a pleasant and productive environment for study and research, patrons are asked to conform to a GTU Library Conduct Policy, which can be found on the GTU library website at <http://gtu.edu/library/information/conduct-policy>.

ACADEMICS

MDIV CURRICULUM PLAN WITH TWO LANGUAGES*

FALL	INTERSESSION	SPRING	TOTAL UNITS
FIRST YEAR			
Basic Hebrew I (3) Intro to OT (3) History I (3) Interdisciplinary Lectures (1.5) Orientation to Theo Education (1.5)	Basic Hebrew II (3)	OT Exegesis (3) Systematic Theology I (3) Intro to Pastoral Care (3) Interdisciplinary Lectures (1.5) History II (3)	
<i>12 units</i>	<i>3 units</i>	<i>13.5 units</i>	<i>28.5</i>
SECOND YEAR			
Basic Greek I (3) NT Intro: Paul (3) Systematic Theology II (3) Interdisciplinary Lectures (1.5)	Basic Greek II (3)	NT Exegesis (3) NT Intro: Gospels (3) Reformed Worship (3) Interdisciplinary Lectures (1.5) Intro to Preaching (3)	
<i>10.5 units</i>	<i>3 units</i>	<i>13.5 units</i>	<i>27.0</i>
<i>SFTS internship(s) to be completed during Second Year—Spring, Third Year—Fall, or during Summer break.</i>			
THIRD YEAR			
Ethics Elective (3) OT Elective (3) Elective (3)		Senior Spirituality Capstone (1.5) Elective (3) Elective (3)	
<i>9 units</i>		<i>7.5 units</i>	<i>16.5</i>
Total Required Units: 72			

*The MDiv curriculum requires competency in only one of the two Biblical languages and completion of one Exegesis course. However, many ecclesial bodies, including those of the Presbyterian Church (USA), require both Hebrew and Greek for ordination. Students pursuing ordination may have additional requirements, such as church polity, Christian education, or church administration for their ordination process, and so SFTS advises students to consult with the ordaining bodies in choosing their electives. Students who do not wish to take a second language may choose other electives to complete the required number of units.

ACADEMICS

MDIV PROGRESS CHECKLIST

A total of 72 semester units, supervised practice of ministry (field education), and a senior sermon are required for the degree. The course requirements are distributed as follows. Core courses are indicated by bold. After you have taken all core courses and required electives, the remainder of the 72 units may be free electives.

EXPECTED GRADUATION DATE: _____. FORM UPDATED ON: _____

	Course	Term Taken	Units	Notes
BIBLICAL STUDIES				
	Intro to OT (OT-1070)			
	OT Elective			
	NT Intro: Paul (NT-1001)			
	NT Intro: Gospels/Acts (NT-1014)			
	Language*: Basic Hebrew I & II (BS-1120 / 1121)			
	Basic Greek I & II (BS-1002 / 1003)			
	Exegesis*: Hebrew (OT-3275)			
	Greek (NT-2000)			
	*only one required for graduation			
CHURCH HISTORY, THEOLOGY, ETHICS				
	History I (HS-1080 or HS-8010 online)			
	History II (HS-1081)			
	Theology I (ST-1084)			
	Theology II (ST-1085)			
	Ethics (CE elective)			
PRACTICAL COUNSELING, SPIRITUALITY				
	Intro to Pastoral Care (PS-1014)			
	Intro to Preaching (HM-1001)			
	Reformed Worship (LSFT-2525)			
	Orientation to Theological Ed (SP-1500)			
	Senior Year Spirituality Course			
INTERDISCIPLINARY LECTURES				
	Lecture (FT-1062)			
ELECTIVES - ANY AREA				
	Elective			
	Elective			
	Elective			
		Units Completed to Date:		
		*Remaining Units to Fulfill Graduation Requirement:		
		<i>*72 units required to complete MDiv</i>		

FIELD EDUCATION: *internship or CPE must be pre-approved by Field Ed office—no academic units are awarded			
Internship(s) site	Pre-approval Date	Date Began/Completed	Notes

SENIOR SERMON		
Date Preached	Scripture Text	Title

ACADEMICS

MATS PROGRESS CHECKLIST

You need a total of 48 semester units, including at least one upper level course (numbered 4000 or above) or a special reading course in which you write a substantial paper. Three courses are to be taken in each of the three areas of the SFTS curriculum (a total of 9 full courses); the remaining seven courses may be chosen to create an emphasis in a particular field or to acquire broad familiarity with theological studies. Although there are no core course requirements for the MATS degree, unless you have a solid background in biblical and theological studies, you are encouraged to take the core courses in the MDiv curriculum to satisfy your distribution of requirements.

EXPECTED GRADUATION DATE: _____. FORM UPDATED ON: _____

	Course	Term Taken	Units	Notes
BIBLICAL STUDIES				
Three courses:				
	Pentateuch & Former Prophets			
	Prophets			
	NT Intro: Paul (NT-1001)			
	NT Intro: Gospels/Acts (NT-1014)			
	Other			
CHURCH HISTORY, THEOLOGY, ETHICS				
	History I (HS-1080 or HS-8010 online)			
	History II (HS-1081)			
	Theology I (ST-1084)			
	Theology II (ST-1085)			
	Ethics (CE elective)			
	Other			
PRACTICAL COUNSELING, SPIRITUALITY				
Three courses:				
	Other			
	Christian Education			
	Worship (e.g. LSFT 2525 or FT-2172)			
	Polity			
	Spirituality			
	Mission / Evangelism			
	Church Administration			
	Other			
SPECIAL EMPHASIS (OPTIONAL)				
	Elective			
CONCLUDING EXERCISE				
	Reading course/ 4000 level course			
	Final paper title			
			Units Completed to Date:	
			*Remaining Units to Fulfill Graduation Requirement:	
			<i>*48 units required to complete MATS</i>	

COMMUNITY POLICIES

At San Francisco Theological Seminary (SFTS, the Seminary), our life together as an academic community, a spiritual community, and a school of the church is bound by a covenant relationship among students, faculty, and staff. To secure this implicit covenant, there are certain explicit policies we agree to observe.

STATEMENT ON DIVERSITY Imago DEI – The Image of God Expressed Through Diversity, Equity, Inclusion

"They shall come from the east and west, and from north and south, and take their places at the banquet table in the community of God."
(Luke 13:29)

We the people and stakeholders at SFTS have produced the following statement to affirm our united commitment to Diversity, Equity and Inclusion in our community and a platform for recommended future actions to promote a heart-based collaboration. It is our intention to guide community transformation toward the prophetic vision of Imago DEI—the Image of God expressed through just diversity in our community and world.

We at SFTS recognize that we live in a world where children of God suffer and feel forsaken as a result of dominant and hegemonic structures of injustice. In order to create and sustain a vital school of theological education that reflects the grace of God for all people and communities of care, we are committed to fulfilling the vision of diversity, equity and inclusion—a vision that lifts up a sense of promise for the entire community.

We support a vision of theological education that empowers students to flourish as emissaries in the world and welcomes students from all over the world, of all languages and from varied social locations.

We recognize that SFTS, affiliated with Presbyterian Church (U.S.A.), is an ecumenical Christian graduate school celebrating more than 145 years of educating future and diverse religious leaders and scholars to serve in communities locally and all over the world. Rooted in humility, the SFTS community—students, staff, faculty, administrators and trustees alike—live out our faith and values as a Christian community while striving to foster a just and inclusive campus that embraces difference and celebrates diversity. We are united by our commitment to pursue knowledge, social justice, dignity, collaborative power and well-being for all peoples, and to meet the needs of our ever-changing, interconnected global society. Rooted

COMMUNITY POLICIES

and grounded in the justice and love of Jesus Christ (Colossians 2:7), we embrace a prophetic vision of:

- Relationships as the heart of our power to influence thought and carry out just practices in community.
- Solidarity in restorative acts of justice and in opposing injustice in all its forms.
- Equity, voice, access and opportunity regardless of title, status or sphere of influence.
- Struggling to embody the Imago Dei, and to reengage even when it is hard and even when we fail.
- Our strongest desire being our heart-based desire to seek the well-being of others in our beloved community.
- Collaboration, reformation and transformation because we want to be transformed as we guide the way toward transformation.
- Creating more critical awareness and practices of justice for all peoples and societies through the resources available to us as an institution for theological education.

DIVERSITY CREDO

Imago DEI—The Image of God Is Diversity, Equity, and Inclusion

"God said, 'Let us make humankind in our image, according to our likeness.' So, God created humankind in God's image, in the image of God they created them." (Gen. 1:26-27)

At SFTS, we see a world where many children of God are excluded from the life of the church and other faith communities. They suffer. They feel abandoned. "Why have you forsaken me?" (Matt. 27:46)

As a seminary and Christian community, we are united to be an inclusive place where diversity flourishes in all its forms. Why do we do this? God calls us. We are called to live inside God's beautiful family, and that means pursuing justice, knowledge, dignity, and well-being for all people. Especially as this big world gets smaller every day. "Even those I will bring to My holy mountain; And make them joyful in My house of prayer. For My house will be called a house of prayer for all the peoples." (Is. 56:7).

And yes, diversity means diversity! "For the Lord your God is God of gods and Lord of lords, the great God, mighty and awesome, who shows no partiality and accepts no bribes." (Deut. 10:17)

COMMUNITY POLICIES

Idea diversity.
Gender diversity.
Ethnic diversity.
Race diversity.
Language diversity.
Orientation diversity.
Ability diversity.
Age diversity.
Cultural diversity.
Nation diversity.
Religious diversity.
Environmental diversity.

From our students to our staff to our faculty to our trustees and beyond, we are committed to fostering a just community that embraces differences-both here on campus and around the world. Always celebrating one another. And always with humility.

- When we see injustice, we look to solidarity and restoration.
- When we cannot hear voices, we amplify them and lower our own.
- When we witness our community hurting, our hearts bend in compassion and care.
- When we reach an impasse, we will seek a Third Way.
- When we build walls, we seek collaboration and transformation to dismantle them.
- When we do not understand, we seek understanding.

- When we feel alone, we break down structures of isolation.

Throughout it all, we recognize that this work is hard and absolutely vital. And we ask for grace along the journey.

The Image of God is made of Diversity, Equity, and Inclusion. And SFTS will do all it can to reflect that image in its community, campus, and our greater world.

NON-DISCRIMINATION POLICY

SFTS does not discriminate on the basis of age, gender, race, color, sexual orientation, gender identity, disability, or national or ethnic origin in its educational programs, student activities, and employment or admissions policies; in the administration of scholarship and loan programs; or in any other school-administered concern.

NO-HARASSMENT POLICY

You have the right to be free of harassment.

SFTS is committed to creating and maintaining a community in which students, faculty, and administrative and academic

COMMUNITY POLICIES

staff can work together in an atmosphere free of all forms of sexual harassment or other types of harassment based upon membership in other protected categories, including those related to race, color, national origin, ancestry, disability, medical condition, sexual orientation, marital status, gender, gender identity, or age. Specifically, every member of **the Seminary community should be aware that the Seminary is strongly opposed to any kind of harassment and that such behavior is prohibited by SFTS policy.**

All employees and students at SFTS should be treated with respect, including but not limited to respect for their religious traditions and beliefs. SFTS, however, reserves the right to consider religious creed in its employment to the extent religious creed relates to job and educational performance.

It is the intention of the Seminary to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior that violates this policy. A violation of this policy by an employee will result in disciplinary action, including and up to termination.

The following are examples of conduct that can constitute prohibited sexual harassment:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or comments
- Visual conduct such as derogatory posters, cartoons, drawings, or gestures
- Physical conduct such as assault, blocking normal movement, or interference with work directed at one because of one's gender or other protected bases
- Threats and demands to submit to sexual requests in order to keep one's job or avoid some other loss, and offers of job benefits in return for sexual favors
- Retaliation for having reported the harassment

Such conduct also shall include the following:

- Any acts that have the purpose or effect of interfering with an individual's

COMMUNITY POLICIES

performance or personal well-being

- Any acts that have the purpose or effect of creating an intimidating, hostile, or offensive seminary environment, as, for example, encouraging attitudes or patterns of verbal or other conduct (not obviously directed at a particular person) that may reasonably be perceived as tending to legitimate, rationalize, or make light of unwanted sexual advances
- Submission to such conduct made, either explicitly or implicitly, a term or condition of instruction, employment, or participation in other seminary activities
- Submission to or rejection of such conduct by an individual used as a basis for evaluation in making academic or personnel decisions affecting an individual

Behaviors illustrative of sexual harassment include verbal abuse; subtle pressure for sexual activity; sexual remarks regarding clothing, body, or love life; touching, patting, or pinching; leering; brushing against the body; overt demands for sexual activity; and physical assault. It should be

understood that consensual relations between staff members are very sensitive and in other organizations have given rise to charges of sexual harassment. What may seem consensual now may be the basis of legal charges later.

In determining whether alleged conduct constitutes harassment, consideration is given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

There may be a claim of harassment even if one hasn't lost one's job or some other benefit.

The Seminary policy prohibits any form of protected-basis harassment that impairs one's working ability or emotional wellbeing at work or while learning.

All employees and students, not just supervisors and faculty, are prohibited from harassing.

The Seminary policy also prohibits any form of retaliation for reporting harassment. Anyone who retaliates against someone who has reported a violation in good faith is subject to

COMMUNITY POLICIES

appropriate disciplinary action, including, for employees, termination of employment.

You have the right to complain about harassment and get relief.

If anyone thinks he or she is being harassed on the job or in the student environment because of gender, race, ancestry, or other protected bases, that person should use the procedures outlined in this policy.

HOW TO FILE A COMPLAINT OF HARASSMENT

Anyone wishing to make a complaint of harassment or other discrimination under this policy should contact one of the following SFTS individuals or offices:

- (i) Title IX Coordinator,
- (ii) Associate Dean of Students,
- (iii) Director of Student Services,
- (iv) Director of Human Resources, or
- (v) Dean of the Seminary.

If any of the parties designated above are the respondent or are otherwise at issue in a complaint, or if an individual is otherwise uncomfortable making a complaint to one or more of the parties listed above, he or she may report alleged harassment to any other party or office listed above.

If any employee of the Dean's Office, the Student Services team, or Human Resources receives a report of alleged harassment, that employee must promptly notify the Seminary's Title IX Coordinator.

Individuals may also file anonymous reports by calling the SAVE line at 415-451-2862. Individuals who choose to file anonymous reports are advised that it may be very difficult for the Seminary to follow up or take action on anonymous reports, where corroborating information is limited. Anonymous reports may be used for Clery Act data collection purposes.

If an individual reports alleged harassment to a faculty or staff member other than those referenced above, the individual should identify it as such a report and ask the faculty or staff member who receives such a report or who otherwise has knowledge about a known or suspected incident of harassment (other than healthcare professionals and other individuals who are statutorily barred from reporting) to report the incident to one of the officials designated above, in which case the employee must do so. No employee is authorized to investigate or resolve complaints without the

COMMUNITY POLICIES

involvement of the Seminary's Title IX Coordinator or an Assigned Title IX Coordinator. No member of the Seminary community may discourage an individual from reporting alleged incidents of harassment or any other form of discrimination.

The Seminary may start an investigation even in the absence of a filed complaint if information about harassment or other discrimination comes to the attention of the Seminary. Additionally, the Seminary may notify appropriate law enforcement authorities if required or warranted by the nature of the allegations in the complaint.

PROCEDURES APPLICABLE TO COMPLAINTS OF HARASSMENT

The Seminary has detailed procedures for investigating complaints, for formal resolution and hearing of complaints, and for an optional informal resolution process. Complaints of harassment and other forms of discrimination are addressed under the Title IX complaint resolution process, which can be found on the Policies page of the SFTS website in the full Title IX Policy Prohibiting Sexual Violence and Misconduct.

Those procedures include the following:

- Options available to a complainant to pursue or not pursue a complaint;
- Interim measures available, where appropriate, to protect members of the community;
- Procedures for investigating complaints;
- Formal resolution and hearing process; and
- Optional informal resolution process, available only with consent of the complainant/victim.

For the details of these procedures, please refer to the full Title IX policy set forth on the Policies page of the SFTS website.

POLICY PROHIBITING SEXUAL VIOLENCE AND MISCONDUCT

SFTS prohibits sexual violence and misconduct, including specifically rape, sexual assault, domestic violence, dating violence, and

stalking. This section of the handbook sets forth that policy in detail, describing the prohibited conduct, explaining several ways to report sexual violence and misconduct, and providing information

COMMUNITY POLICIES

about available resources. The full policy (including the detailed process for investigation of complaints and for disciplinary/corrective proceedings) can be found on the policies page of the SFTS website.

I. INTRODUCTION

(a) Notice of Nondiscrimination.

As a participant in certain federal programs, SFTS is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. (“Title IX”), which prohibits discrimination on the basis of sex in educational programs or activities, admission, and employment. Under certain circumstances, Sexual Misconduct (as defined below) constitutes sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to SFTS’s Title IX Coordinator or to the U.S. Department of Education’s Office for Civil Rights.

San Francisco Theological Seminary’s Title IX Coordinator is Scott Clark (Associate Dean of Student Life), and the Associate Title IX Coordinator is Kathleen Waters (Director of Human Resources), referred to in this policy collectively as “the

Title IX Coordinator.” Their contact information is as follows:

Rev. Scott Clark
Office: 106 Montgomery Hall
sclark@sfts.edu
415-451-2833

Kathleen Waters
Office: 313 Montgomery Hall
kwaters@sfts.edu
415-451-2819

The Seminary’s Title IX compliance team includes the Vice President for Finance and Operations, the Associate Dean of Student Life, the Director of Human Resources, the Director of Student Services, and the Campus Security Officer.

(b) Overview of this Policy.

SFTS is committed to creating and maintaining an environment free of all forms of gender-related harassment, violence, exploitation, and intimidation. Every member of the SFTS community should be aware that such behavior is prohibited by law and by school policy. SFTS will not tolerate sexual violence or misconduct in any form, including sexual assault, rape, domestic violence, dating violence, stalking, or other sexual

COMMUNITY POLICIES

violence or intimidation. SFTS will take appropriate action to prevent, correct, and discipline behavior that is found to violate school policy or laws proscribing such sexual violence and misconduct.

The Seminary is committed to providing programs, activities, and an educational environment free from sex discrimination and to fostering a community that promotes prompt reporting of all types of sexual violence and misconduct and timely and fair resolution of Sexual Misconduct Complaints. In furtherance of these commitments, this policy states the Seminary's prohibition on sexual violence and misconduct (collectively referred to herein as Sexual Misconduct) (II), describes prohibited conduct (II), explains the several ways to report sexual violence and misconduct (III), and sets forth available resources (IV). The detailed procedures for responding to and addressing complaints of sexual violence and misconduct are set forth in sections V-VII of this policy, and can be located in the full Title IX policy on the SFTS website policy page.

The Seminary will make this policy and information about recognizing and

preventing Sexual Misconduct readily available to all students and other members of the Seminary community.

(c) Applicability of this Policy.

This policy applies to any allegation of Sexual Misconduct made by or against a student or an employee of the Seminary, regardless of where the alleged Sexual Misconduct occurred, if the conduct giving rise to the complaint occurred at an SFTS facility, or if it occurred elsewhere related to the Seminary's academic, educational, or extracurricular programs or activities. The Seminary's disciplinary authority, however, may not extend to third parties who are not students or employees of the Seminary.

Additionally, although there is no geographical limitation to invoking this policy, Sexual Misconduct that is alleged to have occurred at a significant distance from the Seminary and/or outside of SFTS property may be more difficult for the Seminary to investigate. This policy applies to students enrolled at SFTS and other members of the SFTS community (including faculty, administration, staff, and residents of student housing). Students enrolled at other Graduate

COMMUNITY POLICIES

Theological Union member schools should also contact their school for policies on sexual violence and misconduct.

In the case of allegations of Sexual Misconduct, this policy supersedes and applies in place of all other procedures and policies set forth in the Seminary's Faculty Handbook, Employee Handbook, Student Handbook, and any other document containing SFTS policies and/or procedures.

(d) Period of Limitations.

A Complaint of Sexual Misconduct may be filed at any time, regardless of the length of time between the alleged Sexual Misconduct and the decision to file the complaint. However, the Seminary strongly encourages individuals to file complaints promptly in order to preserve evidence for a potential legal or disciplinary proceeding. A delay in filing a complaint may compromise the subsequent investigation, particularly if neither the complainant nor the respondent is employed by the Seminary or is enrolled as a student at the time the complaint is made.

II. STATEMENT OF POLICY AND RELATED DEFINITIONS

- (a) Prohibition on Sexual Violence and Misconduct and Definition of Affirmative Consent.

The Seminary prohibits sexual assault, rape, domestic violence, dating violence, stalking, and any other sexual violence or intimidation. These prohibited offenses are defined as follows:

Rape is defined to include all acts of sexual intercourse involving penetration without affirmative consent (as defined below), including acts of sexual intercourse imposed under the following circumstances:

- Where the complaining party is incapable, because of a mental, developmental, or physical disability, of giving legal consent and this fact is known or reasonably should be known to the person committing the act;
- Where such an act is accomplished against a person's

COMMUNITY POLICIES

consent by means of force, coercion, duress, violence, or reasonable fear of harm to the complaining party or another;

- Where the complaining party is prevented from resisting or giving consent as a result of intoxication, or is unconscious at the time of the act, and this fact is known to the person committing the act;
- Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat; and/or
- Any other circumstances constituting rape under California law.

The definition of rape as prohibited by this policy includes what commonly may be referred to as "acquaintance rape," sexual intercourse undertaken by a friend or acquaintance without the consent of the victim. "Acquaintance rape" is rape, and it is prohibited by this policy.

Sexual assault is defined as the imposition of non-consensual sexual conduct (other than rape), including but not limited to oral copulation, penetration by a foreign object, or caressing, fondling, or touching of a person's genitalia, buttocks, or breasts.

Domestic violence is abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. Under California law, "cohabitant" means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Domestic violence includes physical battery and bodily injury, as well as threats of injury.

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined by consideration of the totality of the circumstances including length and type of relationship and the frequency of interaction between the persons involved in the relationship.

COMMUNITY POLICIES

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress. Stalking conduct can include willfully, maliciously and repeatedly following or harassing, or making a credible threat such that a reasonable person would fear for their safety.

Consent means “affirmative consent,” which means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

In the determination of whether consent was given to sexual activity, it shall not be

a valid excuse to an alleged lack of affirmative consent that the person whose conduct is at issue (“Respondent”) believed that the person who experienced the Respondent’s conduct (“Complainant”) consented to the sexual activity under either of the following circumstances:

1. The Respondent’s belief in affirmative consent arose from the intoxication or recklessness of the respondent.
2. The respondent did not take reasonable steps, in the circumstances known to them at the time, to ascertain whether the complainant affirmatively consented.

In the evaluation of complaints under this Policy, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:

1. The complainant was asleep or unconscious.
2. The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the

COMMUNITY POLICIES

sexual activity.

3. The complainant was unable to communicate due to a mental or physical condition.

(b) Prohibition on Retaliation.

The Seminary prohibits any type of retaliation against any person for filing, supporting, or providing information in good faith in connection with a Complaint of Sexual Misconduct. Violations of this prohibition will be addressed through this Policy and/or other SFTS disciplinary procedures, as deemed appropriate in the Seminary's discretion. Any person who feels that he or she has been subjected to retaliation should make a report to the Assigned Title IX Coordinator (or, if such designation has not yet been made, the Title IX Coordinator).

(c) Prohibition on Providing False Information.

Any individual who knowingly files a false complaint under this policy, who knowingly provides false information to SFTS officials, or who intentionally misleads SFTS officials who are involved in the investigation or resolution of a complaint may be subject to disciplinary action.

(d) Confidentiality.

The Seminary will make efforts to preserve the confidentiality of and prevent the disclosure of the identities of the parties involved in a Sexual Misconduct matter. However, information regarding alleged Sexual Misconduct must be handled in accordance with applicable state and federal laws. Individuals should understand, for example, that under conditions of imminent harm to the community, the Seminary may be required by federal law to inform the community of the occurrence of the incident(s) of sexual misconduct. In addition, information regarding alleged sexual misconduct may be shared among SFTS administrators as appropriate and necessary, and the Seminary cannot always control confidentiality violations by students or third parties.

Complainants, alleged victims (if not the complainant), and respondents may request that the Seminary treat information regarding alleged Sexual Misconduct as confidential.

COMMUNITY POLICIES

The Seminary takes such requests seriously; however, such requests may limit the Seminary's ability to investigate and take reasonable action in response to a complaint.¹ In such cases, the Seminary will evaluate the request(s) that a complaint remain confidential in the context of the Seminary's commitment to provide a reasonably safe and non-discriminatory environment.

¹ For example, a Respondent has a right to know the name of the accuser and information regarding the nature of the allegations in order to defend against the Complaint; thus, the Complainant may not be able to both pursue the Complaint and maintain his or her confidentiality during that process. That said, as explained later in this Section, if the Complainant insists on confidentiality, the Seminary will still take action to limit the effects of the Sexual Misconduct and prevent its recurrence to the extent warranted and practicable.

In order to make such an evaluation, the Assigned Title IX Coordinator (or, if such designation has not yet been made, the Title IX Coordinator) may conduct a preliminary investigation into the alleged Sexual Misconduct and may weigh the request(s) with the following factors:

- i. The severity of the alleged Sexual Misconduct;
- ii. The complainant's age;
- iii. Whether there have been other Complaints of Sexual Misconduct against the respondent;
- iv. The respondent's right to receive

information about the allegations

- v. Whether the information is maintained by the Seminary as an "education record" under FERPA; and
- vi. The applicability of any laws mandating disclosure.

The Assigned Title IX Coordinator (or, if such designation has not yet been made, the Title IX Coordinator) will inform the person requesting confidentiality if the Seminary cannot ensure confidentiality.

Even if the Seminary cannot take disciplinary action against the respondent because of a request for confidentiality from the complainant or victim (if not the complainant), to the extent possible and appropriate the Seminary will nevertheless take prompt and effective action to limit the effects of the alleged Sexual Misconduct and to prevent its recurrence to the extent warranted and practicable. For instance, the Seminary may issue a "no-contact" order or take other appropriate interim measures to ensure an individual's safety even in the absence of a formal proceeding

(e) Related Misconduct.

The Hearing Panel may hear allegations of, and impose sanctions for, alleged

COMMUNITY POLICIES

misconduct that is related to the Sexual Misconduct at issue, even if such related misconduct is not, when standing alone, governed by this policy.

(f) Individuals with Disabilities.

The Seminary will make arrangements to ensure that individuals with disabilities are provided appropriate accommodations, to the extent necessary and available, to participate in the steps and procedures outlined in this policy.

III. HOW AND WHERE TO FILE A COMPLAINT ALLEGING SEXUAL VIOLENCE AND MISCONDUCT

Any student (or other member of the SFTS community) has several options for seeking help and for filing a complaint based on sexual violence or misconduct.

Individuals may file a complaint with the Seminary under this policy and procedure.

Individuals may also file a complaint and seek the assistance of local law enforcement officials.

Individuals may file a complaint with

either or both the Seminary and local law enforcement. (Individuals may also decline to file a complaint with either or both.)

The Seminary encourages individuals to consider reporting alleged Sexual Misconduct promptly to both campus officials and to law enforcement authorities, where appropriate, because sexual misconduct may in some instances constitute both a violation of SFTS policy and criminal activity, and because the Seminary grievance process is not a substitute for instituting legal action.

In addition to their responsibilities as to any complaint brought under the Seminary's policy and procedure, SFTS officials are also available to help an individual file a report or complaint (or otherwise seek assistance) from local law enforcement.

Individuals may file a complaint at any time, but the Seminary strongly encourages individuals to file complaints promptly in order to preserve evidence for a potential legal or disciplinary proceeding.

COMMUNITY POLICIES

For information about seeking medical assistance and emotional support, as well as important contact information, see section IV of this Policy, as well as Appendix A to the Policy Prohibiting Sexual Violence and Misconduct (available on the SFTS website, policy page).

(a) Filing a complaint with Local Law Enforcement:

Individuals are strongly encouraged to inform law enforcement authorities about instances of sexual violence or misconduct. Individuals may file a complaint directly with San Anselmo law enforcement, the Central Marin Police Authority, by dialing 911 or 415-927-5150 (non-emergency).

Individuals may contact any of the following SFTS officials for assistance in filing a complaint with law enforcement:

- (i) Title IX Coordinator,
- (ii) Associate Dean of Students,
- (iii) Director of Student Services,
- (iv) Director of Human Resources, or
- (v) Dean of the Seminary.

Individuals may inform law enforcement authorities about Sexual Misconduct and discuss the matter with a law enforcement

officer without making a formal criminal complaint (or an SFTS complaint).

Individuals who make a formal criminal complaint may also choose to pursue an SFTS complaint simultaneously.

A criminal investigation into the matter does not preclude the Seminary from conducting its own investigation (nor is a criminal investigation determinative of whether Sexual Misconduct, for purposes of this Policy, has occurred). However, the Seminary's investigation may be delayed temporarily while the criminal investigators are gathering evidence. In the event of such a delay, the Seminary may take interim measures when necessary to protect the alleged victim and the Seminary community.

(b) Filing a complaint with SFTS Administration:

Any student may file a complaint against other students or employees of the Seminary. Additionally, an SFTS employee may file a complaint against students or other employees of the Seminary. Students and employees of the Seminary may also file complaints against third parties who are not enrolled at or employed by the

COMMUNITY POLICIES

Seminary if the conduct giving rise to the complaint is related to the Seminary's academic, educational, or extracurricular programs or activities. The Seminary may not have jurisdiction to discipline third parties, but it can provide a student or employee with support services and, if appropriate, it will conduct an investigation of the incident to ensure that it does not represent a pattern of Sexual Misconduct occurring at the Seminary or involving its Students or employees. Finally, third parties may file a complaint against students or employees of the Seminary under this Policy if the conduct giving rise to the complaint is related to the Seminary's academic, educational, or extracurricular programs or activities. The complaint should be set forth on the complaint Form attached to the Title IX policy as Exhibit B (available on the SFTS website, policy page).

Anyone wishing to make a complaint under this policy should contact one of the following individuals or offices:

- (i) Title IX Coordinator,
- (ii) Associate Dean of Students,
- (iii) Director of Student Services,
- (iv) Director of Human Resources, or

- (v) Dean of the Seminary.

If any of the parties designated above are the Respondent or are otherwise at issue in a complaint, or if an individual is otherwise uncomfortable making a complaint to one or more of the parties listed above, he or she may report alleged Sexual Misconduct to any other party or office listed above.

If any employee of the Dean's Office, the Student-Services team, or Human Resources receives a report of alleged sexual violence or misconduct, that employee must promptly notify the Seminary's Title IX Coordinator.

Individuals may also file anonymous reports by calling the SAVE line at 415-451-2862. Individuals who choose to file anonymous reports are advised that it may be very difficult for the Seminary to follow-up or take action on anonymous reports, where corroborating information is limited. Anonymous reports may be used for Clery Act data collection purposes.

If an individual reports alleged Sexual Misconduct to a faculty or staff member other than those referenced above, the individual should identify it as such a report

COMMUNITY POLICIES

and ask the faculty or staff member who receives such a report or who otherwise has knowledge about a known or suspected incident of Sexual Violence or Misconduct (other than health-care professionals and other individuals who are statutorily barred from reporting) to report the incident to one of the Seminary officials designated above, in which case the employee must do so. No employee is authorized to investigate or resolve complaints without the involvement of the Seminary's Title IX Coordinator or an Assigned Title IX Coordinator. No member of the Seminary community may discourage an individual from reporting alleged incidents of Sexual Misconduct.

The Seminary may start an investigation even in the absence of a filed complaint if information about Sexual Misconduct comes to the attention of the Seminary. Additionally, the Seminary may notify appropriate law enforcement authorities if required or warranted by the nature of the allegations in the complaint.

IV. OTHER RESOURCES AVAILABLE TO INDIVIDUALS WHO HAVE EXPERIENCED SEXUAL VIOLENCE AND MISCONDUCT

The primary concern of the Seminary is the safety and wellbeing of its students and all other members of the Seminary community. In addition to the resources listed elsewhere in this policy, if any member of the community experiences sexual violence or misconduct, the following community resources are available:

- (a) Local Law Enforcement: the Central Marin Police Authority: 911 (emergency) or 415-927-5150 (non-emergency)
- (b) Medical Assistance:
 - Emergency help: 911;
 - Marin General Hospital, 250 Bon Air Road, Greenbrae, CA 94904, 415-925-7000; and
 - Kaiser San Rafael Medical Center, 99 Montecillo Road, San Rafael, CA 94903, 415-444-2000.
- (c) Counseling, mental health and other services:
 - Mental Health and Substance Use Access and Assessment at Marin

COMMUNITY POLICIES

General Hospital; 24-hour line:
(888) 818-1115.

- Crisis Stabilization Unit (formerly Psychiatric Emergency Services) at Marin General Hospital; 24-hour line: 415-473-6666;
- Lucas Walker, Pastoral Care Associate, a trained crisis counselor and experienced social worker, is working as a part of the Chaplain's Office: 970-691-0977;
- The person's own medical or mental health provider (for example, the individual's doctor or therapist);
- Find a local therapist:
4614california.com or
psychologytoday.com.

These professionals expect to receive emergency calls:

- Community Violence Solutions; 4340 Redwood Highway, Ste F-109, San Rafael, CA. Office: 415-259-2850. cvsolutions.org. **24-hour line: 1-800-670-7273**

- Bay Area Women Against Rape; bawar.org. 24-hour line: 510-845-7273.
- National Domestic Violence Hotline: 800-799-SAFE.
- National Sexual Assault 24-hour hotline, at the Rape, Abuse, and Incest National Network (RAINN): 800-656-4673.
- National Suicide Prevention Lifeline: 800-273-8255; online chat support: suicidepreventionlifeline.org.

V. PROCEDURES APPLICABLE TO COMPLAINTS OF SEXUAL VIOLENCE AND MISCONDUCT

The Seminary has detailed procedures for investigating complaints, for formal resolution and hearing of complaints, and for an optional informal resolution process.

These procedures can be found on the Policies page of the SFTS website in the full Title IX Policy Prohibiting Sexual Violence and Misconduct. Those procedures include the following:

- Options available to a complainant to pursue or not pursue a complaint;

COMMUNITY POLICIES

- Interim measures available, where appropriate, to protect members of the community;
- Procedures for investigating complaints;
- Formal resolution and hearing process; and
- Optional informal resolution process, available only with consent of the complainant/victim.

For the details of these procedures, please refer to the full policy set forth on the Policies page of the SFTS website.

EDUCATIONAL RECORDS AND PRIVACY POLICY (FERPA)

The Seminary has adopted the following policy protecting the privacy of, and student access to, educational records, in compliance with the Family Educational Rights and Privacy Act, (FERPA):

For purposes of this statement, students will include only those individuals who have been admitted to and enrolled in and registered for the degree or certificate programs at San Francisco Theological

Seminary, including the MDiv, MATS, GTU MA, DMin, DASD, and CPE programs.

The term “student” includes an individual who has been admitted to and has enrolled in or registered with the San Francisco Theological Seminary, as defined above. The term “student” does not include an individual who has not been in attendance at the San Francisco Theological Seminary. Please note: An individual who is or has been enrolled in one institution, who applies for admission to a second institution, has no right to inspect the records accumulated for the second institution until enrolled therein.

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

The San Francisco Theological Seminary accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students’ education records

COMMUNITY POLICIES

without the written consent of students except to personnel within the institution; to certain government officials as specified in the FERPA statute (as amended), and implementing regulations, 34 CFR pt. 99; to contractors to which the seminary has outsourced institutional functions that would otherwise be performed by employees; to officials of other institutions in which students seek to enroll or register (including the registrar officials of GTU schools); to persons or organizations providing and/or processing student financial aid (including student loans); to accrediting agencies carrying out their accreditation function; to persons or entities in compliance with a subpoena or court order; and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

A student may consent to disclosure not otherwise specifically authorized by the FERPA statute. Such consent should be in writing, and should specify the information and/or documents to be disclosed, the persons or entities to whom disclosure will be made, and the purpose of the disclosure.

If disclosure is made to a person or entity outside the institution (either by consent or

by authorized exception), a notation should be made in the student's record of the disclosure and the authorized reason for disclosure, unless otherwise directed by court or government order. Disclosure is also legally authorized under the provisions of the Patriot Act, under certain circumstances specified in the Act, without notation in the record or notice to the student of disclosure.

Within the San Francisco Theological Seminary community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Dean's Office (including the Dean, Associate Dean of Student Life, Registrar, Associate Registrar, Director of Student Services, and Student Services Associate) the SFTS Financial Aid Office (in conjunction with the GTU Financial Aid Office or other contractor to whom the function has been outsourced), the registrar officials of the GTU schools (as necessary for registration), the Admissions Office, the Business Office, and academic personnel and student-support staff, within the limitations of their job-related need to know.

At its discretion, the institution may provide Public Information in accordance with the

COMMUNITY POLICIES

provisions of the Act to include: student name, address, telephone number, email address, date of birth, place of birth, area of study, year in school, dates of attendance, degree program(s), registration information, dissertation or thesis title, religious affiliation/order, scholarships and honors, most recent previous degree and school, country of citizenship, school/school of affiliation. *Students may withhold Public Information by notifying the Registrar prior to the start of classes for fall semester (or, for the D.Min., DASD, and CPE programs, prior to the start of the January term, summer term, or CPE unit, as applicable).* Notification must be in writing via email or signed letter.

Request for non-disclosure will be honored by the institution for only one academic year; therefore authorization to withhold Public Information must be filed annually in the Registrar's Office. This is particularly relevant to the publication of the Many Faces Directory.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing with the Dean and appointed hearing panel if they are dissatisfied with the

outcome of the challenge, and to submit explanatory statements for inclusion in their files if they are dissatisfied with the decisions of the hearing.

The Registrar at the San Francisco Theological Seminary has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial and placement records. Students wishing to review their education records must make written requests via email or letter to the head of the appropriate office, listing the item or items of interest.

Only records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial "hold" exists or a transcript of an original or source document which exists elsewhere). Transcripts are available from the Registrar for a charge of \$5.00 per copy.

Student education records **do not** include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not

COMMUNITY POLICIES

accessible or revealed to any individual except a temporary substitute for the person who made the record; do not include employment records; and do not include alumni records.

Students may not inspect and review the following as outlined by the Act: confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Associate Dean of Student Life. If the staff decisions are in

agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended; and he/she will be informed by the Associate Dean of Student Life of his/her right to a formal hearing. Student requests for a formal hearing must be made in writing to the Dean/Vice President for Academic Affairs who, within a reasonable period of time after receiving such a request, will inform the student of the date, place, and time of the hearing. The student may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of his/her choice, including attorneys, at the student's expense. The hearing panels which will adjudicate such challenges will be appointed by and chaired by the Dean/Vice President for Academic Affairs. The hearing panel will consult with legal counsel as appropriate.

Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or

COMMUNITY POLICIES

amended in accordance with the decisions of the hearing panel, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. The statements will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the President of the institution to aid them in filing complaints with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

Revisions and clarifications will be published as experience warrants.

Students, faculty, and staff should direct any questions about the Seminary's FERPA policy to the Associate Dean of Student Life and/or the Registrar.

Definition of Terms for the FERPA Policy

Student

The term "student" includes an individual who has been admitted to and has been enrolled in the degree or diploma programs at San Francisco Theological Seminary, including the MDiv, MATS, GTU MA, D Min, DASD, and CPE programs. The term "student" does not include an individual who has not been in attendance at the San Francisco Theological Seminary. Please note, an individual who is or has been enrolled in one institution, who applies for admission to a second institution, has no right to inspect the records accumulated for the second institution until enrolled therein.

Student Education Records

Student education records mean those records which are directly related to a student and maintained by the institution or by a party acting for the institution. Student education records include, but are not limited to, academic evaluations, transcripts, test scores and other academic records, general counseling and advising records, disciplinary records, and financial aid records.

The term "student education records" does **not** include:

COMMUNITY POLICIES

a. Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which:

1. are in the sole possession of the maker thereof; and
2. are not accessible or revealed to any other individual, except to an individual who performs on a temporary basis the duties of the individual who made the record.

b. Records relating to an individual who is employed by the San Francisco Theological Seminary which:

1. are made and maintained in the normal course of business;
2. relate exclusively to the individual in that individual's capacity as an employee;
3. are not available for any other purpose.

The above paragraph does not apply to records relating to an individual who is employed in an educationally related position as a result of his or her status as a student (e.g. work-study).

c. Records which contain only information relating to a person after that person is no

longer a student, such as information pertaining to alumni.

Public/Directory Information

The term "public information" as used in the San Francisco Theological Seminary FERPA policy is synonymous with the term "directory information" in the Federal Family Educational Rights and Privacy Act of 1974 and the State of California Education Code.

The term "public information" shall be limited to student's name, address, email address, telephone number, date of birth, place of birth, area of study, dates of attendance, year in school, degrees, registration information, dissertation or thesis title, religious affiliation/order, scholarships and honors, most recent previous degree and school, country of citizenship, school/school of affiliation.

School Directory

The term "school directory" refers to the annual Many Faces Directory published by the San Francisco Theological Seminary (or other similar program directories).

Updated and approved: August 2017

COMMUNITY POLICIES

PROHIBITION ON FIREARMS AND OTHER WEAPONS

The Seminary prohibits the possession, storing, and use of dangerous weapons, including, but not limited to, any gun, rifle, pistol or other firearm of any kind, any ammunition, or any explosive, on SFTS property or off-campus at any SFTS-related activity. Use or misuse of weapons, devices, or substances in a manner that causes or threatens serious harm to the safety or security of others is likewise expressly prohibited.

Violations of this policy by students will result in disciplinary action up to and including dismissal. Violations of this policy by employees will result in disciplinary action up to and including termination of employment.

INCLUSIVE COMMUNITY STATEMENT

(Adopted May 2011)

SFTS, as a seminary of the Presbyterian Church (USA), as an academic institution preparing students for enacting God's will on earth as it is in heaven, and as a community of Christians committed to the radical inclusivity exemplified in the life and teaching of Jesus Christ, welcomes people of every

age, race, color, gender identity, sexual orientation, ethnicity, nation of origin, religious/faith tradition, and physical ability.

Due to the humble recognition that none can have the fullness of God within limited perspectives and experiences, future generations of students are invited to craft their own statements of inclusivity pertaining to an issue of their passion and append it to this statement with a dated subheading. In so doing, SFTS can craft a living testimony to its dynamic theology of hospitality.

LESBIAN, GAY, BISEXUAL, AND TRANSGENDER (LGBT) INCLUSIVITY STATEMENT (2011)

Seminary education, as a gateway to ministry in the church at large, requires awareness of when children of God are being systemically barred not only from serving God to their fullest but also from being fully alive. In addition to continued commitment to racial and gender diversity and equality, SFTS stands firmly in solidarity with our lesbian, gay, bisexual, and transgender sisters and brothers in the SFTS community in, with, and through the power of the Holy Spirit, which has convicted us to live out the gospel of Jesus Christ.

COMMUNITY POLICIES

SFTS seeks to do this by advocating the full inclusion and participation of lesbian, gay, bisexual, and transgender individuals in the church universal and the world community; by using education, compassion, and storytelling to transform homophobia and injustice in our seminary, our church, and our world, and by celebrating the faithful contributions of LGBT individuals to the church and the world. SFTS strives for this by:

- Equipping our students: By including LGBT writers, queer theologies, and alternative sexualities perspectives in our curriculum, SFTS prepares leaders for the whole church.
- Supporting our graduates: While SFTS celebrates the accomplishments of all of its graduates, it makes a concerted effort to affirm the otherwise mitigated ministries of our LGBT alumni and alumnae.
- Transforming our world: By beginning within our seminary community and going out into the world, SFTS aims to work against sexual and/or gender

injustice and inequality. We welcome those who would join us in our celebration of God's expansive light.

While the particularity of history compels SFTS to emphasize this call for LGBT equality, this statement does not mitigate or diminish the call for continuing work to address injustices found within the issues of race, gender, ethnicity, physical ability, or any other issue of privilege.

Furthermore, SFTS is a community of theological diversity as well and there remains division on this particular subject. Disagreement with this statement does not lessen anyone's belonging to this community; we are all children of God. Through authentic dialogue and mutual storytelling, we all can grasp a fuller understanding of God's purposes.

INCLUSIVE LANGUAGE POLICY

As a seminary of the PC(USA), a member of the Graduate Theological Union, and an institution committed to the diversity and inclusivity of the Church Universal as the

COMMUNITY POLICIES

community of human well-being founded upon the gospel of Jesus Christ, SFTS uses inclusive language as a matter of policy.

Seminary education is intended and designed to promote honest, critical, scholarly examination of religious tradition and to provide a setting for exploring a variety of ideas and modes of expression. It is also designed to provide preparation for leadership in the churches. Heedless use of language frustrates these purposes. With full awareness that using language in new ways, employing unfamiliar terms, and drawing upon expanded imagery do not come easily, we are convinced that “the diversity of the people of God is to be acknowledged and embraced in such a way that all may feel included.” This includes the following:

1. Language about people

Language about people that is employed in written communication or in any public gathering of SFTS under the jurisdiction of the faculty should be intentionally sensitive to human diversity.

2. Language about God

Language about God that is employed in SFTS written communications or public gatherings under the jurisdiction of the

faculty should be diverse and varied, faithful to the richness of the Bible, and faithful to our theological traditions.

3. Implementing the policy

Offices and documents that have responsibility for (and relate to) implementation of this policy include, but are not limited to, the Dean, the President, the Chaplain, and the Policy on Harassment.

This inclusive language policy is an expression of the shared faith perspective of the SFTS community. The community seeks to help all its members become aware of this perspective and of the reasons for it by publishing the policy each year in this student handbook and by continuing to demonstrate through example and education the importance of this issue.

ACADEMIC COURSE AND CLASSROOM POLICIES

ACADEMIC FREEDOM STATEMENT

San Francisco Theological Seminary is committed to the free pursuit of learning

COMMUNITY POLICIES

and to the preservation of academic freedom essential to such a pursuit. As a theological school associated with Christianity's Reformed Tradition, the seminary is informed by the traditions and values of that heritage, including the highest respect for and valuing of the right to intellectual differences and conscience. This commitment to valuing differences and dialogue commits us to the protection of intellectual freedoms: the right to teach and to engage in the advancement of knowledge free from external pressure or interference.

SFTS fully subscribes to the understanding of academic freedom published by the AAUP and to its related policies.

Approved by the Faculty:

September 14, 2016

CREDIT HOUR POLICY

Academic credit for each course is determined by the Carnegie formula which anticipates one hour of classroom attendance and two hours of preparation for every hour of academic credit awarded. Academic credit hour assignments for each course are made in the first instance by the course instructor in consultation with the

Dean. Courses and their respective credit hour assignments are reviewed as a part of program review.

CLASSROOM ATTENDANCE & TARDINESS POLICY

Regular attendance and participation are expected for every course as an essential part of the academic experience of all participants in the course. The specific attendance and tardiness policy (including limitations on excused and unexcused absences) for each course is determined by the instructor and set forth in the course syllabus. Failure to meet the attendance and tardiness standards can result in a failing grade.

ACADEMIC & PERSONAL INTEGRITY

The Seminary requires adherence to high standards of academic and professional integrity by all of its students and employees: in the academic work of all its programs; in the completion of all field education and internship responsibilities; and in the fulfillment of teaching, administrative, and other responsibilities of employment.

COMMUNITY POLICIES

The Seminary is likewise committed to maintaining among its students, staff, and faculty a high standard of personal integrity, which can be described as involving “living responsibly in the personal, family, vocational, political, cultural, and social relationships of life.”

Personal integrity includes responsible and ethical dealings with other people in the Seminary and wider community and adherence to high standards of conduct in financial dealings, family responsibilities, legal obligations, and public conduct.

Personal integrity includes ethical interpersonal relationships, avoidance of sexual harassment and discrimination, and responsible exercise of power and authority.

Given its objectives, the Seminary cannot overlook lapses of personal integrity, including but not limited to cheating, plagiarism, financial irresponsibility, fraud, alcohol and chemical abuse (see policy on Drug Free Environment), racial/ethnic and gender discrimination, harassment, assault and abuse, infidelity, Sexual Misconduct, and violations of the law. In such cases, the Seminary will undertake such disciplinary

action as it determines to be necessary to serve the best interests of all concerned.

Evidence of a lack of integrity in any of these areas that may come to the attention of faculty members, staff, or students may be handled in the first instance on a personal basis by the President, the Dean, and/or the Vice President for Finance and Operations (Chief Personnel Officer). Cases of flagrant breaches of academic honesty, such as plagiarism, may be referred to the faculty by the Dean or the Advanced Pastoral Studies (APS) Director. Allegations of other kinds of serious violations are handled by the Faculty Committee on Appointments, Promotion, and Tenure (in cases involving faculty) and by administrators and staff charged with implementation of the Seminary’s policies prohibiting harassment, discrimination, and sexual violence and misconduct.

Each entering student is asked to subscribe to the following Code of Professional Ethics for Students Preparing for Pastoral Ministry.

COMMUNITY POLICIES

CODE OF PROFESSIONAL ETHICS

SFTS recognizes that theological education for the pastoral ministry involves academic preparation as well as professional preparation for various roles related to providing leadership in churches or other ministries. In the course of fulfilling the requirements for the M.Div. degree, many students have occasion to observe ministers in their parishes, to practice certain pastoral roles, and to participate in internship programs, all of which allow the student to meet and relate to people while in the role of pastor or pastor-in-training.

While in such a role, it is important that students recognize that there are certain legitimate expectations that they will act with fidelity to maintain the possibility of human growth and healing. Presbyteries or other denominational bodies to which students will be called will likely have their own code of professional ethics for clergy. While students are at SFTS, we expect them to honor the following principles in practice and in intent, with the understanding that readiness for ministry will in some manner be gauged by faithfulness to this code.

The Principle of Pastoral Responsibility

This principle alerts us to our responsibility to use our knowledge and professional associations for the benefit of the people and other species we serve, and not to secure unfair personal advantage.

It alerts us to avoid discriminating against or refusing opportunities for worship or counsel to or from anyone on the basis of race, gender, sexual orientation, gender identity, religion, national origin, disabilities, age, or any other human condition.

It reminds us to provide counsel or advocacy only for those problems or issues that are within the reasonable boundaries of our competence. However, we do not abandon or neglect those who have asked for help. If we are unable, or unwilling for appropriate reasons, to provide professional help or continue a professional relationship, every reasonable effort is made for continuation of pastoral care, counseling, or advocacy with another professional or appropriate persons.

While education for ministry should enable us to provide leadership in worshipping

COMMUNITY POLICIES

communities and social agencies, the test of such leadership is our capacity to nourish the leadership skills of all members, clients, and citizens, and thus support the autonomy and liberation of all.

We recognize the trust placed in and unique power of the pastoral relationship. While acknowledging the complexity of some pastoral relationships, we avoid exploiting the trust and dependency of those who call upon us.

We avoid dual relationships with parishioners (e.g., business or close personal relationships), which could impair our capacity to minister with integrity and without compromise to all. Thus, special friendships, business dealings, and dating, which might affect the accessibility of an intern or pastor, are avoided.

All forms of sexual behavior or harassment with parishioners and other staff members are unethical, even when a parishioner or staff member invites or consents to such behavior or involvement. Sexual behavior between a student preparing for ministry and anyone who is not a consenting adult is both unethical and illegal and may, in addition, be a punishable violation of the

SFTS policies prohibiting harassment, discrimination, and sexual violence and misconduct or the policy on consenting amorous relationships. Sexual behavior is defined as, but not limited to, all forms of overt and covert seductive speech, gestures, and behavior as well as contact of a sexual nature. Harassment is defined as, but not limited to, repeated comments, gestures, or physical contacts of a sexual nature, as set forth in more detail in the no-harassment policy.

The Principle of Self Care

This principle reminds us to seek out and engage in collegial relationships, recognizing that isolation can lead to a loss of perspective and judgment. It reminds us to manage our personal lives in a healthful fashion and to seek appropriate assistance for our own personal problems or conflicts. It holds us accountable for honoring the duty of self-improvement in virtue and in intelligence.

The Principle of Confidentiality

We respect the integrity and protect the welfare of all persons who seek pastoral counseling. We do not disclose client confidences to anyone, except as

COMMUNITY POLICIES

mandated by law or in order to prevent a clear and immediate danger to someone else or to one's self. We do not use these standards of confidentiality to avoid intervention when it is necessary: e.g., when there is evidence of abuse of minors, the elderly, the disabled, the physically or mentally incompetent. The law governing the exercise of confidentiality varies from state to state and the principle of pastoral responsibility requires that students take initiative to inform themselves of the procedures to which they are legally accountable. The provisions of California law are made available in the office of the Registrar.

The Principle of Stewardship

Worshiping communities' fiscal assets must be conserved and allocated in ways responsible to the stated goals and priorities of the local church body, to the community of which it is part, to the goals and priorities of the larger church, and to the earth and its biosphere, including its plant and animal citizens.

ACADEMIC & PERSONAL INTEGRITY, DISCIPLINARY ACTION DUE PROCESS POLICY

- 1.0 SFTS is an educational institution of the PC(USA) committed not only to the training of persons for ministry but also to the nurturing of persons in the Christian community.
- 2.0 Conduct Subject to Disciplinary Action. Adverse activity subject to disciplinary action shall include, but not be limited to, cheating, plagiarism (see statement following policy outline), financial irresponsibility, fraud, alcohol and chemical abuse, racial/ethnic and gender discrimination, sexual harassment and abuse, and violations of the law.
- 3.1 Procedures for Disciplinary Action. If a student engages in behavior detrimental to himself or herself or to members of the community that is not governed by another policy, or if the measures prescribed in another policy (e.g., harassment) have been exhausted without achieving a resolution, disciplinary action may be taken under the terms of this policy.

COMMUNITY POLICIES

In order to protect the rights of the student, only those persons directly involved or necessary for a resolution will be informed of the details of a disciplinary action.

3.2 Contact with the student will be initiated by the Dean before commencement of any disciplinary proceeding. The behavior of concern will be discussed with the Dean or the Dean's designee, with the student providing any relevant material. The initial conversation will be regarded as personal and confidential and will not be used in conjunction with any disciplinary action. If appropriate, the student will be guided to any appropriate resources within or without the Seminary community (e.g., the counseling service, the Chaplain, the faculty advisor) for dealing with the issue.

3.3 If, after this initial conversation, disciplinary action in the form of a warning, suspension, or dismissal of the student is being considered, the student will be informed in writing by the Dean of the Seminary. The notification will include the specific

reasons such an action is being considered, and any required corrective action.

3.4 Pending final resolution of a disciplinary action and subject to the provision mentioned below, the student is presumed to be innocent and will retain all normal rights and privileges unless the Dean of the Seminary determines that immediate suspension from classes and/or SFTS housing is necessary for the welfare of the Seminary community.

3.5 Notwithstanding the provisions of 3.3, the Dean of the Seminary may suspend a student for up to 30 days, during which time the student is excluded from classes. This period can provide opportunities for further exploration, which may result in confession, forgiveness, or reconciliation. Suspension provides an opportunity to consider whether dismissal is appropriate, but is not a required intermediate action.

3.6 Within one week after notification that suspension or dismissal is being considered, the student may request

COMMUNITY POLICIES

a hearing to review the matter. If no request is made, and if the required corrective measure is not taken, the Dean of the Seminary will impose the discipline indicated in the letter referred to in Section 3.3 above.

3.6.1 If the student requests a hearing, that hearing will be held before the faculty plus the moderator and vice-moderator of the Student Association.

3.6.2 The hearing shall be held within 30 days of the student's request. With the exception of rebuttal evidence and testimony, the student and the Dean of the Seminary shall comply with the following disclosure requirements. No later than 10 days prior to the date of the hearing, the Dean of the Seminary shall identify all documentary evidence to be presented at the hearing and shall afford the student an opportunity to examine such documentary evidence at a reasonable place during the Seminary's normal business hours, and, further, the Dean of the Seminary shall inform the student of the name of each person the Dean of the Seminary

expects to produce as a witness at the hearing. Within two days prior to the date of the hearing, the student shall identify all documentary evidence that the student expects to present at the hearing and allow the Seminary to make a copy of such documentary material at the Seminary's expense, and, further, the student shall inform the Dean of the Seminary of the name of each person whom the student expects to produce as a witness at the hearing.

3.6.3 Under no circumstances shall the hearing be conducted without the personal presence of the student requesting the hearing unless the student has waived the right to appearance in writing or has failed to appear after appropriate notice. The right of the student to be present at the hearing extends to all stages of the hearing prior to the period of deliberation by the committee. The student and the Dean of the Seminary or the Dean's designated representative are entitled to be heard, to present evidence, and to cross-

COMMUNITY POLICIES

examine witnesses appearing at the hearing, but judicial rules of evidence and procedure need not be observed. On the request of the student or the Dean of the Seminary, the testimony of witnesses shall be given under oath or affirmation. The student shall be entitled to be assisted by a member of the SFTS community of the student's choice; neither the student nor the Dean of the Seminary shall be entitled to representation by legal counsel in the hearing

3.6.4 The committee shall reach its decision within one week after the conclusion of the hearing and shall promptly communicate the decision and action in writing to the student and the Dean of the Seminary.

3.6.5 The Dean shall act on the decision of the committee when the time for filing an appeal has expired, or, if an appeal is filed, upon conclusion of the appeal (if the committee's decision is sustained).

3.7 If dismissed, the student may appeal to the President of the Seminary.

3.7.1 The student's request to the President must be made in writing and mailed within one week of receiving notice of dismissal.

3.7.2 The President shall meet with the student and the Dean within 30 days of receiving notice of appeal.

3.7.3 The President will be provided with the written decision of the faculty/Student Association committee and all documents that were submitted to that committee for consideration.

3.7.4 The student may be assisted by a member of the faculty/SA committee, but neither the student nor the Dean of the Seminary shall be entitled to representation by legal counsel. Each party may address the President, if the President determines that their

COMMUNITY POLICIES

testimony would provide evidence that was not reasonably available at the time of the hearing; in that event, the Dean of the Seminary may present rebuttal evidence.

- 3.7.5 Unless the faculty has ruled that immediate dismissal is necessary for the best interests of the Seminary, or the student is on suspension, the student may continue to attend classes pending a decision by the President.
- 3.7.6 The decision of the President will be communicated in writing to the student and to the Dean of the Seminary within one week of the meeting with the student.
- 3.7.7 The decision of the President shall be final.
- 3.7.8 Notice that a student has been dismissed from the Seminary will be given to member schools of the GTU.

STATEMENT ON PLAGIARISM

In academic institutions such as SFTS, the use of materials from other authors in one's own work without proper credit is considered plagiarism, a form of stealing. One honors those whose ideas and language one uses by indicating the source. This means, briefly, that direct quotations are placed within quotation marks with a citation of the source by author, title, and page number. Paraphrases (meaning following the ideas of a passage without using the same words) must also be credited to the source. Major ideas too, if you know where they come from, ought to be credited.

SFTS will not tolerate plagiarism. No plagiarized work may receive course credit at any time. If work is discovered to be plagiarized after a course has ended, course credit will be retroactively rescinded. As a violation of academic integrity, plagiarism is subject to the disciplinary action prescribed in the Seminary's policy on Academic and Personal Integrity Disciplinary Due Process. Cases of plagiarism reported by faculty to the Dean will be verified and noted in the student's record, with notification to the

COMMUNITY POLICIES

student of this action; disciplinary action may extend to dismissal from the Seminary.

GRIEVANCE PROCEDURES

GRADES

A student dissatisfied with evaluation of academic work in a course normally should first raise the issue with the instructor. If the circumstances make such a student/instructor conference not feasible or the conference does not yield a satisfactory result, the student may then appeal to the Dean of the Seminary. As a last appeal, the student may take the issue in writing to the faculty..

GTU POLICY

If a student disagrees with a grade given by a faculty member or with another academic decision, the matter is decided according to the policies of the faculty member's school and adjudicated by the faculty member's dean. The student should first approach the dean of his/her school of registration, who will refer the matter and the student to the dean of the school of the faculty member for adjudication.

ACADEMIC PROBATION AND DISMISSAL

Appeal of probation or dismissal on academic grounds may be made to the faculty through the Dean.

OTHER CAUSES

In cases of dissatisfaction with actions and decisions of other staff, e.g., administrators of financial aid and housing, the student should go to the staff person's supervisor, then to the Dean. See the Financial Aid Handbook for details.

Grievances incurred by the student as an employee of the Seminary are covered by the provisions of the Staff Employee Handbook.

An individual may also contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted by mail at 2535 Capitol Oaks Drive, Ste. 400, Sacramento, CA 95833; by email at bppe@dca.ca.gov or bppe.ca.gov; or by phone at 916-431-6959.

COMMUNITY POLICIES

COMMUNITY-LIFE POLICIES

CONSENTING AMOROUS RELATIONSHIPS POLICY

Friendships between members of the faculty and administration and students are an important part of the ethos of SFTS and are encouraged. However, consenting amorous relationships that might be appropriate in other circumstances are considered inappropriate when they occur between any teacher or administrator of the Seminary and any student for whom he or she has supervisory responsibility, and therefore are prohibited. Other consenting amorous relationships between members of the faculty or administration and students that occur outside the instructional context or outside any other orbit or supervisory responsibility also may lead to difficulties, and therefore are strongly discouraged.

Seminary teachers and administrators should be aware that any romantic involvement with their students makes them liable for formal action against them if a complaint is initiated.

Complaints may be made to the President, to the Dean, or to the Seminary's Title IX Coordinator(s).

If, after consultation and investigation, it is determined that the complaint is valid, the President or the Dean may take one or more of the following actions:

- Issue a verbal or written statement admonishing the teacher or administrator.
- Issue a verbal or written statement admonishing the student.
- Require therapy for either or both the teacher or administrator and student.
- Call for the resignation or termination of the teacher or administrator.
- Call for the withdrawal or dismissal of the student.
- Recommend that the matter be pursued in appropriate judicatories of the church through the judicial process.

Even when no complaint is initiated, if the faculty and/or administration become aware

COMMUNITY POLICIES

of an amorous relationship between a teacher or administrator and a student, consultation and investigation will take place to determine appropriate action.

Nothing in this policy replaces or in any way diminishes or limits the rights and protections available under the Seminary's no-discrimination, no-harassment, and Title IX policies.

VACCINATION POLICY

San Francisco Theological Seminary does not require any particular type of vaccination. The Seminary does, however, encourage all members of the community to obtain all appropriate vaccinations to support both personal and public health.

NO-SMOKING POLICY

San Francisco Theological Seminary is a no-smoking community and campus. Smoking (including the use of e-cigarettes or "vaping") is prohibited throughout the campus, including all classroom, residence, and office buildings, and all other indoor and outdoor spaces.

DRUG-FREE COMMUNITY POLICY

SFTS prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on SFTS property and/or in connection with any SFTS program or activity. Those who use illegal drugs or who illicitly use legal drugs— including but not limited to alcohol—are in violation of the law and of SFTS regulations. SFTS further prohibits the abusive use of alcohol on seminary property and/or in connection with any SFTS program or activity. Students, faculty, and staff are required to notify the seminary of any criminal drug statute conviction for a violation occurring anywhere on campus no later than five days after the conviction.

All members of the seminary community are accountable to the law and to SFTS regulations. Pursuant to applicable disciplinary procedures, the seminary will impose sanctions under its policies for violations of these standards of conduct. For students, violations of this policy may result in disciplinary sanctions up to and including suspension and/or dismissal from the seminary, pursuant to the disciplinary procedures set forth in the Student

COMMUNITY POLICIES

Handbook. For employees of the seminary, violations of this policy may result in disciplinary sanctions up to and including termination, pursuant to the provisions of the Employee Handbook.

Anyone involved in dealing or providing illegal drugs is subject to immediate suspension or termination from the Seminary. The President, the Dean, and the Chief Personnel Officer shall have the authority to remove individuals from SFTS housing and/or to terminate them from the employment of SFTS when they believe there is a threat to the safety, health, or well-being of the Seminary community or a member thereof. In disciplinary proceedings, the association of drugs with problem behavior will be seen as an exacerbating factor, not a mitigating one, and will not constitute an acceptable excuse for such behavior.

In addition to these disciplinary sanctions, those reported as being involved in illicit drug possession, use, or distribution may also be required to meet with a counselor for evaluation, for factual advising, and/or for counseling as appropriate.

Legal Sanctions

Members of the seminary community should also be aware that the unlawful possession, use, or distribution of illicit drugs and alcohol can subject them to legal sanctions under federal, state, and local law, including substantial fines and/or imprisonment.

Information on federal criminal penalties can be found at the website for the U.S. Drug Enforcement Agency (DEA)

<https://www.dea.gov/druginfo/csa.shtml>

and at

<https://fas.org/sgp/crs/misc/RL30722.pdf> (a summary of drug penalties prepared by the Congressional Research Service).

Information on criminal penalties under California state law can be found at

<https://statelaws.findlaw.com/california-law/california-drug-possession-laws.html>

and <https://statelaws.findlaw.com/california-law/california-drug-distribution-laws.html>

With regard to alcohol, under California law, alcohol may be legally served and sold only to individuals 21 years of age or older. The law forbids misrepresenting one's age for the purpose of purchasing and consuming alcoholic beverages.

COMMUNITY POLICIES

Health Risks of Substance Abuse

SFTS prohibits the use of illegal drugs and the abuse of alcohol not only as a matter of law, but also out of concern for public and personal health. Drug abuse carries with it a number of health risks, including impaired judgment, addiction, and damage to both physical and mental health. The National Institute on Drug Abuse offers comprehensive information on the specific health impacts of drug abuse at <https://www.drugabuse.gov/related-topics/health-consequences-drug-misuse>

How to Get Help for Substance-Abuse and Addiction Issues

A number of resources are available – both at SFTS and in the broader community – to help with substance-abuse and addiction issues. Education, counseling, and referral services are available for those who are troubled by the use of legal or illicit drugs—their own and that of others.

Members of the seminary community may access confidential counseling and referral services through Pastoral Care Associate Lucas Walker, who has a background in social work and crisis counseling. The Pastoral Care Associate can direct individuals to specialized community

resources for dealing with substance-abuse and addiction issues. Seeking confidential help from or being referred to those services will not, by itself, result in disciplinary action; individual privacy will be respected in the counseling process.

Members of the community may also seek support through the Chaplain's Office, and students may access further counseling services through the seminary's subsidized voucher program. The seminary's voucher program (described in the Student Handbook) supports students' access to counselors, a number of whom practice at the nearby Interfaith Counseling Center: <http://interfaithcc.org/>

There are also a number of drug and alcohol counseling, treatment, and rehabilitation programs in the area, including those identified in the following directories:

Marin:

<http://www.addicted.org/directory/category/marin-county.html>

East Bay:

<http://www.addicted.org/directory/category/alameda-county.html>

COMMUNITY POLICIES

San Francisco:

<http://www.addicted.org/san-francisco-addiction-services.html>

In addition, those seeking help with substance-abuse issues may call Marin County Teleservice at 415-499-0400 for referral to an Alcoholics Anonymous program near you, or 877-612-STEP for the 24-hour Marin Narcotics Anonymous Help Line.

The seminary's drug and alcohol policies are reviewed and updated periodically. For the most recent update to these policies, please see the SFTS website's Policies page.

The seminary's most recent biennial review of its drug and alcohol policies was completed in August 2018, and is available from the Office of the Associate Dean of Student Life and from the Office of Human Resources.

Updated and Approved: September 2016; August 2018

GUIDELINES FOR EFFECTIVE COMMUNICATION

Seeking to be faithful together

In a spirit of trust and love, we, the administrators, faculty, staff, and students of

SFTS, promise we will:

- Treat each other respectfully so as to build trust, believing that we all desire to be faithful to Jesus Christ.
- Keep our conversations and communications open for candid and forthright exchange.
- Avoid asking questions or making statements in a way that will intimidate or judge others.
- Learn about various positions on the topic of disagreement.
- State what we think we heard and ask for clarification before responding, in an effort to be sure we understand each other.
- Share our concerns directly with individuals or groups with whom we have disagreements in a spirit of love and respect in keeping with Jesus' teachings.
- Focus on ideas and suggestions instead of questioning people's motives, intelligence, or integrity.
- Avoid engaging in name-calling or labeling of others prior to, during, or following the discussion.

COMMUNITY POLICIES

- Share our personal experiences about the subject of disagreement so that others may more fully understand our concerns.
- Indicate where we agree with those of other viewpoints as well as where we disagree.
- Seek to stay in community with each other, though the discussion may be vigorous and full of tensions.
- Be ready to forgive and be forgiven.
- Follow these additional guidelines when we meet in decision-making bodies:
- Urge persons of various points of view to speak and promise to listen to these positions seriously.
- Seek conclusions informed by our points of agreement.
- Be sensitive to the feelings and concerns of those who do not agree with the majority and respect their rights of conscience.
- Abide by the decision of the majority, and if we disagree with it and wish to change it, work for

that change in ways that are consistent with these guidelines.

- Include our disagreements in our prayers, not praying for the triumph of our viewpoints, but seeking God's grace to listen attentively, to speak clearly, and to remain open to the vision God holds for us all.

STUDENT ASSOCIATION BYLAWS

I. Name

The name of this association shall be the Student Association of SFTS, herein called the Association or abbreviated "SA."

II. Object

The purpose of the Association is to bring together registered students of SFTS to do the following:

A. Determine and communicate students' concerns to the Seminary community.

B. Select students to represent the Association in governing bodies of the Seminary, the Board of Trustees, the General Assembly, and other entities requiring student representation.

COMMUNITY POLICIES

III. Members

A. The members of the Association shall be those students who are enrolled in Master of Divinity (MDiv), Master of Arts in Theological Studies (MATS), Master of Arts (MA), or Doctor of Ministry (DMin) degree programs at SFTS, as well as Doctor of Philosophy (Ph.D.) students at the Graduate Theological Union (GTU) who have affiliated with SFTS.

B. Members have the right of voice and vote at all meetings of the Association.

IV. Officers

The officers of the Association shall be a Moderator, a Vice Moderator, a Recording Secretary, and a Treasurer.

A. Moderator

The Moderator of the Association shall also act as Moderator of the Association Council (Section VI of these bylaws). The Moderator shall be a returning student who has at least one year's experience serving on the Association Council and shall serve for a one-year term, renewable for one additional term only. The Moderator shall work with the Executive

Committee (Section VII, A.1. of these bylaws) of the Association Council to prepare the agendas of all Association and Council meetings, moderate the meetings of the Executive Committee of the Association Council, moderate the meetings of the Association, and guide the Association Council in fulfilling its responsibilities. The Moderator shall be a member of and Moderator of the Executive Committee.

B. Vice Moderator

The Vice Moderator of the Association shall also act as Vice Moderator of the Association Council. The Vice Moderator shall be a returning student with one year's experience on the Association Council and shall serve for a one-year term, renewable for one additional term only. The Vice Moderator shall assume the responsibilities of the Moderator when called upon or when the Moderator office becomes vacant. The Vice Moderator shall be a member of and Vice Moderator of the Executive Committee of the Association Council.

C. Treasurer

The Treasurer shall be elected from the

COMMUNITY POLICIES

Association and shall serve a term of one year. The Treasurer shall serve as a member of the Executive Committee of the Association Council as well as a member of the Association Council.

D. Recording Secretary

The Recording Secretary shall be elected from the Association and shall serve a term of one year. The Recording Secretary shall serve as a member of the Executive Committee of the Association Council as well as a member of the Association Council.

V. Meetings

- A. The Association shall meet at least once per semester and as needed during winter intersession. The Association may meet at the call of the Association Council or upon the request of 20 members of the Association. Ten (10) days public notice shall be made prior to the call of any regular or special meeting.
- B. A quorum of the Association shall be those students in attendance at any regular or special meeting. The

Association may select a Moderator from the membership of the Association Council for that meeting if the Moderator and Vice Moderator are unable to attend.

- C. At regular meetings of the Association, the Association may consider issues including but not limited to approval of the Association budget if needed.
- D. At special meetings of the Association, the Association shall consider only those items of business for which the special meeting was duly called and convened.

VI. Association Council

A. Membership

The business and program of the Association shall be charged to the Association Council (hereafter referred to as "Council"). The Council shall be composed of 10 students, consisting of six (6) students at large to include not less than two (2) first-year students, plus officers previously defined. The Council shall hold as ex-

COMMUNITY POLICIES

officio members two (2) members of the Korean Student Association (KSA) and one (1) member of the Students of the African Diaspora (StAD) as determined by the KSA and StAD, respectively. All students shall maintain good academic standing and are elected for a one-year term by the Association at a duly called meeting or via email. The terms will commence after the closure of the spring semester in which officers are elected.

B. Election of Officers

Elections for the offices of Moderator, Vice Moderator, Treasurer, and Recording Secretary shall be held each spring semester for a one-year term.

C. Liaisons

a. The Council shall appoint students to serve as Council liaisons to the faculty/student committees of Community Life and Academic Concerns. The liaisons shall regularly report to the Council on their respective committees.

b. The Association shall elect students each fall semester to serve as Council liaisons to committees existing on campus that the Council deems important for student representation. The liaisons shall report regularly to the Council of their respective assignments' programs and activities. Should a vacancy arise during the academic year, the Council will appoint a replacement to fulfill the remainder of the term.

D. Duties of the Council

- a. To plan and provide a means for the nomination and election of Council members and student representatives to various governing bodies of the Seminary, the Board of Trustees, the General Assembly, the Alumni Council, and other entities requiring student representation.
- b. To develop an annual budget for the Association, if needed.
- c. To find every means possible to ensure that the concerns of students are advocated for in the Seminary and

COMMUNITY POLICIES

- other governing bodies. The primary means of this communication shall be through the Academic Concerns Committee, the Community Life Committee, and direct communication with faculty.
- d. To work and communicate with SFTS staff, administrators, trustees, alumni, and other related persons of SFTS in fulfilling the program of the Association.
 - e. To provide continuous open communication with students.
 - f. To administer such other business as the Association deems necessary.
 - g. To work closely with the Associate Dean for Student Life and the Dean/Vice President for Academic Affairs.
 - h. To coordinate the work of the standing committees of the Council and any special committees or task forces of the Council.
- E. Meetings and Quorum
 - a. The Council shall meet at least once a month. The quorum of the Council shall be five (5) voting members of the Council, provided that the Moderator or Vice Moderator is present. The
 - b. Council may be called for special meetings by the Moderator or Vice Moderator.
 - c. All Council members are required to attend all scheduled Council and Association meetings unless otherwise excused. An excused absence will consist of notifying the Moderator (or Vice Moderator in the absence of the Moderator) prior to the meeting that will be missed. Two unexcused absences will result in the forfeit of membership on the Council. In the event of a Council membership forfeiture, the open position will be referred to the Nominating/Elections Committee.
 - F. Committees
 - a. Standing Committee

The Executive Committee shall be a standing committee of the Council.

COMMUNITY POLICIES

The Executive Committee shall be composed of the Moderator, Vice Moderator, Treasurer, and Recording Secretary, who shall serve for a term of one year. The Executive Committee shall administer and coordinate the work of the Council by planning and making arrangements of the Council, monitoring the budget for the work of the Council, provide for ongoing planning and review, act on behalf of the Council on those matters that require immediate action between meetings of the Council or where calling a meeting of the Council is not feasible, and carry out other work that may be assigned to it by the Council. The quorum of the Executive Committee shall be three (3) members of the Executive Committee.

G. Special Committees and Task Forces

The Council may create special committees and task forces for a specific charge and a specified duration of time. The Council shall determine the membership of special committees and task forces.

H. Parliamentary Authority

The parliamentary authority of the Association and the Council shall be the most recent edition of Robert's Rules of Order, unless otherwise provided by these bylaws or any standing rules of the Association or the Council.

I. Amendments to the Bylaws

Any amendments to these bylaws shall require a two-thirds (2/3) approval of the Association present at a duly called meeting. The Council shall provide at least two weeks' public notice to the Association prior to the convening of the meeting at which the proposed amendment(s) will be considered and shall provide a text of the proposed amendment(s). The Council may also submit proposed amendments for the Association to consider, provided that two-thirds (2/3) of the Council approve the proposed amendments. Proposed amendments shall be in effect immediately upon adoption by the Association.

COMMUNITY POLICIES

J. Enactment Clause

These bylaws shall be in effect upon adoption by two-thirds (2/3) of the voting members of the Council and ratification by two-thirds (2/3) of the present voting members of the Association. All previous bylaws and standing rules shall be deemed null and void upon adoption of these bylaws. The council concurrently elected with the passage of these bylaws shall serve until the closure of spring semester, as noted under VI.A. Passed by the Student Association Council October 15, 2004; passed by the Student Association on November 4, 2004; amended, May 2012; most recent amendments, April 2014.

COMMUNITY LIFE

CHAPLAIN'S OFFICE & WORSHIP ACTIVITIES

Although SFTS is not a church congregation, we are a community of God's people. Sharing a common life as a community is critically important to the Seminary experience. The office of the Chaplain strives to nurture this experience of living in *koinonia*: the communion and gathering of siblings in Christ.

Worship is a vital part of community life at SFTS. Worship services, generally conducted in the Reformed tradition, are held throughout the week during the fall and spring semesters, daily in the summer and January terms, and for special observances. Communion services are authorized by the General Assembly of the Presbyterian Church (U.S.A.).

CHAPLAIN'S ASSISTANTS

The student chaplain's assistants help the Chaplain, Rev. Scott Clark, and the Seminary musicians plan chapel and worship experiences for the SFTS community. Chaplain's assistants are selected through an application process at the end of each

academic year to serve the following year. The chaplain's assistants for 2018-19 are Carolyn Anderson, Heather Johnston, Grace HyeRyung Kim, and Mitchell McGill.

LITURGICAL ART

Liturgical art is an important part of a vital, living worship. Through the meaningful use of objects, paintings, textiles, and other media, God can speak using the language of our hearts. You are welcomed and encouraged to contact the Chaplain's Office if you would like to participate in the creation of visual art for worship.

STUDENT PARTICIPATION IN SEMINARY GOVERNANCE

Students play an important part in the governance of the Seminary through the Student Association (of which all students are automatically members), its council, and through representation on faculty and trustee committees. Elections for these positions are coordinated by the outgoing Student Association Council and are held annually in late spring and early fall. Nominations for all positions are solicited the week before the election and must have the nominee's

COMMUNITY LIFE

consent to serve. Students are encouraged to nominate themselves for any position in which they have interest.

COMMUNITY COUNCIL

The Community Council, consisting of at least four representatives from the Student Association, the Dean, and the administrators most directly involved with student life, meets once a semester. Its mandate is to provide opportunities to communicate, discuss, and resolve the shared concerns of the SFTS community. Problems that cannot be solved by the Council itself are referred to the appropriate committee or administrator (e.g., academic issues are referred to the Dean and faculty, community life issues needing more study are referred to the Community Life Committee or back to the Student Association).

The student representatives to the council are the Moderator and Vice Moderator of the Student Association Council, the chair of the Community Life Committee, and members at large elected at each semester's Student Association meeting.

STUDENT ASSOCIATION

All students registered in a degree or diploma program at SFTS (and GTU MA and Ph.D. students affiliated with SFTS) are

considered members of the Student Association, which advocates for student interests and concerns and advises the Seminary administration on issues affecting students. See the Student Association Bylaws in the Community Policies section of this handbook.

Student Association Council

Each year, nine students are elected to the Student Association Council (SAC), the steering committee for the Student Association. The SAC is the advocacy and advisory body to the Seminary for all registered students. Acting as the voice of the students, the SAC sees that student concerns are addressed and insures students' representation in governing bodies, works closely with the student/faculty committees and the Associate Dean of Student Life, and helps plan and facilitate Student Association meetings and the Community Council each semester.

COMMUNITY LIFE COMMITTEE

The Community Life Committee is charged with the care and cultivation of the campus community by advocating for the concerns of students and their families and by building community through events and activities. The Community Life Committee supports events such as potluck dinners, holiday events and off-campus excursions; movie and game

COMMUNITY LIFE

nights at Holy Grounds; and kickball tournaments at the GTU. It advises and consults with administrators whose responsibilities lie in the area of the co-curricular environment, and works closely with the Student Association Council. Three students are elected to the committee, but any number of volunteers (students, staff, and family members) are welcome to participate. The Chaplain and Associate Dean of Student Life also takes active part in this committee.

STUDENT REPRESENTATIVES TO BOARD OF TRUSTEE COMMITTEES

The student representatives to the Board of Trustee committees represent the voice of the students to the SFTS Board. In addition to attending the Board committee meetings, representatives are responsible for reporting back to the SAC and/or the Student Association about the activities of each committee. Students are elected as representatives on the following Board of Trustee committees: Academic, Advancement, and Finance.

Students and faculty are invited to attend these Board committee meetings with voice but no vote. Thus, they have no role in decision making per se. Rather their role is to observe, to contribute opinion (their own and

what they consider to be student opinion generally) when asked, and to report back to the student body on the proceedings of the committee. Since much of what is discussed in the committees is confidential or at least sensitive, students may be excluded from any portion of the meetings and should exercise discretion in reporting what they are allowed to observe.

Since the trustees do not manage the day-to-day administration of the Seminary, concerns and difficulties with administration cannot be resolved by the Board or the committees. The only employees of the Seminary who report directly to the Board are the President and the Dean; all others are accountable to their supervisors and through them to one or more Vice Presidents and ultimately to the President. Thus, the trustees are not the avenue for direct appeal against specific actions of any staff or faculty. Specific student concerns, e.g., building maintenance or class scheduling, should be taken to the responsible administrator or through the Student Association and SAC to the Community Council for resolution, rather than to any Board committee. If you are not sure where to bring a student concern, you can consult with the Associate Dean of Student Life, who will help you raise your concern with appropriate staff.

COMMUNITY LIFE

OTHER ELECTED POSITIONS

Admissions Committee

The Admissions Committee has delegated to it the faculty's responsibility for admissions to master's level programs (M.Div., MATS, GTU MA). It advises the administration and makes recommendations to the faculty on admissions policy and practice, reads admissions folders, and recommends applicants for admission to the Seminary. Two graduating seniors are elected to serve on this committee.

Alumni Council Student Representatives

The Alumni Council has strong ties to the Seminary and is actively interested in student life on campus. The student representatives to the Alumni Council communicate concerns, needs, accomplishments, and current student affairs to the Council during annual meetings, which allows the Council to assist or offer advice when possible and keeps the Council updated on the campus environment.

Theological Student Advisory Delegate (TSAD) to the General Assembly

The TSADs attend the biennial General Assembly (GA) of the Presbyterian Church (U.S.A.) as advisory delegates to commissioners of the GA. TSADs have vote in committee and voice, but no vote in the plenary of the GA. The GA is the highest

governing body of the denomination. TSADs must be Inquirers or Candidates under care of a presbytery of the PC(USA) and must be returning to campus for one full year following the GA. The process for being selected as a TSAD has recently been changed by the PC(USA), and applications are now submitted directly to the Office of General Assembly. The next General Assembly is in 2020 in Baltimore, MD.

STUDENT MINISTRY & COMMUNITY GROUPS

FEMINIST PERSPECTIVES COMMITTEE

The Feminist Perspectives Committee focuses on pursuing mutuality and equality for all people who make up our Seminary community, with particular emphasis on gender issues. The group advocates:

- Providing a support system for women students.
- Offering opportunities for dialogue within the Seminary community and beyond on mutuality and parity issues.
- Serving as a resource of both people and materials.

COMMUNITY LIFE

Feminist Perspectives sponsors events responding to student needs, including lectures on feminist issues, advocacy through drama and acting, workshops on self-esteem and interviewing, small group discussion, a mentoring resource handbook of women in ministry, and the Feminist Reading Room collection.

KOREAN STUDENT ASSOCIATION

The Korean Student Association (KSA) is a group established to serve Korean and Korean-American students pursuing various degrees. The main purpose of the Association is to share the Korean cultural heritage with the SFTS and GTU communities and to foster interaction among the members. Also see the GTU website for more information about the GTU Korean Student Association. The faculty advisor for the KSA is Rev. Dr. Daeseop Yi. The student president of KSA for this academic year is Scott Joo.

STUDENTS OF THE AFRICAN DIASPORA

The Students of the African Diaspora (StAD) is an association for all students of African descent enrolled in any of the SFTS certificate, diploma, or degree programs. Founded in 2013, StAD seeks to support its

members for academic success and to provide cultural and social activities that foster a familial and nurturing environment. The student president of StAD is Rev. Stewart Perrilliat. The faculty advisor for StAD is Professor Laurie Garrett-Cobbina.

QUILTBAGs – Queer, Undecided, Intersex, Lesbian, Transgender, Bisexual, Asexual and Gay

QUILTBAGs is a student group committed to providing a safe and supportive space for queer, undecided, intersex, lesbian, transgender, bisexual, asexual, and gay (QUILTBAG) students. The group also provides opportunities for the wider SFTS community to advocate and sustain inclusive community at SFTS.

QUILTBAGs (formerly SFTS Welcome) was the primary advocate for the Inclusive Community Statement adopted in 2011 (see Community Policies section above). The primary student contact is Andy Deeb. The staff advisor is Rev. Scott Clark.

OUTSIDE!

Oustide! is a group for students that are enthusiastic about the outdoors. The Bay Area has so much to offer as far as outside activities and what better way to enjoy God's creativity than to explore nature with your fellow seminarians. All are welcome to join.

COMMUNITY LIFE

Hikes will be free and may require driver volunteers; the group is planning to organize camping events, which may require some fees and camping equipment. The primary student contact is Heather Johnston. The staff advisor is Dr. Dave Behrs.

Other student groups may be formed over the course of the year; please check with Associate Dean Scott Clark if you have interest in forming a new group.

Also, make sure to check (and use) the West Wing Herald and the student email list for announcements about student-group meetings and events. If you are a representative of a student group, please contact Nancy Gutgsell at nancyg@sfts.edu to have your group's announcements included in the West Wing Herald, and Kris Dableo Martel for other email announcements to the community.

Information about student groups active at the GTU is provided at the end of this section of the Student Handbook.

STUDENT ACTIVITIES & RESOURCES

BOOKSTORE/ONLINE BOOK LISTS

Links to the online bookstore for SFTS courses are posted in the "Virtual Bookstore" section of the SFTS website, under the "Student Services" tab. To find the book lists for courses offered by other schools in the GTU, go to the individual school's website, which may be found easily from the GTU site, gtu.edu.

COFFEE HOUSE (HOLY GROUNDS)

Managers: April Hewes and Mekonnen Holechissa. Established in fall 2005, Holy Grounds is a student-run coffee house located in the west end of Alexander Hall. Besides coffee, Holy Grounds offers other drinks and snacks in return for free-will donations. The space is available for all kinds of meetings and social events: game nights, movie viewing, discussions of serious current issues, poetry readings, and seasonal celebrations. Bring your laptop to take advantage of the wireless Internet connection. Holy Grounds runs on volunteer

COMMUNITY LIFE

effort: contact the managers to make your contribution.

COMMUNITY GARDEN

The community garden is located on Seminary Road past the driveway to Montgomery and Scott Halls. It was initiated by an environmental ethics class and is now maintained by campus volunteers. No experience is necessary—most gardeners teach themselves as they go along. Areas of the garden are planted for pollinators, and other areas are planted for human edification/eating. The produce of the garden is shared by the gardeners who actively make food grow.

COMMUNITY LUNCH

Lunches are offered at 12:30pm Monday and Friday in Upper Alexander Hall during fall and spring semesters. Service is provided by Ann Walker Catering, which rents the Seminary kitchen. Community lunches are offered at discounted prices to members of the Seminary community.

COPY MACHINE

The library has a copier for any of your copying needs relating to your research at SFTS. We ask that you pay 5¢ per copy for anything not relating to your studies here at SFTS. Make your copies and then pay 5¢ per page at the front desk.

Scanning without printing is free. The library has a USB stick you may borrow so that you can transfer the files to your computer or email them to yourself in the computer lab. You may bring your own thumb drive, if you prefer

FITNESS CENTER

An exercise/fitness center is located in lower Oxtoby Hall, accessible with the same key code that opens the Student Lounge in Scott Hall and the computer lab in Geneva Hall (see Key Codes below).

Equipment includes: two hoist treadmills; one step machine; one Reebok cross-trainer; two recumbent bikes: one vertical knee raise with chin up bar; one free-weight bench; one sit-up bench; 20 free weights of 5-pound increments; one abdominal roller; and one hoist 4,600 weight gym station. Students' children age 16 and older are allowed to use the equipment only when supervised by a parent or other adult. All who use the center are required to sign a Covenant Agreement and to assist in maintaining a safe and clean environment.

PING PONG

A ping pong table is available for student use near the fitness center on the first floor of Oxtoby Hall.

COMMUNITY LIFE

FOOD PANTRY

An Emergency Food Pantry is stocked and available to help students with emergency food needs. The Food Pantry has two locations: 1) the Student Lounge cupboards, and 2) Holy Grounds. The Food Pantry is stocked through volunteer donations from local churches and other organizations and from within the SFTS community. Student volunteers also coordinate the delivery of donated food from local churches; this volunteer effort is coordinated through Holy Grounds. Please feel free to participate in the Food Pantry as volunteer, donor, and/or recipient, as fits your circumstances. When you have a surplus, donate; when you are in need, feel free to take from it.

For more resources on local food support (including food stamps and other area food banks), please see the Community Services section of this Handbook.

Always feel free to talk with the SFTS Chaplain if you have need for immediate food assistance: 415-451-2833, sclark@sfts.edu.

INTERNATIONAL STUDENT SUPPORT

Student services staff will help you through the process of getting settled. For other practical information on living and study in

the United States, consult the SFTS International Student Handbook, which is posted and available on the SFTS Website. Other support organizations include the Korean Student Association and the GTU International Student Association. Additional resources include:

English as a Second Language

College of Marin offers a rich program of ESL courses for all levels of fluency, both in its academic program and also in the community education program. Courses are taught at the college's Kentfield campus (east of SFTS on Sir Francis Drake Boulevard) and on the Indian Valley campus north of SFTS in Novato. Websites: marincommunityed.augusoft.net and www.marin.edu.

More informal help is available through a network of conversation and proofreading partnerships that pairs international students with English-speaking students, staff, and friends of the Seminary. The Marin Literacy Program, based at the San Rafael Public Library, offers tutoring and occasional group classes in English conversation, especially for spouses.

KEY CODES

Student key codes provide access to the Student Lounge in Scott Hall, the computer

COMMUNITY LIFE

lab in Geneva Hall, the fitness center, and the prayer chapel on the side of Stewart Chapel. The key code is distributed at the beginning of each semester and is for student use only. As with all public spaces at the Seminary, children should not be given access to the lounges, computers, fitness center, or prayer chapel without adult supervision.

STUDENT LOUNGE

The Student Lounge on the second floor of Scott Hall is accessible all day, every day, by key code issued to students. This spacious room contains comfortable furniture, a refrigerator, microwave ovens, coffee makers, several computers, a piano, and student mailboxes. Nearby lockers are available for commuter use (lockers are also available in the computer lab).

VANS

Van Coordinator: Jeremiah Jenkins
(sftsvan@gmail.com)

SFTS currently has three eight-passenger vans that serve as means of transportation between San Anselmo and Berkeley for classes within the GTU-UCB system. The Seminary is committed to facilitating participation in GTU courses taught in Berkeley, but cannot guarantee that the van schedule will accommodate every individual

desire. Requests for van transportation are collected before the beginning of each semester, and the student van coordinator designs a schedule to meet the majority's needs.

If the demand for rides exceeds the supply of places, priority in getting a place on the van is assigned according to the following guidelines:

1. Students taking a class to fulfill requirements that cannot be fulfilled in San Anselmo, e.g., non-Presbyterian denominational polity, area-required electives, approved alternatives to required courses not being offered during SFTS professor's sabbatical, and GTU/SFTS MA and Ph.D. students living in Marin.
2. Students taking an SFTS professor's electives in Berkeley.
3. Students taking approved alternatives to SFTS core courses, with an SFTS instructor's express permission.
4. Students taking free electives.

The van schedule is determined according to the schedules of SFTS students, balancing with the most economic and sustainable use of the vans. Non-SFTS students are welcome to use the van service if space is available on already-scheduled vans.

COMMUNITY LIFE

Regularly updated van schedules are posted on a website maintained by the van coordinator. You can also find a hard copy posted in the vans. However, it is essential to watch the student email for announcements about changes in the schedule. When the van schedule does not fit your schedule, you will have to take responsibility for finding alternative transportation.

Normally at least three riders plus the driver must be taking the trip to schedule use of the van. The vans are not available for individual use, absent compelling circumstances.

The van coordinator recruits and trains van drivers. These drivers perform a valuable service by keeping the van schedule operating smoothly. We count on drivers to deliver students, inter-campus mail, and library shipments. Drivers' work continues to the end of each semester (including finals week), and it is their responsibility to adhere to the published schedule and to find replacements when they cannot make a trip. Nevertheless, it is wise to check that a particular van will be going if you are not on the regular list.

The availability and operation of the student van service depends on volunteer and cooperative participation. Once the van schedule is established, it is the responsibility of students and faculty using

the vans to communicate with each other, particularly about any changes in any individual's schedule. It is recommended that everyone on a scheduled van ride exchange phone numbers for communication throughout the semester.

To be an authorized driver of Seminary-owned vehicles (vans or cars), you must register with Kathleen Waters in the Business Office and provide a copy of your driver license. Your signature on the Driver Agreement and Information form also authorizes the Seminary or its insurance agents to procure personal information, such as consumer and motor vehicle reports and driving records from state motor vehicle departments. Registered drivers are covered by the Seminary's insurance while driving Seminary vehicles on authorized Seminary business.

Authorized Use of the Vans

The vans are provided primarily for the purpose of transporting students and faculty/staff to and from Berkeley for classes at the GTU. *Express permission to use the vans for other SFTS- or GTU- sponsored activities must be obtained from both the Associate Dean for Student Life and the van coordinator at least three business days in advance of the intended use.* Use of the vans for private purposes is forbidden and will result in the driver being removed from

COMMUNITY LIFE

the list of registered drivers and, if necessary, barred from riding the vans to class.

Driver Requirements

Only authorized drivers may drive institution vehicles.

1. Institution vehicles are generally limited to travel within the state of California.
2. Drivers must satisfy the minimum driver requirements, as outlined in the Use of Motor Vehicle policy.
3. Institution-owned vehicles are available solely for the purpose of institution-sponsored events. Any abuse of vehicles by volunteers (i.e., personal shopping trips) will result in immediate termination of privileges and payment of any resulting penalties.
4. If you are driving your own car on Seminary business, you must provide a copy of your vehicle registration and proof of insurance.

Safety Procedures

All passengers must wear seat belts while in the vehicle. Anyone refusing to use a seat belt will not be allowed in the vehicle.

1. Maximum occupancy should not exceed the manufacturer's

recommendation or a total of eight.

2. The driver must operate the vehicle in conformity with all motor vehicle laws, with proper allowance for weather and traffic conditions.
3. Any fines or penalties from moving or parking violations will be the responsibility of the driver.
4. The driver is responsible for inspecting the vehicle before and after each use.

Emergency Procedures

In case of an accident, the driver must use good judgment based on the type of accident and comply with the law in notifying the proper authorities. The driver must also immediately contact the Seminary.

COMMUNITY LIFE

INFORMATION TECHNOLOGY (IT): COMPUTER, INTERNET, AND EMAIL

COMPUTER LABS

Computers are available for student use in the computer lab in Geneva Hall and the Student Lounge in Scott Hall. Additionally, the library has five computers connected to various online bibliographic search software. SFTS students are invited to use these computers for the purposes of research, writing, and communication. Printers are available as well. Printing is without charge, but students must supply their own paper.

COMPUTER/INTERNET USE AND IT POLICIES

Seminary policies concerning computer and Internet usage are set forth in the separate SFTS Information Technology Policies, available on the policies page of the SFTS website.

SFTS STUDENT EMAIL ADDRESSES

The seminary provides each student with an SFTS email address in the format: username@students.sfts.edu. The Seminary uses this SFTS email address as a primary means of communicating important information. The SFTS email address can be set up to automatically forward/direct email to another email account used by the student (if, for example, a student uses another email account as their primary email account). *It is the student's responsibility to make sure that their SFTS email address (and any forwarding) is updated and current. It is also the responsibility of the student to regularly check and read email from SFTS.* SFTS IT Director Larry Pickard is available to support and troubleshoot issues related to the student's official SFTS email address.

SFTS PUBLICATIONS AND COMMUNICATIONS

Many Faces is a campus directory of students, faculty, and staff published annually in the fall. Please be sure your contact information is always up to date by notifying Kristin Dableo-Martel when any change occurs (kdmartel@sfts.edu).

COMMUNITY LIFE

The West Wing Herald is produced weekly during term time by the Student Services department and distributed by email to students and the campus community. It contains notices from various offices about impending deadlines and other vital information you won't want to miss. You can send announcements of campus events to Nancy Gutgsell at nancyg@sfts.edu for inclusion in the West Wing Herald; any such announcements must be received no later than Wednesday for inclusion in the Friday edition of the WWH.

Chimes is the SFTS magazine distributed free of charge to alumni, pastors, friends, and constituents of PC (USA). Chimes is also available online at sfts.edu.

GTU STUDENT GROUPS

The GTU also has student groups organized around a range of issues. Current active groups include the following:

GTU KOREAN STUDENT ASSOCIATION

GTU Korean Student Association (GTU KSA) is a group established to serve Korean-American and Korean students

pursuing various degrees from GTU member schools. The main purpose of the Association is to share Korean cultural heritage with the GTU community and to foster interaction among the members. Due to the diversity in denominations, GTU KSA facilitates networking and an ecumenical dialogue among the membership. The students actively participate in Korean congregations in the Bay Area and bring theological richness to the churches. The activities of GTU KSA include traditional Korean dinners, area discussions, and public lectures. The Association also leads worship services for GTU member schools as well as cultural celebrations for the community.

For more information about GTU student groups (including the most current contact information), visit gtu.edu/admissions/life-at-gtu/student-groups/.

COMMUNITY SERVICES

EMOTIONAL & MENTAL HEALTH SUPPORT

PASTORAL CARE, COUNSELING, AND SPIRITUAL DIRECTION

Pastoral care is the shared ministry of the SFTS community. The Seminary Chaplain, Rev. Scott Clark (Office: 415-451-2833), and the Pastoral Care Associate, Lucas Walker (Office: 415-451-2840), are available for help with pastoral care needs and for support and information in accessing the SFTS Counseling and Spiritual Direction Program and other emotional and mental health services.

SFTS COUNSELING AND SPIRITUAL DIRECTION VOUCHER PROGRAM

The Seminary encourages its students—as part of their spiritual and personal formation—to seek the support of professional counselors and spiritual directors. The Seminary provides subsidized vouchers that can be used by M.Div. and MATS students to participate in

the following services at substantially discounted cost.

Counseling and Psychotherapy for individuals, couples, and families by certified pastoral counselors or licensed therapists.

In counseling, the therapist helps explore inner conflicts, family of origin issues, and troubling psychological dynamics that cause distress in life. Therapy may occur individually or in family sessions. Usually, therapy sessions are weekly, lasting 50 minutes.

Spiritual Direction Services by spiritual directors.

Spiritual Direction is a one-to-one conversation in which you focus intentionally upon your relationship with God and your various spiritual practices. Spiritual direction is designed to strengthen and deepen your spiritual life. Normally spiritual direction sessions occur monthly.

Any of these services begins with an assessment interview with Rev. Scott Clark, at which time your needs will be clarified and a referral made. The SFTS referral program has developed a list of approved providers in the above categories of service. Scott Clark is available in 106 Montgomery, by telephone at 415-451-2833, and by email at sclark@sfts.edu.

COMMUNITY SERVICES

For SFTS students, there is a discounted fee structure for these services through the use of pre-paid vouchers. Vouchers are available through the Chaplain's Office. Normally, your cost is \$30 per session. This voucher program is available to M.Div. and MATS students and their families, and in exceptional circumstances to other students in crisis, as determined by the Chaplain. Within the academic year, each qualifying student/family may use up to 15 discounted vouchers under this program.

Your participation in any of these services is private and confidential. The counselors or spiritual directors are not employees of SFTS, and they do not have any influence upon a student's academic or ecclesiastical standing, except as permitted by the student.

INTERFAITH COUNSELING CENTER

The Seminary leases space on campus to the Interfaith Counseling Center, an independent nonprofit organization of licensed therapists and spiritual directors, interfaithcc.org. The ICC is located in the Lloyd Building, 15 Austin Ave., San Anselmo, 415-256-9701, with services sometimes also available in Berkeley. The ICC is the primary professional referral source for SFTS students requesting vouchers.

OTHER COUNSELING SERVICES

Marin Department of Health and Human Services, Behavioral Health and Recovery Services: www.marinhhs.org/mental-health-services, 3230 Kerner Blvd., San Rafael, 888-818-1115. Counseling services fees are charged on a sliding scale according to ability to pay.

24/7 Psychiatric Crisis Services (Crisis Stabilization Unit): 415-473-6666. *For emergency services, dial 911.*

Buckelew Counseling Services (Family Service Agency of Marin): www.buckelew.org, 415-457-6964, 24/7 Grief counseling: 415-499-1195, Substance abuse: 415-491-5700. Affordable mental health and substance abuse services for children, adults and families. Suicide prevention and community counseling.

Northbay 24/7 Suicide Prevention & Crisis Hotline: 415-499-1100

Peer support for mental health is provided by Community Action Marin / Enterprise Resource Center, a peer-run, self-help organization offering outreach groups, classes, telephone counseling, education and peer support at a drop-in center at 3270 Kerner Blvd., Suite C, San Rafael, 415-457-4554, www.camentalhealth.net.

COMMUNITY SERVICES

Center for Domestic Peace, San Rafael, domestic violence support, www.centerfordomesticpeace.org, 24/7 Hotlines: in English, 415-924-6616; in Spanish, 415-924-3456; for men, 415-924-1070.

Community Violence Solutions, sexual assault and family violence support, www.cvsolutions.org, 415-259-2850, 24/7 Crisis Line: 800-670-7273.

National Suicide Prevention Lifeline: 800-273-8255; online chat support: www.suicidepreventionlifeline.org.

MEDICAL, HEALTH, & SOCIAL SERVICES

See section on “Getting Settled” for information on health insurance.

FAMILY MEDICAL SERVICES

All children entering first grade and those in Head Start or in state preschools must have a health exam and current immunizations. Some resources for low-cost care include:

Marin Community Clinics, affordable medical, dental, and mental health care, www.marinclinic.org, Central appointment line: 415-448-1500; 3110 and 3260 Suite A Kerner Blvd., San Rafael; 5 Bon Air Rd., Bldg. D, Suite 117, Larkspur; 6090-6100 Redwood Blvd, Novato.

Marin County Department of Health and Human Services, www.marinhhs.org, 3240 Kerner Blvd., San Rafael, 415-473-3696.

Child Health and Disability Prevention Program, www.marinhhs.org/child-health-disability-prevention-chdp, 415-473-7397.

Premium assistance and Medi-Cal. Through Covered California, www.coveredca.com, apply for discounted premiums on private insurance, or for Medi-Cal, California’s health plan for low-income residents, AFDC recipients, and people needing assistance to meet the high cost of medical care. Assistance applies to many students with families (students without dependents may be eligible also). This can be a valuable alternative to higher-cost Blue Cross or Kaiser. Info: <http://www.dhcs.ca.gov/services/medi-cal/Pages/default.aspx>. DHHS office: 3240 Kerner Blvd., San Rafael, 415-473-3400.

Marin Children’s Health Initiative, 3240 Kerner Blvd., San Rafael, 415-473-3434.

COMMUNITY SERVICES

FOOD SUPPORT SERVICES

CalFresh – SNAP (food stamps),
www.marinhhs.org/calfresh-snap, 3240
Kerner Blvd., San Rafael, 877-410-8817.

Special Supplemental Nutrition Program for
Women, Infants, and Children (WIC),
[www.marinhhs.org/women-infants-children-
wic](http://www.marinhhs.org/women-infants-children-wic), 3250 Kerner Blvd., San Rafael,
415-473-6889. Call for an appointment.

SF-Marin Food Bank,
www.sfmfoodbank.org, 2550 Kerner
Boulevard San Rafael, CA, 415-883-1302.

EMERGENCY FOOD PANTRIES

The resources listed below are in addition
to the Food Pantry located on campus in
Holy Grounds and the Student Lounge (see
Community Life). Dial 211 if you are in
need of immediate food assistance. You
may be eligible to receive a three-day
emergency supply of shelf-stable food.
This service is available once in a 12-
month period.

Fairfax Food Pantry (sponsored by Fairfax
Volunteers),
[http://www.fairfaxvolunteers.org/food-
pantry.html](http://www.fairfaxvolunteers.org/food-pantry.html), 2398 Sir Francis Drake Blvd.,
Fairfax, Saturday 9-11 a.m.,
(for zip codes 94930 and 94960).

Canal Alliance in San Rafael,
www.canalalliance.org, 91 Larkspur St.,
415-454-2640, registration on Tuesdays,
(for zip codes 94901 and 94903).

North Marin Community Services - Novato
Human Needs Center (for Novato
residents), www.nhnc.org, 1907 Novato
Blvd., 415-897-4147.

Ritter Center in San Rafael,
www.rittercenter.org, 16 Ritter St., 415-457-
8182 (for zip codes 94901 and 94903).

Southern Marin Food Pantry, for residents
of southern Marin towns/cities, at St.
Andrew Presbyterian Church in Marin City,
www.saintandrewpc.org, 101 Donahue St.,
415-332-1011.

The Salvation Army in San Rafael, 351
Mission Ave., 415-459-4520.

San Geronimo Valley Community Center,
www.sgvcc.org, 6350 Sir Francis Drake
Blvd., 415-488-8888.

Community Resource Center of West Marin
in Point Reyes,
www.westmarincommunityservices.org,
11431 Hwy. 1 Suite 10, Point Reyes Station,
415-663-8361.

COMMUNITY SERVICES

Corte Madera, at Holy Innocents Church, 2 Tamalpais Dr., 415-924-4393, Thursday 4-6 p.m. (for zip codes 94904, 94925, 94939).

HOSPITALS

Marin General Hospital, www.maringeneral.org, 250 Bon Air Rd., Greenbrae, 415-925-7000. 24/7 Find a Doctor Healthline 1-888-99-MY-MGH. Offers a wide variety of services in Marin: 24-hour emergency services, labor and delivery department with private birthing rooms.

University of California-San Francisco Medical Center, www.ucsfhealth.org, 505 Parnassus Ave., San Francisco, 415-476-1000. 24-hour emergency services, pediatrics, obstetrics, dental clinic, diagnostic clinic, and many other services.

CLINICS

Marin Community Clinic, www.marinclinic.org, Central appointment line: 415-448-1500, 3110 or 3260 Suite A Kerner Blvd., San Rafael; 5 Bon Air Rd., Bldg. D, Suite 117, Larkspur; 6090-6100 Redwood Blvd, Novato. Many low-cost services available based on family income: immunizations, emergency dental care, well-baby/ well-child clinic, and various other medical services.

Marin County Department of Health and Human Services, www.marinhhs.org, 3260 Kerner Blvd., San Rafael, 415-473-4400. Immunizations and TB testing.

EYE CARE

Marin Community Clinic, www.marinclinic.org, central appointment line: 415-448-1500, 3110 or 3260 Suite A Kerner Blvd., San Rafael, optometry services available.

Lumina Optometry, www.luminaoptometry.com, 35 San Anselmo Ave., San Anselmo, 415-457-2020.

Focus Opticians, www.focus-opticians.com, 356 San Anselmo Ave., San Anselmo, 415-457-8170.

San Anselmo Optometry, www.sananselmooptometry.net, 634 San Anselmo Ave., San Anselmo, 415-747-8191.

For Eyes Optical Company, www.foreyes.com, 311 Corte Madera Town Center, 415-924-1515.

LensCrafters, www.lenscrafters.com, Northgate Mall, San Rafael, 415-507-0800.

COMMUNITY SERVICES

Costco Novato Optometry, 300 Vintage Way, Novato, 415-898-5591.

DENTISTS

In an emergency, call 1-800-DENTIST.

Dental of Marin, 891 Sir Francis Drake Blvd., San Anselmo, 415-456-3368.

Red Hill Dental, www.redhilldental.com, 899 Sir Francis Drake Blvd., San Anselmo, 415-482-9808.

Ross Valley Dental, www.rossvalleydental.com, 915 Sir Francis Drake Blvd., San Anselmo, 415-454-5667.

County of Marin Dental Clinic, www.marinhhs.org/dental-clinics, 411 Fourth St., Suite C, San Rafael, 415-473-5450. Sliding scale. Preventive and emergency care for children and adults. Walk-in service: arrive at 8:00 am or as early as possible. Saturday service.

LEGAL HELP

Legal Aid Society Marin County, www.legalaidmarin.org, 1401 Los Gamos Road Suite 101, San Rafael, CA , 415-492-0230

Family and Children's Law Center, www.faclc.org, 1401 Los Gamos Drive, Suite 200 San Rafael , 415-492-9230.

COMMUNITY RESOURCES

PUBLIC LIBRARY

San Anselmo Public Library, www.townofsananselmo.org/library, 110 Tunstead Ave., 415-258-4656. Your San Anselmo library card may be used at any library in Marin County and allows access to the County Library MARINet catalog. If books are not available through GTU library, they often can be borrowed through the county library system which includes Dominican University.

COMMUNITY EDUCATION

San Anselmo Parks & Recreation, <https://www.townofsananselmo.org/305/Recreation>, 415-258-4640. San Anselmo offers a wide variety of sports, activities, and classes for children and adults who live in San Anselmo.

College of Marin (COM), 415-457-8811, www.marin.edu, 835 College Ave., Kentfield. COM offers many credit and non-credit community education courses, including English as a Second Language (ESL). Computer courses are particularly plentiful. COM also offers a wide variety of workshops, concerts, plays, movies, and other special events.

COMMUNITY SERVICES

Tamalpais Union High School District,
www.marinlearn.com, 415-945-3730,
offering swimming lessons for youth and
adults, and a variety of adult education
classes.

Korean Presbyterian Church of San Rafael,
www.sanrafaelch.com, 635 Adrian Way,
San Rafael, 415-491-1932.

Redwoods Presbyterian Church,
www.redwoodspres.org, 110 Magnolia
Ave., Larkspur, 415- 924-4832.

Christ Presbyterian Church of Terra Linda,
www.cpcterralinda.org, 620 Del Ganado
Rd., San Rafael, 415-479-2712.

Presbyterian Church of Novato,
www.pcnovato.org, 710 Wilson Ave.,
Novato, 415-897-6152.

St. Andrew Presbyterian Church,
www.saintandrewpc.org, 101 Donahue,
Marin City, 415-332-1011.

San Geronimo Valley Community
Presbyterian Church, www.sgpchurch.org,
6001 Sir Francis Drake Blvd., 415-488-
9318.

Sausalito Presbyterian Church,
www.sausalitopres.org, 112 Bulkley Ave.,
Sausalito, 415-332-3790.

Westminster Presbyterian Church,
www.wpctiburon.org, 240 Tiburon Blvd.,
Tiburon, 415-383-5272.

LOCAL CHURCHES

MARIN

Complete list of PC(USA) Marin County
congregations:
www.redwoodspresbytery.org/congregations.

First Presbyterian Church of San Anselmo,
www.togetherweserve.org, 72 Kensington
Rd., San Anselmo, 415- 456-3713.

Sleepy Hollow Presbyterian Church,
www.sleepyhollowchurch.org, 100 Tarry
Rd., San Anselmo, 415-453-8221.

First Presbyterian Church of San Rafael,
www.fpcsr.org, 1510 Fifth Ave., San
Anselmo, 415-456-6760.

St. Luke Presbyterian Church,
www.stlukepres.org, 10 Bayview Dr., San
Rafael, 415-454-2705.

COMMUNITY SERVICES

Community Church of Mill Valley (UCC),
www.communitychurchmillvalley.com, 8
Olive St., Mill Valley, 415-388-5540.

Community Congregational Church of
Tiburon-Belvedere (UCC),
www.ccctiburon.net, 145 Rock Hill Dr.,
Tiburon, 415-435-9108.

Fairfax Community Church (UCC),
www.fairfaxcommunitychurch.me, 2398 Sir
Francis Drake Blvd., Fairfax, 510-629-9485.

First Congregational Church (UCC),
www.fccsanrafael.org, 8 North San Pedro
Rd., San Rafael, 415-479-2747.

St. John's Episcopal Church,
www.stjohnsross.org, 14 Lagunitas Rd.,
Ross, 415-456-1102.

Aldersgate United Methodist Church,
www.aldersgatemethodist.org, 1 Wellbrock
Hts., San Rafael, 415-492-0237.

San Rafael First United Methodist Church,
www.sanrafaelfirstumc.org, 9 Ross Valley
Dr., San Rafael, 415-453-8716.

Mt. Tamalpais United Methodist Church,
www.mtumc.org, 410 Sycamore Ave., Mill
Valley, 415-388-4456.

St. Anselm's Catholic Church,
www.saintanselm.org, 97 Shady Lane,
Ross, 415- 453-2342.

St. Nicholas Orthodox Church,
www.stnicholasmarin.org, 102 Ross Ave.,
San Anselmo, 415-454-0982.

Cornerstone Community Church,
<http://www.cccogic.org/>, 626 Drake
Avenue.
Marin City, CA 94965, 415-332-4295.

SAN FRANCISCO

For a complete list of PC(USA)
congregations in San Francisco, visit
[presbyteryofsf.org/congregations/san-](http://presbyteryofsf.org/congregations/san-francisco)
[Francisco](http://presbyteryofsf.org/congregations/san-francisco).

Calvary Presbyterian Church,
www.calvarypresbyterian.org, 2515
Fillmore, San Francisco, 415-346-3832.

Ingleside Presbyterian Church,
www.ingleside.church, 1345 Ocean Ave.,
San Francisco, 415-584-2766.

Lakeside Presbyterian Church,
www.lakesidepresbyterianchurchsf.org,
201 Eucalyptus, San Francisco, 415-564-
8833.

COMMUNITY SERVICES

Lincoln Park Presbyterian Church,
www.sflppchurch.org, 417 31st Ave., San
Francisco, 415-751-1140.

New Liberation Presbyterian Church,
www.pcusa.org/congregations/10191/,
1100 Divisadero, San Francisco,
415-929-8881.

Old First Presbyterian Church,
www.oldfirst.org, 1751 Sacramento, San
Francisco, 415-776-5552.

St. John's Presbyterian Church,
www.stjohnssf.org, 25 Lake St., San
Francisco, 415-751-1626.

Seventh Avenue Presbyterian Church,
www.seventhavenuechurch.org, 1329 7th
Ave., San Francisco, 415-664-2543.

Mission Bay Community Church,
www.missionbaycc.org, 32 Ocean Ave.,
San Francisco, 415-787-4751.

Korean Presbyterian Church of San
Francisco, www.kpcsf.org, 720 S. Van
Ness Ave., San Francisco, 415-282-1617.

Presbyterian Church in Chinatown,
www.pccsf.org, 925 Stockton St., San
Francisco, 415-392-1500.

First United Presbyterian Church-
Taiwanese, www.fupcsf.org, 1740 Sloat
Blvd., San Francisco, 415-759-3700.

Iglesia Presbiteriana de la Mision, 3261
23rd St., San Francisco, 415-647-8295.

Forest Hill Christian Church,
www.foresthillchristianchurch.org, 250
Laguna Honda Blvd., San Francisco, 415-
566-1414.

EAST BAY

For a complete list of PC(USA)
congregations in the East Bay, visit
presbyteryofsf.org/congregations/.

Sojourner Truth Presbyterian Church,
www.sojournertruthpc.org, 2621 Shane Dr.,
Richmond, 510-222-2020.

First Presbyterian Church, Berkeley,
www.fpcberkeley.org, 2407 Dana,
Berkeley, 510-848-6242.

St. John's Presbyterian Church,
www.stjohnsberkeley.org, 2727 College
Ave., Berkeley, 510-845-6830.

First Congregational Church (UCC),
www.fccb.org, 2345 Channing Way,
Berkeley, 510-848-3696 [temporary
worship space during fire repairs at
Congregation Beth El, 1301 Oxford St.,
Berkeley; check website for updates]

COMMUNITY SERVICES

Berkeley Methodist United Church,
www.bmuc.org, 1710 Carleton, Berkeley,
510-848-4680.

Epworth United Methodist Church,
www.epworthberkeley.org, 1953 Hopkins,
Berkeley, 510-524-2921.

Trinity United Methodist Church,
www.trinityberkeley.org, 2362 Bancroft
Way, Berkeley, 510-548-4716.
Newman Hall Holy-Spirit Parish (Roman
Catholic), www.calnewman.org, 2700
Dwight Way, Berkeley, 510-848-7812.

All Souls Episcopal Parish,
www.allsoulsparich.org, 2200 Cedar,
Berkeley, 510-848-1755.

Tapestry Ministries (DOC),
facebook.com/groups/61612694283, 1798
Scenic Ave., Berkeley (Pacific School of
Religion Chapel, Sundays at 5 pm).

Mills Grove Christian Church (DOC), 5410
Fleming Ave., Oakland, 510-534-4722.

First Christian Church of Oakland (DOC),
www.fccoakland.webs.com, 111 Fairmount
Ave., Oakland, 510-451-8822.

First Presbyterian Church, Oakland,
www.firstchurchoakland.org, 2619
Broadway, Oakland, 510-444-3555.

Montclair Presbyterian Church,
www.mpcfamilly.org, 5701 Thornhill Dr.,
Oakland, 510-339-1131.

Allen Temple Baptist Church, www.allen-temple.org, 8501 International, Blvd.,
Oakland, 510-544-8910.

Northminster Presbyterian Church,
545 Asbury Ave., El Cerrito, 510-524-4401.

GROCERIES & SHOPPING

Safeway Community Markets: (415) 455-
8186, 100 Center Blvd., San Anselmo,
walking distance.

Safeway: 838 Sir Francis Drake Blvd., Red
Hill Shopping Center, San Anselmo, 415-
456-9157. Starbucks inside.

Trader Joe's: 337 Third St., San Rafael,
415-454-9530; 2052 Redwood Highway,
Greenbrae, 415-945-7955.

United Market: www.unitedmarkets.com,
100 Red Hill Ave., San Anselmo, 415-456-
1271; 515 Third St., San Rafael, 415-454-
8912.

COMMUNITY SERVICES

Good Earth Natural Foods:
www.genatural.com, 720 Center Blvd.,
Fairfax, 415-454-0123.

Asian Market: 5 Mary St., San Rafael, 415-
459-7133.

Smart & Final: 935 Andersen Dr., San
Rafael, 415-259-0285.

Whole Foods: 340 Third St., San Rafael,
opposite Montecito Center, 415-451-6333.

Sprouts Farmers Market:
[www.sprouts.com/stores/details/-/store-
details/view/store/288](http://www.sprouts.com/stores/details/-/store-details/view/store/288), 655 Irwin St., San
Rafael, 415-524-1159.

Cardenas Market:
www.cardenasmarkets.com/, 330 Bellam
Blvd., San Rafael, 415-578-3971.

Grocery Outlet Bargain Market:
[www.groceryoutlet.com/circulars/storeid/16
6](http://www.groceryoutlet.com/circulars/storeid/166), 1535 S. Novato Dr., Novato, 415-898-
1779.

ORGANIC FOOD DELIVERY SERVICES

Full Belly Farm CSA, [fullbellyfarm.com/join-
our-csa](http://fullbellyfarm.com/join-our-csa): (530) 796-2214, community-
supported agriculture boxes of fruits and
vegetables. Nearest pick-up site is the

Marin Farmers Market at the Marin Civic
Center, Thursdays and Sundays.

Betty's Organics, 415-488-4648.

FARMERS MARKETS

Marin has a number of farmers markets,
some year-round, some seasonal. In the
spring and summer, there is a farmers
market happening somewhere almost
every day. For a full schedule and
description, visit:

[marinmagazine.com/About-Marin-
County/Marin-Grown/Farmers-Markets](http://marinmagazine.com/About-Marin-County/Marin-Grown/Farmers-Markets).

Town Hall, 525 San Anselmo Blvd., San
Anselmo, Organic Farm Stand: May-Oct.,
Friday 11 am to 7:30 pm.

Bolinas Park, Fairfax: April-Dec.,
Wednesday 4 to 8 pm.

Marin Civic Center, San Rafael: Year-
round, Sunday 8 am to 1 pm.

Veterans Memorial Auditorium, San Rafael:
Year-round, Thursday 8 am to 1 pm.

Downtown San Rafael, 4th St. at Lincoln
and B: April-Sept., Thursday 6 to 9 pm.

Town Center, Corte Madera: Year-round,
Wednesday noon to 5 pm.

COMMUNITY SERVICES

Ross Valley Farmers Market, Marin Art and Garden Center, Ross: June-October, Thursday 3-7 pm.

Marin Country Mart, Larkspur Landing Circle: Year-round, Saturday 9 am to 2 pm.

Novato, Grant Ave.: May-Sept., Tuesday 4 to 8 pm.

SHOPPING CENTERS

Red Hill Shopping Center, 834-916 Sir Francis Drake Blvd.: local shopping center in San Anselmo. CVS and Walgreens, Safeway, Peet's Coffee, Chase Bank, cleaners, pet supply, several small restaurants.

Bon Air Shopping Center, 50 Bon Air Center, Greenbrae, at Sir Francis Drake exit from Hwy. 101: Mollie Stone's groceries, CVS, Chase Bank, Wells Fargo, and Bank of America, Peet's Coffee, and Jamba Juice.

Marin Country Mart/Larkspur Landing Shopping Center, across from Larkspur Landing Ferry on Sir Francis Drake Blvd., Larkspur: Bed, Bath, & Beyond, Marin Brewing Co., boutiques, 24-Hour Fitness, shops, and restaurants.

Northgate Mall, 5800 Northgate Dr., San Rafael: indoor mall with large movie theater, Sears, Macy's, restaurants, etc.

Town Center Corte Madera, West of Hwy 101, exit at Paradise Drive: Safeway, REI, Container Store, Barnes & Noble, Sport Authority, boutiques, and restaurants.

Village at Corte Madera: Macy's, Nordstrom, Cheesecake Factory, and small shops of every variety. East of Hwy 101, 1618 Redwood Hwy, Corte Madera (across Hwy. 101 from Town Center).

Vintage Oaks Shopping Center, Rowland Blvd. exit off Hwy. 101, Novato: Target, Costco, DSW, Marshalls, Sports Authority, Old Navy, Ross, etc.

BOOKSTORES

Whyte's Booksmith, 615 San Anselmo Ave., San Anselmo, 415-459-7323

Town Books, www.townbooks.org, 411 San Anselmo Ave., San Anselmo, 415-526-3791.

Copperfield's, www.copperfieldsbooks.com/san-rafael, 850 Fourth St., San Rafael, 415-524-2800

Book Passage, www.bookpassage.com, 51 Tamal Vista Blvd., Corte Madera, 415-927-0960, new and used, and café in store.

COMMUNITY SERVICES

Rebound Bookstore,
www.reboundbookstore.com, 1611 Fourth
St., San Rafael, 415-482-0550.

TJ Max: 588 Francisco Blvd, San Rafael,
415-482-7712.

Kohl's: 5010 Northgate Dr., San Rafael,
415-507-9707.

USED CLOTHING OUTLETS

There are a number of used
clothing/consignment shops on
San Anselmo Ave. They tend to be hit or
miss.

Georgie and Willow: 649 San Anselmo
Ave., San Anselmo, 415-721-7917.

Breeze Consignment: 621 San Anselmo
Ave., San Anselmo, 415-459-7317.

Goodwill: 809 Lincoln Ave., San Rafael,
415-456-5273.

Salvation Army: 350 Fourth St., San Rafael,
415- 454-7201.

MISCELLANEOUS STORES

Cost Plus World Market: 2040 Redwood
Hwy, Larkspur, 415-924-7743.

Costco: 300 Vintage Way, Novato, 415-
899-1332.

Target: 125 Shoreline Pkwy, San Rafael,
415 299-6112; 200 Vintage Way, Novato,
415-892-3313, 180 Donahue, Marin City,
415-944-5540.

Marshall's: 204 Vintage Way, Novato, 415-
892-7322.

Ross Dress for Less: 75 Bellam Blvd., San
Rafael, 415-453-4471; 104 Vintage Way,
Novato, 415-898-6466; 194 Donahue,
Marin City, 415-332-0519.

Dollar Tree: 825 Francisco Blvd. W., 415-
453-9400.

HomeGoods: 6000 Northgate Dr., San
Rafael, 415-479-2038.

Michael's: 400 Las Gallinas Ave., San
Rafael, 415-446-7390.

Staples: 655 Irwin St., San Rafael, 415-485-
0507.

Best Buy: 700 Du Bois St., San Rafael, 415-
256-1398.

There are also a number of hardware
stores in Marin: Ace, Orchard, Home
Depot.

COMMUNITY SERVICES

BANKS

Bank of America: 401 San Anselmo Ave.,
San Anselmo, 415-257-3790.

U.S. Bank: 305 San Anselmo Ave., San
Anselmo, 415-456-7830.

Wells Fargo Bank: 3 Tunstead Ave., San
Anselmo, 415-456-4892.

West America Bank: 834 Sir Francis Drake
Blvd., San Anselmo, 415-721-1169.

Chase Bank: 894 Sir Francis Drake Blvd.,
San Anselmo, 415-453-4306.

There are several credit unions in Marin:
Redwood Credit Union, Patelco Credit
Union, and Marin County Federal Credit
Union.

U.S. POST OFFICE

San Anselmo: 121 San Anselmo Ave., San
Anselmo, 415-453-0363.

San Rafael: 910 D. St., San Rafael, 415-
547-1945.

TRANSPORTATION

TRANSPORTATION TO AND FROM SFTS AIRPORTERS

To/from the San Francisco Airport:

Marin Airporter, 415-461-4222, \$22, cash
only. Operates every day of the year,
departs every 30 minutes from SFO and
most of their Marin locations (including San
Rafael Transit Center), 4am- midnight. To
check locations and times visit
www.marinairporter.com.

To/from the Oakland Airport:

Sonoma County Airport Express, contact at
info@AirportExpressInc.com, drop off/pick
up at San Rafael Transit Center at Third St.
and Heatherton Way. To check locations
and times visit airportexpressinc.com.
Golden Gate Transit and Marin Transit,
www.goldengatetransit.org: There are a
number of bus routes that run between San
Anselmo and the San Rafael Transit
Center, where you can catch the airporters.
All serve the San Anselmo Hub across from
Safeway Community Market; some come
down Sir Francis Drake to the stops at
Ross Ave. and Bolinas Ave. Taxi and Uber
service is also available.

COMMUNITY SERVICES

DOOR-TO-DOOR SHUTTLES

Marin Door to Door, www.marindoortodoor.com, services from Oakland Airport and San Francisco Airport to San Anselmo, operates daily, 4:00am–1:00am. Reservations recommended 24 hours in advance and by noon on the day before. Call 415-457-2717. Check with Marin Door to Door on where to meet the shuttle for pick-ups at the airport.

PUBLIC TRANSPORTATION

To plan trips throughout the Bay Area on public transportation, try the trip planner at 511.org or Google Maps public transportation routes.

FasTrak is the Bay Area toll company for cars crossing the Bay Area bridges. There is a \$7.75/\$6.75 toll to drive across the Golden Gate Bridge into SF from Marin, and a \$5 to drive across the Richmond Bridge into Marin. Order a pass at bayareafastrak.org.

Clipper Card is for Bay Area public transit, including busses, trains, cable cars, and ferries. Get a card at clippercard.com, the San Rafael Transit Center, or Walgreens.

Golden Gate Transit/Marin Transit, 511.org (trip planning), goldengatetransit.org (helpful system maps), 415-455-2000: bus service throughout Marin, to San Francisco,

and to the East Bay as far as the El Cerrito BART (with BART service to Berkeley). Ferry service from Larkspur Landing and Sausalito to the San Francisco Ferry Building, and special ferries to and from Giants games. Check schedules at www.goldengateferry.org.

Bay Area Rapid Transit (BART), bart.gov: San Francisco, 415-989 2278; Oakland/Berkeley, 510-465-2278. Trains from most parts of the East Bay (Concord, Richmond, and Berkeley) go to San Francisco, Daly City, and San Francisco International Airport (SFO). There is a Berkeley stop within a few blocks of the GTU that provides a scenic walk through the UCB campus. There is no BART service to Marin County, but Golden Gate Transit Route 40 provides bus service across the Richmond Bridge between the San Rafael Transportation Center and the El Cerrito Del Norte BART station.

MUNI, www.sfmta.com, 415-701-2311 24/7: San Francisco's municipal system of buses, trolleys, subways, and cable cars.

CalTrain, caltrain.com, commuter train runs along the San Francisco Peninsula, through the South Bay to San Jose and Gilroy.

AC Transit, www.actransit.org, bus service within the East Bay.