

SPIRITUALITY

SOCIAL JUSTICE

INNOVATION

STUDENT HANDBOOK 2019–2020

GRADUATE SCHOOL OF THEOLOGY

 UNIVERSITY OF
Redlands
GRADUATE SCHOOL OF THEOLOGY

Home of
SAN FRANCISCO
THEOLOGICAL
SEMINARY

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VERSION INFORMATION

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PENDING APPROVAL BY THE UNIVERSITY BOARD OF TRUSTEES: This version is for distribution prior to the start of the 2019-2020 academic year, and is subject to approval by the University of Redlands' Board of Trustees (at their fall meeting; October, 2019).

For SFTS continuing students, please be aware that this revision to the Student Handbook includes some new protocols to maintain compliance with University-wide policies and procedures. The policies in this handbook apply for the 2019-20 academic year. The University 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.

2019 CHANGES

In the summer of 2019, the San Francisco Theological Seminary (SFTS, or the Seminary) joined the University of Redlands (University) as the academic core of the newly-created Graduate School of Theology (GST). For students, some institutional support functions will now be provided via administrative units located at the University's main campus in Redlands. The University expects to maintain and enhance the quality of the student experience for individuals and their families residing and/or attending classes at SFTS (sometimes referred to as the Marin Campus). In the coming year, the University will be updating campus infrastructure and launching new, Marin Campus-based academic programs for undergraduate students in the College of Arts and Sciences, for life-long learners via the School of Continuing Studies, and for graduate students in the Schools of Business and Education.

1.0 GETTING SETTLED

1.1 HOUSING

Housing on the Marin Campus is provided primarily for students enrolled full-time in a GST/SFTS degree program, or (based on availability) students at other GTU schools, and their spouses and minor children. In special cases, University employees or graduate students at other institutions may be included. It is important to note that admission to the GST/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 Marin Campus has different kinds of student housing for different housing needs. In general, two- and three-bedroom apartments are for single students or married couples 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 Housing Committee reserves the right to determine what arrangements best serve the overall needs of the community.

Only those family members listed on the lease agreement 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 disciplinary action to be taken against the student, which may include eviction from housing.

NEW STUDENTS: APPLICATION PROCEDURE

May 15 is the priority deadline for incoming students to file a housing application for the coming year. By July 1, students will be mailed a notice of their housing assignment if the housing application has been submitted by the deadline. Those students who submit a housing application after the deadline will be notified as their applications are processed.

The University has the discretion to conduct background checks and to make appropriate housing decisions in its review of housing applications.

RETURNING STUDENTS: APPLICATION PROCEDURE

Full-time students continuing in a GST/SFTS degree program are eligible to submit an online Housing Application 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 is not guaranteed to late applicants. In addition, students who are beyond housing eligibility must confirm a zero account balance at the time of application for continued housing and any such housing request is subject to availability.

LEASES

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.

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 assignment.

Please contact the Housing Office to make an appointment for moving in. Student Services staff are 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 a student vacates University housing, they must similarly make an appointment to check out with the Housing Office. The unit must be clean prior to inspection, undergo the inspection itself, and all keys must be returned.

RENTAL RATES

All rents are subsidized to provide student housing at an affordable cost. Students paying tuition in a GST/SFTS degree program are eligible for the “priority” rates listed on the website; if allowed to remain in University housing after their eligibility has expired (see guidelines), they

are charged the “standard” rate. For rental rates, please contact the Office of Student Services at 415.451.2800 x824, or email housing@sfts.edu.

Students must enroll in a payment plan, secure scholarships and/or federal aid, or make payment for rent due prior to the published deadline. Failure to adhere to scheduled payment obligations will restrict access to the unit assigned, or may result in eviction.

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 a GST/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 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

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

Category I

- **Applicability:** 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

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

Category III

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

Category IV

- **Applicability:** 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 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. 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 the "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 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 charged at the "standard" rate.

FURTHER STUDIES

Students are expected to move out of seminary housing at the end of the semester in which they complete their degree program at the GST/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.

Students who have graduated may submit an appeal 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 1st.

COMMUTER STAY POLICY

In the event 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 GST/SFTS Housing Office. 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 GST/SFTS 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.

CHANGING HOUSING

As students' needs and the availability of housing changes, 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

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

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 wish to bring pets into University housing must notify the Housing Committee 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.

Many students move in 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 policy on pets in housing that is clear, consistent, and evenly enforced and that does not unduly burden the Facilities Management Department or Housing Managers, the following allowances and restrictions apply to pets in student housing units:

- **Oxtoby.** Dogs and cats are not allowed; birds and small caged animals allowed in unfurnished apartments with the agreement of any roommates and if confined to appropriate containers.
- **Student Village Buildings 2 & 3 (21 & 15 Kensington Ct.).** Dogs and cats are not allowed in Student Village Buildings 2 and 3; birds and small caged animals are allowed if confined to appropriate containers.
- **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 appropriate containers.
- **Flex Housing.** In any given year, there may be "flex" housing units that are available for use as student housing. Pets are not allowed in those units.

Aggressive Dogs

The GST/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 Housing Committee receives a second report of a biting incident, the owner will be required either to remove the pet immediately or move out of 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 the animal will result in the owner being required either to remove the pet within two weeks or move out of housing. It is expected that complaints will be in writing, specific, and addressed to the Housing Office.

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 out of housing, and pay the \$200 non-refundable pet surcharge.

APPLIANCES & FURNISHINGS

All apartments are provided with refrigerators and stoves. Hunter and Landon have microwave ovens. The Student Village also has dishwashers and microwave ovens provided. 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 “flex” units where appropriate washer/dryer connections are provided. Unauthorized installations will result in the student being fully financially responsible for remedying any damage caused, and may result in eviction.

The GST/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 one mailbox key. Where appropriate, students will also receive a key to their assigned storage area. Report any lost keys to your Apartment Manager to obtain a replacement. There is a \$25 charge for replacement keys.

NO SMOKING

Marin Campus is a no-smoking 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. 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.

The GST/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

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 Facilities Management Department can supply sandwich boards for the posting of event announcements.

HOUSING MANAGERS

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

U.S. POSTAL SERVICE & CAMPUS MAIL

You will receive a key to your apartment mailbox when you check in to 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 Angelo Post Office, at 121 San Anselmo Avenue, is located within walking distance of the campus, between Belle Avenue and Mariposa Avenue.

UTILITIES

Telephone Service

The GST/SFTS does not provide telephone service in the apartments. To order service, contact AT&T at 1-800-310-2355 or <https://www.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 physical wiring. If there is a charge for a visit based on the wiring, the GST Housing Department 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 GST Housing Department'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 Facilities Management 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.

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).

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

Internet Access

The GST/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)

Gas and electric are included in rent 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

Dumpsters and recycling containers are provided for residents living in 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. The University will supply recycling buckets at your request to Facilities. All recyclables must be sorted into two separate containers for curbside pickup; blue for paper and brown for cans and bottles.

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

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 the GST/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 including 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

Student parking is included on the private roads and parking lots within the campus available 24/7. Parking permits are required for on-campus parking, and are available through the Facilities Management Department. Overnight parking, i.e., between 2:00 and 6:00am, is 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 <https://www.townofsananselmo.org>, download and complete the Hardship Parking Permit Application, and turn it in to the Central Marin 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.

RENTER'S INSURANCE

University of Redlands maintains property and casualty insurance on all of its buildings. However, the 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. Housing strongly encourages residents to obtain adequate renter's insurance for personal property and other liability protections. The University is not responsible for loss or damage to students' personal possessions.

1.2 SAFETY, SECURITY & PREPAREDNESS

EMERGENCY NOTIFICATION SYSTEM

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. GST/SFTS students may participate in two different alert

systems, one administered by the University of Redlands for all campuses, and one administered by the Graduate Theological Union (GTU) for its member schools.

[UR Bulldog Alert](#) is a way of sending important time-sensitive alerts to University of Redlands students and employees and will be activated in an emergency or when there is a known imminent threat to the safety and security of the campus community. Test notifications will also be sent periodically.

All University students and employees are automatically enrolled to receive UR Bulldog Alert messages to their University email (@redlands.edu). Employees are also enrolled to receive voice messages via their University phone.

You can also provide additional contact information on your personal profile page to receive text (SMS) and/or voice messages to your cell phone, receive an email to a personal email account, or include the contact information of a relative or spouse so that they too can receive a UR Bulldog Alert. To update your profile page go to: <https://www.redlands.edu/public-safety/ur-bulldog-alert-info/>

Click the "Login to My UR Bulldog Alert Profile" button. Your email address (@redlands.edu) and network password are required.

From the My Profile screen, click "Edit" to add, delete, or change any information in your Bulldog Alert profile and then click "Save" at the bottom of the My Profile screen to finish updating.

GTU-ALERTS

Since the member schools of the GTU- Consortium share most of our facilities and other resources with each other, the GTU provides a consortium-wide alert system.

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-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: <https://www.gtulink.edu/Home/gtu-consortium-emergency-notification-system>.

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 University of Redlands website: <https://www.redlands.edu/public-safety/>.

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 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. Any situation reported through a call to 911 will also need to be reported to the University's 24/7 Public Safety Dispatch at 909-748-8888.

For all non-emergency campus safety situations, please report the matter by email to the University's 24/7 Public Safety Dispatch at public_safety@redlands.edu or telephone at 909-748-8888.

Building Security

Institutional buildings are open to the public during business hours and whenever GST/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 a housing unit is responsible for normal security precautions in his/her unit.

Damaged and improperly functioning locks should be immediately reported through the normal channels to the Facilities Management Department.

Personal Safety

The GST/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 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

Building Maintenance staff will make sure that there are working smoke and CO detectors in your residence when you first move into 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 Facilities Management 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, 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 feet away from any structure or overhang.

Furnaces

Furnace filters will be changed or cleaned once a year by the Facilities Management Department. If they need to be changed or cleaned more often, please ask submit a work order.

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

Construction or installation of external structures is prohibited. Removal of fixtures and provided appliances is prohibited. No outside labor may be hired or contracted to work on any part of the property without the express permission of the Facilities Management Department.

Plumbing

Drain cleaners such as Liquid Plumber are not to be used for any reason. If you have a slow or blocked drain, submit a work order and the Facilities Department will make the appropriate repairs. If outside services have to be called in to repair tenant-induced damage, the cost may be charged to the tenant.

Maintenance Requests

Tenants are responsible for normal household upkeep of their apartments. Do not attempt any maintenance or repairs without permission from the Facilities Management Department.

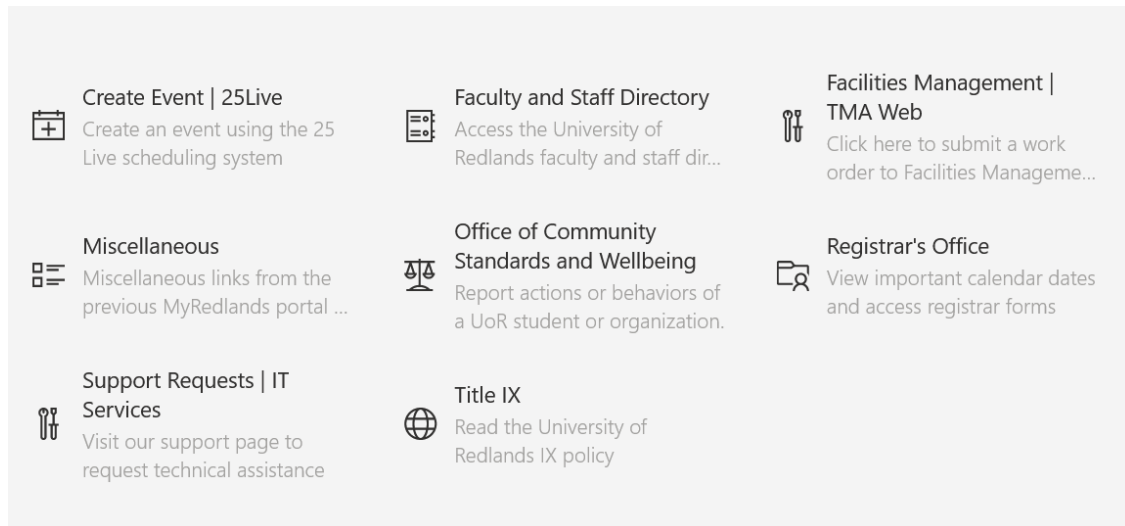
All requests for maintenance and repair must be made to the Facilities Management department through their iService Desk.

To request maintenance or repairs at the Marin Campus, student residents should submit a Work Request through our iServiceDesk Website <http://tmaweb.redlands.edu:82>. If you are off campus or do not have access to campus Wi-Fi, please use this link that will route you to the Facilities Management request page: <https://tmaweb-uredlands.msapproxy.net/home.html>, or via the MyRedlands portal, which may be accessed as follows:

1. Go to [myRedlands](#) and login to your University-provided account.
2. Once logged in, scroll down until you see the **UR Support** section.

3. In the UR Support section you will see the **Facilities Management | TMA Web** button shown below. Click on the button to begin the process of submitting a request.

URSupport



Use of University Tools and Property

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

DISASTER PREPAREDNESS

As part of its commitment to the safety of our community, the GST/SFTS encourages all community members to be prepared for natural disasters, including earthquake and wildfire. The University Department of Public Safety's disaster-preparedness and emergency procedures are available at <https://www.redlands.edu/public-safety/annual-security-and-fire-safety-report/>

Experts agree that we should be ready to be self-sufficient for 72 hours following a serious disaster. Some general precautions include:

- ***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 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.
- 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 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: <https://www.marincounty.org/depts/rv/voter-registration/register>.

Forms for voter registration are also available in the Scott Hall Lounge and in the Housing 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.

Marin Child Care Council, 415-472-1092, <https://www.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; <https://www.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 the Safeway (formerly Andronico's) Market.

Sir Francis Drake High School, 415-453- 8770, a long walk from campus on Sir Francis Drake Boulevard in San Anselmo, falls into the Tamalpais Union High School District: 415-945-1000; <https://www.tamdistrict.org>.

1.3 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.

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, <https://www.marinij.com>; the Ross Valley Reporter; or the San Francisco Chronicle, <https://www.sfgate.com/jobs>.
- On-campus jobs and some off-campus jobs, as well as some church-related jobs, are publicized through the 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 the Human Resources Office to do the paperwork when you are hired, and for the details of payroll and tax procedures. 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 GST/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 Dean's approval.

1.4 HEALTH INSURANCE

SFTS STUDENT HEALTH INSURANCE PLAN (SHIP)

The University 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, **the University requires all GST/SFTS 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.

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

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

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. **The Enrollment/Waiver Deadline is September 14th.** At that time, students who want coverage for their dependents must enroll and submit payment for their dependents online.

Coverage	Annual Premium
Student	\$4,426
Spouse*	\$4,426
One Child*	\$4,426
2 or More Children*	\$8,852
Spouse + 2 or More Children*	\$13,278

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 SHIP plan is for one full calendar year and runs from September 1st through August 31st of the following year.

More information on the UnitedHealthcare SHIP plan can be found under the FAQ section of the [Gallagher website](#). Coverage information including copays, deductibles, prescription benefits and more will be on the menu on the left of the homepage.

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 <http://www.pensions.org> or call 1-800-PRESPLAN.

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 <https://www.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 <https://www.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 <https://www.coveredca.com> to research health plans, calculate the cost, and enroll for coverage.

2.0 ACADEMICS

2.1 MDIV & MATS DEGREE PROGRAMS

The following sets forth the learning objectives and curricula of the MDiv and MATS programs of San Francisco Theological Seminary, a school within the University of Redlands Graduate School of Theology. The requirements of the Doctor of Ministry degree can be found in the University of Redlands Catalogue and the Advanced Pastoral Studies Handbook.

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 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.

COMPLETING THE MDIV DEGREE (total of 72 UNITS)

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 <https://www.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 (21 units)

Core Courses (15 units)

COURSE	UNITS
OT-1070 Introduction to the Hebrew Bible or OT-8107 (online)	3
NT-1001 NT Introduction: Paul	3
NT-1014 NT Introduction: Gospels or NT-8114 NT Introduction: Gospels (online)	3
One course in exegesis*	3
One approved Hebrew Bible course (e.g. OT-2142, OT Prophets)*	3

Language*: Hebrew, Greek (6 units)

COURSE	UNITS
1 Biblical language, Basic I and Basic II*	6

** Please note that some denominations (e.g., the PCUSA) may require a second biblical language and a second exegesis course, beyond the one required by the curriculum.*

HISTORICAL AND THEOLOGICAL STUDIES; ETHICS (15 units)

Core Courses (12 units)

COURSE	UNITS
HS-1080 History I or HS-8010 History I (online)	3
HS-1081 History II	3
ST-1084 Systematic Theology I or ST-8108 Systematic Theology I (online)	3
ST-1085 Introduction to Systematic Theology II	3

Designated Electives (3 units)

COURSE	UNITS
Elective in Ethics/Public Theology (as approved by the Dean)	3

PRACTICAL THEOLOGY, MINISTRY, SPIRITUALITY (15 units)

Core courses (15 units)

COURSE	UNITS
PS 1014 Introduction to Pastoral Care (or approved equivalent)	3
HM 1001 Introduction to Preaching or HM-8101 Introduction to Preaching (online)	3
LSFT-2525 Reformed Worship	3
SP-1500 Orientation to Theological Education	1.5
SP-4050 Senior Spirituality Capstone	1.5
Two Spiritual Practice seminars	2@1.5

INTERDISCIPLINARY ELECTIVES (4.5 UNITS)

Core Courses (4.5 units)

COURSE	UNITS
Three 3 semesters of designated electives in interdisciplinary themes	3@1.5

OTHER

COURSE	UNITS
FT-4011 Internship (Field Education; no unit credit toward unit total required for MDiv) <i>or</i> PS-2061 CPE	0

FREE ELECTIVES

COURSE	UNITS
Electives	16.5

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 Chaplain, and with the Worship Team. The manuscript of the sermon must be submitted to the Dean's Office 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 Dean's Office**, 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 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 <https://www.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.

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.

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)
- 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):
 - ACPE CPE Application and Interview Preparation
 - Critical Theological Reflection
 - Engaging Organizational Structures, Group Processes and Family Dynamics
 - Critical Self-Reflection
 - Pastoral Care Service Project
 - Pastor as Administrator & Manager (elective)
 - 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, 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 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.

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 Dean's Office and obtain the approval of the Dean.

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.

2.2 REGISTRATION

Students of the Graduate School of Theology register online through the University's Self-Service (Student Planning) portal. Complete information on the registration process and other related issues can be found on the University of Redlands Registrar's website:

<https://www.redlands.edu/study/registrars-office/>

To register, students follow these basic steps:

1. To choose courses, consult the SFTS course lists and the GTU course schedule (which includes SFTS offerings as well as those of the other GTU schools). The most up-to-date version of the comprehensive course schedule can be found on the [GTU website](#). Talk to your advisor to make sure that you are fulfilling the requirements of your degree.
2. Courses with a limited number of seats available fill up quickly, so register early in the registration period. If the maximum number of students is reached and you did not make the list, the faculty will notify you by the end of general registration.
3. Students will register through Self-Service (Student Planning). You will be receiving your login information soon.
4. **Changes to your registration:** Adjustments and corrections to your registration may be made without penalty until the end of the late registration period, which is usually the end of the second week of class in any given term. After that deadline, the registrar will make changes in your enrollment after you obtain the instructor's signature on a change form and pay a \$50 fee. A \$100 fee will be charged for initial registration during the late registration period. No changes are allowed after the 10th week of class.

Specific instructions for registration are emailed to students each semester prior to the opening of registration, and further information on the registration process can be found at:

<https://www.redlands.edu/study/registrars-office/san-francisco-theological-seminary-resources>.

Information on the Self-Service (Student Planning) Guide is available at:

<https://www.redlands.edu/study/registrars-office/self-service-student-planning-guide>.

GRADES

The University's graduate grading system and grading-related policies are set forth in the Academic Standards section of the University Catalog:

<https://www.redlands.edu/study/registrars-office/university-catalogs/current-catalog/academic-standards>.

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 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 (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 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. 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.

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 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 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 Dean'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 of absence is available for no longer than one (1) year. After one year, if no notice of return is submitted, the 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 GST/SFTS 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 on-campus housing. Any exceptions for extraordinary circumstances must be approved upon request to the Housing Committee.

Tuition paid will be refunded according to the University's refund policy. 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 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
- Surjit Singh Christology Award

2.3 ACCOMMODATION OF LEARNING DISABILITIES

The GST/SFTS recognizes that students with disabilities, including learning disabilities, may face considerable challenges in pursuing graduate theological education. Through its Disabilities Services Program, the University offers academic accommodations to support students' specific, documented needs in order to provide access and opportunities for success in their educational pursuits at University of Redlands. The University is committed to full compliance with the Rehabilitation Act of 1973 (Section 504) ADA as Amended (2008) and state and local regulations regarding students and applicants with disabilities. In carrying out this policy, the University is committed to the full participation of all students in the University's educational program and activities, though no accommodation will be provided which fundamentally alters the nature of the service, program or activity.

Comprehensive evaluation and documentation of disability is essential for appropriate advising and accommodation to take place. The GST 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. 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.

The University provides a number of supports for accessing Disability Services, and there are a number of staff who are ready to assist. The GST/SFTS encourages students with questions about disability accommodations and other issues be in early contact with the GST/SFTS Disability Services Liaison, Stephanie LaMonaca, Associate Dean of Student Success at

[Stephanie LaMonaca@redlands.edu](mailto:Stephanie.LaMonaca@redlands.edu) Support is also available from the Disability Services staff at the University's main campus.

Full information on the University's Disability Services program is available on the website at <https://www.redlands.edu/student-affairs/academic-success-and-disability-services/disability-services>.

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 their academic work must submit a request form to the GST/SFTS Disability Services Liaison (DSL), the Associate Dean of Student Success. The request form is available from the DSL. Generally, in support of their request, the student needs to include official written documentation with the form from a professional who has the credentials and expertise to diagnose the student's condition. The student is responsible for incurring any cost associated with the documentation. Documentation guidelines and further information on accommodations are set forth at <https://www.redlands.edu/student-affairs/academic-success-and-disability-services/disability-services>. These documentation guidelines specify the range of documentation that might support an accommodation request.

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 DSL works with the University's Disability Services 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.

Next, the DSL 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 DSL 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. It is the responsibility of the student to provide a copy of the accommodation confirmation to their instructors at the beginning of each semester.

Accommodations will apply to all educational events described in the DSL's confirmation for up to three years.

APPEAL

If a student disagrees with the DSL's decision and/or recommended accommodations, they can seek reconsideration and review of that decision both informally and/or by formal appeal through the disability grievance procedure, as set forth on the Disability Services webpage:

<https://www.redlands.edu/student-affairs/academic-success-and-disability-services/disability-services/grievance-procedure>.

2.4 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.

2.5 TUITION, FEES & FINANCIAL AID

A comprehensive listing of current tuition and fees can be found on the University of Redlands website at: <https://www.redlands.edu/admissions-and-aid/student-financial-services/graduate-and-continuing-education/tuition-and-fees-for-gst>.

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.

The University's Department of Student Financial Services provides comprehensive information on financial aid and the payment of tuition and fees on the University website at <https://www.redlands.edu/admissions-and-aid/student-financial-services/>

For questions about tuition and fees, payment, and financial aid, students can contact the Student Financial Services team at: sfs@redlands.edu

VA BENEFITS

Comprehensive information on Military and Veterans benefits and how to apply can be found at: <https://www.redlands.edu/military/>

2.6 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. 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
- 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 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.

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:

<https://www.gtu.edu/library/policies/library-policy>.

3.0 COMMUNITY POLICIES

At the University of Redlands Graduate School of Theology (GST) and San Francisco Theological Seminary (SFTS), our life together as an academic and spiritual community and 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.

3.1 NON-DISCRIMINATION

As a graduate school of the University of Redlands, the GST and SFTS embrace the University's commitment to diversity and non-discrimination. The GST and SFTS do 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. Accordingly, the GST and SFTS follow the University's non-discrimination policies, and prohibit discrimination, harassment, and sexual violence and misconduct, as follows:

POLICY PROHIBITING DISCRIMINATION, HARASSMENT, SEXUAL MISCONDUCT AND RETALIATION

This University of Redlands ("University") policy applies to all faculty, staff, students, student employees, contractors, vendors, volunteers, and visitors to any University campus, facility, and/or property and to University-sponsored activities and events, whether or not on University premises. Additional information and resources are available at www.redlands.edu/titleix.

I. Policy Statements

These policy statements support the University's commitments to equality of opportunity and maintaining an academic environment and workplace that is free from unlawful discrimination, harassment, sexual misconduct, and retaliation. Each person to whom this policy applies shares a responsibility for upholding and enforcing this policy.

A. No Discrimination. The University prohibits and will not tolerate unlawful discrimination (as defined in Section II(A), below) on the basis of age, color, race, ethnicity, national origin, ancestry, sex, marital status, pregnancy, status as a complaining party of domestic violence,

sexual orientation, gender, gender identity or expression, physical or mental disability, genetic information, religion/creed, citizenship status (except to comply with legal requirements for employment), military/veteran status, or any other characteristic protected by law.

B. No Harassment. The University prohibits and will not tolerate unlawful harassment (as defined in Section II(B), below) on the basis of the characteristics identified in Section I(A), above.

C. No Sexual Misconduct. The University prohibits and will not tolerate sexual misconduct (as defined in Section II(C), below).

D. No Retaliation. The University prohibits and will not tolerate any retaliation (as defined in Section II(G), below).

E. Reporting Obligation. With two exceptions, the University requires all University employees (faculty, staff, student employees, and administrators) to report to a Responsible Employee any discrimination, harassment, sexual misconduct, or retaliation that they witness or have a reasonable basis to suspect. This reporting obligation also applies to University contractors or volunteers who are responsible for the welfare of students. Students are strongly encouraged to report discrimination, harassment, sexual misconduct, or retaliation, even though they are not required to do so. Without robust student participation and engagement, the University's commitment is more difficult to fulfill. The two exceptions to the University employee obligation to report are when the following professionals learn of the alleged policy violations during consultations when there is an expectation of confidentiality: (1) chaplains who work in the Office of the University Chaplain, and (2) licensed counselors/psychologists who work in the University Counseling Center. Professionals in these two organizational areas can maintain confidentiality and will only report if the person who seeks their assistance requests that a report be made or if the employee has a professional or legal obligation to do so.

F. Employment Compliance. The University complies with all applicable Federal and State laws and regulations that prohibit discrimination in employment because of a legally-protected characteristic. All inquiries concerning prohibitions of employment discrimination and reports of employment-based complaints should be referred to the Human Resources Department. This office can be contacted on the ground floor of the Armacost Library, by phone (909)748-8040, or via employees listed in Appendix A.

G. Title IX Compliance. The University complies with Title IX of the Education Amendments of 1972 ("Title IX"), a Federal civil rights law. Title IX prohibits discrimination on the basis of sex in education programs and activities. Under Title IX, prohibited sex discrimination includes, but is not limited to, sexual harassment and sexual misconduct. The University prohibits and will not

tolerate such discrimination. All inquiries concerning the application of Title IX and sex-based complaints should be referred to the University's Title IX Coordinator or Deputy Title IX Coordinator. Contact information for the Title IX Coordinator or Deputy Title IX Coordinator is found in Appendix A: Title IX Coordinator List.

External inquiries or reports may be made to:

Office for Civil Rights (OCR): California

San Francisco Office
U.S. Department of Education
50 Beale Street, Suite 7200
San Francisco, CA 94105-1813
Telephone: (415) 486-5555
Facsimile: (415) 486-5570
Email: OCR.SanFrancisco@ed.gov

U.S. Department of Education

400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Equal Employment Opportunity Commission (EEOC)

Los Angeles District Office
Roybal Federal Building
255 East Temple Street, 4th Floor
Los Angeles, CA 90012
Telephone: (800) 669-4000
Facsimile: (213) 894-1118
Web: www.eeoc.gov

Department of Fair Employment and Housing (DFEH)

Los Angeles District Office
320 West 4th Street, 10th Floor
Los Angeles, CA 90013
Telephone: (800) 884-1684
Email: contact.center@dfeh.ca.gov
Web: www.dfeh.ca.gov

II. Definitions of Terms Referenced in Policy

The following definitions are intended to provide a better understanding of the meaning of certain terms as used within this policy:

A. Discrimination. “Discrimination” involves an adverse action or decision against, or harassing treatment of, a person or class of persons because of, or because of a perception of, a protected characteristic (identified in Section I(A), above) or because of perceived or actual affiliation/association with other individuals in a protected class. Adverse actions include, but are not limited to: denying raises, benefits, promotions, or leadership opportunities; demoting, disciplining, or terminating a person’s employment; interfering with the use of University facilities or services; denying access to an educational program; or instigating or permitting an environment that is unwelcoming or hostile. “Discrimination” under this policy does not include all unfair or inappropriate behavior, only those behaviors that take place because of a protected characteristic.

B. Harassment. “Harassment” involves behavior that affects a person because of a legally-protected characteristic and typically takes two forms: (1) quid pro quo harassment or (2) hostile environment harassment. “Quid pro quo harassment” takes place when a supervisor, professor, or other authority figure offers or hints that something (e.g., a raise, a promotion, or a certain grade) can be obtained in return for submitting to harassing behavior. “Hostile environment harassment” takes place when a person is subjected to severe or pervasive behavior, that is unwelcome, and which unreasonably interferes with that person’s ability to carry out her or his job functions or otherwise meet her or his responsibilities (including academic responsibilities) or creates an intimidating, hostile or offensive work or academic environment. Unlawful harassment does not include stray, insensitive, or even offensive remarks or behaviors when such remarks or behaviors are neither severe nor pervasive. Harassing behaviors prohibited by this policy include, but are not limited to: severe or pervasive use of derogatory words, jokes, slurs, epithets, or statements; stereotyping activities; use of graffiti or other forms of pictorial or written messages of intimidation; threats about unwelcome physical contact; unwelcome

physical contact; and stalking. See also Section II(C)(4), below, for more provisions regarding sexual harassment.

C. Sexual Misconduct. “Sexual misconduct” is any sexual penetration, sexual contact, sexual exploitation, or sexual harassment that occurs without the affirmative consent of all individuals involved. An individual who engages in sexual activity when he or she knows, or should know, that the other person has not consented or is unable to consent, has engaged in “sexual misconduct.”

1. Sexual Penetration. Non-consensual “sexual penetration” is any sexual penetration (vaginal, anal, or oral), however slight, with any object or part of the body, with another person without that person’s affirmative consent.

2. Sexual Contact. Non-consensual “sexual contact” is any intentional, sexual touching, however slight, with any object or part of the body, with another person without that person’s affirmative consent.

3. Sexual Exploitation. “Sexual exploitation” is taking advantage of another person in a sexual, or sexually-related, manner without affirmative consent. It includes, but is not limited to: causing the prostitution of another person; electronically recording, collecting, photographing or transmitting intimate or sexual utterances, acts, sounds, or images of another person; allowing third parties to observe sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; conduct that intentionally exposes a person’s private body parts to others; or knowingly having a sexually-transmitted infection (including HIV) and failing to inform a sexual partner prior to engaging in sexual activity.

4. Sexual Harassment. “Sexual harassment” is a form of prohibited harassment. The following is a non-exhaustive set of behaviors that may constitute sexual harassment:

- Unwelcome sexual advances, propositions, or requests for sexual favors
- Unwelcome touching, patting, pinching, or brushing up against another’s body or clothing
- Showing/displaying sexually suggestive, demeaning, or objectifying objects, pictures, or words (including on screens, whether or not intended to be seen by others)
- Sexually suggestive jokes
- Unwelcome comments about an individual’s body, clothing, or lifestyle that have sexual implications or demean the individual’s sexuality or gender

- Unwelcome sexual flirtations (including leering or ogling)
- Threatened, insinuated, or actual sexual misconduct or sexual violence whether general or specific in nature
- Other unwanted verbal, visual, or physical conduct of a sexual or sex-based nature may constitute sexual harassment when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic success;
 - Submission to or rejection of such conduct by an individual is used, threatened, or insinuated as the basis for an employment or academic decision affecting that individual; or
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

D. Affirmative Consent. For "affirmative consent" to be present, the following characteristics must be met:

- Consent can be communicated by word or action
- Consent must be mutually understandable
- Consent must be informed, knowing, voluntary, and freely and actively given
- Consent must be obtained at each escalation in the level of sexual activity (e.g., consent to kissing is not consent to fondling; consent to fondling is not consent to intercourse)
- Consent cannot result from force, threat, intimidation, duress, manipulation, or coercion
- Consent cannot be given by minors, mentally disabled individuals, or individuals who are mentally or physically incapacitated (such as by alcohol or other drugs)
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity
- Consent at one time does not imply affirmative consent to another time (e.g., consent to intercourse last night is not consent to intercourse tonight)
- Consent can be withdrawn at any time before or during sexual activity by expressing in words or actions that an individual no longer wants the act(s) to continue. When consent is withdrawn, the other person must stop the act(s) immediately.

Because individuals may experience a particular interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity and throughout the duration of the activity.

E. Incapacitation. “Incapacitation” exists when an individual lacks the physical or mental ability to make informed, rational judgments (e.g., to understand the “who, what, when, where, why, or how” of their sexual interactions), and thus cannot give affirmative consent to sexual activity. Incapacitation may be temporary or permanent and may result from mental disability as well as states including, but not limited to: sleep, unconsciousness, disorientation, helplessness, blackouts, etc. Incapacitation may also occur in persons who appear to be functional or coherent but still may not be able to make rational decisions or give affirmative consent. The impact of consuming alcohol or drugs will vary from person to person, and being intoxicated is not the same thing as being incapacitated (although intoxication can lead to incapacitation). Evaluating incapacitation due to the use of substances requires an assessment of each individual. Warning signs that a person may be approaching incapacitation may include, but are not limited to: slurred speech, lack of balance, loss of dexterity/coordination, decreased alertness/confusion, vomiting, combativeness, and emotional instability. If, under the circumstances, it was reasonable for a respondent to rely on another person’s capacity to consent, and if affirmative consent is actually provided, there will not be a finding of incapacitation. Because incapacitation may be difficult to discern, individuals are strongly encouraged to err on the side of caution; when in doubt, assume the other person is incapacitated and therefore unable to give affirmative consent. Being intoxicated or impaired by drugs or alcohol is never an excuse, justification, or successful defense to an allegation of sexual misconduct and does not diminish one’s responsibility to obtain affirmative consent.

F. Coercion. “Coercion” involves the application of an unreasonable amount of pressure on someone to say yes, in circumstances in which the person would not have said yes absent the unreasonable pressure. Coercion is evaluated based on the intensity, frequency, and duration of comments or actions. It exists when a sexual initiator engages in unreasonable or prolonged physical or emotional manipulation to persuade someone to do something sexual that he/she does not want to do.

G. Retaliation. “Retaliation” is adverse action taken against an individual because that individual has, in good faith: (1) personally complained of, or opposed, actual or perceived discrimination, harassment, or sexual misconduct; (2) testified, assisted, or participated in an investigation, proceeding, hearing, or legal action involving a claim of discrimination, harassment, or sexual misconduct; or (3) exercised legal rights under a relevant statute, regulation, or policy that involves a protected characteristic. “Retaliation” also includes adverse actions or threats that are intended to, or would, dissuade a reasonable person from engaging in the above-protected activities.

H. Complainant. A “Complainant” is an individual who is alleged to have experienced the negative effects of prohibited conduct. A Complainant may or may not be the person who initially makes a report of prohibited conduct.

I. Respondent. A “Respondent” is an individual who is alleged to have engaged in conduct prohibited by this policy.

J. Responsible Employee. A “Responsible Employee” is an individual who: (1) is listed in Appendix A or (2) is capable, or perceived to be capable, of having remedial authority to address inappropriate action(s). Responsible Employees specifically include all faculty, administrators, and supervisory staff.

III. Procedures

A. Making a Report. The University can only act to remedy and prevent specific acts of discrimination, harassment, sexual misconduct, or retaliation from reoccurring if it is made aware of such conduct. Reports also give the University the opportunity to ensure that appropriate care and resources are provided to the complainant. For these reasons, the University requires its employees (excepting those professionals in the Office of the University Chaplain or the University Counseling Center) to report discrimination, harassment, sexual misconduct, and retaliation to an individual or office listed in Appendix A. It is for these reasons as well that the University strongly encourages student reports. Reports should contain the name(s) of the reporter, the complainant, and the respondent, a concise statement of the prohibited conduct, a detailed statement of the facts supporting the report, and the names of any witness(es). A complainant may make an anonymous report. It is helpful, but not required, for reports to be made in writing. No matter who is reporting, prompt reporting is crucial. The earlier the University knows about alleged behavior that violates this policy, and the more the University knows about the alleged participants, the more effective the University’s investigation and response is likely to be.

Please note: Some behaviors that violate the University’s policy may also be criminal. A report to the University is not the same as a complaint to a law enforcement agency. The University can assist individuals in making contact with appropriate law enforcement agencies should there be a desire to file a criminal complaint. Individuals also are free to contact outside law enforcement agencies directly.

B. Interim Measures. After a report is received, the University will impose reasonable interim measures if such measures can eliminate potentially hostile or offensive environments and protect complainants or others in the University community. These interim measures can be

imposed even before a determination that the conduct in the report violates this University policy; accordingly, interim measures are not to be viewed as a negative finding against any particular party. The Title IX Coordinator, Human Resources Director, or other Responsible Employee will maintain communication with the parties to ensure that concerns about safety or emotional and physical wellbeing are being addressed. Depending on the circumstances, interim measures could include measures from this non-exhaustive list:

- Access to counseling services and assistance in setting up the initial appointment
- Access to medical services
- Imposition of a University “No Contact Order”
- Rescheduling of exams and assignments
- Alternative course completion options
- Change of class or section, or ability to drop the course without penalty
- Change of work schedule or job assignment
- Change in student housing assignment
- Assistance in completing residence relocation
- Limiting an individual’s access to University property, facilities, or activities
- Change of office space
- Interim suspension or leave — when a report of discrimination, harassment, sexual misconduct, or retaliation reveals a potential ongoing risk of harm to the safety of an individual or members of the campus community, the University may place a respondent on interim suspension or leave. This means that, pending the outcome of the complaint, campus access may be limited or completely restricted. Suspension or leave will be structured (e.g., for a respondent employee, paid vs. unpaid) as the University deems appropriate. When an interim suspension or leave is imposed, the University will make reasonable efforts to complete the investigation in an expedited manner.

All individuals are encouraged to report failures of an individual to abide by the restriction(s) imposed by an interim measure. The University will take prompt and responsive action to enforce a previously implemented measure.

C. Informal Action. A complainant, whether anonymous or not, may request that informal action be taken instead of pursuing the formal procedures described below. Informal action does not include extensive investigation or a determination of the validity of the report. The goal through informal action is to achieve a resolution that may be acceptable to both the complainant and respondent, and to counsel and educate one or more individuals. If informal action is initiated, the complainant or respondent each has the right, at any time, to ask the University to use its formal procedures. Depending on the level of information available about

either the incident or the individual(s) involved, the University will honor preferences for informal action unless the University believes that a significant risk to the broader University community is implicated (e.g., the Title IX Coordinator or a deputy coordinator can enact interim measures and initiate a formal investigation if, in the judgment of the University, a respondent may present a danger or threat to the health and safety of individuals at the University). Requests for informal action, while protected and permitted, may negatively impact the University's ability to understand what happened and implement an appropriate response. All such reports will go to the Title IX Coordinator for review. At the conclusion of informal actions, the parties will be asked to agree to an Informal Resolution document. If either party does not agree to the Informal Resolution document, the matter will be referred for formal action (see below). Additionally, Informal Resolution documents dealing with a respondent who is a member of the faculty will be shared with the respective dean of the college/school in which the faculty member holds a primary appointment and Informal Resolution documents dealing with a respondent who is a member of the staff or administration will be shared with the staff/administrator's direct supervisor.

D. Formal Action. If the parties are not able to reach agreement after informal action, or if informal action is not appropriate (or desired by all parties), the matter will be addressed through more formal processes as described below.

1. Investigation. The University will investigate when it receives a report of discrimination, harassment, sexual misconduct, or retaliation, unless informal action is pursued (see Section III (C), above). When an investigation takes place, the University will attempt to complete it within 45 calendar days from the date the report is received. The investigation will include, whenever possible, an interview with the reporter, complainant, respondent, and any relevant witness(es). Written statements may be requested. Any other available evidence will also be sought. The investigator will attempt to document the investigation as appropriate. While every effort will be made to be sensitive to the confidentiality concerns of all people who participate in the investigation, privacy cannot be guaranteed. During the investigation (and any following proceedings), a complainant and a respondent are entitled to be accompanied by a Support Person. For purposes of this policy, a Support Person can be any person. Typically, a Support Person is: a full-time member of the University faculty, administration, or staff; a family member; or an attorney. Expenses for a Support Person (e.g., an attorney's fee or travel for a member of the family) are at the complainant's or respondent's own expense. Complainants and respondents may bring their Support Person to any meeting or proceeding they attend. A Support Person may be present for consultation and advice, but Support Persons may not directly participate in the meeting or proceeding, may not serve as an advocate or spokesperson, and may not interfere with or disrupt the meeting or proceeding. Support

Persons who do not abide by these restrictions, who are disruptive, or who otherwise fail to abide by reasonable directions provided by individuals authorized to conduct investigations or proceedings under this policy, will be removed and a substitute Support Person may be selected.

2. Investigation Findings and Recommended Sanctions. Within seven (7) calendar days of the conclusion of the investigation, the investigator(s) will issue a written report (the "Investigation Report") to the Title IX Coordinator. The Investigation Report will contain investigation findings and, if the respondent is a student, recommended sanctions. The Investigation Report should include the rationale for any findings or sanctions. The Title IX Coordinator or Deputy Title IX Coordinator will facilitate a review of the Investigation Report by the complainant and respondent. If the respondent is a student, and both the complainant and the respondent are willing to accept the investigation findings and recommended sanctions, the findings and sanctions will be implemented, and the matter will be closed. A party cannot appeal a matter after accepting the Investigation Report; as a result, complainants and respondents should think carefully about whether acceptance of the investigation findings and recommended sanctions is appropriate under the circumstances. If the respondent is a member of the University's faculty, staff, or administration, the matter will be referred to the appropriate hearing and decision officer (see Section III(D)(3)(b-c), below).

3. Hearing and Decision. If either the complainant or the respondent does not wish to accept the recommended findings or sanctions from the Investigation Report, or if the respondent is a member of the University faculty, staff, or administration, the matter will be referred for a hearing and decision. There are different procedures for students, faculty, and staff/administrators.

a. For Students. The Title IX Coordinator will appoint a Hearing Panel to hear the matter and render a decision. The Hearing Panel consists of three University employees who have received training on Title IX matters. The Hearing Panel will invite the complainant, respondent, and investigators to participate in a Hearing. The Hearing will take place within ten (10) business days of the date the Hearing Panel is appointed. The Hearing Panel will issue a written decision within seven (7) calendar days of the Hearing. The Hearing Panel's majority decision will be based on whether it is "more likely than not" that the University's policy was violated. The written decision will include a summary of findings and will describe any consequences or corrective action to be taken, as well as any other recommendations. Consequences for a student who is found responsible for

violating this policy may include disciplinary action up to and including suspension or expulsion/dismissal from the University.

b. For Faculty. Consistent with the Faculty Handbook, any findings pertaining to members of the faculty will be referred to the respective dean of the college/school in which the faculty member holds a primary appointment. Within ten (10) business days of having the matter referred to the dean, the dean (or designee; all references to the dean in this section of the Policy also refer to any dean's designee) will meet with both the complainant and respondent and any witnesses deemed necessary by the dean. The dean will issue a written decision within seven (7) calendar days after meeting with the complainant and respondent. The dean's decision will be based on whether it is "more likely than not" that the University's policy was violated. The written decision will include a summary of findings and will describe any consequences or corrective action to be taken, as well as any other recommendations. Consequences for a faculty member who is found responsible for violating this policy may include disciplinary action up to and including termination of University employment.

c. For Staff and Administrators. Any findings pertaining to respondents who are non-faculty employees of the University will be referred to the Human Resources Director. Within ten (10) business days of having the matter referred to the HR Director, the HR Director (or designee; all references to the HR Director in this section of the Policy also refer to any HR Director's designee) will meet with both the complainant and respondent and any witnesses deemed necessary by the HR Director. The HR Director, after consulting with the respondent's direct supervisor, will issue a written decision within seven (7) calendar days after meeting with the complainant and respondent. The HR Director's decision will be based on whether it is "more likely than not" that the University's policy was violated. The written decision will include a summary of findings and will describe any consequences or corrective action to be taken, as well as any other recommendations. Consequences for an employee who is found responsible for violating this policy may include disciplinary action up to and including termination of University employment.

4. Appeal(s). Both the complainant and respondent have a right to appeal a decision reached by a Hearing Panel, Dean, or HR Director. An appeal must be filed, in writing, within seven (7) calendar days from the date the person received the written decision. Appeals are not for the purpose of having a second investigation or a second review of available facts. Proper bases for appeal are limited to: (1) evidence not previously

available to, and not withheld by the appealing party from, the investigator or the decision-maker that could influence the outcome; (2) material defects in the process leading to the decision; or (3) consideration of whether the sanction is substantially disproportionate to the findings. The written appeal must be submitted to the Title IX Coordinator who will forward the appeal to the appropriate University official. The official considering the appeal has seven (7) calendar days to provide a written response to the appeal. Appeal decisions of an official may be appealed to the President (using the same bases for appeal identified above) by submitting a second appeal within seven (7) calendar days of receiving the official's written decision. The President (or the President's designee) will issue a written decision to any second appeal within seven (7) calendar days. All decisions of the President are final.

E. Additional Issues.

1. Divergence from Policy. The University is committed to behaving in reasonable, responsible, and fair ways. Despite the University's efforts to draft a good policy, there are times when a divergence from the listed procedures may be necessary. For example, there may be times (e.g., school breaks, illness or accident, travel obligations, witness unavailability) when an individual who has a responsibility to act within a deadline cannot meet that obligation. Or there may be unique circumstances that require an adjustment to the procedure outlined above. If and when a divergence to the policy is appropriate, the University will communicate with the complainant and respondent to inform them of the divergence and explain the reason(s) for it. If a party believes that any divergence is not fair or reasonable, that party should explain the reasons for that belief to the Title IX Coordinator.

2. Conflicts of Interest. When designating individuals to perform roles under the procedures identified in this policy, the University seeks to avoid any conflicts of interest and appoint neutral individuals. If any party becomes aware of a conflict of interest, or bias, of an individual who is participating in the procedures identified above, that party should inform the Title IX Coordinator. If there is an allegation that the Title IX Coordinator has a conflict of interest or bias, the party should inform the University President's office.

3. False Reporting. Because the University takes reports of discrimination, harassment, sexual misconduct, and retaliation so seriously, false reports or reports made in bad faith will have serious consequences. Any person who makes a report (or offers testimony or information) that is later found to be intentionally false or made maliciously without regard for truth will be subject to disciplinary action, up to and including expulsion (if a

student) or termination of employment (if an employee). This provision does not apply to reports made in good faith, even if the report is not substantiated through an investigation or decision.

4. Alternate Procedures Superseded. The Grievance Procedure in the Personnel Policies and Procedures Manual or the grievance policies in the Faculty Handbook are not applicable to matters addressing discrimination, harassment, sexual misconduct, or retaliation. Proceedings addressing claims under the Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, and Retaliation will be handled by these procedures and not alternate University procedures except where proposed remedial actions might involve the loss of tenure or the termination of faculty employment.

IV. Recordkeeping

All reports and results of proceedings under this policy must be reported, for compliance purposes, to the University's Title IX Coordinator. For any respondent, the complete investigative file, including a copy of any decision and/or appeal decision, along with any record of consequences or corrective actions, shall be maintained by the University (typically in the appropriate academic department, Student Affairs office, Human Resources office, or Title IX Coordinator's office) during that respondent's employment or academic enrollment and for whatever period after employment/enrollment that the University deems appropriate.

V. Relationship to Other Laws

There may be times when activities under this policy confront matters about which there are additional legal responsibilities. For example, some records implicated in an investigation or proceedings under this policy might be protected by the Family Educational Rights and Policy Act ("FERPA"). The University will comply with all of its legal obligations, including but not limited to FERPA, which may entail redacting or not disclosing certain documents that might otherwise be shared. Title IX obligations also sometimes overlap with obligations under Title VII of the Civil Rights Act of 1964. Where obligations overlap, adjustments to specific details of how the policies and procedures may be made, but the University will work diligently to ensure that all legal obligations are met in a manner that is faithful to both the spirit and the letter of its legal requirements.

VI. Relationship to Principles of Academic Freedom and Freedom of Speech

The success of the University depends on an environment that fosters vigorous thought and intellectual creativity – an atmosphere in which diverse ideas can be expressed and discussed. The University seeks to provide a setting that respects the contributions of all individuals composing its community, encourages intellectual and personal development, and promotes the free exchange of ideas. This policy is not intended to regulate the content of speech, discussion, and debate in the classroom, on campus, or in any University forum reasonably related to academic activity or political, artistic, and visual arts expression. The University will protect academic freedom and artistic expression in administering this policy. However, using speech or expression to engage in discrimination or harassment is prohibited.

VII. Relationship to Law Enforcement

The University has an independent obligation to investigate, stop, and remedy acts of discrimination, harassment, sexual misconduct, and retaliation. The University chooses to meet this independent obligation while still cooperating, when possible, with appropriate law enforcement officials and agencies. That cooperation will sometimes alter the University's typical timing or procedures, but referrals to law enforcement do not stop the University's proceedings altogether. Ultimately, the University desires that complainants of discrimination, harassment, sexual misconduct, and retaliation – and the respondents accused of engaging in those behaviors – receive fundamental fairness from the University in the course of the University's attempts to enforce its policy. Readers of this policy should be reminded that the definitions and standards used by the University may be different, and in some respects are different, than the standards and definitions used by law enforcement and the criminal justice system.

For the details of these procedures, please refer www.redlands.edu/titleix

HOW TO FILE A COMPLAINT OF HARASSMENT OR DISCRIMINATION

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

- Title IX Coordinator,
- Deputy Title IX Coordinator,
- Title IX Liaison, Marin Campus.

Contact information is available for these individuals at www.redlands.edu/titleix.

Individuals may also file reports online at www.redlands.edu/titleix-sexual/filing-a-report. 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.

PROCEDURES APPLICABLE TO COMPLAINTS OF HARASSMENT

The University 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, as outlined above, and as can be found on the Policies page of the Title IX website (www.redlands.edu/titleix) in the full Policy Prohibiting Discrimination, Harassment, Sexual Violence and Retaliation.

Those procedures include the following:

- Options available to a complainant to pursue or not pursue a complaint;
- Informal resolution process
- Interim measures available, where appropriate, to protect members of the community;
- Procedures for investigating complaints; and
- Formal resolution and hearing process.

For the details of these procedures, please refer to the website www.redlands.edu/titleix.

3.2 DIVERSITY, EQUITY, AND INCLUSION

In addition to their commitment to non-discrimination, the GST and SFTS also have adopted the following statements that embrace and promote Diversity, Equity, and Inclusion in all academic programs and in all aspects of community life:

STATEMENT OF 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)

3.0 – COMMUNITY POLICIES

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 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). "Diversity" is: *Idea* diversity; *Gender* diversity; *Ethnic* diversity; *Race* diversity; *Language* diversity; *Orientation* diversity; *Ability* diversity; *Age* diversity; *Cultural* diversity; *Nation* diversity; *Religious* diversity; and *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.

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.

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 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:

- 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.
- 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.

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.

3.3 EDUCATIONAL RECORDS AND PRIVACY POLICY (FERPA)

In compliance with the Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), the University protects both the privacy of students' educational records and student access to their respective student records. Access to academic and disciplinary records is limited to students, dependent students' parents, and authorized school officials, as set forth in the University's FERPA privacy policy.

The University's full FERPA privacy policy can be found at:

<https://www.redlands.edu/study/registrars-office/ferpaprivacy-policies>. The University's FERPA privacy webpage also provides information on how students can (1) access their student record, (2) request confidentiality for otherwise public "directory information," and (3) request release of their academic record.

3.4 ACADEMIC COURSE AND CLASSROOM POLICIES

ACADEMIC FREEDOM STATEMENT (approved by the Faculty: September 14, 2016)

The faculty of San Francisco Theological Seminary has adopted the following statement on Academic Freedom:

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

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 GST and SFTS require 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.

The GST and SFTS likewise are committed to maintaining among 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 University, Seminary, and wider communities 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.

For all issues of academic integrity and honesty, the GST and SFTS are governed by the standards set forth in the University’s Academic Standards, and by the procedures set forth therein. Those standards can be found at: <https://www.redlands.edu/study/registrar-office/university-catalogs/current-catalog/academic-standards>.

For all other issues related to student conduct, the GST and SFTS have adopted and are governed by the University’s Code of Conduct, and the procedures set forth therein. The Code of Conduct can be found at: <https://sites.redlands.edu/globalassets/depts/student-affairs/the-office-of-community-standards-and-wellbeing/codeofstudentconduct.pdf>.

CODE OF PROFESSIONAL ETHICS FOR STUDENTS PREPARING FOR PASTORAL MINISTRY

In addition to the University's Code of Conduct, each entering seminary student is asked to subscribe to the following Code of Professional Ethics for Students Preparing for Pastoral Ministry:

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 worshiping 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 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.

STATEMENT ON PLAGIARISM

In academic institutions such as the GST/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.

The GST/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 University's Academic Standards and academic-honesty policies. Cases of plagiarism reported by faculty to the Dean will be verified and noted in the student's record, with notification to the student of this action; disciplinary action may extend to dismissal.

3.5 GRIEVANCE PROCEDURES

GRADES

A student dissatisfied with evaluation of academic work in a course at the GST/SFTS 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 through the appeals process set forth in the University's Academic Standards.

GTU POLICY

If a student disagrees with a grade given by a faculty member or with another academic decision related to a school within the GTU consortium, 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.

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.

Grievances incurred by the student as an employee of the University 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 <https://www.bppe.ca.gov>; or by phone at: 916-431-6959.

3.6 COMMUNITY LIFE POLICIES

VACCINATION POLICY

The GST and SFTS do not require any particular type of vaccination. The GST/SFTS does, however, encourage all members of the community to obtain all appropriate vaccinations to support both personal and public health.

NO-SMOKING POLICY

The Marin campus 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.

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.

DRUG-FREE COMMUNITY POLICY

The GST/SFTS prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on the Marin campus property and/or in connection with any GST/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 GST/SFTS regulations. The GST/SFTS further prohibits the abusive use of alcohol on seminary property and/or in connection with any GST/SFTS program or activity. Students, faculty, and staff are required to notify the administration 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 GST/SFTS community are accountable to the law and to GST/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, pursuant to the disciplinary procedures set forth in the Code of Conduct. 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. The Provost, Dean, and Chief Financial Officer shall have the authority to remove

individuals from GST/SFTS housing and/or to terminate them from the employment of the GST/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 GST/SFTS 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.

Health Risks of Substance Abuse

The GST/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 the GST/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 the Pastoral Care Associate, 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>
- **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.

GUIDELINES FOR EFFECTIVE COMMUNICATION

The faculty of SFTS has adopted the following 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:

3.0 – COMMUNITY POLICIES

- 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.
- 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.

3.7 STUDENT ASSOCIATION BYLAWS

The Bylaws of the Student Association, as set forth herein, are provisional, and will be reviewed and revised during the Academic Year to reflect the merger of SFTS into the Graduate School of Theology at the University of Redlands:

- 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 General Assembly, and other entities requiring student representation.
- III) **Members.** 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. 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 VI.F.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 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-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.**

- 1) 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.
- 2) 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.**

- 1) 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.
- 2) To develop an annual budget for the Association, if needed.
- 3) To find every means possible to ensure that the concerns of students are advocated for in the Seminary and 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.
- 4) To work and communicate with SFTS staff, administrators, trustees, alumni, and other related persons of SFTS in fulfilling the program of the Association.
- 5) To provide continuous open communication with students.
- 6) To administer such other business as the Association deems necessary.
- 7) To work closely with the Associate Dean for Student Life and the Dean/Vice President for Academic Affairs.

- 8) 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.**

- 1) 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
- 2) Council may be called for special meetings by the Moderator or Vice Moderator.
- 3) 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.**

- 1) **Standing Committee.** The Executive Committee shall be a standing committee of the Council. 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.
- 2) **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.

- G) **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.

- H) **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.

- I) **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.

4.0 COMMUNITY LIFE

4.1 CHAPLAIN'S OFFICE & WORSHIP ACTIVITIES

Worship is a vital part of community life at SFTS and the GST. Worship services 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 Seminary Chaplain and the Seminary musicians plan chapel and worship experiences for the campus 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 2019-20 are Heather Johnston, Grace HyeRyung Kim, Ryan Miller, and Willa Van Camp.

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.

4.2 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 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 GST/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 GST/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 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 Success, 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 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 Success also takes active part in this committee.

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.

4.3 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.

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 Grace HyeRyung Kim.

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 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).

OUTSIDE!

Outside! 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. 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.

OTHER STUDENT GROUPS

Other student groups may be formed over the course of the year; please check with the Associate Dean of Student Success if you have interest in forming a new group.

Information about student groups active at the GTU is provided on the GTU website.

4.4 STUDENT ACTIVITIES & RESOURCES

BOOKSTORE/ONLINE BOOK LISTS

The GST/SFTS has partnered with MBS Direct to provide a customized online bookstore, which can be accessed at <https://bookstore.mbsdirect.net/sfts/html>. Through the online bookstore, students can locate courses from their schedule and view and purchase course materials. 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 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.

PRINTERS

Printing is available through a cloud-based kiosk printer located in the campus library. Because the printer is cloud-based, students can send their print jobs from anywhere and any device; they can print from their own laptop or mobile device, connect a USB drive, send through cloud storage such as their Google Drive or One Drive etc., or simply email their print jobs over to the kiosk printer. The kiosk printers offer color and black and white printing, and students can print single or double sided. Additionally, the printers are ADA accessible and through WEPA's partnership with PrintReleaf, the University will be contributing to global reforestation projects based on our paper consumption.

Each student will be provided an initial \$10.00 credit to print on their University of Redlands WEPA account, and they will be able to print directly to the kiosk printers using their student IDs or their UR username and password. Additional information on the University's cloud-based printers is available at <https://sites.redlands.edu/its/about-us/acits/instructional-technology/kiosk-printing/features/>

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.

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 GST/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.

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 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: <https://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 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 on campus, children should not be given access to the lounges, computers, fitness center, or prayer chapel without designated adult supervision by a responsible adult.

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)

The GST/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 seating, priority in getting a seat 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. Students from other GTU schools are welcome to use the van service if space is available on already-scheduled vans.

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 to your destination at the time you need, 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.

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-, GST-, or GTU- sponsored activities must be obtained from both the Associate Dean for Student Success 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 the list of registered drivers and, if necessary, barred from riding the vans to class.

Driver Requirements, Policies, and Emergency/Accident Procedures

Under the requirements of the University of Redlands Driving Program policies (and related insurance requirements), **only drivers authorized by the University's Public Safety Department may operate University owned or leased vehicles.** University policy strictly requires that anyone driving a University vehicle must first complete the appropriate process, be approved, and be listed on the Approved Driver List maintained by the Department of Public Safety.

The full requirements for driving a University vehicle and related safety procedures can be found in the University of Redlands Driving Program policies, available from the Department of Public Safety and from the GST's Associate Director of Maintenance. The University of Redlands Driving Program contains information on the following:

1. Driver minimum requirements;
2. Driver rules, regulations, and responsibilities;
3. Auto accident and emergency procedures; and
4. Auto insurance information.

4.5 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

Information about the University's IT support and policies is available on IT pages of the University website: <https://sites.redlands.edu/its>.

SFTS STUDENT EMAIL ADDRESSES

The University provides each student with an email address in the format:

firstname_lastname@redlands.edu. The University and GST use this student email address as a primary means of communicating important information. *It is the student's responsibility to make sure that their Redlands email address (and any forwarding) is updated and current. It is also the responsibility of the student to regularly check and read email from the GST/SFTS and the University.* Support related to student email addresses is available through the University's IT services team.

4.6 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 <https://www.gtu.edu/admissions/life-at-gtu/student-groups>.

5.0 COMMUNITY SERVICES

5.1 EMOTIONAL & MENTAL HEALTH SUPPORT

PASTORAL CARE, COUNSELING, AND SPIRITUAL DIRECTION

Pastoral care is the shared ministry of the GST/SFTS community. The Seminary Chaplain (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 the Chaplain, 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. The Chaplain is available in 106 Montgomery, by telephone at 415-451- 2833, and by email.

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 Interfaith Counseling Center, an independent nonprofit organization of licensed therapists and spiritual directors (<https://www.interfaithcc.org>), rents office space on campus, and a good number of the providers there participate in the Seminary's student voucher program. The ICC is located in the Lloyd Building, 15 Austin Ave., San Anselmo, 415-256-9701, with services sometimes also available in Berkeley.

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.

Marin County 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 555 Northgate Drive, San Rafael, CA 94903, 415-526-7500, www.camarin.org.

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.

5.2 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.

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, 3250 Kerner Blvd., San Rafael, 415-473-6889. Call for an appointment.

SF-Marín 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>, 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.

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.

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.

5.3 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.

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.

5.4 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.

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.

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:
<https://www.presbyteryofsf.org/all-congregations>.

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.

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 <https://www.presbyteryofsf.org/east-bay-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]

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.allsoulsparish.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.mpcffamily.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.

5.5 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.

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, 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/166, 1535 S. Novato Dr., Novato, 415-898-1779.

ORGANIC FOOD DELIVERY SERVICES

Full Belly Farm CSA: <http://fullbellyfarm.com>: (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: <https://www.marinmagazine.com/About-Marin-%20County/Marin-Grown/Farmers-Markets>.

Organic Farm Stand - San Anselmo: May-Oct., Friday 11 am to 7:30 pm; Town Hall, 525 San Anselmo Blvd.

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: April-Sept., Thursday 6 to 9 pm. 4th St. at Lincoln and B.

Town Center - Corte Madera: Year-round, Wednesday noon to 5 pm.

Ross Valley Farmers Market: June-October, Thursday 3-7 pm. Marin Art and Garden Center, Ross

Marin Country Mart: Year-round, Saturday 9 am to 2 pm. Larkspur Landing Circle

Novato: May-Sept., Tuesday 4 to 8 pm. Grant Ave.

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.

Rebound Bookstore: www.reboundbookstore.com, 1611 Fourth St., San Rafael, 415-482-0550.

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.

TJ Max: 588 Francisco Blvd, San Rafael, 415-482-7712.

Kohl's: 5010 Northgate Dr., San Rafael, 415-507-9707.

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.

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.

5.6 TRANSPORTATION

TRANSPORTATION TO AND FROM SFTS / AIRPORTS

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 <https://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.

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 <https://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 <https://www.bayareafastrak.org/en/home/index.shtml>.

Clipper Card is for Bay Area public transit, including busses, trains, cable cars, and ferries. Get a card at <https://www.clippercard.com/ClipperWeb/index.do>, the San Rafael Transit Center, or Walgreens.

Golden Gate Transit/Marin Transit: 511.org (trip planning), <http://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): <https://www.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: <http://www.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.

For Campus Emergencies:

Dial 911

After completing the 911 call, please contact the University's 24/7 Public Safety dispatch line at 909-748-8888

Important Contact Information:

Office of the Dean: (415) 451-2860

Office of the Associate Dean for Students Success: (415) 451-2824

Office of the Registrar (registrar@redlands.edu): (909) 748-8019

Office of Student Financial Services (sfs@redlands.edu): (909) 748-8047

Technology Support Services (tech_support@redlands.edu): (909) 748-8922