



Student Handbook

2024-2025

Student Handbook

San Francisco Theological Seminary



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1.0 GETTING SETTLED

1.1 HOUSING

Housing on the Marin Campus is provided primarily for students enrolled full-time in a SFTS degree program, and their spouses and children. It is important to note that admission to SFTS is not a guarantee of housing. At the same time, applicants may be assured that every effort will be made to accommodate their housing needs.

Housing is managed by Eugene Burger Management Corporation (EBMC), who processes housing applications. You can reach out directly to EBMC regarding the next semester housing or current housing availabilities. (Mary Villarreal, 415.295.2242, maryv@ebmcca.com).–The Marin Campus has a variety of sized housing units at the property from studio units up to two-bedroom apartment style units. In general, there are family friendly two-bedroom apartments (Student Village) ; one- and two- bedroom apartments in Landon Hall; one – bedroom apartments in Hunter Hall; and the two-bedroom apartments in Oxtoby Hall are either for dual occupancy student sharing or for single occupancy students.

NEW STUDENTS: APPLICATION PROCEDURE

Please see the following deadlines for student housing;

- Fall 2024 housing – May 15 2024
- Spring 2025 housing – November 15 2024,
- Summer 2023 housing – March 15 2025.

Housing applications must be submitted for each semester (Fall, Spring or Summer).-Those students who submit a housing application after the deadline will be notified as to any remaining availabilities.

EBMC will conduct the relevant background checks and will make appropriate housing decisions in its review of student housing applications. All effort will be made when processing applications to help students, including contacting a student if we require further information or supporting documents.

RETURNING STUDENTS: APPLICATION PROCEDURE

Full-time students already in housing and continuing in a SFTS degree program, will be sent an online application and request for updated documents should a student wish to request future semesters in student housing.

MARIN CAMPUS GRADUATE STUDENT HOUSING AGREEMENT

The student rental leases are fixed term in nature and terminate on the last day of the lease. The lease lengths are generally,

- Fall Semester, August 15th to January 14th
- Spring Semester; January 15th to June 14th
- Summer Semester; June 15th to August 14th

Student rental amounts which can be found [here](#), are paid monthly to EBMC by the first of each month. For the month(s) where the lease month may not be a full month, pro-rated rent is calculated. This is the rental amount divided by 30 (days) multiplied by the number of days under the rental agreement. All students are required to put down a deposit when moving into housing. All leases will have both move-in and move-out inspections at the beginning and end of their lease terms respectively.

MOVING IN AND OUT OF SFTS HOUSING

Lease start and end dates are fixed in nature to create fairness for all students. If you cannot make the specific move-in date listed on your lease, you can arrange with EBMC to physically move-in after that date, although you will still be charged from the start date listed in your lease agreement.

RENTAL RATES

SFTS student rental rates are set by The University of Redlands Board of Trustees, at a rate that ensures affordable cost. For ease of reference, these rates and deposit amounts can be found on the University website [here](#).

HOUSING ELIGIBILITY

Priority for student housing and student housing rates apply to students enrolled full-time in a SFTS degree program and the students that submit their applications by the deadlines listed above. Categories of students are ranked below, with respective eligibility priorities. The University Registrar and SFTS Dean will provide EBMC with proof of student status each term. Students in housing are required to notify EBMC, within 30 days, should they no longer become a student during the course of a lease agreement.

MATS students 3 Years

MDiv Students 4 years

DMin students 5 years

GTU students 4 years

Students who would like to stay in housing longer than these eligibility terms and part time students may petition the EBMC Director of Operations/Business Development, Marin Campus to remain in student housing at univredlands.shaunhurtell@ebmc.com. Shaun will confer with the Dean's Office on a case by case basis.

Students are expected to move out of seminary housing at the end of the semester in which they complete their degree program at the SFTS. Graduating students may also reach out to EBMC to find out whether there are any units available that they can apply to, these units (if available) would be market rate rentals at a different rate than the student rental rate.

ANIMAL POLICY

EBMC follows local and federal laws regarding emotional support and service animals, all students accepted for housing will have the opportunity to sign the relevant "Pet Addendum" that will be part of the lease agreement. For those applying for housing, please reach out to Shaun from EBMC directly to find out what the current, if any, restrictions may be at that time. Specific policies and laws may change with time and so it is important to as a first step have a discussion with EBMC, especially those that are wanting to apply for Oxtoby Dual Occupancy (Sharing) units.

APPLIANCES & FURNISHINGS

All units are provided with refrigerators, microwaves, and stoves. The Student Village units have dishwashers and sink disposal units.

There are no washers and dryers in any units. Coin-operated laundry rooms are provided in each student building, except in a building where Laundry hookups are available within a unit. Tenants are prohibited from bringing and installing washers, dryers, air- conditioners, and/or dishwashers in any apartment, except for units where appropriate washer/dryer connections are provided. For any appliance listed above, student residents would need to receive prior written approval from EBMC to have the appliance in their unit.

Unauthorized installations will result in the student being fully financially responsible for remedying any damage caused and may result in eviction.

The SFTS does not provide furniture in housing units. All personal items and non-University furnishings must be removed when the student vacates the apartment. This includes removing anything from potential storage areas. No appliances, furnishings, or beds may be placed in the garbage bins around the property during the lease or at the end of the lease agreement.

KEYS

At move-in, residents will be given one front door key for each adult household member on the lease agreement and one mailbox key. Any lost keys will be charged to a resident at the prevailing cost of rekeying the door (Including. Front door locks and where applicable, mailbox locks).

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. This includes no smoking within a vehicle anywhere on the property.

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 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. Residents must comply with relevant State and Federal laws regarding noise pollution from the residential units and vehicles.

POLICY ON POSTING NOTICES ON CAMPUS

Do not tape, pin, or nail any kind of posters, flyers, signs, notices or anything similar., to any surface on campus. This includes, front doors, buildings, windows, trash receptacles, laundry rooms, walls, signage boards etc.

When posting approved signage, do not cover or obscure the writing on any traffic, direction signage or emergency signage (Eg: emergency exit signs).

Any posted flyers or announcement materials must be dated and must contain the name of the person/organization posting the material as well as who approved the placement You are to keep track of where posted signage was placed as all posted materials must be promptly

removed with 5 calendar days following the event. On request, the Facilities Management Department can supply sandwich boards for the posting of event announcements.

AFTER HOURS HOUSING ASSISTANCE

The Student Housing Team will assist residents in maintaining safe and comfortable living conditions in housing. Contact information for “lock outs” and after hours emergency maintenance requests will be communicated upon move-in and is located within the details of the lease agreement.

To ensure the safety of all at the property, for lockouts an online form will need to be submitted by the student resident that is listed on the lease agreement. Once the form is received, the housing lock-out team will identify which member (if any) is available to respond. If a member is available to respond, they will collect any necessary keys and then make their way to the unit. For the housing team to give a resident access, you would need to present a valid form of identification to identify you as the resident listed on the lease.

Please note for lockouts, this is not a regular service and it is not guaranteed that someone will be available to assist. In the case of a lock-out, if someone is available, the process may take 2 hours. The true costs of lockouts are hard to quantify as many people would be involved in the official process, the cost that the student would incur for each lockout would be \$100.

U.S. POSTAL SERVICE & CAMPUS MAIL

You will receive a key to your apartment mailbox when you move into housing. Mail delivered by the U.S. Postal Service must be delivered to your residential address and not to the office address. Mail received at the general office address will be returned to sender.

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 local USPS is the San Anselmo Post Office, at 121 San Anselmo Avenue.

Pacific Gas and Electric (PG&E)

Gas and electric are included in rent for units in Oxtoby, Hunter, and Landon. For all other housing units, residents are responsible for establishing and maintaining accounts with PG&E. Upon successfully signing a lease agreement, residents must open an account with PG&E and start service in their name on their move-in day.

ENERGY & WATER CONSERVATION

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

- 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.
- Fix leaks, including leaky toilets.
- Take a shorter (5 minute) shower.
- Turn off water when brushing teeth or shaving.
- Use dishwashers and washing machines with full loads only

PARKING

Student parking is included on the private roads and parking lots within the campus available 24/7. 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.

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. 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. Go [here](#) to update your profile page. 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.

You also have the additional option to sign up to the “Alert Marin” notification system. More information can be found here;

- <https://www.marinsheriff.org/services/emergency-services/alert-marin>

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 [here](#). 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](#).

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.

Personal Safety

The 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.

Parents must ensure that they comply with all relevant Local, State, and Federal laws regarding the supervision of their children.

Building Security

Institutional buildings are open to the public during business hours and whenever SFTS activities are taking place. Employees and/or those in charge of activities are responsible for securing all doors and windows when the building is no longer in use. For student and faculty housing, each resident of a housing unit is responsible for normal security precautions in his/her unit. Student and faculty houses have individual locks, with keys issued to the residents. Report any damaged and improperly functioning locks to EBMC immediately.

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 can cause 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). Ensure that all necessary precautions are made when using appliances and follow the instructions and warning manuals provided directly from the manufacturer.

Smoke and Carbon Monoxide Detectors

Facilities Management staff will ensure operational smoke and carbon monoxide (if applicable) detectors in your residence when you first move into housing. Do not remove detectors for any reason, this poses a risk to both your residential unit and to others at the property. Removing a detector will violate your lease agreement and may result in your lease being cancelled. Costs of any damages or loss from the removal of a detector will be for the lease holders account. Once you have moved in you will be required to test the smoke/ carbon Monoxide detectors regularly.

Notify EBMC immediately if the detector is not working properly or it is alerting you that the battery may need to be replaced. Tampering with a fire/life-safety device at the property or within your unit may result in the eviction of the residents.

Furnaces

Furnaces will be serviced once a year by the Facilities Management Department. If there is a need to service the furnace more often, please submit a work order to EBMC.

Residents will be responsible for purchasing and installing Furnace filters and replacing those on a regular basis. Some filter manufacturers suggest every 3 months a replacement should be done.

Maintenance Requests

Residents are responsible for the normal household upkeep of their apartments. This includes for example, changing light bulbs and furnace filters. Residents are also responsible for ensuring that their units are kept clean.

For work order requests, once moved in residents will be issued with a unique resident code and instructions which will give them access to the Property Portal. The property portal is where a

resident can submit Work Order requests. Work Order requests will be reviewed and where necessary EBMC may make contact to request further information.

For emergency work orders during normal work hours, please reach out to Mary at;

+1 415 295 2242

For emergency work orders outside of normal work hours, please phone the EBMC 24/7 line at:

+1 707 584 5123

DISASTER PREPAREDNESS

As part of its commitment to the safety of our community, the 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. A non-extensive list of 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.***

In the case of campus emergencies, for example, a power outage, the Office of the Senior Executive and the Dean's office will work with EBMC to be sure that all campus residents are aware of locations for emergency supplies and back up generators.

DRIVER'S LICENSE & AUTOMOBILE REGISTRATION

Under California law, **you must obtain a California driver license within 10 days of taking up residency.** 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: (confirm with DMV)

- 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).

To obtain your California driver's license: (confirm with DMV before proceeding)

- 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.

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 require 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 [here](#).

CHILDCARE & SCHOOLS

Fairfax-San Anselmo Children's Center, Fairfax, 415-454-1811, offers state-funded care for low-to moderate-income families on a sliding scale. 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 may be a waiting list.

San Anselmo Preschool and Afterschool Center, 415-453-3181 is located at First Presbyterian Church of San Anselmo, across the street from Wade Thomas School. It 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. Bus transportation is not free but ask about scholarships from the San Anselmo bus hub across from the Andronico's/Safeway Market.

Archie Williams 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 reminded that no more than 15 hours of employment per week is recommended during the semester.

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>.
- Student worker employment opportunities may arise at SFTS on an as needed basis. These include but are not limited to Holy Grounds Manager, Van Driver/Coordinator, Mail Driver, Chaplains Assistants and Events help. Please contact the Dean's office to inquire about available positions and to let us know if you are interested in student work from time to time on campus. Student workers are paid at the California minimum wage rate unless otherwise noted. At times SFTS may employ students in positions that otherwise would be filled as staff positions. Per-hour rates in these circumstances will be set on a case-by-case basis.

HEALTH 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

San Francisco Theological Seminary, as a community of students, faculty, and administrators, seeks to practice and inculcate the following habits. While we acknowledge and respect the articulations of these same values in other spiritual traditions, they are expressed here in the language of the Christian faith. 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 those 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 prepare ministers and spiritual leaders 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 CREDITS)

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-credit courses (12 credits) per semester, or 24 credits per academic year. A total of 72 credits, including competence in one Biblical language, are required for the degree. The required core courses and electives are to be distributed among various disciplines as follows:

BIBLICAL STUDIES (21 credits)

Core Courses (15 credits)

COURSE	CREDITS
OT-1070 Introduction to the Hebrew Bible or OT-8107 (online)	3
NT-1005 or NT-8101 online NT Introduction: Paul	3
NT-1004 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 credits)

COURSE	CREDITS
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 credits)

Core Courses (12 credits)

COURSE	CREDITS
HS-1080 History I or HS-8010 History I (online)	3
HS-1081 History II or HS-8181 History II (online)	3
ST-1084 Systematic Theology I or ST-8108 Systematic Theology I (online)	3
ST-1085 or ST-8109 online Introduction to Systematic Theology II	3

Designated Electives (3 credits)

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

PRACTICAL THEOLOGY, MINISTRY, SPIRITUALITY (15 credits)

Core courses (15 credits)

COURSE	CREDITS
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 or FT-2172 Vital Worship	3
SP-1500 Orientation to Theological Education	1.5
SP-4050 Senior Spirituality Capstone	1.5
Two Spiritual Practice seminars: SP-4900 and SP-4901, Spiritual Formation for Ministry I and II	2@1.5

INTERDISCIPLINARY STUDIES (4.5 CREDITS)

Core Courses (4.5 credits)

COURSE	CREDITS
At least 4.5 credits of electives treating interdisciplinary themes	3@1.5

FIELD EDUCATION

COURSE	CREDITS
FT-4011 Internship (Field Education; zero credit, do not count toward credits required for MDiv) or PS-2061 CPE	0

FREE ELECTIVES

COURSE	CREDITS
Electives	16.5

M DIV CURRICULUM MODEL (with two languages; 72 total credits)

Course Sequencing Plan: Required Courses *

FIRST YEAR			
AREA	FALL TERM	JANUARY TERM	SPRING TERM
Area I	<i>OT Intro Hebrew I</i>	<i>Spiritual Practices Seminar</i>	<i>Hebrew Exegesis Hebrew II</i>
Area II	<i>History I</i>		<i>Theology I History II</i>
Area III			
Integrative	<i>Orientation to Theological Education (1.5)</i>		
SECOND YEAR			
AREA	FALL TERM	JANUARY TERM	SPRING TERM
Area I	<i>NT Intro Greek I</i>		<i>NT Intro II Greek II</i>
Area II	<i>Theology II</i>		
Area III	<i>Reformed Worship</i>		<i>Preaching</i>
Integrative		<i>Spiritual Practices Seminar</i>	
INTERNSHIP (400 hours see Field Education Director for more details)			
AREA	FALL TERM	JANUARY TERM	SPRING TERM
Integrative	<i>Intern seminars</i>		<i>Intern seminars</i>
THIRD YEAR			
AREA	FALL TERM	JANUARY TERM	SPRING TERM
Area I	<i>OT Required Elective</i>		<i>NT Exegesis</i>
Area II			
Area III	<i>Polity*</i>		<i>Pastoral Care</i>
Integrative			<i>Capstone course</i>

* *Polity* is not required for the SFTS MDiv degree, but is often required by presbytery committees. Similarly, SFTS requires only one language sequence (3 courses) but the PCUSA requires two.

SUBSTITUTIONS FOR CORE REQUIREMENTS

Students may, with the SFTS advisor'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 with the student advisor'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 submitted by the advisor or the Dean to the Office of the Registrar, where it will be processed and filed in the student's academic record.

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 credits of transfer credit will be awarded for an accredited full-year course taken elsewhere.

Language classes may be offered on the San Anselmo campus. If they are not, students may take language 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 required 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. A manuscript and recording of the sermon should be submitted to the Chaplain's office.

FIELD EDUCATION

As an MDiv student, Field Education will be an important component of your MDiv degree program. You must complete one internship or one unit of Clinical Pastoral Education to meet your minimum field education requirement. However, you may wish to pursue a more robust field education plan, combining multiple field education experiences.

Please refer to the M.Div Field education webpage for up to date information regarding [Designing your field education plan.](#)

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 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 Director of Field Education who will determine if a student may begin her or his field education. Students must complete at least one year (24 credits) 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

Please refer to the M.Div Field Education webpage for up to date information regarding [Designing your field education plan.](#)

Students may meet their minimum SFTS field education requirement by successfully completing one credit 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. 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. 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. Full time internships do not have any tuition charges. 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 credits 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 the faculty advisor, 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.

Overview of requirements:

1 units of **CPE** required*

4.0 credits of chaplaincy concentration coursework required: **PS-2058 Critical Theological Reflection; PS-2059 Critical Self Reflection; PS-2057 Organizational Systems Theory-Organizational Structures, Group Processes & Family Dynamics; PS-2056 Pastoral Care Service Project**

1 to 3 credit(s) of one of the following spirituality courses: **SP-3502 Contemplative Listening (preferred); SP-2527 Spiritual Life and Leadership; SP-2685 Discernment: Systems**

3 credit **advanced Pastoral Care course** (one course in addition to PS-1014 Intro. to Pastoral Care) required

3 credit **social (and cultural) anthropology course** (SFTS, GTU or UCB course) required.

Lectures/workshops/forums are periodically recommended to support Chaplaincy Concentration students, for example:

Pastor as Administrator & Manager

ACPE CPE Application and Interview Preparation

Association of Prof Chaplains App Prep

*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, that is, any courses with a course number beginning SP.
- A self-designed capstone 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 programs 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 (CSDF). The DASD and CSDF programs, which are offered in

the January intersession 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 once an internal departmental application is approved. MDiv students pursuing the DASD concurrently may apply up to 9 credits of DASD coursework toward the 72 credits required for the MDiv. MATS students pursuing the DASD concurrently may apply up to 9 credits of coursework toward the 48 credits 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 credits (three courses) in biblical studies with a course number of BS 3000 or higher or BS 8300 or higher, in addition to the core biblical studies requirements and write a final capstone essay of grade A quality, which may be built on a course paper or on a topic in biblical studies and/or biblical hermeneutics approved by the student's advisor.

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 credits (three courses) in either history or theology beyond the core requirements (that is, courses with a course number of HS 3000 or higher or HS 8300 or higher) and write a final capstone essay, which may be built on a course paper or on a topic in history, theology, or ethics approved by the student's advisor

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 for 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 Associate Dean of Students 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, the 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 SFTS 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. They should consult with the faculty advisor at regular intervals about their progress through the program. Students are required to meet with their advisors at least once a semester to review their learning goals and progress toward degree completion, as well as spiritual and vocational formation, and receive approval of the advisor. To change academic advisors, students must email their request to the Senior Administrative Assistant to the Dean for Dean approval.

COMPLETING THE MATS DEGREE

The MATS is a general academic degree requiring a total of 16 semester courses (48 credits). Nine of the courses are to be chosen from the Core Courses of the SFTS MDiv curriculum noted above, distributed evenly among its three major disciplinary areas (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. Any GTU courses with a course designation of BS, HS, ST, CE, PH, RS, or PS 2000 or 8200 or above may be chosen. Students who may wish to transfer MATS credits to an MDiv should choose courses that will count toward the MDiv degree.

Candidates for the MATS must write a substantial capstone paper in consultation with the 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 must register for the MATS Thesis “course” (MA 4090) in the academic year they plan to graduate. They have a faculty advisor assigned to help them plan their academic programs, in particular, the preparation of their final paper. MATS students' advisor must submit a copy of the final paper along with the appropriate grade to SFTS Associate Dean's Office 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 credits) toward the MATS degree requirements, subject to the transfer of credit procedure set forth below.

2.2 REGISTRATION

Students of San Francisco Theological Seminary 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/registrar-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) in colleague (<https://colss-prod.ec.redlands.edu/Student>). Students must register during open registration for each semester. Each semester has early, general and late registration time periods. Please consult your academic calendars found [here](#).
4. **Changes to your registration:** Adjustments and corrections to your registration may be made without penalty until the end of the add/drop period, which is usually the end of the second week of class in any given term. After that deadline, the Registrar's Office 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/registrar-office/san-francisco-theological-seminary-resources>.

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

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

PASS/FAIL GRADES

Students who are not on probation 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. Credits 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. Audit fees apply.

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-credit courses per academic year (four 3-credit courses, 12 credits, per semester).

Full-time students normally complete the required 72 credits 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 the purposes of SFTS institutional aid (scholarships), students are considered full-time as noted above. If the remaining number of credits required to graduate from their degree program taken in their final semester falls below 12 credits, they are still considered full time.

For purposes of administering institutional financial aid, full-time enrollment in any given semester is defined as 6 credits or more per term: fall semester, spring semester. Half-time is defined as a minimum of 3 credits per term.

MDiv students are charged per credit tuition for each of six semesters (MATS students for each of four semesters), regardless of the number of credits (up to a maximum of 18 credits) for which they register in any given semester. If full tuition (12 credits) is charged for a student's final semester, the student will also be eligible for institutional scholarship or need-based financial aid. 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. 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. 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 University Catalog for the policy regarding the satisfactory academic progress requirement for receiving University of Redlands and federal financial aid.

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 credits (eight full 3- credit courses) taken for credit in unclassified status may be applied for credit in a degree program (MDiv or MATS) upon successful admission to that degree program.

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.

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 credits 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 credits 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 University of Redlands Office of Admissions/Enrollment prior to matriculating at SFTS. Otherwise, such courses may not be applied toward a 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.

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 submitting a completed petition to the Dean's Office (located on the Registrar's webpage) 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 University of Redlands 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 by 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. *Students are advised to consult with the Student Financial Services 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. 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 electronic record.

WITHDRAWAL FROM SEMINARY

Students who wish for personal reasons to withdraw from the Seminary should present a completed petition to the Executive Assistant to the Dean (available on the Registrar's webpage), with a copy to the Registrar. Official filing of the request enables the student to re-apply 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 January 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 SFTS and University of Redlands must be clear. Graduating seniors may not request extensions of the deadline to complete course requirements beyond the normal grading period.

Awards and Honors

The faculty awards two graduating M.Div. students who have maintained a high standard of achievement, and who show outstanding potential for leadership in the church and in the world.

Community Life Award

This award continues a tradition established by the Seminary's Alumni Association in 1906 and is

given to an outstanding Master of Divinity student who has also made an outstanding contribution to our community life.

Seminary Academic Achievement Award

This award continues a tradition of the Seminary Fellowship and is given to a student who has demonstrated exceptional academic achievement.

2.3 ACCOMMODATION OF LEARNING DISABILITIES

The SFTS recognizes that students with disabilities, including learning disabilities, may face considerable challenges in pursuing graduate theological education. Through the office of Academic Success & Disability Services and the DS Liaisons (DSL) at the Schools, 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 SFTS 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 SFTS encourages students with questions about Academic disability accommodations and other issues be in early contact with the SFTS Disability Services Liaison (DSL), Christine_de Chutkowski, Office of the Dean, christine_chutkowski@redlands.edu. Housing accommodations are available once the DSL liaison provides EBMC with appropriate documentation.

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 SFTS Disability Services Liaison (DSL), Christine de Chutkowski, Office of the Dean (Christine_Chutkowski@redlands.edu). The request form is available from the DSL. In support of their request, the student will 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/documentation-guidelines>. 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 prior to the start of 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. While it is possible to put accommodations in place in the midst of a semester, the accommodations will not be retroactive and will start from the date they are put in place through the end of the semester and for future semesters, if applicable.

DECISION

The DSL works with the University's office of Academic Success & 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.

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 PROCESS¹

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-

¹ REFERENCE NOTE: Previous years' ordination exams are available for checkout in the library. Each binder of exams can be borrowed for 24 hours.

based profession in a congregation or in a parachurch or secular organization or in another form of spiritual community. 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. They may also consult with the co-chaplains for guidance in their vocational discernment.

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 (pcusa.org).

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-SFTS>.

MDiv students are charged per credit tuition for each of six semesters, and MATS students are charged per credit tuition for each of four semesters, regardless of the number of credits, up to a maximum of 18 credits, for which they register in any given semester.

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.

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 [Student Financial Services | Graduate and Continuing Education students | University of Redlands](#)

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

LEARNING MANAGEMENT SYSTEMS

Many instructors utilize Moodle, an e-learning platform or Learning Management System (LMS) to distribute course material electronically. DMin courses and some certificate courses use the University of Redlands Canvas platform, which is accessed via MyRedlands. The GTU Moodle is utilized for classes in all other programs. Moodle and Canvas accounts are created for registered students. Instruction on how to use Moodle and Canvas will be provided at Orientation and can also be obtained through Moodle and Canvas Support. If you have trouble accessing your accounts, please contact GTU Moodle support via email to moodle@gtu.edu or Redlands Canvas support via email to lmssupport@redlands.edu.

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.

Most 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 as well as the UR Armacost Library's electronic resources. 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 LIBRARIES

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 and serves both the GTU and the SFTS communities.

The Flora Lamson Hewlett Library ([GTU Library](#)) in Berkeley houses the main collection. The SFTS library houses approximately 150,000 items, including books, periodicals, reference works, microforms, DVDs, and compact discs, as well as rare and archival materials.

(Access to these library resources is limited to SFTS Masters-level students. DMin students will utilize the Digital Theological Library (DTL) and the University of Redlands, Armacost Library.)

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. For current hours, see the [GTU library webpage](#).

Library Cards

To receive your GTU library card please submit a jpeg photo headshot christine_chutkowski@redlands.edu. Name the file with your first and last name along with your program. EX: John Doe, MDiv. Library cards will be processed at the GTU and distributed on the Marin campus.

Borrowing Materials

Please bring your library card with you whenever you want to check out materials. Materials you have checked out may be recalled for use by another borrower, so please check your email and sign into your library account regularly to manage your items. 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 GTU library may be requested and sent to the SFTS library free of charge. Patrons receive emails from circdesk@gtu.edu when their items are ready to be picked up. Items checked out there may be returned to either library.

Borrowing Materials from UC Berkeley Libraries

SFTS students and faculty can renew existing and request to set-up new library accounts by emailing UC Berkeley Library privileges staff at privdesk@ucberkeley.libanswers.com with the following information: full legal name (including middle name if they have one), preferred name if different, mailing address, email, telephone number, and proof of current enrollment or employment at GTU. Proof of enrollment could be a screen shot of your class schedule.

If students are renewing an existing account, they should also include their current library card number. For more information: <https://www.lib.berkeley.edu/using-the-libraries/library-cards>

Please note that your UC Berkeley library privileges are limited to print resources. UC Berkeley library materials must be returned to UC Berkeley libraries. They cannot be returned to either GTU or SFTS libraries.

Search Tools and GTU Library Catalog

The GTU online public access catalog, GRACE, displays the GTU/SFTS library collections. Find it at <http://grace.gtu.edu>. The GTU library also offers research assistance through a hybrid reference desk, scans of library material, interlibrary loans, and many electronic resources. See the [GTU library website](#).

The library staff is always glad to provide more information and any help you might need. Librarians also regularly update a getting started guide to help you learn these tools: <https://libguides.gtu.edu/getstarted>

Internet Access

The library provides computers for library research and email. They are located on the 3rd floor, of Geneva Hall, just outside the reference room area. Students may access the internet from their personal devices with their Redlands email address and password. Visitors are welcome to inquire about wi-fi access at the circulation desk.

Journal Articles, Religion Indices, and Databases

Journal articles, religion indices and other databases are accessible through either the A-Z list (<https://www.gtu.edu/library/resources>) or through the Summon search tool (<https://gtulibrary.summon.serialssolutions.com>). The library staff is always glad to provide more information and any help you might need.

Study Carrels

These desks are available for use on a first-come, first-served basis. There are no assigned or reserved study carrels. All library materials must be checked out if you are leaving them at a desk overnight. Items that are not clearly labeled with your first and last name will be moved to lost and found or reshelfed. Staff are not responsible for any missing or stolen items.

Geneva Hall Elevator

An elevator is available for access to the library stacks, as well as to all levels in Geneva Hall. The entrance is on the ground floor of Geneva Hall at the service entrance.

Book Return

A book return bin for off-hour returns is located at the basement delivery (or ground floor) entrance of Geneva Hall. During library hours, please return books to the front desk. Library staff collect returned items from the bin every weekday morning.

Library Workshops

Workshops covering tips and strategies for searching the online catalog and journal databases are offered at the teaching lab of the GTU library. Other pertinent workshops are also offered. Check the workshop page (<https://www.gtu.edu/library/get-help/library-workshops>) for times and further information. Librarians are available for research appointments and one-on-one help. Email library@gtu.edu for more information.

Also in the Library

The library has a collection of DVDs and CDs featuring theatrical films, documentaries, and music of all kinds. Use the library catalog's (GRACE's) advanced search to get a list of DVDs or CDs. Use the material type limiter and the location limiter (to see either GTU or SFTS's collection) and then sort your search results by year to see the newest additions.

The archival and rare book collections at the SFTS branch include historical materials such as pro- and anti-slavery pamphlets written by Presbyterian clergy, record books from some local churches, and wonderful information about people and events in SFTS history. Make an appointment with the Branch Librarian to learn more and plan your visit.

The Reference Room contains many specialized encyclopedias, dictionaries, lexicons, concordances, and other research materials. It also serves as a study area with moveable whiteboards for brainstorming (markers available for checkout at the desk). 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>.

ARMACOST LIBRARY

The Armacost Library is the University of Redlands library. SFTS faculty, students, and staff may access electronic books and journal articles (among other subscription resources) via the

Primo search tool as well as the A-Z database list on the Armacost Library homepage:

<https://library.redlands.edu/home>

Databases: <https://library.redlands.edu/az.php>

Research Guides: <https://library.redlands.edu/guides>

Research & Library FAQ: <https://redlands.libanswers.com/>

Sign into electronic resources through Armacost by signing into your MyRedlands account.

3.0 COMMUNITY POLICIES

At the University of Redlands Graduate School of Theology (SFTS) and San Francisco Theological Seminary (SFTS), our life together as an academic and spiritual community 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 POLICY PROHIBITING DISCRIMINATION, HARASSMENT, SEXUAL MISCONDUCT, AND RETALIATION

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 educational programs and activities. Under Title IX, prohibited sex discrimination includes, but is not limited to, sexual harassment and sexual misconduct.

The University of Redlands prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located on the University’s Title IX webpage, [here](#).

As a graduate school of the University of Redlands, SFTS embraces the University’s commitment to diversity and non-discrimination. The University of Redlands [Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, and Retaliation](#) 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.

This policy includes complaint procedures and processes for:

1. Title IX Sexual Harassment
2. Non-Title IX Equity Matters

This policy covers acts of discrimination, harassment, sexual harassment (quid pro quo harassment by a university employee, unwelcome conduct, sexual assault, and other forms of sexual misconduct), and retaliation. It outlines the process to report Title IX sexual harassment matters as well as non-Title IX equity matters. It includes information on making a report, supportive measures available, and the formal complaint process for both types of matters.

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

3.2 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)

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 150 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.

3.3 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.

3.4 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.

3.5 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.

3.6 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.

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.

3.7 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/registrar-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.

3.8 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 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 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 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 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 MDiv 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 University's office of Equity & Title IX .

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 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 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.

3.9 GRIEVANCE PROCEDURES

GRADES

A student dissatisfied with evaluation of academic work in a course at the 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.

3.10 COMMUNITY LIFE POLICIES

VACCINATION POLICY

Effective July 1, 2021, a SARS-CoV-2 virus (COVID-19) vaccination will be required to attend in-person classes and use campus facilities. The UofR vaccination policy for the SFTS may be found on the website [here](#). Please read the policy thoroughly and upload your proof of vaccination by following the instruction on page 3 in the document. The SFTS does not stipulate a specific variety of anti-COVID vaccine. The 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 SFTS prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on the Marin campus property and/or in connection with any SFTS program or activity.

Those who use illegal drugs or who illicitly use legal drugs—including but not limited to alcohol—are in violation of the law and of SFTS regulations. The SFTS further prohibits the abusive use of alcohol on seminary property and/or in connection with any SFTS program or activity. Students, faculty, and staff are required to notify the 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 SFTS community are accountable to the law and to SFTS regulations. Pursuant to applicable disciplinary procedures, the seminary will impose sanctions under its policies for violations of these standards of conduct. For students, violations of this policy may result in disciplinary sanctions up to and including suspension and/or dismissal, 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 SFTS housing and/or to terminate them from the employment of the 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 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 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 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 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:

- Treat each other respectfully, building trust.
- 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, 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.
- 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.

3.11 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.**

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- 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 Chaplain and the Dean.
- 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 the SFTS. Services of worship and contemplation are during the fall and spring semesters, 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

Student chaplain's assistants may be enlisted to help the Seminary Co-Chaplains. Chaplain's assistants are selected by the Co-Chaplains.

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 SFTS community. Problems that cannot be solved by the Council itself are referred to the appropriate committee or administrator (e.g., academic issues are referred to the Dean and faculty, community life issues needing more study are referred to the Community Life Committee or back to the Student Association).

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

STUDENT ASSOCIATION

All students registered in a degree or diploma program at SFTS (and GTU MA and Ph.D. students affiliated with SFTS) are considered members of the Student Association, which advocates for student interests and concerns and advises the 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 ensures 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 an 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 (MDiv, MATS, GTU MA). It advises the administration and makes recommendations to the faculty on admissions policy and practice, reads applications, and recommends applicants for admission to the Seminary.

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 2022 in Louisville, KY.

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 collection². A key to the Feminist reading room is available at the library circulation desk. The key must be returned before the library closes.

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](#).

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.

² During library hours, a key to the Feminist Reading Room may be borrowed from the SFTS library front desk.

OTHER STUDENT GROUPS

Other student groups may be formed over the course of the year; please check with the Dean's Office if you have interest in forming a new group. If you are interested in starting a book club or reading group (either online or in-person), please check with the SFTS Branch Librarian.

Information about student groups active at the GTU is provided on the [GTU website](#).

4.4 STUDENT ACTIVITIES & RESOURCES

BOOKSTORE/ONLINE BOOK LISTS

The SFTS has partnered with MBS Direct to provide a customized online bookstore, which can be accessed [here](#). 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.

HOLY GROUNDS (HG) COFFEE HOUSE

Established in fall 2005, Holy Grounds is a student-run coffee house located at 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 HG Manager to make your contribution or access available services.

FOOD PANTRY at HOLY GROUNDS

An Emergency Food Pantry is stocked and available to help students with emergency food needs. The Food Pantry is stocked through volunteer donations from local churches and other organizations and from within the SFTS community. A Local community food bank makes campus deliveries on a regular basis for students and staff. Notifications of these deliveries are made via social media (FB). The Holy Grounds Manager also coordinates donations from local churches. Please feel free to participate in the Food Pantry as a 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.

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 currently in disarray and would love to have some TLC and attention if this is your passion. No experience is necessary.

PRINTERS AND COPIERS

There is a copier in the library available for students to print, copy, and scan. Students can bring their own paper or buy paper at the circulation desk for \$0.10 per page. Students are encouraged to bring their own USB thumb drive for scanning and printing, but there is also a loaner USB thumb drive available at the circulation desk.

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 (see Key Codes below). Each party using the fitness center will sign up ahead of their intended session by scheduling a meeting through their Redlands email account. They will schedule the meeting and invite maringym@redlands.edu. Student's children under the age of 16, must be supervised by a parent or other adult.

PING PONG

A ping-pong table is available for student use near the fitness center on the first floor of Oxtoby Hall.

INTERNATIONAL STUDENT SUPPORT

Student services staff will help you through the process of getting settled. Questions regarding student visa and regulations may be referred to the SFTS campus DSO – Designated School Official, Kristin Grammer via email at kristin_grammer@redlands.edu. Other support organizations include the Korean Student Association and the GTU International Student Association.

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 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.

GTU-Berkeley Transportation

The SFTS currently has three eight-passenger vans and two economy cars 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. To request to schedule transportation to Berkeley for the semester, contact the Transportation Coordinator at Van Coordinator: [Marin Vehicle Calendar \(mvc@redlands.edu\)](mailto:Mvc@redlands.edu), and write "student-GTU transportation" in the subject line.

If the demand for rides exceeds the supply of seating, priority in getting a seat on the vehicle is assigned according to the following guidelines:

1. Faculty teaching courses in Berkeley.
2. 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.
3. Students taking a SFTS professor's electives in Berkeley.
4. Students taking approved alternatives to SFTS core courses, with a SFTS instructor's express permission.
5. Students taking free electives.

The transportation schedule is determined according to the schedules of SFTS faculty and 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 Transportation 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 transportation 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.

The Transportation Coordinator recruits and trains drivers. These drivers perform a valuable service by keeping the transportation 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 transportation service depends on volunteer and cooperative participation. Once the transportation schedule is established, it is the responsibility of students and faculty using the vehicles to communicate with each other, particularly about any changes in any individual's schedule. It is recommended that everyone on a scheduled ride exchange phone numbers for communication throughout the semester.

Authorized Use of the Vehicles

The vehicles 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 vehicles for other SFTS or GTU sponsored activities must be obtained from both the Dean's office and the transportation coordinator at least three business days in advance of the intended use.* Use of the vehicles 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 vehicles 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. You may be placed on the Approved Driver list by submitting a recent copy of your driving history record obtained from the California Department of Motor Vehicles website.

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 SFTS's Associate Director of Facilities Management. 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/INTERNET USE AND IT POLICIES

Information about the University's IT support and policies is available on the 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 SFTS 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 SFTS and the University.* Support related to student email addresses is available through the University's IT services team. They may be reached via email at Tech_support@redlands.edu.

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 SFTS community. The Seminary Co-Chaplains (Office: 415-451-2833), 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. Therapy sessions last 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- 2882, 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 Dean’s Office. Student cost is \$30 per session. This voucher program is available to MDiv and MATS students and their families, and in exceptional circumstances to other students in crisis, as determined by the Dean. Within the academic year, each qualifying student/family may use up to 9 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>), located on campus. A good number of the providers participate in the Seminary’s student voucher program. The ICC is located in the Lloyd Building, 15 Austin Ave., San Anselmo, 415-256-9701—services may be available virtually.

TIMELYCARE

TimelyCare is access to 24/7 mental health support for all Redlands students. Any enrolled student can use [TimelyCare](#). TalkNow visits (24.7) mental health support and Scheduled Counseling visits (12 per year) are available at no cost. Counselors can treat/discuss a wide range of common conditions, and after talking to you, will decide on the best course of treatment. Some common conditions are stress, anxiety, relationships, and depression. To log in go to timelycare.com/Redlands and follow the prompts. Mobile users can download the TimelyCare app.

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.**

Bucklew Counseling Services (Family Service Agency of Marin): www.bucklew.org, Counseling Intake 415-491-5716. 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 or text “CVS” to 20121.

National Suicide Prevention Lifeline: 800-273-8255; online chat support: www.suicidepreventionlifeline.org.

<http://www.translifeline.org>/**Trans Lifeline:** 877-565-8860; Trans peer support run by and for trans people <http://www.translifeline.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-Marine 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 as well as the LINK+ borrowing system. If books are not available through GTU library, they often can be borrowed through the county library system, which includes Dominican University. The public library system (MARINet) also offers a wide variety of online apps for reading, watching and listening to more fun books, movies and music. You can also sign up for museum passes and park passes for free or reduced tickets to a variety of Bay Area attractions. To access a wide array of academic resources not available at the GTU or SFTS libraries, simply place LINK+ requests using your public library card. This system is often quicker than the interlibrary loan service available at SFTS & GTU libraries.

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.fpcbberkeley.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.allsoulsparich.org, 2200 Cedar, Berkeley, 510-848-1755.

Tapestry Ministries (DOC): facebook.com/groups/61612694283, 1798 Scenic Ave., Berkeley (Pacific School of Religion Chapel, Sundays at 5 pm).

Mills Grove Christian Church (DOC): 5410 Fleming Ave., Oakland, 510-534-4722.

First Christian Church of Oakland (DOC): www.fccoakland.webs.com, 111 Fairmount Ave., Oakland, 510-451-8822.

First Presbyterian Church – Oakland: www.firstchurchoakland.org, 2619 Broadway, Oakland, 510-444-3555.

Montclair Presbyterian Church: www.mpcfamilly.org, 5701 Thornhill Dr., Oakland, 510-339-1131.

Allen Temple Baptist Church: www.allen-temple.org, 8501 International, Blvd., Oakland, 510-544-8910.

Northminster Presbyterian Church: 545 Asbury Ave., El Cerrito, 510-524-4401.

5.5 TRANSPORTATION

TRANSPORTATION TO AND FROM SFTS to AIRPORTS

To/from the San Francisco Airport: Marin Airporter, 415-461-4222, Call for current pricing. 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. Taxis, Uber and Lyft services are available.

DOOR-TO-DOOR SHUTTLES

Marin Door to Door: www.marindoortodoor.com, services from Oakland Airport and San Francisco Airport to San Anselmo and operates daily. Reservations recommended 24 hours in advance and by noon on the day before. Call 415-457-2717. Check website for current rates.

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. Please check [website](#) for current pricing and to order a pass.

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

Housing:

EBMC After Hour Emergency Work Orders: +1 707 584 5123

If an emergency affects your lease agreement, after calling the relevant emergency numbers above (911 and Public Safety) please contact Eugene Burger Management Corporation immediately.

Important Contact Information:

Office of the Dean: (415) 451-2860

Office of the Executive Director/Provost (415) 451-2812; after hours 909-754-4310

Maintenance: facilities@redlands.edu: (909) 748-8020;

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

Shaun – Eugene Burger Management Corporation: +1 415 938 6140