

Concordia Theological Seminary – Fort Wayne 2015-2016 Student Handbook

SEMINARY VISION

Concordia Theological Seminary (CTSFW) seeks to insure the reality and enhance the perception of itself in the Church and world as an institution of higher learning dedicated to classical Christian truths in the Lutheran tradition and characterized by integrity of spirit, clarity of mind, charity of heart, and centrality of mission.

Dear Friend of Concordia Theological Seminary,

In this season of the Church Year, it is most comforting to see the light of Christ's resurrection spread throughout His Church through the Spirit's power in Word and Sacrament. As we live in a culture that is increasingly darkened by the human inclination to turn to self at the expense of others, even one's own children both born and unborn, Christ's Spirit sends us forth to announce a life that is new and fresh daily in the baptismal waters that float over us and now make us God's people.

I invite you to join Concordia Theological Seminary in our efforts to hold up Christ with integrity and clarity, the integrity born of His Spirit and the clarity that comes from His most Holy Word and Sacraments.

May these, His divine gifts of grace, nurture and strengthen each day of your life and give you that voice to proclaim Christ to all the world.

Yours, in Christ,

Lawrence R. Rast, Jr.

President

Dear Students,

It is my pleasure to welcome you to the 2015-2016 academic year at CTSFW. Each year brings new people and new opportunities to our campus. This student handbook is intended to keep you well informed of the various seminary events and activities. Many seminary events are designed for both students and families to attend. In addition, this book includes helpful deadlines and dates as well as policies and procedures of CTSFW and finally your rights and responsibilities as students. As you proceed through each week of this academic year some of the dates and times of events may be revised. Therefore, please consult the *Blue News* and bulletin boards for the latest information regarding the CTSFW calendar.

I encourage you to participate in the various activities offered. They are enjoyable and they offer opportunities to interact with people in our community.

It is my prayer that your time at CTSFW will be a blessing for all as we grow in faith in Jesus Christ, our Savior and in love toward one another. I look forward with great joy to this year together and if I may be of assistance to you, please let me know.

In His Service,
Thomas Zimmerman
Dean of Students

MISSION STATEMENT

Concordia Theological Seminary exists to form servants in Jesus Christ who teach the faithful, reach the lost, and care for all.

IDENTITY

Concordia Theological Seminary is an institution of theological higher education of The Lutheran Church—Missouri Synod whose central purpose is to prepare men for the pastoral ministry, as well as men and women for other service in the church, through programs offering an understanding of the Christian faith that is Christ centered, Biblically based, confessionally Lutheran, and evangelically active.

I. RELIGIOUS LIFE AT THE SEMINARY

The core of the life of a pastor/deaconess is communion with the Lord through the Word of God. The seminary student has no less a need and privilege to worship the Lord and to obtain strength and comfort from the Word.

The seminary provides opportunities for public worship as a central part of the formation of seminary students. Personal growth in Christ through private devotion and meditation, which is encouraged by the seminary, remains a private concern and responsibility of the individual student. However, the two cannot be separated. Each one helps to generate the other, and ideally the two at various points become fused in the encounter of God with man.

CHAPEL: DAILY PRAYER

Daily Matins (7:30 a.m.), Mid-Morning Chapel (10:00 a.m.) and Vespers (4:15 p.m.) are held on all class days, Vespers, Evening Prayer, Compline, or Corporate Confession (6:15 p.m.) on Mondays through Thursdays in Kramer Chapel. There is a modified chapel schedule during the summer academic sessions. Faculty members, ordained staff, visiting missionaries and clergy, and students serve as officiants and preachers. Holy Communion is celebrated weekly with area congregations serving as sponsors. Private Confession and Absolution by area pastors is offered regularly in the undercroft Prayer Chapel. Quarterly Choral Vespers on Sundays and special music are offered regularly by students, family members, faculty and staff. Residence hall students also gather for dormitory devotions. All faculty, staff and students are strongly encouraged to take full advantage of these opportunities for worship.

COMMUNICATION AMONG MEMBERS OF THE SEMINARY COMMUNITY IN JOY AND SORROW

To help maintain and strengthen relationships among the members of the seminary community, students, faculty and staff are asked to inform the Dean of Students' Office of any birth, death or serious illness in their immediate family. On occasions of mutual joy or sympathy the seminary would like to respond quickly and efficiently. The Dean of Students' Office, following notification, will report information to the Dean of Chapel's Office, the Academic Dean's Office, the Business Office and the President's Office regarding these matters so that proper communication is shared with all administrative posts.

Visitation: The Dean of Students or a faculty member will visit with a student or his family member if hospitalized. The fieldwork supervisor will also be contacted by the Dean of Students' Office in order that visits may be coordinated with him.

Prayers and Intercessions: Prayer requests should be directed to the Chapel Office. Prayers on behalf of individuals within the seminary community will be offered in chapel.

COMMUNICATION WITH LOCAL CONGREGATIONS AND PASTORS IN JOY AND SORROW

The fieldwork supervisor will be notified either by the Dean of Students' Office or the fieldworker (a student or a member of the family) if the fieldworker has a particular need. Entering students are assigned at the beginning of their first academic year to a local or nearby congregation in which they complete their two years of field education experience. They are urged to maintain a close relationship with the congregation and the pastor and to participate in the activities as far as time and training allow.

Visitation: Part of the role of the fieldwork supervisor is to serve his fieldworkers in the event of illness either to the fieldworker or immediate family member. The student's fieldwork supervisor or local pastor may also visit any member of the seminary family who is hospitalized.

Official Acts: The fieldwork supervisor normally performs all official ministerial acts for the seminary student and the student's family, including baptisms and marriages, unless the student makes other arrangements. The fieldwork supervisor will be notified by the seminary student if other arrangements will occur.

Pastoral Care: Students are encouraged to consult their fieldwork pastor for any pastoral care needs. They should also feel free to discuss any problems with their advisor or the Dean of Students. (See section II. ACADEMIC AFFAIRS, please note FACULTY ADVISING PROGRAM. See also section III. SUITABILITY FOR OFFICE, PASTORAL CARE, AND COUNSELING.)

II. ACADEMIC AFFAIRS

FACULTY ADVISING PROGRAM

Entering students at the Seminary I level are assigned to faculty members who will serve as their advisors. Students remain with this advisor throughout their matriculation at the seminary, though they may seek the counsel of other faculty members. All full-

time faculty are involved in the advisor-advisee program. The program includes advising students assigned to the professor in matters of an academic nature, as well as in matters of a more personal nature. The program allows for the development of a close relationship between professor and student.

The purposes of the advising program are to: (1) provide academic advising to help students complete their degree programs in a timely and satisfactory fashion; (2) encourage one-on-one theological discourse in the interest of developing theological clarity and maturity; (3) assist students in integrating and applying Lutheran confessional theology in pastoral/diaconal practice; (4) offer students the opportunity to obtain pastoral and personal counseling; (5) recommend students for admission to the Master of Divinity candidacy at the completion of 45 hours of course work; and (6) conduct vicarage/deaconess internship interviews and recommend students for vicarage/deaconess internship assignments.

It is the advisor's responsibility to help his advisee grow in the areas of ministerial competence (personal qualities, ministerial/diaconal functions and theological development), and to hold occasional individual conferences each quarter with his advisees.

THE ACADEMIC PROGRAM

Three academic quarters during the year (fall, winter and spring) and a full summer session, together with flexible scheduling opportunities, allow the student to plan the training program to suit the student's needs and abilities. The normal academic load is 15 credit hours per quarter. A total of 15 credit hours may also be taken during the three summer sessions. One course may be taken during the two-week session and two courses in each of the three-and-a-half-week sessions. The regular maximum load is 18 credit hours. An overload of no more than three hours beyond 18 is permitted only if the student has maintained a cumulative grade point average of 3.00 (B) or better and receives the approval of the Academic Dean.

ETHICS IN ACADEMIC WORK

Concordia Theological Seminary expects students, as well as faculty and staff, to maintain the highest ethical standards both within and outside of the classroom. This means, among other things, that students will treat others with respect and courtesy, will be punctual and regular in their attendance in class and in turning in assignments, and will be scrupulous in submitting only their own work for all assignments and tests. Students who cheat on an examination or submit written work that is not their own will receive a zero grade for the assignment and may be subject to other sanctions. In order to avoid questionable behavior in connection with class assignments, the seminary offers the following guidelines:

1. Do not use anyone else's ideas or words without proper documentation.
2. Do not copy directly from the Internet (or any other source) unless you are incorporating the statement as a direct quotation and are including a full citation along with the statement.
3. Do not submit the same written assignment for two different classes even if the classes take place in different quarters. If you have any questions about what might be proper, consult the instructor(s) involved.
4. Do not use a paper that another has previously submitted for the same or a similar class. Only use your own work.
5. Always cite your sources. In case of doubt, consult the instructor.

CTSFW STUDENT PORTAL

Students will access their class schedules, grade reports, billing statements (paid at cashier's window), etc. via a Student Portal which is located on the seminary website under Academics. Every student will have their own User ID and Password to enter the portal and this information is provided to students by the Registrar.

Students will also be able to register for classes and see how they are progressing through their program by reviewing the Degree Audit area. The audit will indicate clearly what requirements students have completed, what is in progress and what may be left to complete. Master of Divinity and Alternate Route students will see that the pre-seminary courses and hours have been added to the total number of credits needed to complete their programs.

Student Portal Password Requirements

It is best that students not share their User ID or Password with anyone else. Students should also change their password. The password must be at least eight characters and include one alphabetic character and one non-alphabetic character (i.e., 0-9, !, @, #).

If students have questions about the Student Portal or any other issues, please contact the Registrar.

REGISTRATION

New Students: The Registrar's Office will register all new students who have been admitted into the Master of Divinity, Alternate Route, Master of Arts (Deaconess Certification) or Master of Arts in Deaconess Studies programs. Master of Arts, Master of Sacred Theology, Doctor of Ministry and Doctor of Philosophy students can register once they have been admitted into a specific degree program.

Returning Students: All returning students, except for distance education students who are registered by the Registrar, will

register for the upcoming academic year either by the end of April or the first week of May through the StudentPortal. Notification that registration information for the upcoming academic year is available will be publicized in the *Blue News* late March to early April. Vicars will be notified by e-mail that registration information is available for the upcoming academic year. **Special Students:** Special students can register once the Registrar's Office has received their application, application fee and official transcripts.

CLASS ABSENCES

Students are expected to attend all class sessions for which they are registered. For online classes, logging in and viewing the learning objects is the same as attending the lectures for a residential course on campus. Absences are the mutual concern of both student and professor. Common courtesy suggests that a student confer with the professor if absence from class becomes necessary. A student who needlessly is absent from class is liable to censure, to disciplinary probation or to dismissal if such action is warranted.

It is not the prerogative of the professor to make arrangements for special concessions, so that students may terminate early before Christmas, Easter or quarter breaks or at the close of an academic year. Should extraordinary circumstances arise that require a student to leave the campus prior to the formal end of the quarter, the student shall confer with the professors. Professors are under no compulsion to grant such requests, though in exceptional cases, such requests may be granted.

Students are personally responsible for meeting course and field education requirements when they are absent due to participation in activities officially sponsored or approved by the seminary. The Dean of Students must grant official approval for such an absence prior to the activity. It remains the responsibility of the student, however, to inform the professor of the impending absence.

MAKE-UP TESTS

Illness, family emergencies and participation in seminary-sponsored events are considered valid reasons for absence from a test. Students who are absent from class on the day a test is given are to make suitable arrangements with the professor.

WITHDRAWAL FROM CLASSES

All course withdrawals **MUST** be processed through the Registrar's Office. If you stop attending a class and do not officially withdraw from it, you will be responsible for any outstanding fees and receive a grade of F for that course.

WITHDRAWAL FROM THE SEMINARY

M.Div., Deaconess, and Alternate Route students who wish to withdraw from the seminary are requested to consult with their advisor and the Dean of Students. In some cases assistance may be available which can help students in arriving at an appropriate decision.

Every student who withdraws is requested to have a final interview with the Dean of Students and the Registrar. If less than four weeks of a quarter have been completed at the time of discontinuance, applicable refund of educational fees will be made in accordance with the Educational Refund Rate for Withdrawals, as published in the seminary catalog. To be entitled to an honorable withdrawal from the school, students must have a satisfactory conduct record and must request withdrawal in writing to the Registrar's Office. The student should be aware that financial aid will be reduced or completely withdrawn whenever a withdrawal takes place during the middle of a quarter.

ACADEMIC TRANSCRIPTS

Official transcripts are issued by the Registrar's Office only upon written authorization by the student. Official transcripts will be sent directly to the institution or agency. Unofficial transcripts can be requested. The unofficial transcript will bear the stamp "Issued to Student" and are not considered to be an official transcript. The Registrar's Office can issue a sealed copy of the student's transcript that the student may submit to an institution or agency.

Telephone requests and e-mail requests will not be honored because the student's signature needs to appear on the written request. We do honor faxed requests as long as the student's signature appears on the request.

Regular order (processed within a week or less)	\$5
24-hour order (processed within 24 hours of receiving the request)	\$10
24-hour fax order (faxed within 24 hours of receiving request, then sent regular mail)	\$15

All financial obligations to the seminary must be fulfilled before any transcripts will be issued. Transcripts from other schools become the property of the seminary and will not be released or copied.

REPORT CARDS – QUARTERLY GRADES

Quarterly report cards for all students can be viewed through the Student Portal once G.P.A. information has been calculated. Students can also view their grades by reviewing the Grades area on the portal.

ACADEMIC RECORD

The official academic records of each student are kept in the Registrar's Office. To obtain information regarding their records, students should contact the Registrar.

INCOMPLETE WORK

A grade of "incomplete" (an "I") may be given by an instructor when unique circumstances prevent the student from completing course requirements by the end of the course. It is the responsibility of the student to communicate with the instructor concerning such circumstances before the course's completion and request an "incomplete." In order to give an "incomplete," the instructor must consider the circumstances as valid (e.g., a health problem or death in the family) and be convinced that the student will be able to complete the course requirements satisfactorily within 60 days. An "incomplete" ordinarily will not be given to students in the two quarters prior to beginning their vicarage assignment, deaconess internship assignment or final placement (i.e., call).

If given an "incomplete" for a course, it is the student's responsibility to communicate with the instructor about completing the course requirements prior to the end of this 60 day period in order that the instructor has sufficient time to evaluate the completed course requirements. For the "incomplete" to be removed and a grade awarded, a grade must be submitted by the instructor in writing to the Registrar within 60 days of when the course originally ended. If the above conditions are not met, a grade of "F" (S.T.M., D.Min, and Ph.D. students will receive a "U") will be recorded for the course by the Registrar. Grade changes ordinarily will not be allowed after an "incomplete" is changed to an "F."

ACADEMIC PROBATION AND DISMISSAL

A student is placed on academic probation and is subject to academic dismissal according to the policy summarized in the Academic Catalog (Academic Policies and Information section on Probation). Should a student believe that an exception to dismissal is warranted, the student must contact his academic advisor, who will initiate the appeal to the Certification and Placement Committee via the Academic Dean.

The policy of granting exceptions to the mandatory one-year dismissal period for failure to make satisfactory academic progress is intended to ensure that the student's cumulative grade point average will meet the 2.00 minimum required for vicarage, internship and graduation. Satisfactory progress may be achieved by retaking courses in which the student received a grade lower than C- or by earning appropriate grades in courses not previously taken. Note that when a student retakes a course in which a grade lower than C- was received, the new grade replaces the old in the computation of the student's grade point average, but the old grade remains on the transcript as a datum of the historical record. If an exception is granted, the student shall agree to abide by a written agreement between the student and the seminary, a sample of which is found in Appendix A.

PROCESS FOR APPEAL

- I. Students cannot apply to receive exceptions; all appeals for an exception must be initiated by a regular faculty member. Students should contact a faculty member (ordinarily the student's faculty advisor) who shall present an objective but sympathetic report of their situation.
- II. The faculty member who believes that an appeal is warranted shall bring the appeal with appropriate argumentation or evidence to the Academic Dean.
- III. After appropriate consultation, the Academic Dean, who does not have the authority to act unilaterally on the appeal, shall bring the appeal to the Certification and Placement Committee along with his recommendations.
- IV. The Certification and Placement Committee shall decide whether the student's difficulty would be best addressed by leaving school for a year or by remaining in school under close supervision.
 - A. Normally the decision is based upon the Academic Dean's recommendation.
 - B. In some cases the Certification and Placement Committee may request a personal interview with the student.
 - C. Criteria to be considered in granting an exception include:
 1. evidence that the student is attempting to improve academically;
 2. evidence of pastoral/diaconal suitability;
 3. evidence of extenuating circumstances behind the student's poor academic performance.
- V. A student granted an exception shall receive a copy of a policy statement that outlines the terms under which the student is permitted to stay in school (sample in Appendix A).

GRADUATION AND CERTIFICATION

The awarding of the academic degree and the issuance of the Diploma of Vocation (which is the recognition by the faculty of the

student's suitability for office), although ordinarily considered to be concurrent, are separate and distinct acts. With regard to graduation, although the Registrar reviews individual academic records, it is the student's responsibility to know the requirements for graduation and to check the records to see that all requirements have been fulfilled. In addition, students should meet with their advisor regularly to assess their progress toward meeting the academic requirements for graduation.

A student must be recommended to the faculty by the Certification and Placement Committee (C&P Committee) as being suitable for the Office of the Holy Ministry or the Office of Diaconess in The Lutheran Church—Missouri Synod (see the Academic Catalog, Academic Policies and Information section on Review and Evaluation). The assessment of suitability is determined by the faculty as a whole, exercising its collective judgment in endorsing the recommendations of the C&P Committee. Criteria for judging eligibility for certification are found in the Academic Catalog. Information about each student to be reviewed is solicited from the faculty in general, as well as from, specifically, the Registrar, the Director of Field Education, the Dean of Students, and the faculty advisor. In addition, the vicarage/deaconess internship report is used in the review.

REVIEW AND EVALUATION

Reviews and/or recommendations of each student's qualification for ministry/diaconate occur at distinct times in the student's matriculation:

1. After the student completes the prescribed hours of course work and the Registrar recommends him/her to the C&P Committee.
 - a. M.Div. and A.R.: 45 hours
 - b. M.A. (leading to deaconess certification) 50 hour program: completion of one academic quarter
 - c. M.A. (leading to deaconess certification) 72 hour program; and M.A. in Diaconess Studies: completion of two academic quarters
2. Prior to vicarage assignment/deaconess internship, by a theological interview with the student's advisor.
3. When the C&P Committee determines eligibility for vicarage/deaconess internship.
4. When the faculty is asked to endorse the student for vicarage assignment/deaconess internship.
5. Through periodic evaluations during the student's vicarage/deaconess internship year.
6. Prior to placement, by a theological interview with two faculty members.
7. When the C&P Committee determines eligibility for placement.
8. When the faculty is asked to endorse the student for placement.

The criteria used in judging the qualifications of the student are suitable personal qualifications, adequate competence in functions for ministry/diaconate, adequate competence in theological development and academic achievement of a 2.00 cumulative GPA or better.

Upon completion of each review, one of the following may be recommended:

- I. that the student continue, that is:
 - A. be admitted to the M.Div. program (notified in writing);
 - B. be certified for vicarage/deaconess internship;
 - C. be certified for placement;
- II. that the student continue but with concerns to be addressed, that is:
 - A. be admitted to the M.Div. program on probation in order to address specific concerns (notified in person);
 - B. be certified for vicarage/deaconess internship with specific concerns that should be addressed while on vicarage/deaconess internship;
 - C. be certified for placement with specific concerns that should be considered in assigning a call;
- III. that the student not be recommended for vicarage/deaconess internship or placement at this time due to deficiencies which he/she is asked to address;
- IV. That the student be discontinued from the seminary with the hope that upon correction of all deficiencies he/she will apply for readmission to the seminary.

(Please note that a student is automatically discontinued from his/her program of study as a result of failing his/her vicarage/deaconess internship.)

PROCESS FOR APPEAL

- I. The student must present a written appeal, clearly stating the grounds for the same; such written appeal must be submitted to the chairman of the C&P Committee within 20 days of the date of dismissal; an appeals hearing will be scheduled before the C&P Committee and the student will be notified of the same.
- II. The C&P Committee will arrange for an appeal hearing with the student.
 - A. The chairman will prepare a report for the C&P Committee by speaking with the student's faculty advisor, fieldwork

supervisor, and, if applicable, the Director of Vicarage.

- B. The student's faculty advisor may be present at the hearing and may act as the student's advocate (if the advisor is a member of the C&P Committee, another faculty member may serve as advocate).
- C. Other faculty, the fieldwork supervisor and the Director of Vicarage may speak to the C&P Committee on behalf of the student prior to the hearing.
- D. The student may solicit other support on his/her behalf, that is, other people to address the C&P Committee in person or in writing.

III. Upon review of all gathered information, the C&P Committee will recommend:

- A. to sustain the decision for discontinuation;
- B. to modify the decision;
- C. To overturn the decision.

IV. The chairman will inform the student in person of the C&P Committee's decision followed by written notification.

V. The student may appeal the decision of the C&P Committee to the President of the seminary.

GRADUATE STUDY

Students who are interested in graduate study after completing the regular ministerial training program are to discuss this proposal with their advisor and to make their consideration known to the Dean of Pastoral Education and Certification and the Dean of Placement no later than the first quarter of the Seminary IV year.

Students should keep in mind that since their seminary studies have been preparing them for the ministry of the church and since support they have received for those studies has been given with that assumption, any graduate program they pursue should ordinarily be useful to their service to the church. Students pursuing graduate education may choose to defer placement for a time or they may be considered for call and ordination through the proper channels to serve a congregation in a part-time capacity while carrying on graduate studies. However, a student should be aware that he can only be placed through these channels once. That is, if he is placed into a part-time call while doing graduate study, he cannot be placed later into a full-time position; a subsequent call would be as a pastor being called "from the field" and would follow that procedure.

LIBRARY

As the reading, study and research center of the seminary community, Walther Library seeks to serve the academic and independent study needs of the students and faculty. The book collection numbers over 175,000 volumes. In addition, the library provides a variety of non-print media. A computer network provides 24/7 access to indexes and catalogs and a growing number of full-text articles and books from student dorm rooms and faculty studies, from Walther Library and from classrooms and meeting rooms. Subscriptions to over 700 periodicals, professional journals and newspapers keep the collection current.

Library Hours

- Monday - Thursday 7:30 AM-10:30 PM
- Friday 7:30 AM-5:00 PM
- Saturday 12:00 PM-5:00 PM
- Sunday 3:00 PM-10:30 PM

During Breaks in the Academic Year

- Monday - Friday 8:00 AM-4:30 PM
- Saturday CLOSED
- Sunday CLOSED

III. SUITABILITY FOR OFFICE, PASTORAL CARE AND COUNSELING

VICARAGE

The Personal Growth Vicar Evaluation Inventory (VEI) Form will be sent out during vicarage. The VEI will be completed by a number of congregational leaders as well as the supervising pastor. The results of the VEI will be utilized to assist vicars in identifying areas of strength and potential growth areas to be addressed during their fourth year at the seminary or their first year of ministry.

STUDENTS WITH DISABILITIES

Concordia Theological Seminary desires that all its students succeed in their pursuits of the various programs of study offered here at CTSFW. Most of the students' needs can be handled either by their advisor, a professor, or the Dean of Students. One of these individuals can arrange for interpreters for the deaf and assist in finding students to help take notes. They can also assist in finding a tutor if the student needs help in doing so. It is our assumption that students are mature individuals who will seek out

help if it is needed. The faculty and staff of CTSFW are all eager to assist the students to achieve their greatest potential as servants of Christ and His Kingdom.

PASTORAL CARE

Education, not unlike life in the actual parish ministry itself, owns its share of trials that test a student's ability to make adjustments and even bear anxieties. The student's advisor is ordinarily able to assist him/her in coping with various pressures and to help prepare him/her personally, spiritually and professionally, as well as academically, for service in the church.

The student may also consult the Dean of Students for personal guidance. The staff of this office will from time to time initiate conversations with individual students, but the services of the office should not be limited to such occasions. The administrative assistant of the Dean of Students' Office makes appointments for interviews.

The student has other resources for guidance available in the Director of Field Education, the Director of Vicarage, the Director of Deaconess Program and the Dean of Pastoral Education and Certification, who will, as a matter of course, deal with students individually in the area of professional development, and will, upon referral by the Dean of Students, become involved in particular situations for personal guidance.

Professional counseling may be sought by the student outside the seminary community. For guidance regarding professional counseling, the student may speak with the Dean of Students

LEAVE OF ABSENCE

M.Div. and A.R. students may apply for a **voluntary leave of absence** from the seminary for a period of time not to exceed one calendar year. Applications are obtained at the Registrar's Office. Such applications must be submitted for approval by the Certification and Placement Committee.

Deaconess students may apply for a **voluntary leave of absence** from the seminary for a period of time not to exceed one calendar year. Applications are obtained at the Registrar's Office. Such applications are approved by the Director of Deaconess Studies.

M.Div., Deaconess, and A.R. students may be required to take a **mandatory leave of absence** from the seminary for disciplinary and/or suitability reasons. This cannot exceed a period of one calendar year and must be approved by both the Dean of Students and the Certification and Placement Committee.

DISCIPLINE, DUE PROCESS, SUITABILITY AND DISMISSAL

When a student engages in conduct (other than poor academic performance) which calls into question his/her fitness for office, the Dean of Students may take action as follows:

- A. He will counsel the student individually and privately to resolve the matter, if possible; or consult with other faculty members involved;
- B. He may refer the student to a faculty member, staff member, local pastor, the Advisor on Personal Growth or other counselor for additional counsel;
- C. He may approve a mandatory leave of absence and refer it to the Certification and Placement Committee (C&P Committee) for their consideration and possible approval of such an action (see "LEAVE OF ABSENCE" section above);
- D. He may dismiss the student from the seminary after taking the following steps:
 1. He will notify two faculty members who are not members of the C&P Committee and discuss his intended action;
 2. He will notify the Chairman of the C&P Committee and discuss his intended action.

PROCESS FOR APPEAL

A student dismissed for non-academic reasons has the right of appeal to the C&P Committee of the seminary as follows:

- A. The student must present a written appeal, clearly stating the grounds for the same; such written appeal must be submitted to the Chairman of the C&P Committee within 20 days of the date of dismissal; an appeals hearing will be scheduled before the C&P Committee and the student will be notified of the same.
- B. The Chairman of the C&P Committee will make any further investigation he deems necessary, and then distribute to all C&P Committee members a copy of the student's appeal and of all other relevant documents;
- C. The student's faculty advisor or another faculty member of his choice may be present and act as his advocate at the appeals hearing;
- D. Other witnesses and documentary evidence may be adduced at the hearing by the student, the Dean of Students or the Chairman of the C&P Committee;
- E. Upon conclusion of the appeals hearing, the C&P Committee will render its decision; either upholding the dismissal, overturning the dismissal or modifying the terms of the dismissal. The student will be informed verbally and in writing of the decision.

The decision of the C&P Committee may be appealed only to the President of the seminary, whose decision will be final for all

purposes. Such appeal is made in the form of a letter addressed to the President.

IV. STUDENT LEGAL AND SECURITY MATTERS

ENGAGEMENT AND MARRIAGE

All single students who become engaged to be married are to inform the Dean of Students in order to record this change of status. He will insure that the student and fiancé/fiancée plan to receive appropriate pre-marital guidance from an LCMS pastor.

MARITAL SEPARATION AND DIVORCE

What God says about all marriages and his will for marriage is stated in simple straightforward language in the Scriptures. His expectation is high (e.g., Matthew 19:5-6). The relationship of marriage is to be regarded as holy and should be given the highest priority in one's personal and professional life. Special expectations are placed on the man who desires to be called to be a pastor in the church or a woman who desires to be called to be a deaconess.

Concordia Theological Seminary recognizes the emotional and spiritual struggle that accompanies marital stress, separation and divorce and the need for pastoral care for all parties. The first priority is to assist the husband and wife in finding reconciliation with God and each other before the marriage faces separation or divorce. Should reconciliation between husband and wife not occur, the need for pastoral care continues. Students are urged to consult with the Dean of Students if marital stress is present and are required to consult with him if a separation or divorce has been initiated. The Dean of Students will arrange for pastoral counseling and care for both parties and for any children of the marriage.

A pastoral or deaconess formation student involved in extended marital separation and/or a first divorce, regardless of extenuating circumstances, will be required:

- A. To be placed on a leave of absence immediately following the end of the quarter in which the separation or divorce is initiated.
- B. To take a minimum of a two-year leave of absence from the date that the separation begins or divorce is finalized. Before a return to active status as a student, an application and a personal interview with the Certification and Placement Committee is required. It should also be noted that placement of students who have been divorced remains problematic regardless of the circumstances.

If a previously divorced pastoral or deaconess formation student is divorced while a student, the student will be dismissed from his or her respective formation program and an application for readmission to a formation program will not be considered.

A student in a pastoral or deaconess formation program, whether residential or distance learning, who is separated or undergoing a first divorce, will not be eligible to apply for return to active status until a minimum of two years after the divorce is finalized. In order for a divorced student to be considered for return to active status at the seminary, it will be necessary to submit a comprehensive and detailed account of the circumstances of the divorce, including the following information:

- A. The date on which separation leading to the divorce occurred.
- B. The party who filed for divorce.
- C. The personal reason(s) for the divorce.
- D. The number of years of marriage before the divorce.
- E. The date the divorce was legally finalized.
- F. The legal justification for the divorce.
- G. The settlement terms of the divorce decree. The student will provide a copy of the divorce decree and property settlement documents.
- H. The details concerning any children of the former marriage (e.g., ages, custody, child support, visiting rights, and the like). The student will provide a copy of the child custody agreement.
- I. Any details concerning the student's current marital status (i.e., if the student is engaged or remarried since the divorce):
 1. To whom?
 2. When?
 3. Are there children from this marriage?
- J. The name of the pastor and/or congregation by whom the divorce was adjudicated.
- K. Submit a statement of the student's understanding of divorce as it relates to the office for which he or she is preparing (i.e., the pastoral office or deaconess office).
- L. Seek and supply a letter of endorsement from the student's pastor concerning the student's suitability to serve in the pastoral office or deaconess office.

- M. Request that the conclusions drawn from any pastoral or professional counseling be forwarded by the counselor(s) to the Certification and Placement Committee.

After this information is submitted the supplicant for readmission must make a personal appearance before the Certification and Placement Committee.

Fulfillment of the requirements listed above does not guarantee return to active status at the seminary. Upon completion of the return to active status process, the Certification and Placement Committee will render its decision in writing to the applicant within 30 days of his or her personal appearance before the Committee. Should the Certification and Placement Committee not return the student to active status, he or she retains the right to appeal to the President of Concordia Theological Seminary who may affirm the Committee's decision, reverse the Committee's decision or return the decision to the Committee for further consideration.

SELECTIVE SERVICE

Government regulations require all men of draft age to keep their local Selective Service Board informed as to change of address or change of status. This is a personal responsibility that each student must assume for himself.

IMMIGRATION AFFAIRS

A citizen of a country other than the United States who is enrolling at Concordia Theological Seminary must, in addition to meeting any requirements set by the United States for entry, have in his/her possession Form I-20, a certificate of eligibility which verifies the individual's enrollment and proof of financial support.

Non-Discrimination Policy

It is the policy of Concordia Theological Seminary: (1) not to exclude, expel, limit or otherwise discriminate against an individual seeking admission as a student in the terms, conditions and privileges of Concordia Theological Seminary because of race, color, national or ethnic origin; and (2) not to exclude from, or otherwise discriminate against, in admission or access to its programs and activities, on the basis of disability, age or sex, any person who meets the academic and technical standards requisite to admission and participation in its educational programs and activities. Concerns about discrimination on the basis of age, sex or disability should be addressed to the Registrar.

These racially non-discriminatory policies in no way limit or restrict the established policy of Concordia Theological Seminary of limiting admission or giving preference on some occasions to an applicant in one of the following categories:

1. An applicant from any member congregation of The Lutheran Church–Missouri Synod (“Synod”) or an applicant who is the child of a person from such congregation of the Synod, or
2. An applicant from a congregation of a Lutheran church body other than the Synod or an applicant who is the child of a person from a congregation of a Lutheran church body other than the Synod.

In addition, the Synod and Concordia Theological Seminary, as part of the Synod, adhere to the religious and doctrinal belief and practice that women may not be ordained as ministers in the Synod.

Accordingly, women students or applicants are not admitted to programs leading to the ordained ministry. Women are encouraged to consider the Master of Arts degree program and the Doctor of Philosophy degree program.

Concordia Theological Seminary reserves the right at any time to refuse admission or readmission, place on disciplinary or academic probation, suspend or dismiss students for cause.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law which states that educational institutions must notify students annually of their rights under the act. FERPA affords students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review the student's education records within 45 days of the day the seminary receives a request for access.** Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The seminary Registrar will make arrangements for access and notify the students of the time and place where the records may be inspected.
2. **The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.** Students may ask the seminary to amend records that they believe are inaccurate or misleading. They should

write the seminary Registrar, clearly identify the part of the record they want changed and specify what is inaccurate or misleading. If the seminary decides not to amend the records as requested by the student, the seminary will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to students when notified of the right to a hearing.

- 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the seminary in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the seminary has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the seminary discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the seminary to comply with the requirements of FERPA.**
- 5. A parent or spouse of a student is advised that information contained in educational records, except as may be determined to be Directory Information, will not be disclosed to him/her without the prior written consent of the son, daughter or spouse.**

Directory Information

Directory information includes the student's name, home and school addresses, home and school telephone numbers, electronic mail address, date and place of birth, degree program, dates of attendance, degrees and honors.

Students may withhold directory information from being released outside of the seminary community by notifying the Registrar in writing within two weeks of the first day of class for the Fall Quarter. Forms are available in the Registrar's Office.

CTSFW ANTI-HARASSMENT POLICY

Concordia Theological Seminary is committed to providing members of the seminary community including students, faculty, administrators and staff with an environment where they may pursue their studies, work, careers and social interactions without being harassed. Concordia Theological Seminary does not tolerate sexual harassment in the workplace, school or related settings. This policy addresses not only sexual harassment but harassment in all forms, covering those with legally protected status for reasons of race, gender, religion, age, national origin, ancestry or disability. The seminary will take such actions as it deems appropriate to prevent, correct and if necessary discipline behavior which violates this policy. All members of the seminary community at all levels are expected to cooperate in the investigative procedures. Any person within the community who conceals information or knowingly provides false or misleading information will be subject to disciplinary action.

DEFINITIONS

Harassment is conduct toward another person or identifiable group of persons that has the purpose or effect of:

1. creating an intimidating or hostile educational environment, work environment or environment for participating in seminary activity;
2. unreasonably interfering with a person's educational environment, work environment or environment for participation in seminary activity; or
3. unreasonably affecting a person's educational or work opportunities or participation in a seminary activity.

Specifically, sexual harassment includes: unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement; or
2. submission to a rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual's study or work performance or creating an intimidating, hostile or offensive living, social, academic or working environment.

Verbal expressions or physical conduct need not be overtly sexual to constitute sexual harassment. Examples of sexual harassment include, but are not limited to, lewd or sexually suggestive comments, off-color language or jokes of a sexual nature, slurs, verbal or graphic expressions or physical conduct relating to an individual's sex, or any public or unwelcome private display of sexually explicit pictures, greeting cards, articles, books, magazines, photographs or cartoons in the absence of valid educational purpose.

PROCEDURES

Each member of the faculty, administration and staff is responsible for creating an atmosphere free of harassment and for reporting any incidents of harassment he or she observes or which otherwise comes to his or her attention.

How to Initiate a Complaint

Persons who believe they have experienced or witnessed harassment are encouraged to report the incident promptly to the Vice President of Business Affairs, the Dean of Students or the Academic Dean. Complainants may choose to have the issue resolved according to formal or informal procedures.

Informal Procedures

1. Reporting Complaints

The Vice President, Academic Dean or the Dean of Students who receives a harassment complaint will:

- a. Listen to the complaint and assist the complainant in clarifying his or her experiences.
- b. Advise the complainant(s) about the anti-harassment policy and informal and formal resolution alternatives under these procedures.

2. Resolution through Information, Advice and Informal Actions

Normally, the information, advice and informal actions process will be concluded within 30 days from receipt of the complaint.

At the complainant(s)'s request, the Vice President of Business Affairs, the Dean of Students or the Academic Dean who receives the complaint may:

- a. Make appropriate referrals to other offices or procedures.
- b. Help the complainant(s) deal directly with the accused.
- c. Assist in negotiating a satisfactory resolution to the problem in coordination with appropriate campus offices as indicated below:

Academic Dean's Office

Business Office

A person who is experienced in informal resolution will be selected to work with the parties involved. This person will:

- a. Listen to the complaint to assess whether the complaint is an issue that should be dealt with under the anti-harassment policy.
- b. If so, meet with the person(s) accused to hear the response to the allegations.
- c. Attempt to work out a resolution that is satisfactory to the complainant, the accused and the seminary. Normally, a satisfactory resolution will require coordination with campus offices and the involvement of the department head or supervisor.
- d. Prepare an agreement to be signed by the complainant and accused.
- e. Inform the complainant of the method and time for filing a formal complaint if a satisfactory resolution cannot be obtained at the informal level.

The function of the informal procedures is to negotiate a satisfactory resolution to complaints without resort to formal procedures.

3. Outcome of the Informal Procedures

The outcome of the informal procedures will be: a decision to stop further action on the complaint; a negotiated resolution of the complaint or initiation of the formal procedures.

When informal procedures have shown that a violation of the seminary's anti-harassment policy has occurred, possible resolutions may include one or more of the following: an apology to the complainant(s); assisting the accused to better understand the effects of his or her conduct and ways in which this behavior could be changed; participation in training sessions about harassment; verbal or written reprimands; or other interventions or actions aimed at ending the harassing behavior.

In the event the informal procedures demonstrate that knowingly false or malicious charges were filed by the complainant, discipline will result.

If the complainant(s) or the accused believes procedural errors have occurred during the informal procedures, an appeal may be made to the President.

Formal Procedures

1. Reporting Complaints

Reports, complaints, problems, grievances and questions regarding harassment should be reported to the Dean of Students, the Vice President of Business Affairs or the Academic Dean.

2. Filing of Reports of Complaints

The Dean of Students, the Vice President of Business Affairs or the Academic Dean shall prepare a written summary of the

reported incident or incidents based on discussions with the complainant. The complainant will be asked, but not required, to initial that summary as a means of verifying the facts. Additionally, if the complainant does not wish his or her identity to be revealed to the alleged offender, the Dean of Students, the Vice President of Business Affairs, the Academic Dean and others involved in investigating the complaint will strive to maintain confidentiality.

3. Action Pending Investigation of a Complaint

Upon receipt of a harassment complaint, the Dean of Students, the Vice President of Business Affairs or the Academic Dean shall, if the alleged offender is a seminary employee, notify the supervisor of the alleged offender or the Department Chair, in the case of a faculty member. These persons should be notified that a harassment complaint has been received and will be investigated in a confidential manner. Depending on the seriousness of the complaint, interim measures, including suspension of the alleged offender from work with pay, or from attendance in class, if determined by the Dean of Students, the Vice President of Business Affairs or the Academic Dean to be appropriate, may be taken before the complaint is fully investigated. All persons notified will be asked to maintain confidentiality. In addition to the above temporary actions, the faculty, staff and students of Concordia Theological Seminary shall comply with any reporting and other requirements of federal, state, and local laws and regulations.

4. Investigation of Complaint

The Dean of Students, the Vice President of Business Affairs or the Academic Dean will investigate the complaint by questioning the alleged offender and any witnesses identified by the complainant. After a thorough investigation, the investigator will prepare a written report, stating the investigator's conclusions. That report will include the complainant's name, a copy of the complaint, the names of any witnesses and their testimony, the name of the alleged offender, and the investigator's ultimate determination and recommended disposition of the complaint, including any corrective action.

5. Action on Investigative Findings

If the investigation substantiates the complaint, corrective action will be taken. This may include, but is not limited to: warning, reprimand, expulsion, dismissal, demotion or transfer of the offender, or a disciplinary notice in the personnel file of the offender.

Prior to the implementation of any such corrective action, the offender will be given the opportunity to rebut the investigation findings in an interview conducted by the investigator, and which also may include the Dean of Students, the Vice President of Business Affairs, the Academic Dean and the supervisor of the offender, if an employee. In addition, any corrective action shall be taken only following hearing and appeals procedures that apply to the individual offender.

If the results of the investigation do not substantiate the complaint, both the complainant and the alleged offender will be so advised.

If the complainant(s) or the accused believes procedural errors have occurred during the formal procedures, an appeal may be made to the President, whose decision will be final.

False or groundless accusations may result in disciplinary actions.

6. Recording of Investigative Materials

The personnel or student file of the alleged offender will state that an investigation was made and indicate the final outcome of the investigation. In addition, a confidential file shall be established for every sexual harassment complaint made. It should include:

- a. The complainant's name, a copy of the complaint as described by the complainant, the names of witnesses and their testimony, and the name of the alleged offender;
- b. A copy of the Investigative Report and determination of fact and recommendations made; and
- c. An indication of the disposition of the complaint, including any appeal process findings and disposition.

POLICY AVAILABILITY

This policy will be published in the student, faculty and staff handbooks. In addition, a copy of this policy prohibiting sexual harassment which informs the student and applicant for admission of his or her right to raise and how to raise the issue of sexual harassment shall be posted in a conspicuous place for inspection and shall contain a statement that a copy of the policy will be furnished to any student or applicant for admission upon his or her request.

U.S. DEPARTMENT OF EDUCATION DRUG PREVENTION CERTIFICATION

Federal law requires Concordia Theological Seminary to make a number of certifications as conditions for participating in Title IV programs of the Higher Education Act of 1965, as amended. In compliance with these requirements, the seminary certifies that it has adopted and implemented a drug prevention program for its students and employees. The following information is to advise students of the policy of the seminary and of the elements of its drug prevention program.

- The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in seminary facilities, which is in violation of federal and state law, is prohibited.
- Students are hereby advised that the inappropriate use of controlled substances can be extremely dangerous to their health and well-being and to the health and well-being of those around them.

- If a student becomes involved in such use, the seminary will, through counseling and rehabilitation, attempt to assist him or her. The Office of the Dean of Students is available to arrange for appropriate counseling and rehabilitation services through community agencies. However, the ultimate responsibility for overcoming a dependency or inappropriate use of controlled substances rests with the student.
- Students who persist in using controlled substances inappropriately, after receiving due admonition, will be subject to dismissal and possible referral for prosecution.

ELECTRONIC COMMUNICATIONS, INCLUDING WEBSITES, CHATROOMS AND BLOGS

All electronic communications are subject to the Eighth Commandment, just as are communications of other forms. Electronic means of communication can be used in positive ways, including proclamation of the Gospel. However, these means can also be used to damage self and others. Therefore, students are encouraged to be very careful with their electronic communications, including blogs, e-mails, text messages, voice mail, instant messaging, chat rooms and other forms of electronic posting and publishing. They are reminded to speak the truth in love and to explain everything in the kindest way, so as to uphold their reputation and that of their neighbor. Additionally, students are encouraged to be good stewards of their time with regard to their studies and the use of electronic means of communication.

CTSFW ACCEPTABLE USE OF ELECTRONIC RESOURCES POLICY

Concordia Theological Seminary provides electronic resources and access to those resources for its students. These resources include computers in Walther Library for word processing and for accessing electronic resources on the campus intranet and the world-wide internet. Also included are data ports in the seminary dormitories and classrooms. Because the seminary “exists to form servants in Jesus Christ,” the priorities for use of computing resources at the seminary are the following:

- Highest:* Uses that directly support the educational, research and service missions of the seminary. In support of international students and missionaries studying at the seminary, some activities, such as use of e-mail, are considered in this priority, instead of in the following “medium” priority.
- Medium:* Other uses that indirectly benefit the education, research and service missions of the seminary, as well as and including reasonable and limited personal communications.
- Lowest:* Recreation, including game playing.
- Forbidden:* All activities in violation of applicable Federal, State or local laws, as well as activities not in accordance with good Christian behavior.

The seminary may enforce these priorities by restricting or limiting usages of lower priority in circumstances where their demand and limitations of capacity affect or threaten to affect usages of higher priority.

Implied Consent

Each person with access to the seminary’s computing resources is responsible for their appropriate use and by his use agrees to comply with all applicable seminary and departmental policies and regulations, and with applicable City, State and Federal laws and regulations, as well as with the acceptable use policies of affiliated networks and systems.

General Standards for the Acceptable Use of Computing Resources

In using the seminary’s computing resources, students and those associated with the seminary will display responsible civil and Christian behavior. The seminary does not currently use any filtering programs on its computers to disallow certain activities. It is expected that each individual will use good moral judgment in conducting himself in the use of the computing resources. Violations of these general standards will be handled by departmental policies and procedures. The examples which follow are not exclusive, but are only indicative of the standards which the seminary expects in the use of its computing resources.

As citizens of (or residents in) the United States, the users of the seminary’s computing resources:

- must respect property right laws, especially copyright laws, in the use of software. Illegal copying of copyrighted software or of textual material is not permitted, since it is against the law. In addition, it is a violation of the seventh commandment regarding stealing.
- must respect laws regarding the creation, display or transmission of threatening, racist or harassing materials. Material which may be protected by federal law, but violates Christian ethics because it tends to injure or bear false witness (violations of the fifth and eight commandments) is not permitted.
- must respect laws regarding obscenity and child pornography. Because behavior governed by the sixth commandment is much broader than applicable laws, however, seminary users are expected to avoid the display of any site which might be considered obscene or pornographic.

FIRE EXTINGUISHERS

Fire extinguishers are placed at strategic locations for safety purposes. These must not be used except in case of fire

emergencies.

USE OF ALCOHOL

See Section XI of the *Student Handbook* on Seminary Regulations and Guidelines for Behavior. Please note especially the section, "Scriptural Principles Governing Offense." On campus all Resident Assistants are also aware of the alcohol policy that applies to the residence halls.

PERSONAL PROPERTY

Since the seminary does not assume liability for loss or damage of any personal property, such property should be kept in a safe place at all times. For this reason, dormitory rooms should be kept locked. Also, it may be appropriate for a student to obtain renters insurance for their residence hall room.

SMOKING

Smoking is not permitted in most buildings on the CTSFW campus, including all residence halls. The only exceptions are the residential houses situated on the seminary grounds, the faculty offices, and on occasion, the Student Commons (only when announced). Smoking is also not permitted in seminary-owned vehicles.

CHILDREN ON CAMPUS

The families of our students and visitors are welcome to our campus at any time. They are invited to attend chapel and enjoy many of the social events planned for CTSFW families. Many families even enjoy using the campus for walking, jogging, biking, sledding and other outdoor activities. However, due to issues of safety and liability, children (under the age of 13) must be accompanied by an adult at all times while on campus. Security will be notified if children are not accompanied by adults. Specifically, this applies to outdoor areas and campus buildings.

School cancellations and snow days: If elementary schools or high schools cancel classes due to snow days or any other reason, while CTSFW remains open, students are encouraged to obtain babysitting or child care off campus for their children during class sessions. Because of disruptions to the professor and the class, children should not be in the classroom during class time. **Only in an extreme circumstance** should a professor grant permission in advance to a child's presence.

WEATHER ALERT

If weather conditions develop during the night which result in hazardous driving conditions the following morning, students are encouraged to listen to the announcements on local TV/radio stations regarding school closing and traffic conditions. If the seminary is closed or delayed because of weather conditions, announcements will be made as early as possible on radio station WAJI-95.1, WMEE-97.3, WBNI-91.3, WLDE-101.7 and WQHK-105.1, as well as the television stations, and students will be contacted through the Seminary Emergency Notification System.

FISHING

Fishing in the seminary pond is permitted upon attaining a fishing license from the Security Department. Family fishing passes are also available. When fishing, please have your fishing license with you as Security does have the responsibility of monitoring the use of the lake. All fish in the lake are catch and release.

AUTOMOBILE AND PARKING REGULATIONS

Students are permitted to have one car on campus in order to fulfill their Field Education requirements. Every car utilized on campus must be registered with the Security Office. Students' vehicles are not to be operated on campus unless owners have a valid insurance policy with sufficient liability coverage. A registration form providing descriptive information about the vehicle is to be filed with Security each academic year. It is the student's responsibility to notify the Security Office of any change of information on this form.

Reserved and lighted parking lots are available for all students' parking. Your hang tag, permits you to park in non-reserved parking around campus. Students are asked to observe carefully the parking restrictions in the reserved areas near the Administration Building, outside the mailroom and Bookstore, in handicap parking spots and in the fire lanes near the dormitories as well as the visitor parking area. Every effort is made to keep parking lots free of snow. The seminary also maintains an effective security system, but it cannot assume responsibility for thefts of gasoline, auto parts or property kept in vehicles while parked on school property. It is suggested that students have insurance coverage to protect them against acts of vandalism and theft. To eliminate any parking problems, please have your parking tag displayed at all times.

The Security Office has the responsibility of registering all faculty, staff and student vehicles. Security has the responsibility of enforcing all parking and traffic violations. In the State of Indiana, moving traffic violations are enforceable by police and by any citizen willing to sign a citizen's complaining report even though we are considered to be located on private property.

Traffic Violations and Fines for Faculty, Staff and Students

1. Parking in Fire Lane	\$50.00
2. Parking in Handicap Zone	\$50.00
3. Parking in Loading Zone	\$10.00
4. Parking in Restricted Area	\$10.00
5. Parked obstructing pedestrian or vehicle traffic	\$20.00
6. Driving or parking on grass	\$10.00
7. Failure to register vehicle or to display parking tag	\$30.00
8. Speeding or reckless driving	\$30.00
9. Passing anywhere on ENTIRE campus	\$25.00
10. Parking in visitors section	\$25.00
11. Disregarding Stop Sign	\$20.00

You will be issued two written warnings before receiving a fine for any particular violation. Fines are subject to change without notice.

Towed vehicles will be the result when Security and/or Business Office deem your vehicle to be a safety hazard or a vehicle which cannot be identified by registration or plate number. Unpaid fines will be billed to the student and treated as any other unpaid fee.

The seminary is not interested in using fines as a means of income. We hope that there will be such cooperation that not a single violation citation will have to be issued. The seminary is interested in the physical safety and wellbeing of all within its community. Please help us achieve this goal.

LATE REGISTRATION FEE

This fee will only be charged to the student if he/she does not meet the respective deadlines for admission, housing, registration or student health plan. Please also note that percentage deductions in the area of financial aid will be assessed for missed deadlines. Fees may be accumulating.

2015-2016

DATES TO REMEMBER

DEPARTMENT	DEADLINE	LATE FEE
Admission	Date (Summer Greek) August 1 (Fall)	\$55.00
Financial Aid*	May 1 (returning students)	3% reduction of tuition grant
	August 1 (returning students)	Additional 3% reduction of tuition grant (6% total)
	August 1 (new students)	3 % reduction of tuition grant
Housing	July 1 (returning students) May 15 (New Greek students) July 1 (New Fall Students)	\$55.00
Registration **	July 1	\$55.00
Student Health Plan	August 1 (returning students) May 15 (New Greek students) August 1 (New Fall Students)	\$55.00

* Note: The deadlines for Financial Aid are for having the FAFSA completed and the CTSFW Financial Aid form completed. District forms are due to the Financial Aid Office two weeks prior to the published deadline for each individual district.

Only M.Div., A.R., and Deaconess students in the residential program are eligible to apply for the CTSFW tuition grant, Student Adoption and District grant. M.A. in Deaconess Studies (distance learning) students are eligible to apply for the CTSFW tuition grant and Student Adoption. Students in all federally approved programs can apply for Federal Student loans and Federal Work Study if the student is a U.S. citizen (or eligible non-citizen) and is enrolled at half-time status or greater (requirement for loans).

** Automatic registration by Registrar for new M.Div., A.R., Deaconess and new and returning SMP students.

V. STUDENT SERVICES

ORIENTATION OF NEW STUDENTS

Students entering in the winter, spring or summer of the previous academic year and fall quarter of the present academic year are oriented to the seminary and its life the Friday before the first day of classes.

EMERGENCY MESSAGES

Please call the Dean of Students' Office to deliver messages to students in class in case of an emergency.

HEALTH INFORMATION

Student and Family Medical Health Plan

The following requirements apply to students in a residential program of studies. All students taking seven or more credit hours at CTSFW, students who are listed as full-time students but are not registered for at least seven credit hours (vicars, deaconess interns) and all international students are required to enroll in the student health plan unless an "eligible opt-out" is submitted by the student and approved by CTSFW. Misrepresentation of health coverage may be grounds for dismissal from the seminary. While CTSFW offers this group plan for both students and their dependents, only students are required to enroll or have an "eligible opt-out." CTSFW strongly recommends that spouses and dependent children be insured either by the seminary plan or another comparable plan. CTSFW is not responsible for any claims incurred by students or members of a student's family. Contact the Dean of Students if you have any questions about the student health plan.

All international students are required to enroll in the student health plan unless an "eligible opt-out" is submitted by the student and approved by CTSFW. The United States Government does not pay for any part of the medical expenses for international students studying within the U.S.A. In fact, it is a violation of immigration law for F-1 and F-2 students and dependents to accept public assistance, even for medical care. To do so could jeopardize your ability to receive a visa or to reenter the U.S.A. You might also be forced to repay any public assistance which you received.

Student Health and Wellness Policy

The seminary encourages all students to be good stewards of their health. M.Div., A. R., and Deaconess students are expected to exhibit physical and mental health sufficient for him/her to carry out competently the duties and responsibilities of seminary studies and/or the Office for which they are being prepared.

Health and Wellness and the Seminary Community

Proactive physical exercise, preventative medicine and proper diet are keys to being physically well. Throughout the year some services may be offered to ensure that the seminary community has the opportunity to stay healthy. Regular exercise can lower your risk for heart disease and increase your body's ability to fight illness. Students are also encouraged to use the opportunities and facilities offered on campus. There are several organized exercise classes in the weight room of the gym as well as intramurals. In addition, the campus is a wonderful place to walk or jog. (Please refer to intramurals and "King's Men" basketball under student activities.) Healthy dietary suggestions are also regularly posted in the dining hall.

THE STUDENT COMMONS

The Student Commons, located in Craemer Hall, is the center of the seminary community's social life. Students, faculty, staff and their families are encouraged to gather in the Commons for many regular activities and special events. While being a welcoming area for interaction, it doubles as a comfortable, quiet place for study between classes. The Commons features a 60" HDTV, projection screen, foosball, ping pong table, pool table, wireless internet, comfortable seating, hot and cold beverages, snacks and candy are available for your convenience. The Commons may be reserved for private parties. There is a fee for reservations. All questions regarding reservations or use of the Commons should be directed to the Student Commons Director.

The Student Commons is available from 7:00 a.m.- 9:00 p.m. Monday through Thursday, 7:00 a.m.- 10:00 p.m. on Fridays and Saturdays, and 11:00 a.m. – 10:00 p.m. on Sundays During academic breaks the Student Commons is closed.

FOOD AND CLOTHING CO-OP

The Food and Clothing Co-op is supported by congregations, organizations and individuals of the LCMS for the purpose of assisting students as they prepare to become ordained pastors, missionaries and deaconesses to serve the church. The Food and Clothing Co-op assistance is given in addition to financial aid and is not based on financial need.

The Food Co-op is located on the lower level of the Student Commons and the Clothing Co-op is located in Spiegel Hall, across the street from the mailroom. Students must register with the Director for usage of the Food and Clothing Co-op. By choosing to use the Co-op, the student agrees to volunteer time for the privilege of using the Co-op. The volunteer time is done a month in advance of shopping (i.e. you work in August to shop in September). You may volunteer your time at either location.

The Clothing Co-op is open for shopping or working on Monday through Friday from 9:00 a.m.–4:00 p.m. The Food Co-op is open for grocery shopping hours on Tuesday from 6:30 a.m.–2:00 p.m. Working at the Food Co-op can be done on Monday and Friday between 6:30 a.m.–2:00 p.m.

A point system is used to distribute the grocery items equitably. No points are used in the Clothing Co-op and there is no cost for the program. Students who are not registered for classes receive no benefits. All students must volunteer time to receive their points for the Food Co-op. All work is done one month in advance of shopping.

M.Div., A.R. and M.A. Deaconess, and Graduate Assistant STM students enrolled in a program leading to ordination as a Pastor or Certification as a Deaconess are eligible for full benefits during the time they are registered for and taking classes. These students choose the number of points they will require from 50-250 per month. Most residential single students use 50 points and those students with families select a higher amount to meet the needs of their family.

S.T.M. M.A., Special and Ph.D. students may receive benefits during the time they are taking classes for no more than 12 quarters. Summer counts as a quarter if the family uses the Co-op. At such time as all classroom requirements are completed or the 12 quarters have been used, benefits shall cease. These students receive points in proportion to their family size. Single students receive 50 points, married students with no children receive 100 points and students with children receive 150 points. These students require the written permission of the Dean of Graduate Studies and the Dean of Students to receive benefits.

Students who are ordained may only use the Co-op only with written permission of the Dean of Students or Dean of Graduate Studies. The Co-op Office and Clothing Co-op phone number is 452-2168 and the Food Co-op phone number is 452-2174.

STUDENT HOUSING: RENTAL LISTINGS

Rental apartments, along with houses for sale and rent, are listed by residents of Fort Wayne with the seminary's Relocation Coordinator. Seminary students, living in either rental places or homes they have purchased while at the seminary, may also list them with the Relocation Coordinator while they are on vicarage or at the time of call service and/or graduation. The Relocation Coordinator keeps an updated listing of rental and houses for sale along with detailed information of each residence, including a picture. The Relocation Coordinator can also refer students to local realtors if so requested. It is the student's responsibility to update the Relocation Coordinator about the sale of their home or the name of the realtor they have listed it with upon leaving the area. It is understood that these places of residence will be in the same condition on departure as they were on arrival. Concerns or troubles in this regard, if not resolved, may be reported to the Dean of Students.

STUDENT EMPLOYMENT

Concordia Theological Seminary is an equal opportunity employer. It is the policy of the seminary to provide equal opportunity in employment without regard to race, color, national origin, handicap, age or sex, except where sex or age or physical condition is a bona fide occupational qualification.

Students looking for employment on campus must inquire at the department where they are interested in working (Library, Information Technology, Mailroom, Student Commons, Co-op, etc.). All necessary paperwork is handled through the Office of Financial Aid. Federal Work Study funds will be used for payment if both the student and the job qualify under FWS regulations. If either or both do not qualify, payment will be from the Institutional Work Study fund.

Applications for spousal employment are available in the Vice President of Business Affairs' Office in the Werner Administration Building.

The CTSFW Relocation Coordinator will have a list of employment opportunities off campus. On occasion, employment opportunities will also be advertised in the *Blue News* and on the *SWA (Student Wives Association) Facebook Page*.

RESIDENCE HALL HOUSING

Concordia Theological Seminary understands that the formation of students as church workers takes place not only in the academic classroom, but also as they live in community either with fellow students in the dorms or with their spouse and family at home. Single M.Div., A.R., and Deaconess students (or married but attending school without spouse/children living in Fort Wayne) must live on campus during enrollment and pay the published room and board rate. Each residence hall has a Resident Assistant who monitors the residence hall. Because it is necessary to maintain and clean the residence halls and rooms, facilities normally cannot be provided between the end of the summer session and the beginning of the fall quarter. The Dean of Students

and the Vice President of Business Affairs must approve any exceptions. The Director of the Deaconess Program will also review the requests by the deaconess students. For more details regarding campus housing, the *Residence Hall Handbook* is available on the seminary website.

VI. CAMPUS BUSINESS MATTERS

DINING HALL

Creative Dining Services operates the dining facilities and they work in conjunction with the Business Office of the seminary. Input and suggestions regarding the dining hall may be shared with the Resident Assistants. Customer input and suggestions are always welcomed by all dining hall staff and management. The dining hall will provide a takeout box for you if you do not have time in your schedule to eat in the dining hall or if you are sick and need a meal brought to you by a friend. Please keep in mind that takeout boxes are only if you cannot eat in the dining room or are sick. They are not available for any other reason. Meal tickets are available for commuting students at the cashier.

RETURN CHECK FEE

If your bank fails to honor your check, regardless of the reason for returns, you are subject to a \$25 return check fee per item.

STUDENT ID

Every student, faculty and staff member will be issued a universal I.D. *Photos for I.D. cards will be taken at the library. Returning students, staff and faculty that already have cards from last year do not need another card made.* This card may then be used in the following areas:

- **Library:** Each photo I.D. card will have the PALNI bar code on the back of the card so that it may be used as a library card for checking out books and materials.
- **Identification Card On and Off Campus:** This photo I.D. card will be used on campus as one form of identification. However, it may also be used off campus. For example, Concordia High School will honor these photo I.D.s and grant free admission at some athletic events. All first cards will be issued free of charge to students, faculty and staff. Individuals can purchase replacement cards for \$25.00.

KEYS

There is a one-time deposit of \$10.00 each for your room key and mailbox key. All students who graduate, complete their studies or go on vicarage MUST return the mailbox key to the switchboard ten days from the time they leave campus or complete their studies or the deposit is forfeited. If you lose your keys during the course of the school year, a lost key fee will be charged to your account (\$50 for dorm keys, \$20 for mailbox keys) to receive a new key. Each year, all resident hall keys have to be returned to the Cashier between the hours of 9:30 a.m.–4:00 p.m., Monday through Friday. Employment keys must be returned to the Cashier when you are no longer employed by the seminary or are leaving campus for an extended period. [check info w/ pg. 4 or Residence Hall handbook]

INFORMATION TECHNOLOGY

For any questions concerning phones, network, internet, e-mail, computer usage and availability, please contact the Information Technology Office (Library) at ext. 3178.

MAILROOM

The mailroom is not a licensed post office, but provides services to students such as campus mail delivery, stamp sales, postage, and package mailing (U.S. Postal, UPS and FedEx). Mail goes out twice each business day. Payment can be made by check, cash or credit card. No account vouchers are accepted.

Each student is assigned a mailbox (with a key) on the first floor of Loehe Hall, just past the bookstore. Campus materials, as well as outside mail pieces arriving for students, are deposited in the appropriate mailboxes. Package deliveries for students will be held in the mailroom or the backroom of the bookstore for pick-up. A package slip in their mailbox will inform the student that there is a package to pick up. Married students should inform others of their local home address as soon as possible.

OFFICIAL COMMUNICATION

The *Blue News*, seminary e-mail accounts and campus mailboxes are the official communication avenues between students and the seminary. Students are responsible for all information contained therein.

THE NEWS BULLETIN – BLUE NEWS

Blue News Policy

The Concordia Theological Seminary *Blue News* is an electronic newsletter published Monday–Friday, when classes are in session.

The *Blue News* is an internal communication tool for current students, faculty, ordained staff and staff. It is used to disseminate information concerning academics, chapel, student activities, student deadlines and other information pertinent to students.

Announcements received by noon will be published in the following day's issue of the *Blue News* and run for three days.

Announcements may be submitted at www.ctsfw.edu/bluenews/submit.

Because this is an internal document, the sole recipients of the *Blue News* are current students (and their spouse, if requested), faculty, ordained staff and staff of Concordia Theological Seminary.

NOTICES, POSTINGS AND BULLETIN BOARDS

All bulletin boards are reserved for regular academic and student activity announcements. The use of the campus bulletin boards is under the general supervision of the Dean of Students. Notices from students regarding items for sale or announcements about upcoming events should be taken to the Dean of Students' Office to be stamped and placed on designated boards. Windows and doors should not be utilized for postings.

BOOKSTORE

All textbooks for CTSFW classes, excluding those from the CTSFW Print Shop, are now available online only. Go to the CTSFW homepage (www.ctsfw.edu) and click Purchase Textbooks Online.

The CTSFW on-campus bookstore supplies CTSFW Print Shop publications, materials for student use, as well as many other useful products for the future pastor's library. Clerical vestments, religious gifts, jewelry and a variety of other items are available. The bookstore is open Monday through Thursday, 9:00 a.m. – 4:30 p.m., and Friday from 9:00 a.m. – 3:00 p.m.

Summer hours are 9:00 – 4:00 Monday through Thursday and 9:00 – 3:00 Friday. Closed for lunch from noon – 1 p.m.

PRINT SERVICES

Students are encouraged to purchase a *Print Services Card* from the Cashier or Print Shop. The cards cost \$7.00, but provide \$10.00 worth of value. Print services are \$0.10 cash (unless you have purchased a print card) per black & white image, except long distance faxes which are

\$0.20 cash (\$0.14 card) per page. One book copier, one full-featured (duplexing, collating, stapling) copier, and two microform readers with laser printers are available in Walther Library for student use. Networked computers in the library print to laser printers at the Circulation Desk. Fax services are initiated at the Circulation Desk, where payment is taken and authorized cover sheets are prepared for the documents to be faxed.

Personal black & white copies of 40 pages or more, or any amount of full-color copies can be made through the seminary Print Shop using cash, check or credit card. Black & white copies of any amount can be paid for with a Print Services Card. The Print Shop also provides some binding, cutting, laminating, and folding services. The price list is posted on the Print Shop door.

SELLING ON CAMPUS

All commercial enterprises on the seminary campus are reserved through the Business Office. If any student wishes to carry on promotional sales on campus among his fellow students or off campus via electronic transmission, he must obtain permission from the Dean of Students and the Vice President of Business Affairs. Students should also be aware that dealers, agents and solicitors from off campus are not to solicit trade in the Residence Halls or sell their products there.

RESERVATION OF FACILITIES (CLASSROOMS, MEETING ROOMS, ETC.)

Any group of students, formally or informally organized, which desires to use the seminary facilities for meetings, study groups, etc. should make their needs known. All requests for classrooms should be directed to the Registrar. Otherwise, the Facilities Coordinator should be contacted to make arrangements for any of the other meeting rooms located on campus. The Athletic Director located in Wambsgans Gymnasium schedules the gym for events. The Information Technology Department should be contacted to reserve the Distance Learning Center and the Computer Lab (W-11).

PIANO AND ORGAN FACILITIES

PIANO

Wyneken 10
Loehe 4

ORGAN

Kramer Chapel
Wyneken 10
Loehe 4

You may practice in W-10 and L-4, if they are not being used for seminary rehearsals. Please be sensitive to the fact that nearby classes may be able to hear your practice, so please keep it soft. Practice in Kramer Chapel is reserved for those preparing for services and those studying organ. If you have any questions, contact the Kantors at ext. 2199 or 2193.

SEMINARY RELATIONS OFFICE

Students are encouraged to consider ways in which they can help publicize the needs of the Seminary, both for financial support and for new students. The Seminary Relations Office will supply information and materials to any student who has a use for them.

ADMISSION AND STUDENT RECRUITMENT

The Admission Office welcomes the names of any prospective students and is available to give students information about requirements for admission.

COMMUNITY SERVICES

The Community Services Department connects the seminary community to the city of Fort Wayne, local Lutheran churches and surrounding communities. Community Services plans special campus events such as the Sunday brunches, retreats, reunion weekends and provides campus tours. Community Services strives to network the campus to the local community by providing information about festivals, cultural opportunities and items of interest to seminary families. Community Services is located in the Welcome Center and is often the first point of contact for visitors of the seminary campus. If students are in need of a friendly face or if they want to know where some fun things are located, then please see Community Services.

SOLICITATION OF FUNDS

Concordia Theological Seminary is the thankful recipient of financial gifts from churches and individuals all across the United States. Faithful donors contribute to the CTSFW mission of preparing church workers for service in The Lutheran Church–Missouri Synod. Many of these gifts are designated for student aid and administered through the Financial Aid Office. Others are used for general operating expenses or special projects. These gifts are the primary source of income to operate the seminary each year.

Seminary students may visit with individuals or groups who wish to donate monies to Concordia Theological Seminary. However, any gifts received are to be given to the Advancement Office, as well as the names of potential donors. The Advancement Office is especially grateful to know of individuals who may have the heart and means to support formation of pastors and deaconesses through gifts to the seminary. Due to tax laws students may not solicit funds for their personal benefit or that of another student. Students may encourage their home congregations and home districts to give financial support since these sources are partners with CTSFW in preparing students to serve.

VII. FINANCIAL AID

STUDENT FINANCIAL RESPONSIBILITY POLICY

Concordia Theological Seminary encourages all students to be good stewards of their financial resources and expects them to live within the means God has provided. All students in programs leading to service as a rostered church worker shall evidence an ability and willingness to manage their financial affairs responsibly. The seminary will make periodic, appropriate inquiries into student financial health as part of the admission, pastoral/diaconal formation, and certification process. Preparing for church work carries with it a special responsibility to plan financially for your seminary education. Effective financial planning for your seminary studies begins even before you arrive on campus. As a Christian steward, it is important to develop a money management plan that includes an estimate of all of your expenses along with your anticipated resources from income, family, friends, home congregation, etc. You, and if you are married, your spouse, may seek employment to supplement your resources. Also, you may seek additional help from your district, foundations, home congregation, parents, relatives, friends, etc. All financial aid information and application materials are available through the financial aid page on the seminary's website.

APPLYING FOR FINANCIAL AID

In order to receive assistance through the Office of Financial Aid, you must complete the seminary's financial aid application and the federal need-analysis form, the FAFSA. Each quarter, you will receive a tuition grant depending on your FAFSA results.

Approximately 90% of students qualify for the maximum percentage. Student Adoption gifts and outside scholarships will also be added to your tuition grant. Information regarding the Federal Student Loan Program, LCMS District Aid and outside scholarships can be found on the financial aid page on the seminary's website. For additional information regarding financial assistance, please contact the Office of Financial Aid. The Food and Clothing Co-ops are also considered to be financial aid, although no dollar value is assigned to these benefits. See *Student Services*.

STUDENT ADOPTION PROGRAM

Students are "adopted" by congregations, groups or individuals who contribute through their prayers and financial assistance. The amount of financial support from student adoptions varies. You may apply for an adoption by completing and transmitting the application form on the Financial Aid webpage. All students in the adoption program must write thank-you notes or letters to their donors. Students who fail to write to their donors may be discontinued from the adoption program. We will strive, as much as possible, to match your adoption to your need.

PAYMENT OF FEES

Fees are due and payable at the time students receive their billing. The past-due dates are listed on the Payment Schedule. In every case, students are responsible for the payment of fees, even in those instances where a donor has promised to underwrite some or all of their expenses.

Class registration assumes that all previous fees have been paid in full. Students who will not be able to pay in full by the due date must make advance arrangements for a loan in order to avoid a late payment fee. Emergency loans, available for amounts up to \$1,500 may enable a student to pay his fees on time while a federal student loan is being processed. The emergency loan will carry no interest if it is repaid within 60 days. After that time, there is an interest charge of 1.5 percent per month.

Authorization to register for subsequent quarters, eligibility for vicarage/deaconess internship assignment, the granting of a diploma or certification will be withheld from students who have not settled their accounts before the end of each quarter. Please see the Bill Payment Policy posted on the Registrar's Billing and Refunds webpage.

VIII. STUDENT ASSOCIATION AND STUDENT WIVES ASSOCIATION

STUDENT GOVERNMENT

A student Executive Committee has been organized by the Student Association in order to provide for various services and activities considered necessary and desirable by students. This government structure coordinates the functioning of the respective services and activities in the five areas listed below. The Dean of Students assists the students by serving as an advisor for student committees and groups. (See Appendix B Student Association Constitution for details, officers and information.)

SPIRITUAL LIFE AND GROWTH

This committee, under the guidance of an elected chairman, stimulates the spiritual life of students, develops interest in general and special areas of ministry and provides opportunities for the expression of social and theological concerns.

STUDENT PUBLICATIONS

This committee and its elected chairman provide for the information and enrichment of the Association by publishing the *Cornerstone*, a student newspaper, and *Reflections*, a student theological journal.

INTRAMURALS

This committee and its elected chairman are responsible for all intramural programs sponsored by the Association, and ensure that the various athletic facilities on the campus are made available for regular student use.

The Student Association's Intramural Committee assists in organizing the athletic activities in order for students to relax, exercise and build community. Faculty members are also invited to participate in these functions.

The seminary encourages students not only to study but also enjoy recreational and exercise activities. Exercise classes are offered regularly in the gym and the campus is a great place to walk, jog or bike. Regularly check the *Blue News* or Student Association webpage for present and future activities.

STUDENT WELFARE

This committee and its elected chairman provide a liaison between the Student Association, faculty and administration regarding

the physical and academic concerns of students. The Resident Assistants also give input to this committee regarding campus living.

FUNDING OF STUDENT ACTIVITIES

A budget is developed by the Student Association Executive Board in consultation with the Dean of Students and then approved by the Student Association. The available funds for student activities and programs are derived from student fees and are to be utilized for student and or student wives' projects. The seminary's Board of Regents approves capital items proposed for the budget.

CLASSES FOR STUDENT WIVES

The seminary offers a well-structured study program for student wives during each quarter of their residence in Fort Wayne for a very minimal fee. Courses led by professors of the seminary are designed to meet the needs and interests of student wives as they look toward the Holy Ministry with their husbands.

STUDENT WIVES ASSOCIATION (SWA)

This organization is designed to plan and carry out social and service activities for the support and encouragement of the students' wives. It enlists the membership and participation of every student wife. Meetings are held on a regular basis in connection with the study program, with special events scheduled according to the interests of the group.

IX. STUDENT ACTIVITIES AND PLANNING

PROFESSIONAL MUSICAL ACTIVITIES

The **Schola Cantorum** is a mixed chorus composed of singers from the community, students, faculty and wives. It performs large choral works with chamber orchestra in the Choral Vespers Series.

The **Chapel Choir** is a men's chorus composed of seminary students that sings for the weekly service of Holy Communion in Kramer Chapel.

The **Seminary Kantorei** is a 16-voice men's chorus with student membership by audition. It sings in morning chapel, at special choral vespers, and is available for tours and other off-campus activities.

The **Deaconess Choir** is a women's chorus composed of deaconess students that sings weekly during the morning service in Kramer Chapel, during the Fall, Winter and Spring Quarters.

INTERCOLLEGIATE "THE KING'S MEN" BASKETBALL TEAM

The Team begins its practices at the end of September. It is a more competitive avenue of exercise at a higher, interscholastic level of play. It is a great social tool to help one prepare for church service and to interact with fellow peers. Interested students should contact the Athletic Director.

ORGANIZING NEW ACTIVITIES OR SERVICES

Students are encouraged to consult with any member of the Student Association Executive Committee or with the Dean of Students before initiating any new service or activity.

SOCIAL EVENTS

Several banquets are usually scheduled during the year to honor seminary students and their wives and to acquaint them with the personnel and services of various synodical departments and other affiliated organizations. Also, first-year students are welcomed to the seminary by a luncheon and an Orientation Banquet. A reception is planned following the annual "Call Service," usually held at the end of April or early May, for candidates receiving calls and for recently assigned vicars. A similar reception is arranged for those attending the Commencement Exercises.

A *Social Cultural Enrichment Committee* meets monthly with the Dean of Students to help plan and coordinate all the social events on campus from the calendars of many different departments, including the Student Association and the Student Wives Association. The Student Association's Social/Cultural Committee assists in planning student social gatherings. Faculty members are invited to attend these functions.

The Student Association works with the Dean of Students' Office in planning "*Fireside Chats*" in the Student Commons in which a member of the faculty, the administration or a pastor presents a topic.

SOCIAL CULTURAL ENRICHMENT COMMITTEE

This committee and elected chairman concern themselves with providing formal and informal campus programs of a social, cultural, informative, recreational and educational nature for the seminary family.

STUDENT CONCERNS

At times life at the seminary for students may feel stressed or tense. It may even appear to a student that an issue is not adequately addressed by the Administration. At such times students are encouraged to visit with the Dean of Students. Any and all formal complaints are to be expressed either in conversation with the Dean of Students or in writing, with the student's signature.

X. FIELD EDUCATION, VICARAGE/DEACONESS INTERNSHIP AND PLACEMENT

PREACHING AND CONDUCTING ALTAR SERVICES

To be eligible to conduct an altar service a student must be taking the Seminary I course, Liturgics I. The eligibility requirements for preaching are fulfilled through a satisfactory grade received in Homiletics I.

The sermons approved in the ministerial training program are acceptable for use in preaching. Other sermons must be submitted to the responsible pastor far enough in advance to permit him to read the manuscript and suggest necessary changes. Where this procedure is not possible sermons must be read in advance by a faculty member or another pastor.

Students who have been suspended or dismissed or who have been discontinued are not eligible to preach or conduct altar services under seminary authorization. However, students who have completed the pertinent eligibility requirements, and who have received permission to take a leave of absence from the seminary, are permitted to preach and conduct altar services during the period of their leave of absence—provided the permission has been cleared through the Director of Field Education. Sermons are to be approved by a supervisory pastor.

OPPORTUNITY FOR PREACHING

Requests from congregations for seminary students to preach and conduct a worship service are directed to the Business Office. Students may leave their names with the administrative assistant in the Business Office to receive a preaching date if the opportunity is available.

GUIDELINES FOR STUDENTS AND PROFESSORS

REGARDING EMPLOYMENT BY CHURCHES NOT IN FELLOWSHIP WITH THE LUTHERAN CHURCH—MISSOURI SYNOD

1. All students are reminded that at the seminary they are to hold membership in, faithfully attend and commune in a Missouri Synod church. There is no particular objection to students visiting other churches in connection with their work in Liturgics or other courses, but they are not to make it the practice to worship or to participate in the sacramental rites in churches other than our own fellowship.
2. Students are not to officiate in joint services with clergymen of churches not in fellowship with ours.
3. From time to time, students receive requests from churches not in fellowship with us to preach, teach, direct youth groups, play the organ, direct choirs, or to do other churchly activities. All students are reminded that any such activities must be carried on in conformity with the doctrinal position and the procedures adopted by our church body. We are at all times and in all places members of a biblical and confessional Lutheran church. For the sake of good order, students who are offered such opportunities must first clear them with the Dean of Pastoral Education and Certification. In some instances the Director of Field Education may also bring the matter to the attention of the President of the seminary and the President of the District before a final decision is reached. If such matters as preaching in vacant parishes or taking full-time employment as a teacher in a church not in fellowship with us are offered to students, these offers should be discussed with the President of the seminary who then, in many instances, will refer them to the Director of Field Education for implementation. Such activities should not interfere with the individual's regular worship in one of our Missouri Synod churches.

CONDUCTING OFFICIAL ACTS OF THE CHURCH

Students may not preside at the Lord's Supper nor pronounce the Absolution in Holy Communion services. Seminarians may assist in the distribution of the Lord's Supper. Students may not administer the Sacrament of Holy Baptism except in emergencies.

Regarding Weddings

Seminarians may not solemnize marriages (even when legally possible).

Regarding Funerals

A student may, under certain circumstances, be given permission to conduct a funeral service. If on vicarage, the student may have authorization of the supervising pastor to conduct a funeral. If a request is made in connection with his service at a hospital or nursing home or some such situation, permission must be obtained from the Dean of Pastoral Education and Certification.

Regarding Confirmation

Students may not confirm.

Regarding Ordination and Installation

Although students may participate in the service, they should not assist in the actual Rite of Ordination and Installation of pastors and teachers.

When a congregation or the supervising pastor of a vicar believes that extraordinary circumstances exist, request for approval for the vicar to function sacramentally in a specific congregation must be made in writing to the Director of Vicarage who, with consultation and concurrence of the District President involved, will act on the petition. Exceptions must also take into account the emergency nature of the individual situation and the maturity and qualifications of the individual student.

CLERICAL ATTIRE

Students should dress cleanly and presentably both on campus and when carrying out fieldwork or vicarage duties. M.Div. and A. R. students are neither encouraged to wear nor discouraged from wearing clerical garb. Clerical garb is appropriate when carrying out specific vicarage or fieldwork assignments (unless requested otherwise by the supervisor) and chapel assignments. M.Div. and A.R. students are to be respectively dressed while on campus.

DEACONESS ATTIRE

Deaconess students should dress cleanly and presentably both on campus and when carrying out fieldwork or internship duties. The Concordia Deaconess Conference has defined the uniform worn by a commissioned deaconess in The Lutheran Church—Missouri Synod, which can also be worn by deaconess students. Wearing the uniform while carrying out diaconal work is not mandatory, but it can help others to recognize the deaconess role and identity, and can be particularly helpful in hospital and home visits, and when teaching. However students should comply with the customs and attitudes of their fieldwork and/or intern congregations/institutions and sites with regard to when the deaconess uniform should be worn.

Wearing the uniform on campus is neither encouraged nor discouraged. Deaconess students are asked to keep in mind that they are women in the public eye and their dress and etiquette need to be exemplary.

VICARAGE ASSIGNMENT

A vicar is a theological student who is continuing his theological training by gaining supervised practical experience on a full-time basis in a parish or related setting. Although the vicarage year offers service to congregations, institutions and supervising pastors, vicarage is foremost a learning experience for the student.

Requests from congregations for vicars are reviewed by the respective District President before being submitted to the Synodical Placement Committee. Vicarage assignments are made by the LCMS Council of Presidents (COP), acting as a Board of Assignments, with the advice and counsel of the seminary's Director of Vicarage and the COP's Placement Committee.

To qualify for vicarage, a student must have completed a minimum of 89 seminary quarter hours and have the approval of the faculty. Students who meet all requirements at the end of the Fall and Winter Quarters may be assigned at those times. Vicarage Assignments will be withheld from students who have not settled their seminary accounts.

In any quarter prior to vicarage assignment, the student may not receive incompletes. In the quarter prior to vicarage assignment, the Registrar will provide to the faculty a list of students who are scheduled for vicarage assignments so that the earliest possible indication can be given if a student will not be passing a course in that quarter. The student will be reminded that their vicarage assignment may be affected.

Students must apply for vicarage in the quarter that they attain 70 credit hours. The maximum number of credit hours that a student may complete before going out on vicarage is 104.

Termination of a vicarage by the seminary, or abandonment of a vicarage by a vicar, shall result in dismissal of the vicar from the seminary. A dismissed vicar has any right of appeal specified in the Academic Catalog or in the seminary's Student Handbook.

VICARAGE MODIFICATION (Delayed Vicarages)

A modification of the regular vicarage program may be granted by the Certification and Placement Committee in accordance with the guidelines outlined in the Academic Catalog M.Div. Program (section on Vicarage Modification). Copies of the policy and application forms are available in the Vicarage Office.

DEACONESS INTERNSHIP

The deaconess internship program is a directed and supervised experience of the deaconess student in the setting of a parish or agency. Internships usually last one year apart from mission internships outside the United States, which are ordinarily two years.

The deaconess intern is in a unique position of being both learner and leader. She serves as a deaconess while being guided by her supervisor and overseen by the Director of Deaconess Studies. The total experience should provide opportunity for spiritual, personal and professional growth, along with academic preparation for her future service as a deaconess.

The deaconess ministry is a support and complement to the office of pastor. Thus, the intern should not be requested to lead public worship (including children's sermons), administer/distribute the Lord's Supper or perform functions assigned to the Office of the Public Ministry in any capacity. Should there be a question as to a specific assignment, please inquire of the Director of Deaconess Studies.

Termination of a deaconess internship by the seminary, or abandonment of a deaconess internship by a deaconess intern, shall result in dismissal of the deaconess intern from the seminary. For those students in the M.A. in Deaconess Studies program, who do not require an internship, failure to obtain a passing grade for Field Education shall result in dismissal of the student from the seminary.

A dismissed deaconess student or intern has any right of appeal specified in the Academic Catalog or in the seminary's Student Handbook.

SUMMER PARISH EXPERIENCE

Students who desire parish experience during the summer months may select offers from the variety of requests sent to the seminary. Interested students should consult the Director of Field Education.

PLACEMENT

A student who completes all of his academic requirements, passes his theological interview, and is certified by the faculty is considered eligible for placement in the service of the church. Placement is authorized in the name of the Church by the Council of Presidents, which reviews and gives final approval to the placement of candidates in fall, winter, spring, and, upon need, in the summer.

Calls from congregations and other church institutions are first processed by the COP. In the meantime, interviews with prospective vicars and candidates take place prior to placement. The interviewing process enables the seminary to take into account the whole picture of the student, including the academic achievements, his personality, experience, abilities, interests, and family. Both vicars and candidates are certified by the faculty upon recommendation of the Certification and Placement Committee.

The assignments are distributed to vicars and candidates in special services at the end of April or early May, early November, early February and, when necessary, in early July. Students, generally, are placed in the quarter when their academic and all other requirements for graduation are met.

In any quarter prior to placement, the student may not receive incompletes. In the quarter prior to placement, the registrar will provide to the faculty a list of students who are scheduled for placement so that the earliest possible indication can be given if a student will not be passing a course in that quarter. The student will be reminded that ordination/installation may be affected.

PREREQUISITES FOR ORDINATION

A candidate for the office of the pastoral ministry in The Lutheran Church—Missouri Synod may be ordained when he has completed the prescribed course of study and received a diploma from the seminary. In addition, the faculty must endorse the candidate and declare his qualification in every respect for the Office of the Ministry of the Word and Sacraments in the church.

The candidate himself must first have indicated unconditional dedication to the ministry and the readiness to accept a call extended to him by the Council of Presidents. Having received and accepted a call to a church the candidate may be ordained according to the regulations of the Synod.

The call received and accepted is to be extended through the proper placement channels and is ordinarily for full-time work in the church.

The candidate must finally make application for membership in Synod and submit a request for ordination to the respective District President or the proper official of the board through which the call was extended.

DEACONESS CERTIFICATION AND PLACEMENT

Deaconess students will engage in a theological interview with two professors and one deaconess concerning theological and diaconal issues, usually in May during the last year of the student's program of study. This interview serves as an evaluation for certification as a deaconess in The Lutheran Church—Missouri Synod.

Deaconess certification is granted by the faculty to students who fulfill program requirements for the Master of Arts or Master of Arts in Deaconess Studies, and who display dedication and readiness for service as a deaconess. Upon endorsement by the faculty, students are placed into their first call by the Council of Presidents as the Synodical Board of Placement. The assignments are usually distributed in a special service at the end of May.

XI. SEMINARY REGULATIONS AND GUIDELINES FOR BEHAVIOR

GENERAL PRINCIPLES REGARDING CHRISTIAN FREEDOM AND ETHICAL BEHAVIOR IN OUR COMMUNITY

I. FREEDOM IN THE CHRISTIAN COMMUNITY

The Christian community is a free community under the grace of God in which the Spirit of the Lord frees and unites those who are baptized into Jesus Christ.

- A. The freedom of faith implies freedom from guilt, freedom from the reign of law, freedom from the power of sin and freedom from the demands of legalistic ritualism.
- B. Although the Christian community does not live under the dominion of the law, Christians reject libertinism. The freedom of faith does not imply human autonomy based on man's own resources and ethical standards.
- C. A fully realized liberty, a genuine splendor of the liberty of Christians, is an eschatological reality which is ours only proleptically in time but fully in eternity.
- D. The question as to how the God-bestowed freedom can best be actualized in the temporal sequence of the free man's life finds a difficult but constructive answer in the words of Luther that a Christian is a Christ to his fellowman.

II. THE ETHIC FOR THE CHRISTIAN CLERGYMAN AND SEMINARY STUDENT

- A. Theologically speaking, all Christians are advised by the same ethic: A Christ-like behavior toward one's fellowman.
- B. Such Christ-like behavior must be guided by Scripture alone which sets forth love as the basic principle for ethical behavior. This love is further explicated in terms of love for God and love for one's neighbor, both of which are still more specifically detailed in Scripture.
- C. Since one of the responsibilities of the pastor is to lead and guide the flock, he must be especially sensitive in his ethical decisions so as not to offend in the context of Christian freedom.
- D. Although many in the seminary family, including students, are not ordained clergymen and pastors, for the good name of the Christian church and the Gospel it is most desirable that all freely assume the responsibilities of leadership in Christian life. This means sometimes forfeiting what in itself is permitted by Christian freedom.

III. SCRIPTURAL PRINCIPLES GOVERNING OFFENSE

- A. Members of the seminary family should make sure that activities and behavior of a public nature are undertaken and pursued to the glory of God (I Cor. 6:20; 10:31), for the edification of fellow believers in the faith on campus and in the community (Rom. 14:19; 15:1-2; I Cor. 10:24), and for the edification of all others who may participate in, or see members of the seminary family engaged in, these activities (I Cor. 9:19-23; 10:33).
- B. This presupposes, of course, that none of the activities or behaviors is intrinsically sinful; also that none involves a misuse of Christian freedom (I Cor. 8:9), is inexpedient (I Cor. 10:23), or reprehensibly "offensive." The latter term is employed in a technical, theological sense, that is, as involving the Biblical doctrine of offense.
- C. According to the Scriptures, the giving of offense occurs whenever something is done by which another person is given occasion, and induced, to sin. Offense is given reprehensibly not only by the doing of that which is evil but also through the unwise use of adiaphora. (Cf. Rom. 14:13-23; I Cor. 8:8-13; 10:32, II Cor. 6:3)

IV. APPLICATION TO THE SEMINARY FAMILY

A. Responsibility in Freedom

1. We recognize that the seminary is an important representative of The Lutheran Church—Missouri Synod to prepare students to be pastors/deaconesses to others in the community.
2. The seminary is one of the chief bearers of the heritage of the Christian church, the Lutheran Church and the Missouri Synod. Members of the seminary community will, therefore, accept their responsibility to express and emphasize publicly the various aspects of the heritage to which they are committed and which may need public attention.
3. Seminary faculty, staff and students are encouraged and even expected to focus attention upon moral and spiritual issues of the society in which they live. As dedicated Christian citizens, and insofar as they have the ability and opportunity to study and speak out on such issues, they are expected to share in the responsibility to develop solutions to problems that face the local, state, national or world community.

B. Principles of Responsibility in Individual Decision-Making

1. The responsibility for ethical decisions rests with the individual.

2. The general guidelines to be observed by a member of the seminary community in representing himself/herself, the seminary, the Missouri Synod, the Lutheran church and the Christian church within and outside the seminary are to consider his/her responsibility to:
 - a. his/her own religious commitment;
 - b. his/her peer group of the faculty and the students;
 - c. the welfare of the institution which he/she serves;
 - d. His/her church body.
 3. In the case of a problem resulting in giving of offense and which could have been readily identified before the behavior occurred, the offender should accept the occasion as an opportunity to learn more about his/her freedom and its limitations.
- C. Special Considerations
1. It is necessary to recognize that not all Missouri Synod students will be knowledgeable about synodical and even Scriptural practices, and that some may make variant presentations outside the seminary community. Such problems are to be dealt with charitably. Any area of synodical or Scriptural practice or belief which in the judgment of the seminary administration may in some period or year be inadequately known and practiced by incoming students should be given appropriate extracurricular or curricular attention.
 2. It is recognized that some special students and temporary members of the faculty may not be Missouri Synod members. Such individuals are expected to give primary attention during their seminary stay to the fulfillment of the objectives stated in accord with their admission or appointment.
- D. Concerns and Problems in Regulating Christian Behavior
1. As a community of Christians who live and work together, it is advisable to suggest and define desirable behavior patterns for the group. To submit oneself to evangelical guidelines should not be understood as a burdensome institutional bondage.
 2. Seminary regulations should not be regarded as unduly restrictive as long as they are designed to serve in the best interests of the whole seminary community. In order that they may be worthwhile and not capricious, careful consideration should be given to providing a sound basis for the regulations. Various questions to help in establishing such a basis have been developed to determine the extent of a problem of offense, the limitation of the freedom of the majority, and means of working with a person who causes offense or makes a serious misstep. Judgment in specific cases must be made by responsible leaders of the seminary community.
 3. It must be realized that the motives and context of behavior are frequently not accessible to others. In helping others, Christian charity and responsibility must be exercised.

APPENDIX A

SAMPLE AGREEMENT SAMPLE

For Readmission to Concordia Theological Seminary under Academic Probation

Student _____

Date _____

RATIONALE

Although this student has been dismissed for remaining on Academic Probation, the CTSFW administration is allowing this student to continue without taking the mandatory one-year dismissal period. The CTSFW administration wishes to help the student meet the Vicarage and Graduation requirement of a 2.00 cumulative G.P.A. The purpose of this Agreement is to ensure that the student's cumulative G.P.A. meets the 2.00 standard necessary for Vicarage and Graduation without dismissal.

THE STUDENT AGREES:

1. That the student's dismissal for a low G.P.A. was proper and that this Agreement is an expression of leniency intended to help the student progress towards vicarage, internship and/or graduation. This readmission is not a right the student possesses.
2. That the student will strive to achieve the quarterly G.P.A.'s listed on the [to be] attached document. This list will show what G.P.A. is needed in each of the coming quarters in order to become eligible for vicarage, internship and/or graduation.
3. That the student remains on Academic Probation until their cumulative G.P.A. exceeds 2.00.
4. That if the student's quarter G.P.A. falls below the levels listed on the attached document the student is subject to immediate dismissal in precisely the same way as under the normal rules for Academic Probation. This automatically includes the mandatory one-year time-out period.

5. That the student will work conscientiously with their Academic Advisor and the Registrar to see that their workload and their progress in studies facilitates achieving the needed grades.
6. That although CTSFW will work to help the student meet their academic goals, the student is ultimately responsible for meeting the goals needed to stay in school and be eligible for vicarage, internship and/or graduation.

CTSFW AGREES:

1. That [student's name] can repeat any course that received a grade of C- or below if they so chooses. Refer to the page of the [current] Academic Catalog where it explains repeating courses.
2. That the student will be given guidance appropriate to helping them to meet their goals.
3. That the Registrar will, at the beginning of each quarter, review the student's previous quarter academic progress. The Registrar will include a recommendation to the Academic Dean regarding the student's continuation in school.

Student

Dean of Pastoral Education and Placement

APPENDIX B--Student Association Constitution

STUDENT ASSOCIATION CONSTITUTION

LAST REVISED, APRIL 2009

Preamble

In accordance with God's purpose for instituting government, we, the students of Concordia Theological Seminary, Fort Wayne, Indiana, do hereby establish and form ourselves into an association subject to the following Constitution and Bylaws.

Article I: Name

The name of this association shall be the Student Association of Concordia Theological Seminary, Fort Wayne, Indiana, hereinafter referred to as "the Association."

Article II: Purpose

- 1) The purpose of the Association shall be the governance of its members and component organizations by Christian principles and efficient administration in all areas of student life not expressly under the jurisdiction of the seminary administration and faculty. The purpose shall be implemented in accordance with the following guidelines including, but not limited to:
 - 2) Provide a visible structure through which matters pertaining to the student body may be addressed;
 - 3) To foster the spiritual, academic and physical welfare of the members of the Association and their families;
 - 4) To encourage a Christian witness to the surrounding community; and
 - 5) To effect the continued development of the seminary as an institution preparing men for entrance into the pastoral ministry.

Article III: Membership

SECTION 1: Membership in the Association shall consist of all full-time students enrolled at Concordia Theological Seminary, Fort Wayne, Indiana. Student status as a full-time student shall consist of any student enrolled at the seminary taking six or more credit hours in one or more of the following programs:

- a. Master of Divinity
- b. Alternate Route
- c. Non-Degree
- d. Special Student
- e. Master of Sacred Theology
- f. Master of Arts in Religion (or Master of Arts)
- g. Doctor of Ministry
- h. Doctor of Philosophy in Missiology
- i. Master of Arts – Deaconess

SECTION 2: Students may be excused from membership in the Association for misconduct at the direction and by action of the Student Association in consultation with the Dean of Students. Vicars associated with the seminary shall be inactive members of the Association, and they shall retain the right to vote for members of the Executive Board.

Article IV: The Delegation of Power

SECTION 1: The power of governance in the Association shall be vested in the Association at its meetings and an Executive Board at all other times, except that the power of governance shall be vested in the Executive Board alone from the close of the regular academic year until the first meeting of the Student Association in the ensuing year.

SECTION 2: The election of members and of the Executive Board shall be as prescribed in the Bylaws.

Article V: Officers of the Association

SECTION 1: The officers of the Executive Board shall consist of: President, Vice President, Secretary, and Comptroller. Additionally, the Chairmen of the following administrative committees shall serve on the Executive Board: Spiritual Life and Growth, Student Publications, Social and Cultural, Athletic, Student Welfare, and Student External Relations.

SECTION 2: The President of the Association shall serve as the Chairman of the Executive Board.

SECTION 3: The Officers of the Association shall hold office from the end of the spring term until the end of the ensuing spring term.

SECTION 4: The Chairmen of the administrative committees shall hold office from the end of the spring term until the end of the following spring term.

SECTION 5: A vacancy in the office of the President shall be filled by the Vice President until the expiration of the current term of office.

SECTION 6: Vacancies in the offices of the Vice President, Secretary, and Comptroller shall be filled by action of the Association in a special election. Such election shall be completed within one month of the beginning of the vacancy. The person(s) so elected shall assume office immediately and continue in office until the expiration of the current term of office. In the event that a vacancy in the office of Vice President is a result of him filling the Presidency, and he is not a third or fourth year member of the Association, the nominations for vice President shall be a third or fourth year member of the Association.

SECTION 7: Vacancies in the administrative committee chairmanships shall be filled by action of the Association in a special election. Candidates for office shall be members of the appropriate committee whose chairmanship is vacant. Such election shall be completed within one month from the beginning of the vacancy. The person elected shall assume office immediately and continue in office until the expiration of the current term of office.

Article VI: Meetings of the Association

SECTION 1: Meetings of the Association shall be called by the President of the Association in any of the following cases:

- A) When he deems it necessary, but no less than one meeting per academic quarter excluding the summer quarter;
- B) Upon the petition of twenty-five (25) members of the Association.

SECTION 2: The active members of the Association who are present at the meeting of the Association shall constitute a quorum.

SECTION 3: Notice of all meetings of the Association membership shall be posted conspicuously at least two school days before each meeting, or in the event of an emergency, a meeting may be called as soon as possible by three-fourths (3/4) approval of the Executive Board. After such approval, the Executive Board will make every reasonable effort to notify the Association membership.

Article VII: Amendments

SECTION 1: This constitution may be amended, in whole or in part, by a ballot vote of two thirds (2/3) of the vote cast.

SECTION 2: Amendments may be proposed in the following manner:

- A) By plurality resolution of the Executive Board;
- B) By a petition signed by twenty-five (25) members of the Association.

SECTION 3: Such amendment(s) shall be brought to the attention of the Association by public posting. It may also be introduced at a meeting of the Association. Notice of the proposed amendment(s) must be posted at least five (5) school days prior to the meeting at which the amendment is to be considered.

SECTION 4: Amendments brought forward for consideration must be presented at one meeting of the Association and voted upon at another meeting of the Association. The amendments may not be newly presented and voted upon during the same meeting of the Association. The meetings may be in the form of a general plenary or a special meeting.

Article VIII: Parliamentary Procedures

Robert's Rules of Order shall govern all meetings of, and within, the Association in all cases to which they apply, but only insofar as they are consistent with the Bylaws or special regulations of the Association.

Article IX: Bylaws

SECTION 1: The Association shall adopt such Bylaws as may be required to achieve the fulfillment of the purposes set forth in this Constitution.

SECTION 2: Amendments to the Bylaws may be adopted by a two-thirds (2/3) vote of those members present at a meeting of the Association.

SECTION 3: Amendments to the Bylaws may be proposed in the following manner. Any member of the Association, **through his representative**, may submit a copy of the proposed amendment to the regularly scheduled meeting of the Executive Board prior to the meeting in which the amendment is to be acted upon.

SECTION 4: The proposed amendment shall be brought to the attention of the Association by public posting at least five (5) school days prior to the referendum of the Association.

Article X: Student Association Emergency Fund

This fund is established as a "Rainy Day" or emergency fund to be used in years of budget shortfall or for emergency purposes as the Executive Board identifies the need and by a 2/3 vote. This fund is established at \$5,000 (as a minimum) and will be replenished to that level after use as the first use of any available surplus funds from the subsequent budget year.

APPENDIX B--Student Association Constitution Bylaws

LAST REVISED, APRIL 2009

Article I: Nominations and Elections

SECTION 1: Election of the Executive Board

- A. The voting members of the Executive Board shall be elected at large by the members of the Association.
1. The President, Secretary and the Chairman of the Spiritual Life and Growth Committee shall be elected from the current Seminary II class to serve during the second academic year following.
 2. The Vice President, Comptroller, Chairman of the Social and Cultural Committee, Chairman of the Student Welfare Committee, Chairman of the Student Publications Committee, and Chairman of the Athletic Committee shall be elected from the current Seminary I/II class or from active members who will be active members of the Association in the following academic year.
 3. The Chair Resident Assistant shall be appointed by the Dean of Students.
 4. The Graduate Student Representative shall be appointed at the discretion of the Student Association President with the approval of the Executive Board from among the graduate students.
 5. The Student Mission Society Representative shall be elected by the Student Mission Society at the request of the Student Association President with the approval of the Executive board.
 6. The Deaconess Representative shall be elected from the current first-year deaconess class by a plurality of votes cast by the deaconess students. The deaconess students shall inform the Executive Board of the results of their election at the Board's May meeting.
 7. The Student Disputations Representative shall be elected by the Student Disputations Committee at the request of the Student Association President and with the approval of the Executive board.
- B. This election shall occur during the month of February of each year on a date selected by the Vice President.
- C. The Association shall at its first meeting elect three (3) representatives to a Nomination/Election Commission to be chaired by the Vice President of the Association as a voting member, for the purpose of nominating three (3) consenting candidates for each office. If the Vice President himself desires to run for an office, he must relinquish his membership and position on this committee before the commission begins planning elections. The chairmanship of this commission shall then be filled by a member of the commission elected by the commission at a regular meeting.
- D. If any student shall desire to hold any position on the Executive Board or any Chairmanship of the Administrative Committees (for which he is qualified), and is not nominated by the Executive Board of the Nomination/Election Commission, he may, by means of petition submit to the Nomination/Election Commission, signed by at least twenty (20) members of the Association, have his name placed on the ballot and become an official nominee. All such petitions must be submitted to the Nomination/Election Commission two (2) weeks before the election. The revised slate of candidates (with the description of each candidate) shall be posted by the Nomination/Election Commission one (1) week before the election.
- E. A plurality of the ballots cast shall be necessary to elect an Executive Board member or an Administrative Chairman. In the event of a tie, a run-off election shall be held on the Wednesday of the week following the initial election between the tied candidates.

SECTION 2: Conduct of Elections

- A. All elections for any office shall be by secret ballot.
- B. All general referenda submitted to the Association shall be by secret ballot.
- C. The duties of the Nomination/Election Commission are:
1. To enforce all election regulations.
 2. To certify all petitions.
 3. To be responsible for the conduct of all elections and referenda.
 4. To certify and announce the results of all elections and referenda within one (1) week of such elections and referenda.
 5. To provide a time and place and to supervise a meeting for the purpose of nominations and elections of Executive Board officers and Administrative Committee Chairmen.
 6. To provide a description of each candidate on the ballot to the Association.
- D. Ballots returned by vicars must be postmarked no later than seven (7) days after mailing by the Nomination/Election Commission in order to be counted.
- E. The representatives of the Nomination/Election Commission shall serve from their appointment to the Commission until the end of the ensuing spring term. The Vice President shall serve as head of the Commission from the end of the spring term until the end of the ensuing spring term.
- F. The Association can, by a two-thirds (2/3) vote, remove any member of the Nomination Election Commission for reasons of misconduct.

Article II: The Association in Meeting

- SECTION 1:** All active members of the Association shall comprise the voting membership of the Association at its meetings. The President of the Association is only to cast the tie-breaking vote if required.

SECTION 2: As stated in the Constitution, the active members of the Association who are present at the meeting of the Association shall constitute a quorum.

SECTION 3: The Dean of Students or his representative shall be the faculty advisor to the Association at its meetings.

SECTION 4: All meetings of the Association shall be open to all students, faculty and administrators.

SECTION 5: The Executive Board shall have the power to form committees from members of the Association, provide the committee with a statement of the committee's purpose and a date when the progress and continued functioning of the committee shall be reviewed by the Association in meeting. Each member of such committee shall have a vote on the committee.

Parliamentary procedures in committee meetings shall follow Article VIII of the Constitution.

SECTION 6: Applications for appointment to committees by students shall be reviewed by the Executive Board for approval.

SECTION 7: The Association shall, at each regular quarterly meeting, hear reports from the Administrative Committees and from any other committees having reports.

SECTION 8: The Comptroller, in consultation with the seminary Vice President of Business Affairs, will review a complete fund and account evaluation of all student activity fees paid by members of the Association to formulate a budget for the following year. This budget formulation will occur each Spring. The Association in meeting shall approve a proposed budget each Spring, prior to the end of the regular academic school year.

SECTION 9: The Association shall meet for the first time in the academic year on or before October 1.

Article III: The Executive Board

SECTION 1: The Executive Board shall consist of the President, Vice President, Secretary, Comptroller and the Chairmen of the Administrative Committees. All officers of the Board will have the right to vote. The Chair Resident Assistant, the Deaconess Representative and the Student Disputations Representative shall serve as non-voting, advisory members of the Executive Board.

SECTION 2: All members of the Executive Board shall be in communication with each other from the close of the academic year in which they are elected until the first meeting of the Association in the new academic year for the purpose of conducting the business of the Association.

SECTION 3: The Executive Board shall assist the Vice President of the Association in the selection of a Constitution Committee.

SECTION 4: The incumbent Executive Board shall propose a budget for the succeeding year by May 1, under the direction of the Comptroller.

A. Careful consideration should be given to the calendar of student activities for the coming year to determine the budget.

B. The Executive Board shall present the proposed budget to the Association for approval.

SECTION 5: The Executive Board, in cooperation with the Dean of Students, shall draw up for approval the calendar of student activities for the coming year.

SECTION 6: The Executive Board shall provide a forum for the discussion of theological issues and topics. This may be done by sponsoring convocations and supporting students who attend theological convocations/institutes that are off campus.

Article IV: Duties of the Members of the Executive Board

SECTION 1: The duties of the President shall be:

A. To preside at all meetings of the Association and Executive Board, and to determine their agendas;

B. To be the chief representative of the student body to the rest of the seminary and to the public or to appoint an External Relations chairman for the same, as specified under ad hoc committees;

C. To be well informed of the over-all situations of the various boards by personal contact or special report;

D. To be direct consultant for the Comptroller and for the Secretary;

E. To be in direct contact with the Vice President;

F. To call meetings of the Association as specified in Article VI of the Constitution;

G. To assume the duties of the Vice President in the latter's absence or disability;

H. To represent the Association to the seminary's Student Life Policies Committee;

I. To act as liaison between the local Thrivent Representative in order to coordinate applicable grants, functions and other issues; or to delegate these duties to the External Relations chairman, if one is appointed; and

J. Manage in concert with the Vice President and Comptroller the Emergency Fund.

SECTION 2: The duties of the Vice President shall be:

A. To assist the President in executing his duties, especially in determining the agenda of the Executive Board and Student Association meetings;

B. To assume the duties of the President in the latter's absence or disability;

C. To be directly responsible to the President for the execution of his duties;

D. To be parliamentarian at all meetings of the Association and the Executive Board;

E. To select with the approval of the Executive Board a Constitution Committee and to serve as its chairman;

F. To serve as chairman of the Nominations/Election Commission;

G. Manage in concert with the President and Comptroller the Emergency Fund.

SECTION 3: The duties of the Secretary shall be:

A. To maintain accurate records of the business of the Association and Executive Board;

B. To secure for the files of the Association all appropriate information and materials concerning the work of the staff officers, administrative officers and boards;

C. To perform such tasks as assigned to him by the President of the Association and/or the Association in meeting;

D. To keep the student body informed of the activities of the Executive Board and to work with the Student Publications Committee to that end;

E. To forward intact the records of the Association and Executive Board to his successor;
and

F. To keep a copy of all charters and other regulations recognized by the Association which shall be placed in his custody and be open to inspection by members of the Association.

SECTION 4: The duties of the Comptroller shall be:

A. To keep an accurate record of all disbursements and receipts of the Association;

B. To countersign all requisitions drawn on the Association's treasury;

C. To present a monthly written report of the Association's financial status to the Executive Board;

D. To see that uniform books of accounting and methods of recording are used by organizations within the Association;

E. To be directly responsible to the President of the Association;

F. To develop the budget for the coming year in consultation with the rest of the Executive Board and to present this budget to the Association for approval;

G. To work in coordination with the seminary Vice President of Business Affairs to receive and evaluate a complete and detailed accounting of the income and expenditures of the student activity fees paid by Association members; and

H. Manage in concert with the President and Vice President the Emergency Fund, taking disbursement of the interest earned for that academic year and applying it to the approved constitutional use per Articles X of the Constitution.

SECTION 5: The duties of the Chair Resident Assistant shall be:

A. To represent the concerns and needs of the student on-campus community directly to the Executive Board;

B. To work in coordination with the Student Welfare Committee and Dean of Students to bring appropriate matters for concern to the attention of the Student Association in meeting; and

C. To perform all other duties as assigned by the Association President or the Executive Board.

SECTION 6: The duties of each of the Administrative Officers shall be:

A. To serve as chairman of his respective committee and to call monthly meetings;

B. To take leadership in the promotion and coordination of all functions of his committee and to be an ex officio member of all committees under his committee;

C. To report regarding the activities of his committee at regular meetings of the Association and of the Executive Board;

D. To provide the Secretary of the Association with all appropriate information and materials relative to his committee; and

E. To work closely with the other Administrative Officers in the execution of the functions of his committee.

SECTION 7: The duties of the Graduate Student Representative shall be:

A. To hold periodic meetings of graduate students (excluding deaconess students) and to serve as chairman;

B. To act as a liaison between the Executive Board and the graduate students;

C. To represent the concerns and needs of the graduate students directly to the Executive Board; and

D. To perform all other duties as assigned by the Association President or the Executive Board.

SECTION 8: The duties of the Student Mission Society representative shall be:

A. To hold periodic meetings of the Student Mission Society and to serve as chairman

B. To arrange events and schedule speakers for the Student Mission Society;

C. To report concerning the activities of the Student Mission Society directly to the Executive Board;

D. To seek, by means of the Student Mission Society, to promote support for Lutheran missions among students, and to raise awareness concerning Lutheran missionary efforts worldwide; and

E. To perform all other duties as assigned by the Association President or the Executive Board.

SECTION 9: The duties of the Deaconess Representative shall be:

A. To hold periodic meetings of the deaconess students and to serve as chairperson;

B. To report regarding the activities of the deaconess students, and to act as a liaison between the Executive Board and the deaconess students;

C. To represent the concerns and needs of the deaconess students directly to the Executive Board;

D. To work with the Executive Board toward accomplishing the Student Association's purpose of "effecting the continued development of the seminary as an institution preparing men for entrance into the pastoral ministry" as stated in Article II of the Constitution while at the same time seeking to be responsive to special concerns and needs of the deaconess students; and

E. To perform all other duties as assigned by the Association President or the Executive Board.

SECTION 10: The duties of the Student Disputations Representative shall be:

A. To hold periodic meetings of the Student Disputation Committee as outlined in the *Student Disputation Handbook* and to serve as chairman;

- B. To arrange events and schedule disputations for the Student Disputations according to the *Student Disputation Handbook*;
- C. To report concerning the activities of the Student Disputations directly to the Executive Board;
- D. To provide an opportunity for pastoral students to engage difficult theological questions in the spirit of love for the truth; and
- E. To perform all other duties as assigned by the Association President or the Executive Board.

Article V: Committees

SECTION 1: The Association shall execute its administrative function through five (5) permanent committees. These committees shall be:

- Spiritual Life and Growth
- Student Publications
- Social and Cultural
- Athletic
- Student Welfare

SECTION 2: Each Administrative Committee chairman shall submit the names of at least two other Association members as members of his committee to the President and Vice President as soon as possible after the beginning of the Fall quarter. Failure to assemble a committee by the first plenary meeting may be considered grounds for removal. Further recruitment of committee members may be carried out by the chairmen of the various committees throughout the academic year.

SECTION 3: The Spiritual Life and Growth Committee shall promote, encourage and coordinate student-initiated activities pertaining to growth in the Christian faith and its application in daily life. The Committee shall be composed of one-half (1/2) off-campus students and one-half (1/2) on-campus students. The Dean of the Chapel shall be the faculty advisor. The Spiritual Life and Growth Committee shall be responsible for:

- A. Working for student participation pertaining to life and growth in the Christian faith;
- B. Actively participating with the Dean of the Chapel and the Faculty Worship Committee(s) in the discussion and planning of campus worship life;
- C. Maintaining a supporting relationship with all student-led organizations that are concerned with general or specialized ministries and represent its constituent organizations to the Executive Board;
- D. Sponsoring convocations in order to introduce the student body to the various types of ministry opportunities available and/or to the variety of services available from The Lutheran Church—Missouri Synod;
- E. Promoting regular devotional activities within the dormitories;
- F. Evaluating the effectiveness and propriety of established and proposed spiritually oriented activities;
- G. Discussing activities not directly under the domain of the Association which relate to the spiritual life of its members; and
- H. Ensuring opportunities for spiritual growth for the entire seminary community.

SECTION 4: The Student Publications Committee shall be responsible for:

- A. Providing publications for the information and the enrichment of the Association. This shall be done by:
 1. Publishing, at regular intervals, appropriate theological journals of student written material;
 2. Publishing, at regular intervals, a student newspaper; and
 3. Publishing any other literature of interest to be disseminated among the student

body and other appropriate individuals, including the minutes of the Student Association meeting and the Executive Board.

- B. Providing a printed medium for the expression of student views on topics of interest to the members of the Association; and
- C. Appointing an assistant or assistants--as the Chairman deems necessary--for the purpose of fulfilling the aforementioned duties. He may choose to give the assistant(s) quarterly stipends from the Student Publications Committee budget. However, such stipends shall not exceed the total amount of the Chairman's quarterly stipend, as provided by the Student Association budget and student activity fee income.
- D. Coordinate the Student Association Writing Awards with the various faculty department chairmen and direct publication of the winning papers.

SECTION 5: Social and Cultural Committee shall be composed of one-half (1/2) off-campus students and one-half (1/2) on-campus students. It shall be responsible for:

- A. Providing regular activities of a general interest nature (e.g., movies, picnics, etc.) so as to allow participation of all students and their families;
- B. Providing regular activities of a more special interest nature (e.g., dormitory parties, children's parties, etc.) so as to satisfy more specialized recreational needs;
- C. Ensuring that the activities planned are varied in nature and include those activities that are cultural in nature (e.g., music presentations, dramatic presentations, etc.);
- D. Working in cooperation with the Audio Visual Department, which shall assist in ordering films and scheduling all A.V. equipment.
- E. Maintaining continuity through the summer months by providing regular activities for the seminary family, as explained in Article VIII of the Bylaws; and
- F. Having a committee member attend meetings of the Social, Cultural Enrichment Committee.

SECTION 6: The Athletic Committee shall be responsible for all athletic activities occurring under the areas of responsibility falling to the Association. These activities shall include the intramural program of the Association and any other program of athletics which the Association may choose to institute. The duties of the Athletic Committee shall include:

- A. Organizing the intramural programs, under the supervision of the CTSFW Athletic Program Director;
- B. Supervision of all intramural programs;
- C. Providing for referees, umpires or other appropriate officials for all athletic activities;
- D. Ensuring that the various athletic facilities of the campus (e.g., gymnasium, track, etc.) be made available for regular student use;
- E. Ensuring the proper maintenance of recreational equipment and making such equipment and supplies available for regular student use; and
- F. Making provisions for all other activities with regard to athletics falling under the Association.

SECTION 7: The Student Welfare Committee shall be responsible for providing a liaison between members of the Association, the faculty, the administration and the Board of Regents regarding student concerns and needs with the purpose of assisting in the resolution of these concerns and needs in an expeditious and appropriate manner. The Student Welfare Committee shall be comprised of at least five members of the Student Association. The elected chairman of the committee, the Student Association Graduate student representative, the Student Association Deaconess representative, a non-Ph.D. United States resident (international) student and the Student Association Resident Assistant representative. At least one of the committee members must be married. It is not required that the married member be one of the five mandatory members. The chairman shall present the names of his committee members for Executive Board approval no later than the first plenary meeting. A two-thirds (2/3) vote of the Executive Board is required for approval.

The responsibilities of the Student Welfare Committee shall be done by:

- A. Serving as a channel through which student concerns may be addressed:
 - 1. by screening such complaints for validity;
 - 2. by prioritizing complaints and needs for presentation;
 - 3. by soliciting concerns and comments from the Association membership;
 - 4. by bringing committee resolutions to the Association requesting specific actions on behalf of Association members;
 - 5. by working with individual students to resolve problems at the lowest possible level; and
 - 6. by counseling Association members with regard to what can be done concerning their specific complaints or needs.
- B. Serving as the Association's representative to the administration, faculty or Board of Regents as directed by the Executive Board;
- C. Establishing avenues of redress or grievance procedure through which student concerns can be processed. This is to be done in coordination with the Dean of Students and the Student Life Policies Committee;
- D. Seeking ways and means to assist students and their families in situations where food, clothing and shelter are a problem for the Association member;
- E. Working with Admission, Dean of Students Office and the Advancement Office to assist students and spouses in obtaining employment in the Fort Wayne community;
- F. Providing three (3) student representatives to the Faculty Academic Policies Committee, and one (1) to the Student Life Policies Committee;
- G. Showing special concern for the needs of on-campus students with respect to dormitory maintenance, food services, Food Co-op, Clothing Co-op, Business Office problems and the like;
- H. Showing special concern for the needs of off-campus students and their families with respect to study areas, parking, meeting areas, day care center, Food Co-op, Clothing Co-op, food services and the like;
- I. Establishing a standing Moving Committee to assist students with loading and unloading their household goods upon arrival in Fort Wayne, upon their departure for Vicarage assignments or placement and in the event that a move becomes necessary during the student's tenure with the seminary for any other reason;
- J. Evaluating student needs and concerns at least once per quarter, with respect to concerns noted in G, H; and
- K. Serving as an advocate for the student with valid needs and concerns but always taking action according to Christian principles of order and love.

SECTION 9: Ad Hoc Committees

- A. Members of the Association may organize ad hoc committees which shall serve specific purposes and exist for specific periods of time. These committees shall work toward the fulfillment of their goals under the direction of the appropriate board of the Association. These committees shall be free to determine their own internal structure, subject to the approval of the Association.
- B. The President and Vice President may jointly appoint an External Relations Chairman. With two-thirds (2/3) approval of the Executive Board, they may also give the appointed Chairman quarterly stipends, not to exceed the respective quarterly stipends of the other Committee Chairmen. If there is no appointed chairman, the duties of the External Relations Committee shall be assumed by the President. The External Relations Committee shall be responsible for the promotion and maintenance of proper relations with groups external to the Association. This shall be done by:

1. Representing student concerns to The Lutheran Church—Missouri Synod;
2. Representing the Association to the Association of Concordia Seminary, St. Louis ACS), and the Associations of Canadian seminaries with whom the Missouri Synod is in fellowship. This shall be done by:
 - a. Regularly exchanging Association minutes;
 - b. Maintaining at least a quarterly contact with the president of ACS; and
 - c. Arranging annual meetings of the Executive Board with the Executive Board of ACS;
3. Representing the Association to the student associations of the colleges and universities affiliated with The Lutheran Church—Missouri Synod;
4. Representing the Association to campus residents who are not directly associated with the seminary by meeting with their representatives at least once per quarter; and
5. Representing the Association to any and all groups not included in the above.

Article VI: Constitution Committee

SECTION 1: The Vice President of the Association shall, with the approval of the Executive Board, select a Constitution Committee and serve as its chairman.

SECTION 2: The Constitution Committee shall consider questions of interpretation of the Constitution and Bylaws of the Association at the suggestion of the Vice President or at the suggestion of four-tenths (4/10) of its members and shall report the result of such consideration to the Executive Board.

SECTION 3: The Constitution Committee shall be responsible for reviewing the Constitution and Bylaws of the Association considering the needs of the seminary and the purpose in Article II of the Constitution.

SECTION 4: The Constitution Committee shall have the authority to suggest to the Association changes of the Constitution and Bylaws of the Association. The Constitution Committee shall be directly responsible for the publication of all changes.

Article VII: Referendum and Recall

SECTION 1: Referenda on specific matters concerning the operations of the Association and/or the Executive Board shall be submitted to the Association upon petition in writing of at least one tenth (1/10) of the Association. Voting shall be under the auspices of the Nominations/Election Commission. If a simple majority of those voting shall signify its assent to any matter in a referendum, it shall be deemed the will and decision of the Association.

SECTION 2: A member of the Executive Board shall be subject to recall upon petition of one fourth (1/4) of the Association.

A. Within two school weeks of receipt of a recall petition, the President, or in the case of a presidential recall, the Secretary shall conduct a recall.

B. A meeting consisting of a majority of the Association shall have final authority in a recall.

C. The President, or in the case of a presidential recall, the Secretary shall preside over the meeting without vote.

D. A two-thirds (2/3) vote of the members present shall be necessary for removal from office.

Article VIII: Organization for the Summer Months

SECTION 1: The Executive Board shall select a five-member board to serve through the summer months.

SECTION 2: The Summer Board shall be made up of members of the Association, including eligible returning vicars, who will be available during the entire summer school program.

SECTION 3: The Summer Board shall consider providing formal and/or informal campus activities of a social, cultural, informative, recreational and/or educational nature for the summer seminary family.