

PRINCETON THEOLOGICAL SEMINARY

2009-2010 Handbook
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PRINCETON THEOLOGICAL SEMINARY 2009-2010 Handbook



Princeton Theological Seminary Handbook

Acknowledgements

Princeton Theological Seminary is indebted to Princeton University for permission to use sections of its *Rights, Rules, Responsibilities* referred to in §4.1.

Official copies of campus policies, including interim amendments, are on file in the office of the secretary of the Seminary (Barry Gruver, Business Office). An official copy of the academic regulations, with current amendments, is on file with the dean of academic affairs and in the office of the secretary of the faculty (David H. Wall, Registrar's Office). Responsibilities for other Seminary policies normally rest with the office or facility involved. For further information on the status of policies and regulations not mentioned above, see the secretary of the Seminary.

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POLICE/FIRE/RESCUE

Emergencies requiring police, fire fighters, or ambulance should be reported on the nearest available telephone, to 911.

In non-emergency situations, call the numbers below directly.

PRINCETON BOROUGH (main campus residents) 609.924.4141

WEST WINDSOR CAMPUS (for West Windsor campus residents) 609.799.1222

Campus Security/Dispatch 609.497.7777

CAMPUS SECURITY

In addition to informing local authorities, matters of security emergencies should be reported immediately to Seminary security dispatch at 609.497.7777.

Seminary security call boxes, with a blue light, may be found at the following locations:

1. Adams House, in portico at front entrance
2. Mackay Campus Center, on left-hand wall of front porch
3. College Road parking structure, three on each level
4. Speer Library, in parking lot along Mercer Street, by Carriage House
5. Luce Library, near entrance, where Armstrong Place meets parking lot
6. Tennent Hall, at rear of building, by handicap ramp
7. Stuart Hall, side of the building, by handicap ramp
8. Charlotte Newcombe Center, West Windsor Campus, in front near entrance

NOTE: The Seminary security emergency phones provide direct service only to campus security/dispatch. They do not provide direct access to police, fire, or rescue officials.

In the event of an emergency requiring a 911 response, please ask the dispatcher answering your security box call to place the 911 call for you.

Should there be a plumbing, heating, or electrical emergency, please call the Facilities Office at 609.497.7778 between 8:00 a.m. and 4:30 p.m., weekdays, or email facilities@ptsem.edu. After hours, on holidays, and on weekends, call:

609.497.7777 (Main Campus and West Windsor Campus)

For after-hours psychological crises only:

Main campus 609.273.9727

West Windsor campus 609.273.9726

Princeton Primary and Urgent Care Center

707 Alexander Road, Suite 201

609.919.0009

❧ Handbook ❧
2009–2010

64 Mercer Street, Princeton, New Jersey 08540
609.921.8300
www.ptsem.edu

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1. Mission of the Seminary

- 1.1. Princeton Theological Seminary prepares women and men to serve Jesus Christ in ministries marked by faith, integrity, scholarship, competence, compassion, and joy, equipping them for leadership worldwide in congregations and the larger church, in classrooms and the academy, and in the public arena.
- 1.2. A professional and graduate school of the Presbyterian Church (U.S.A.), the Seminary stands within the Reformed tradition, affirming the sovereignty of the triune God over all creation, the gospel of Jesus Christ as God's saving word for all people, the renewing power of the word and Spirit in all of life, and the unity of Christ's servant church throughout the world. This tradition shapes the instruction, research, practical training, and continuing education provided by the Seminary, as well as the theological scholarship it promotes.
- 1.3. In response to Christ's call for the unity of the church, the Seminary embraces in its life and work a rich racial and ethnic diversity and the breadth of communions represented in the worldwide church. In response to the transforming work of the Holy Spirit, the Seminary offers its theological scholarship in service to God's renewal of the church's life and mission. In response to God's sovereign claim over all creation, the Seminary seeks to engage Christian faith with intellectual, political, and economic life in pursuit of truth, justice, compassion, and peace.
- 1.4. To these ends, the Seminary provides a residential community of worship and learning where a sense of calling is tested and defined, where Scripture and the Christian tradition are appropriated critically, where faith and intellect mature and life-long friendships begin, and where habits of discipleship are so nourished that members of the community may learn to proclaim with conviction, courage, wisdom, and love the good news that Jesus Christ is Lord.

2. Campus Conduct

2.1. Membership in the Community

The Seminary provides professional preparation for ministry and promotes theological scholarship at the highest level. Members of the community must be committed to a style of life consistent with the Seminary's mission and, in general terms, agree on what such a commitment entails. Members of the community include administrators, students, faculty, staff, and non-public residents in Seminary housing. When a student matriculates and receives this Handbook, the student agrees to abide by the conditions outlined in the Handbook. The Seminary retains the right to change the policies, practices, and benefits described in this Handbook; furthermore, depending upon the circumstances of a given situation, the Seminary's actions may vary from the written policy.

2.1.1. Equal Opportunity

Princeton Theological Seminary does not discriminate on the bases described below in its admissions policies and education programs and activities, and, as such, strongly advocates the elimination of discrimination and strives to achieve equality through fair policies and practices. All decisions concerning admissions and access to educational programs are based upon personal qualifications necessary for the successful performance in the program, without regard to race, color, ancestry, age, gender, marital status, military status, national origin, religious affiliation (except as religion may be a bona fide qualification), disability, sexual or affectional orientation, atypical hereditary cellular or blood trait of an individual, or any other characteristic protected by law. For the Seminary's policy on the Americans with Disabilities Act (ADA), see §7.1.

The Seminary strictly prohibits harassment and discrimination on the basis of any legally protected characteristic. Violations of the Seminary's equal employment opportunity policy will lead to disciplinary action, up to and including immediate dismissal from the Seminary. Should you ever feel you are the subject of any kind of illegal discrimination, please discuss your concerns with the dean of student life or the senior vice president and chief operating officer. See Appendix C: Complaints Involving Title IX, Title VI, and The Rehabilitation Act.

2.1.2. Freedom of Inquiry

The Association of Theological Schools observes that "[c]entral to the vocation of the theological school and to its faculty members and students is the inquiry for truth. This inquiry is both a communal and an individual vocation." At minimum, theological study involves a rigorous investigation into the relationship between convictions and practices and the evidence and authorities upon which those convictions and practices are thought to be based. The Seminary seeks to foster an environment that supports the respectful exchange of information and ideas basic to such inquiry, sensitive always to the claims of truth and to a proper regard for the judgments and convictions of others.

2.1.3. Academic Integrity

Freedom of inquiry can flourish only in a community that recognizes that intellectual integrity in one's academic work lies at the heart of its mission. Observing basic honesty in one's thinking and communication is a principle to which all members of the community must commit. A breach of academic integrity should be understood not only as a violation against the academic enterprise, but as a violation against community life as well, and is subject to the range of disciplinary sanctions outlined in §4.3.

2.1.4. The Venues of Expression

The Seminary encourages frank and candid discussion of matters under debate in society and church, recognizing that such discussion often brings to light conflicting perceptions and convictions. It insists, however, that discussion be conducted with civility and be respectful of the sensibilities of others, and it deplores efforts to suppress views contrary to one's own or to subject them to ridicule.

- (1) Statements and announcements placed on approved public notice boards (e.g., doors to offices and student dwellings) must not be defaced and should be removed only by their authors or by the organization responsible for maintaining the board.
- (2) Lectures, meetings, and other events sponsored either by the Seminary or by persons or groups within it have the right to be conducted without interference or disruption. Sponsors of an event that is designed to provoke a public reaction, however, should not register surprise or offense if that reaction occurs.
- (3) While members of the Seminary community are generally free to distribute materials to others in the community, such distribution should be done in a way that does not place a burden on the Seminary's operations, which shall be determined at the sole discretion of the Seminary.

2.2. Respect for Persons and Property

Members of the Seminary community are expected to act with regard to the safety and well-being of themselves and others. In this connection:

- (1) special attention should be given to regulations and devices for fire protection, accident prevention, sanitation, public health, and communication with health and safety personnel;
- (2) individuals and the Seminary itself are entitled to freedom from harassment, intimidation, and violence or threats of violence;
- (3) considerate regard should be given to the integrity and appearance of Seminary property and the property of others;
- (4) since many people are dependent upon a limited set of resources, care should be taken to safeguard library materials and to return them promptly.

2.3. Agreements and Contracts

Members of the Seminary community are expected to honor agreements or contracts relating to official Seminary activities or processes. This obligation includes, specifically, providing accurate information on official forms and documents, as well as to official Seminary persons, offices, and committees. Deliberate violations of this provision will be considered serious offenses; subsequent violations, or systematic violations in the first instance, will be considered extremely serious.

2.4. Violations of Local, State, or Federal Law

Members of the Seminary community are expected to act with respect for the safety, personal rights, and property of individuals and groups outside the Seminary, as well as to respect the proper authority of local, state, and federal officers and officials. Convictions for violation of local ordinances or of state or federal laws by members of the Seminary community may result in Seminary disciplinary actions regardless of where such convictions occur.

2.5. Name and Seal

The name and seal (logo) of the Seminary are registered trademarks of the Seminary. Neither these trademarks, nor the name of the Seminary, may be used to promote the goods or services of others or to suggest the approval or sponsorship of the Seminary unless authorized by the Seminary, in writing, by its senior vice president and chief operating officer. In particular, such approval is required for:

- (1) all publications authored (in whole or part) by Seminary personnel (whether or not the Seminary is mentioned); and
- (2) all off-campus seminars and meetings sponsored (in whole or part) by the Seminary;
- (3) all off-campus presentations made by Seminary personnel; and
- (4) all manufactured articles bearing the name or trademarks of the Seminary; and
- (5) all statements of sponsorship or approval by Seminary personnel or in which the Seminary is mentioned.

When the trademarks of the Seminary are used, the following statement should accompany such use: "Princeton Theological Seminary and its logo are registered trademarks of Princeton Theological Seminary and are used with permission." Violating policy is a serious offense and may result in criminal and civil liability.

2.6. Violations of Rules of Conduct

For violations of Seminary rules of conduct, members of the community are subject to a range of disciplinary sanctions as outlined in §4.3.

3. Academic Regulations and Procedures

3.1. Definitions

3.1.1. Academic Year

The academic year is defined as the period between the Tuesday after Labor Day in September and the conclusion of Commencement in May.

3.1.2. Summer Session

Biblical Hebrew and New Testament Greek are offered in an intensive eight-week session that is open to degree candidates and to properly qualified non-degree students. Each course carries 6 units of academic credit. Outside full- or part-time employment is highly discouraged as language courses tend to be quite demanding. Princeton Seminary degree candidates may not take field education for academic credit concurrently with a language course in the summer. Credits obtained in summer session do not count toward full-time status during the academic year, but do count toward fulfilling basic requirements, including total credits needed for graduation, and toward the student's grade point average (GPA). Enrollment in the summer session does not count toward the maximum time frame for the completion of a program of study at the Seminary.

3.1.3. Residence

A student is "in residence" when he or she is regularly able to avail himself or herself of the classroom and library resources of the Seminary during the major portions of five days each week throughout the semester, including the periods set aside for reading, review, and examination. An expectation of residency is that students are able to meet with other students outside the scheduled course hours.

3.1.4. Semester

This term denotes either of the two principal academic sessions. The summer sessions are not considered a semester or part of a semester. Each semester is fifteen weeks long divided into one twelve-week long term and one three-week short term. Each long term includes one reading week and a reading days/examination period. First-year students must enroll in both long terms and both short terms. Second-year M.Div. students and dual-degree candidates in their second and third years must enroll in two long terms and at least one short term. Seniors must enroll in both long terms and in the fall short term. To graduate, seniors must have completed all program requirements by the end of the spring long term.

3.1.5. Term-time

A course begins at the first appointed class meeting and ends at the time specified on the final examination schedule, or, for courses without a scheduled final exam, on the final day of the examination period. The period between this beginning and end is called "term-time."

3.1.6. Full-time

The number of credits required for full-time candidacy varies with the student's program.

3.1.6.1. Full-time for M.Div., M.A., and Dual-degree Candidates

A full-time program for M.Div., M.A., and dual-degree candidates ordinarily consists of 13 credits each semester. The minimum load for full-time candidacy in these programs, for purposes including financial aid and housing eligibility, is 9 credits per semester. Students who carry less than a full-time load are not eligible for financial aid or housing. Students who carry no more than the minimum 9 credits for full-time candidacy will require additional semesters, with no guarantee of Seminary housing or financial aid, in order to complete their programs. M.Div., M.A., and dual-degree candidates on field education internships are considered to be full time.

3.1.6.2. Full-time for Th.M.

A full-time program for Th.M. candidates and special students consists of 12 credits each semester.

3.1.6.3. Full-time for Ph.D.

All Ph.D. candidates are considered to be full-time during the first four years of candidacy.

3.1.7. Transcript Designations

- (1) AT: Audit
- (2) WIP: Work in progress
- (3) NG: No grade
- (4) PI: Permanently incomplete
- (5) PP: Completion of course requirement has been postponed with approval, at Master's level, of the director of academic administration, and, at the Ph.D. level, of the director of Ph.D. studies.
- (6) W: Withdrawn

3.2. Duration of Candidacy

3.2.1. Expectation of Continuous Enrollment

Within the intent of the regulations governing the duration of candidacy, a student who has been formally admitted to a degree program and who is pursuing successfully the stipulated requirements, and whose financial obligations to the Seminary are satisfied in full, may have the expectation of continuous enrollment in his or her current program unless he or she is suspended or dismissed for cause.

3.2.2. Duration of Candidacy for the M.Div. Program

The program of studies for the M.Div. degree ordinarily requires six consecutive semesters of full-time resident study. If a student begins his or her studies in the Seminary in the middle of the academic year, his or her studies may continue for a seventh consecutive semester without special approval. An M.Div. candidate electing to remain beyond the sixth semester is not eligible for financial aid from the Seminary, nor is the availability of Seminary housing assured. The period of residence may be interrupted by an approved internship.

3.2.2.1. Minimum Residency Requirements for the M.Div. Program

An M.Div. student who initiates his or her ministerial preparation at the Seminary may not complete the program in fewer than six semesters of full-time resident work. Transfer students may not complete the program in fewer than four semesters of full-time resident work. As a general rule, credits earned during the summer session and extra credits earned during regular terms may not be used to reduce the number of semesters of resident study prescribed for the degree. Only in exceptional circumstances will accommodations be made to the six- and four-semester rule. Students must petition in writing the Student and Academic Affairs Committee for such relief.

3.2.2.2. Full-time Residence Requirement for the M.Div. Program

Every M.Div. candidate's program must include, at minimum, two semesters of full-time resident study.

3.2.2.3. Part-time Enrollment in the M.Div. Program

The M.Div. candidate ordinarily is expected to pursue his or her program on a full-time resident basis. If for good reason he or she decides to pursue a portion of the work on a part-time basis, this decision should be made known to the registrar and the dean of student life, since it could have implications for program completion. The schedule of classes is not designed for part-time candidacies, and the Seminary provides no assurance that a student who is able to attend class only on particular days, or for a restricted number of periods each day, will have access to courses he or she needs to complete the graduation requirements. During any period of part-time work, the student pays tuition by the credit and is ineligible for both financial assistance and housing from the Seminary.

3.2.3. Duration of Candidacy for the M.A. Program

The program of studies for the M.A. degree ordinarily requires four consecutive semesters of full-time resident study. If a student begins his or her studies in the Seminary in the middle of the academic year, his or her studies may continue for a fifth consecutive semester without special approval. An M.A. candidate electing to remain for this fifth semester is not eligible for financial aid nor is the availability of Seminary housing assured. The period of residence may be interrupted by an approved internship.

3.2.3.1. Minimum Residency Requirements for the M.A. Program

An M.A. student who initiates the program at the Seminary may not complete the program in fewer than four semesters of full-time resident work. A transfer student may not complete the program in fewer than two semesters of full-time resident work. As a general rule, credits earned during the summer session and extra credits earned during regular terms may not be used to reduce the number of semesters of resident study prescribed for the degree. Exceptions to the four-semester rate may be made to accommodate special circumstances. Students must petition in writing the Student and Academic Affairs Committee for such relief. The two-semester requirement for transfer students may not be reduced.

3.2.3.2. Part-time Enrollment in the M.A. Program

A candidate for the M.A. degree, although encouraged to pursue the program on a full-time basis, is not bound by the requirement of four consecutive full-time semesters. If he or she decides to conduct a major portion of the work on a part-time basis, this decision should be made known to the registrar and the director of the School of Christian Education, since it could have serious implications for program completion. The schedule of classes is not designed for part-time candidacies, and the Seminary provides no assurance that a student who is able to attend class only on particular days, or for a restricted number of periods each day, will have access to courses he or she needs to complete the graduation requirements. During the period of part-time study, the student pays tuition by the credit and is ineligible for both financial assistance and housing from the Seminary.

3.2.4. Duration of Candidacy for the M.Div./M.A. Dual-degree Program

The program of studies for the M.Div./M.A. dual-degree program degree ordinarily requires eight consecutive semesters of full-time resident work. If a student begins his or her studies in the Seminary in the middle of the academic year, his or her studies may continue for a ninth consecutive semester without special approval. An M.Div. candidate electing to remain for this ninth semester is not eligible for financial aid nor is the availability of Seminary housing assured. The period of residence may be interrupted by an approved internship.

3.2.4.1. Minimum Residency Requirements for the M.Div./M.A. Dual-degree Program

A dual degree student who initiates the program in this Seminary may not complete the program in fewer than eight semesters of full-time resident study. A transfer student may not complete the program in fewer than six semesters of full-time resident study. As a general rule, credits earned during the summer session and extra credits earned during regular terms may not be used to reduce the number of semesters of resident study prescribed for the degree. Exceptions to the eight-semester rule may be made to accommodate special circumstances. Students must petition in writing the Student and Academic Affairs Committee for such relief. The six-semester requirement for transfer students may not be reduced.

3.2.4.2. Full-time Residence Requirement for the M.Div./M.A. Dual-degree Program

Every dual-degree candidate's program must include at least two semesters of full-time resident study.

3.2.4.3. Part-time Enrollment in the M.Div./M.A. Dual-degree Program

The dual-degree candidate ordinarily is expected to pursue his or her program on a full-time resident basis. If for good reason he or she decides to pursue a portion of the work on a part-time basis, this decision should be made known to the registrar and the dean of student life, since it could have implications for program completion. The schedule of classes is not designed for part-time candidacies. The Seminary provides no assurance that a student who is able to attend class only on particular days, or for a restricted number of periods each day, will have access to courses he or she needs to complete the graduation requirements. During the period of part-time work, the student pays tuition by the credit and is ineligible for both financial assistance and housing from the Seminary.

3.2.5. Duration of Candidacy for the Th.M. Program

A Th.M. candidate who has been admitted to a full-time program is expected to complete all of the requirements for the degree in two consecutive semesters of full-time resident study. A candidate who has been admitted to a part-time program is expected to complete all of the requirements in four consecutive semesters of part-time study. Extensions of the period of candidacy, as well as temporary suspensions of part-time programs, may be requested from the dean of student life.

3.2.5.1. Tuition for an Extended Th.M. Duration

If the Th.M. candidate's program extends over more than two semesters, all tuition obligations to the Seminary will be computed using the per credit rate.

3.2.5.2. Expiration of a Th.M. Program

A Th.M. student's candidacy will expire if all requirements are not completed within seven years from the date of matriculation. If a student's candidacy expires, and he or she subsequently wishes to resume work toward the degree, re-application must be made through the director of admissions and financial aid.

3.2.6. Duration of Candidacy for the D.Min. Program

The D.Min. program ordinarily requires three or four years for completion.

3.2.7. Duration of Candidacy for the Ph.D. Program

3.2.7.1. Length of Program

The Ph.D. program ordinarily is completed in not more than five consecutive years of full-time study.

3.2.7.2. Forfeiture of Fellowships, Scholarships, or Financial Aid for Non-residents

Ph.D. students who are not resident in the Princeton area during years three and/or four will forfeit their fellowships, scholarships, or financial aid. Requests for exceptions to this policy should be directed to the director of Ph.D. studies.

3.2.7.3. Ph.D. Students in Years Five through Nine

Ph.D. candidates in years five through nine may register as full-time, half-time, or less than half-time. If a student wishes to register as full-time or half-time, he or she must provide the Ph.D. Studies Office with the following documentation:

- (1) A statement of the amount of time he or she expects to spend per week on dissertation research and writing, and evidence of satisfactory progress on the dissertation to date, which must be confirmed with the student's advisor.
- (2) Documentation of employment, if any.

Based on these documents, the director of Ph.D. studies and the registrar will determine whether the student is eligible to register as full-time or half-time. Online registration is not confirmed until this information is received, reviewed by the director of Ph.D. studies, and approved by the registrar. Documentation must be provided once a year, at fall registration. Documentation is not required for those who register as less than half-time.

3.2.7.4. Extension of Candidacy

Any Ph.D. student who has not completed the program after six years of enrollment must petition for an extension of candidacy. Students with government loans are advised that candidates on extension normally are considered to be enrolled less than half-time. Extensions for Ph.D. candidates may be granted for one year at a time, with a maximum of three one-year extensions.

3.2.7.5. Basis of Extension

As a basis for requesting the first year's extension beyond the six-year limit, the chair of the dissertation committee must indicate in writing that progress has been made on the dissertation and that some writing has been done that has been deemed satisfactory by the dissertation committee. As a basis for a second year of extension, the chair of the committee must report that approximately half of the total dissertation has been submitted and found satisfactory, and that the candidate is progressing on the second half of the dissertation. A third and final extension may be granted only on the basis of a personal appearance by the chair of the dissertation committee before the Ph.D. Studies Committee to make a substantial case that the dissertation can be successfully completed during the next academic year.

3.2.7.6. Foreign National Ph.D. Students

Every F-1 visa student must be enrolled full-time to maintain his or her visa status.

3.2.7.7. Extensions for Foreign Nationals

Seminary regulations for duration of program and extensions as described above apply to all Ph.D. students. Due to U.S. government regulations, however, the duration of visas for foreign national students may in some cases be shorter than the time needed to complete the dissertation. Even if a student must depart from the U.S., dissertation research and writing may continue provided the student remains in good academic standing.

3.2.7.8. Nine-year Terminal Limit

Ph.D. candidacy will expire if the dissertation is not successfully defended within nine years from the date of matriculation.

3.2.8. Candidacy Termination Due to Failure to Pay Tuition

Failure to pay any charges, tuition, fees, housing, room, board, health insurance, and/or any miscellaneous fees (parking fines, ID replacement, etc.) for a semester will prohibit a student from registering for a subsequent semester. For example, if the charges applied to a fall semester are not paid prior to the opening registration for spring courses, the student will not be able to register until such time as the charges are paid in full.

3.2.9. Field Education Rules and Regulations

Field education requirements, rules, and regulations are available in the Field Education Handbook. Each entering student receives a copy of the current Field Education Handbook and the field education program of the student is regulated by the version printed for the student's entering year. The Field Education Handbook is available online at: https://our.ptsem.edu/ics/Campus_Life/Field_Education_Handbook.jnz

3.3. Course Registration

3.3.1. Online Registration

All course registration (except when registering for theses, independent studies, and for inter-institutional courses), is to be done online in accordance with procedures announced by the Registrar's Office.

3.3.2. Paper Registration

Registration for theses, independent studies, and for inter-institutional courses only are to be done using forms available at the Registrar's Office and in accordance with procedures announced by that office.

3.3.3. Timely Changes in Course Selection

A student may alter his or her selection of long-term and/or short-term courses during the first ten academic days of the semester, except that a course may be entered after the first meeting contingent upon the approval of the course instructor. Students may switch short-term courses of equal credit value at any time prior to the start of the short-term, with approval of the registrar, or during the first two days of the course, with the approval of the instructor and the registrar. Students may not drop short-term courses that will change the student's status from full-time to part-time. A grade of 'W' (withdrawn) will be entered in the case of part-time students who do not replace the dropped course(s) with one(s) of equal or greater weight, or in those cases where the dropped credits would change the student's status from full to part-time.

3.3.4. Course Load

The normal load for any semester is 9 to 13 credits for M.Div. and M.A. students, and 12 credits for Th.M. students. No student in any degree program may enroll for more than 15 credits during any semester or 28 credits per year without the advance written approval of the registrar and the dean of student life. Such approval will be given only when a compelling case is made. When an increase of credit load is approved, the student may not petition for within or beyond term-time academic relief, or for withdrawal from any course.

3.3.5. Seminar Registration for Non-Ph.D. Students:

M.Div. and Th.M. students are not permitted to register online for Ph.D. seminars, but must instead download and complete the "Application For Admission to Ph.D. Seminar" located on the registrar's web page. The student is then to submit the completed form to the seminar instructor for consideration, which may include an informal interview with the instructor concerning the student's qualifications for this advanced placement. It is the student's responsibility to contact the instructor to arrange such a meeting. If permission is granted, the instructor will sign the form, which the student must then return to the registrar for final approval. Such permission is normally not given until all entering Ph.D. and Th.M. students have registered. The instructor's decision whether or not to extend this opportunity to non-Ph.D. candidates is final. This same process applies to Ph.D. students from other institutions.

3.3.6. Post-residence Ph.D. Students and Seminar Enrollment

A Ph.D. student enrolling in any seminar for credit while paying reduced tuition (year three and beyond) must obtain permission from his or her adviser and from the director of Ph.D. studies in order to avoid an additional per credit tuition charge. Permission is ordinarily granted only if the student is making up work missed for cause during the first two years or enrolling in a seminar important for dissertation or career that was not available during the first two years.

3.3.7. Auditors

Auditors are those who have secured the permission of the professor to attend the class lectures for a course in which they are not enrolled for credit. Auditors should not expect to participate in class discussion (e.g., ask questions) or attend preceptorials, and may not take examinations or ask professors to evaluate work of any kind. No record will be maintained of any classes attended on this basis. Courses begun on an audit basis may not subsequently be changed to credit status.

3.3.7.1. Affiliated Auditors

Faculty spouses, student spouses, and persons invited by the president of the Seminary to be guests of the Seminary may audit classes by having the instructor sign an audit authorization form (secured from the Office of the Registrar) and returning the signed form to the registrar no later than 4:30 p.m. on the tenth class day during the long term or on the second day of class during the short term.

3.3.7.2. Non-affiliated Auditors

Other qualified persons may audit classes, provided they have secured the permission of the instructors involved, have enrolled with the registrar, and have paid the required fee for each course audited. Applicants should correspond with the registrar before contacting the instructor. No outside auditors will be allowed to enroll after the tenth class day during the long term, or the second day of class during the short term.

3.3.7.3. Auditing by Ph.D. Candidates

Ph.D. candidates may audit courses without fee, with the approval of their residence committee chairs and of the instructor, during their two years of residence and during the third and fourth years of candidacy. Audited courses will be placed on transcripts if the student presents to the registrar a properly endorsed Course Audit Form (available from that office) by the end of term-time for the course.

3.3.8. Special Courses

A "special course" is defined as any additional course to those contained in the course schedule for the semester in question. A special course can take two forms: an independent study or a thesis.

3.3.8.1. Enrolling in Special Courses

In cases of demonstrated need, a qualified student may make application through an instructor for a special course within that instructor's areas of specialization. Such a course maybe given, at the option of the instructor (adjunct faculty may not offer special courses), and with the approval of the registrar, provided that coverage of the same material cannot be arranged as part of a regular course. All regulations that are applicable to regular courses, including dates for entrance, withdrawal, and termination, shall govern special courses as well.

3.3.8.2. *One Special Course per Semester*

A candidate for the M.Div., M.A., Th.M. degree, or a dual degree ordinarily may not carry more than one special course during a given semester. Thus, for example, a student undertaking a 6-credit thesis may not enroll concurrently in an independent study. An M.Div. candidate is limited to four special courses during his or her total program; an M.A. candidate is limited to three special courses; an M.Div./M.A. dual-degree student may take a maximum of five special courses. For none of these degrees may a special course be used to fulfill a departmental distribution requirement except with the approval of the chair of that department. Special courses are not available to non-degree students.

3.3.8.3. *Instructor Limit for Independent Studies*

An instructor may not offer more than two independent studies during a semester without the approval of the dean of academic affairs.

3.3.8.4. *Theses*

Where a thesis is prepared in partial fulfillment of program requirements, it is customarily subject to the same regulations that govern regular courses. The student who undertakes the preparation of a thesis or project is responsible for including the tentative title, with an indication of the number of credits the thesis will earn, on the registration form for the semester(s) during which it will be in progress. There are two credit options for a thesis: a 3-credit option spread over a single semester; a 6-credit option spread over a two-semester period. To earn the privilege of writing a 3- or 6-credit senior thesis, the student must have a GPA of at least 3.3 at the end of the middler year. For specific guidelines related to the length and style of the thesis, refer to the guidelines of the academic department within which the thesis is being undertaken.

3.4. **Advanced Standing**

3.4.1. **Advanced Standing for M.Div., M.A., or M.A.(T.S.)**

A student who has taken part of the theological course in a program conducted by a school accredited by the Association of Theological Schools in the United States and Canada, and who desires to be admitted with advanced standing, should indicate that fact at the time of application. Upon being informed of admission to Princeton Seminary, the student shall consult with the registrar of the Seminary regarding transfer credit that will be granted.

A maximum of 26 credits will be received in transfer or as advanced placement even though the applicant may have completed more than a year's work in another institution. Final decisions as to the amount of advanced placement to be received and its distribution in the Seminary's curriculum will not be made until complete transcripts are available and normally just prior to registration for the candidate's first semester at the Seminary. Work completed more than seven years before the contemplated date of transfer, or courses passed below the grade of B, may not be accepted. Where a candidate is permitted to apply credits earned in another Seminary toward the M.Div. requirements, the equivalent of two full years of study (four full-time semesters and a total of 52 credits), including in all cases

the final year, must be spent at Princeton Seminary. On occasion, a candidate for the M.A. degree may be permitted to apply university graduate work toward the program requirements, but these credits will subsequently be disallowed if he or she changes to the M.Div. program. For M.A. transfer students, advanced standing not to exceed 26 credits may be granted by the registrar on the basis of post-baccalaureate study in a recognized institution of higher education.

3.4.2. **Allocation of Transfer Credit**

Accepted transfer credit is allocated according to the following policies:

- (1) Courses are accepted in lieu of distribution requirements, without examination, where those courses appear from the official descriptions to be similar to those offered by the Seminary and where they are comparably weighted. A one-hour course will not be accepted to replace a four-hour course; an introduction to Catholic theology will not replace an introduction to Reformed theology; an introduction to homiletics that does not involve the preparation and delivery of sermons cannot replace a course that does.
- (2) If replacement transfer credit is denied by the registrar, the student may approach a member of the faculty designated by the department concerned, with syllabi and other evidence of comparability. The decision rendered by the departmental designee shall be final and may not be appealed.
- (3) Transfer credit toward the M.Div. degree will not be given against all of the requirements of a given department. Ordinarily 9 of the required credits in each of the four departments must be done at the Seminary in order to qualify for a Princeton degree.

3.4.3. **Transfer Credit Contract**

The transfer of credit toward a Seminary degree is effected by signing a contract available from the registrar. If a transcript showing all work to be transferred is available before the student arrives on campus, the contract may be completed before online registration. Otherwise, the credit transfer contract will be completed during the orientation period, but no later than the end of the first long term. Questions concerning transfer credit should be raised at the time of application, but may not be raised after the completion of the first semester of study at the Seminary.

3.4.4. **Housing and Financial Aid for Transfer Students**

Students received in transfer from other institutions are eligible for consideration for housing and financial aid, to an extent commensurate with the anticipated length of their candidacy. Relevant policies and guidelines may be found in §5.2.

3.4.5. Preclusions for Transfer Credit

The Seminary receives no transfer credit toward the Th.M. or Ph.D. degrees.

3.5. Conduct of Courses

3.5.1. Course Syllabi

The students in each course shall be provided with a syllabus that includes the instructor's contact information, as well as that of a teaching assistant (T.A.) or teaching fellow where applicable, provision for instructor office hours, a statement of course objectives, requirements, essential bibliography, and class procedures. Although the syllabus should not be understood as an inflexible contract with the members of the class, its terms must be honored to the greatest extent possible. Students who believe that a course is not proceeding as represented in the syllabus may express their concern to the departmental chair or to the dean of academic affairs.

3.5.1.1. Blackboard Posting of Syllabi and Course Materials

Professors ordinarily post on Blackboard the syllabi for their courses and, through the library, arrange to make their reserve readings available online. Required course materials can be made available to students as a course packet, using the services of Pequod.

3.5.1.2. Submission of Syllabi

By the end of the second week of the term, paper copies of syllabi for all courses taught during that term should ordinarily be deposited with the dean of academic affairs, with the registrar, and with the library.

3.5.2. Course Attendance Requirements

It is normally expected that an enrolled student will attend a minimum of 80% of class periods. Failure to satisfy this minimum attendance requirement constitutes grounds for failure of the course. If more specific attendance requirements are outlined within a course syllabus, this constitutes the governing stipulation against this general requirement.

3.5.3. Recording Lectures

The Seminary does not allow the personal use of recording devices in connection with public or course lectures or classroom discussions unless, in the latter case, they are specifically recommended by the instructor. Where attendance at a lecture is impossible, arrangements should be made to secure notes from one of the persons present. In the case of protracted illness or physical disability, when verified by the dean of student life, the Department of Information Technology will consider a request to provide recording services. When such special work is authorized and performed, charges become the responsibility of the student. Students may not participate in the publication or sale of transcriptions of class lectures or other material provided by the instructor in connection with any Seminary course.

3.5.4. Course Deadlines

3.5.4.1. Term-time Deadlines, or Internal Deadlines within a Course

The instructor in charge of a course is responsible for establishing and enforcing all deadlines within the term-time of a course, which is until the date established by the registrar for the final examination or the end-of-term. Should a family or medical emergency prohibit the instructor from fulfilling his or her course obligations, only the dean of academic affairs can exercise discretion in the postponement of requirements internal to a course.

3.5.4.2. Postponement of Deadlines Beyond End-of-Term

Students seeking end-of-term extensions first make requests to the dean of student life, who then makes a recommendation to the director of academic administration. Only the director of academic administration, acting for the Student and Academic Affairs Committee, may authorize the postponement of requirements to a point beyond the date of the scheduled final examination or the end-of-term (see §3.9.3). Where no such postponement is approved, a final evaluation will be made on the basis of the requirements actually fulfilled. In such a situation, no credit normally attaches to the unfinished work.

3.5.5. Submission of Written Work

The following guidelines for the submission of written work will serve both to promote clarity and to enforce acceptable professional practice.

3.5.5.1. Formatting

All written work prepared outside the classroom shall be submitted in print form, unless the instructor makes an exception in advance to accommodate a special circumstance.

3.5.5.2. Use of Computers in Examinations

Students who wish to use their own computer for a course examination should consult with the instructor in advance.

3.5.5.3. Retaining a Copy of the Paper

The student shall retain a copy of all papers and other assignments that he or she submits in connection with courses, except in the case of examinations that are written in the classroom and submitted directly to the instructor. Although every effort is made to avoid the loss of these materials, such incidents do on occasion occur.

3.5.5.4. Papers Submitted for Publication

Ph.D. students are encouraged to have an appropriate faculty member review any manuscript submitted for publication. Such a review is required in the case of dissertation-related material. Professional ethics require that when papers originating in seminars are published, the provenance and major critical and constructive contributions of others be acknowledged.

3.5.6. Multiple Submission

Multiple submission of coursework is permitted when the student has secured the permission of all instructors involved in the relevant courses. In order to secure the instructors' permission, the student must present compelling rationale, and demonstrate how the quantity of work will meet the requirements of two courses; e.g. if both courses require a ten page paper, the student may be expected to submit the same twenty page paper in both classes. The instructors involved must notify each other of their permission or denial of permission, and forward this to the director of academic administration, who will keep it on file. If a single extended work has been written for more than one course, that fact must be clearly indicated at the beginning of the work. Multiple submission can only occur within the same term; e.g. fall long term. Multiple submission is not permitted for courses occurring in two different terms or semesters. Failure to obtain the appropriate permissions for multiple submission constitutes a breach of academic integrity (see §4.1.2.) and is subject to the range of disciplinary sanctions outlined in §4.3.

3.6. General Requirements for the Acknowledgment of Sources in Academic Work

3.6.1. Standard Forms of Reference

Unless otherwise stipulated within a syllabus, students are to employ the rules and style of citation contained within *The Chicago Manual of Style* (<http://www.chicagomanualofstyle.org>). Students in biblical studies should follow the abbreviations and citation methods for biblical books and primary sources given in *The SBL Handbook of Style*, or in the *SBL Handbook Student Supplement*.

3.6.2. When to Cite

Any quotation, however small, must be placed in quotation marks or clearly indented beyond the regular margin. Any quotation must be accompanied (either within the text or in a footnote) by a precise indication of the source—identifying the author, title, place and date of publication (where relevant), and page number(s). Any sentence or phrase that is not the original work of the student must be acknowledged. All the sources that have been consulted should be listed in a bibliography, unless specific guidelines (from the academic department or instructor) request that only works cited be so included. However, the mere listing of a source in a bibliography shall not be considered a “proper acknowledgment” for specific use of that source; a footnote or endnote must also appear after the information or quotation from that source. Neither shall the use of a footnote at the end of a sentence or paragraph in which only minor word changes have been made from the original source be considered “proper acknowledgment.” The extent of indebtedness to the author must be made clear.

3.6.3. Basic Citation Requirements

Students are expected to study and comply with the following basic requirements. Questions about when and how to cite sources should be directed to the students' course instructor. An important general rule is this: if you are unsure whether or not to acknowledge a source, always err on the side of caution and cite. Failure to follow the standard forms of reference constitutes plagiarism and is a violation of academic integrity; it is subject to the severest forms of academic discipline available to the Seminary, including suspension and dismissal. For a definition of plagiarism with a range of possible penalties, see §4.4.

The following are representative examples for illustrative purposes only. For a full treatment see *The Chicago Manual of Style*.

3.6.4. Book

3.6.4.1. Citing in a Footnote

Kenda Creasy Dean, *Practicing Passion: Youth and the Quest for a Passionate Church* (Grand Rapids, MI: Eerdmans, 2004), 234–56.

Bruce L. McCormack, *Karl Barth's Critically Realistic Dialectical Theology: Its Genesis and Development, 1909–1936* (Oxford: Oxford University Press, 1995), 154.

3.6.4.2. Citing in a Bibliography

Dean, Kenda Creasy. *Practicing Passion: Youth and the Quest for a Passionate Church*. Grand Rapids, MI: Eerdmans, 2004.

McCormack, Bruce L. *Karl Barth's Critically Realistic Dialectical Theology: Its Genesis and Development, 1909–1936*. Oxford: Oxford University Press, 1995.

3.6.5. Edited Book

3.6.5.1. Citing in a Footnote

Darrell L. Guder, ed. et al., *Missional Church: A Vision for the Sending of the Church in North America* (Grand Rapids, MI: Eerdmans, 1998), 23.

Richard Robert Osmer and Friedrich Schweitzer, eds., *Developing a Public Faith: New Directions in Practical Theology—Essays in Honor of James W. Fowler* (St. Louis, MO: Chalice Press, 2003), 87–106.

3.6.5.2. Citing in a Bibliography

Guder, Darrell L., ed. et al., *Missional Church: A Vision for the Sending of the Church in North America*. Grand Rapids, MI: Eerdmans, 1998.

Osmer, Richard Robert, and Friedrich Schweitzer, eds. *Developing a Public Faith: New Directions in Practical Theology—Essays in Honor of James W. Fowler*. St. Louis, MO: Chalice Press, 2003.

3.6.6. Book Chapter

3.6.6.1. Citing in a Footnote

Yolanda Pierce, "Redeeming Bondage: Captivity Narratives and Spiritual Autobiographies in the Slave Narrative Tradition," in *The Cambridge Companion to the African American Slave Narrative*, ed. Audrey Fisch (Cambridge: Cambridge University, 2007), 85.

Richard F. Young, "Christian Spirituality in Africa, Asia, Latin America, and Oceania," in *The Blackwell Companion to Christian Spirituality*, ed. Arthur Holder (Malden, MA: Blackwell Publishing, 2005), 169–70.

3.6.6.2. Citing in a Bibliography

Pierce, Yolanda. "Redeeming Bondage: Captivity Narratives and Spiritual Autobiographies in the Slave Narrative Tradition." In *The Cambridge Companion to the African American Slave Narrative*, edited by Audrey Fisch, 83-98. Cambridge: Cambridge University, 2007.

Young, Richard F. "Christian Spirituality in Africa, Asia, Latin America, and Oceania." In *The Blackwell Companion to Christian Spirituality*, edited by Arthur Holder, 156–74. Malden, MA: Blackwell Publishing, 2005.

3.6.7. Journal Article

3.6.7.1. Citing in a Footnote

Paul E. Rorem, "The Company of Medieval Women Theologians," *Theology Today* 60 (2003): 91–2.

J. Ross Wagner, "From the Heavens to the Heart: The Dynamics of Psalm 19 as Prayer," *The Catholic Biblical Quarterly* 61, no.2 (1999): 247.

3.6.7.2. Citing in a Bibliography

Rorem, Paul E. "The Company of Medieval Women Theologians." *Theology Today* 60 (2003): 82–93.

Wagner, J. Ross. "From the Heavens to the Heart: The Dynamics of Psalm 19 as Prayer." *The Catholic Biblical Quarterly* 61, no.2 (1999): 245–61.

3.6.8. Electronic and Other Sources

The requirement to acknowledge sources is not limited to printed material such as books or journal articles. Information is now readily available through many newer media, including text and images on the Internet, CD-ROM, and email. Information or quotations from any of these sources must be properly cited. For a full treatment, see chapter 17 of *The Chicago Manual of Style*.

3.6.8.1. Citing an Online Reference Work in a Footnote

Encyclopaedia Britannica Online, s.v. "Sibelius, Jean," <http://search.eb.com/bol/topic?eu69347&sctn1> (accessed January 3, 2008).

3.6.8.2. Citing a DVD in a Bibliography

Cleese, John, Terry Gilliam, Eric Idle, Terry Jones, and Michael Palin. "Commentaries." Disc 2. *Monty Python and the Holy Grail*, special ed. DVD. Directed by Terry Gilliam and Terry Jones. Culver City, CA: Columbia Tristar Home Entertainment, 2001.

3.7. Grading of Courses

3.7.1. Two Grading Systems

The Seminary provides two systems of grading for M.Div., M.A., and dual-degree candidates and two systems for Ph.D. candidates. There is no optional grading system for Th.M. students. The choice of system ordinarily rests with the instructor. If the instructor elects to grade Ph.D. candidates by the simplified system, all Ph.D. candidates in the course or seminar must be graded by it. If the instructor chooses to give the students individually the option of electing the system under which they will be evaluated, the privilege must be extended impartially to all students within courses and programs that permit this provision.

3.7.2. The Default Grading System

3.7.2.1. The Default Grading System for M.Div., M.A., and Dual-degree Candidates

The default grading system for Master's-level candidates is:

GRADE	POINTS	DEFINITION
A+	4.00	
A	4.00	Excellent
A-	3.70	
B+	3.30	
B	3.00	Good
B-	2.70	
C+	2.30	
C	2.00	Satisfactory
C-	1.70	
D+	1.30	
D	1.00	Poor
D-	0.70	
F	0.00	Failure

3.7.2.2. The Default Grading System for Ph.D. Candidates

The default grading system for Ph.D. candidates is:

GRADE	DEFINITION
E	Excellent
VG	Very Good
G	Good
U	Unsatisfactory

3.7.3. The Optional Grading System

3.7.3.1. The Optional Grading System for M.Div., M.A., and Dual-degree Candidates

The optional grading system for Master's-level candidates is:

GRADE	DEFINITION
P	Passing
F	Failing

3.7.3.2. The Optional Grading System for Ph.D. Candidates

The optional grading system for Ph.D. candidates is:

GRADE	DEFINITION
S	Satisfactory
U	Unsatisfactory

3.7.3.3. No Optional Grading System for Th.M. Candidates

Candidates for the Th.M. degree may not elect to be graded according to the optional grading system (Pass/Fail) where that is presented as a general option. Th.M. students may, however, include courses that the instructor chooses to grade solely on this optional basis and receive a Pass/Fail grade.

3.7.3.4. Prohibitions on the Optional Grading System

Students in courses NT2101, OT2101, and TH2100, may not elect the optional (Pass/Fail) system. Except for courses that may only be taken under the Pass/Fail grading system, such as Field Education and PR2100 Introduction to Preaching, students in 2000-level courses may not elect the optional (Pass/Fail) system.

3.7.3.5. Limits on the Optional Grading System

No more than one half of course credits in any given semester may use the optional (Pass/Fail) system. In the event a student registers for an uneven number of credits, the optional system may be used for the next even number; that is, if registered for 9 credits, the student may take 5 credits Pass/Fail.

3.7.3.6. Requesting the Optional Grading System

Where Master's-level students are allowed to select the optional system, those that exercise this choice must obtain from the registrar a Pass/Fail request form, have it signed by the instructor, and return it to the registrar no later than 4:30 p.m. on the tenth class day of the long term, or the second day of class of the short term. This does not prevent an instructor from using the grade of "Pass" in an individual case, where the nature of the presented material makes this exceptional course of action appropriate. Once elected by the student, a "Pass" may not be converted to a letter grade.

3.7.4. Inter-institutional Grades

Grades received from Princeton University, New Brunswick Theological Seminary, and Westminster Choir College of Rider University are recorded in the manner received from the registrar of the grading institution. All inter-institutional courses must be taken for a letter grade. The use of the optional grading system (Pass/Fail) is not permitted. All other matters concerning academic procedures for Seminary students enrolled in inter-institutional courses, however, follow the standards outlined in this Handbook.

3.7.5. Failure of Incomplete Work

If the requirements for a course are incomplete at the close of term-time, and no beyond-term-time extension has been approved covering the incomplete work, a final evaluation will be made on the basis of the requirements actually fulfilled. In such a situation, no credit normally attaches to the unfinished work.

3.7.6. Grade Postponement Due to an Extension

If the requirements for a course are incomplete at the close of term-time, and a beyond-term-time extension has been approved covering the incomplete work, a postponed (PP) will be entered on the transcript. No final evaluation is made until the expiration of the extension. In such a situation, if the postponed requirements are presented before the extension expires, they are graded without penalty.

3.7.7. Postponements (PP) and Satisfactory Academic Progress

Postponement (PP) is only a provisional notification for the purposes of approved extensions. Where a beyond-term-time extension has been approved, but the student fails to complete the course requirements by the extension deadline, no credit normally attaches to the unfinished work and the student is graded on the course work completed. There are no permanently incomplete (PI) courses except in exceptional circumstances, such as for approved leaves of absence.

3.7.8. Failing Grade Notification

Where an instructor enters a final failing grade for a student in any course (including a special course, thesis, or project), that instructor simultaneously submits to the registrar a written statement noting the reason for the failure. Promptly upon receipt of this statement, a copy is mailed to the student, using the most recent address reported to the registrar.

3.7.9. Questioning a Grade

If a student wishes to challenge a failing grade, he or she may do so within ten (10) calendar days of the date of the registrar's email notification of the grade. If a student wishes to challenge a non-failing grade, he or she shall do so by the beginning of the reading week of the following semester. Such a procedure shall be initiated by the student, in writing, to the dean of academic affairs as a grievance of "Academic Matters Regarding Faculty." See §4.6.1. The student may question matters of procedure (i.e., the interpretation and implementation of the syllabus), but not the instructor's judgment on the substance of the student's performance.

3.7.10. GPA Computation

Semester and cumulative grade-point averages are obtained by multiplying the point value of each grade by the number of credits attached to the course, and dividing the sum of the products by the sum of the multipliers.

3.7.11. Grade Submission

3.7.11.1. Mid-semester Grades

The Seminary receives mid-semester grades only for students on academic alert or probation (see §4.3.1.).

3.7.11.2. Submission of Course Grades

Faculty members shall submit course grades online through the faculty portal, and not by email. Grades for the fall long term are due no later than the second Friday of the fall short term. Grades for the spring long term are due two weeks following the end of the spring long term. Short-term grades are due two weeks following the end of the short term. Grades for doctoral candidates are due no later than four weeks after the end of the semester. Extensions of these deadlines may be authorized only by the dean of academic affairs.

3.7.11.3. Change of Course Grade

Except to rectify transcriptional errors in the recording office, no grade may be changed, for any reason, after it has been recorded by the registrar, without the approval of the academic dean. Only a member of the faculty may make such a request, and it must be accompanied by acceptable reasons. The latest time a grade can be changed for a graduating student is 4:30 p.m. on the day before Commencement. A request cannot be received or acted upon after this deadline.

3.8. Late Withdrawals

3.8.1. Late Withdrawals during the Long Term

For all Master's-level students, withdrawal from any long term course may be made after the ten-day drop/add period through the end of the ninth week of the long term by written petition, with supporting reasons and appropriate documentation, to the director of academic administration, who will consult with the instructor of the course. Where approval is granted, the director of academic administration

shall so inform the instructor, the registrar, and the student, who will receive the grade of "W" (withdrawn) for the course. Students will not be able to withdraw from courses after the ninth week of the long term. Ph.D. and D.Min. candidates follow a similar procedure with their respective program directors.

3.8.2. Late Withdrawals during the Short Term

For all Master's-level students, withdrawal from any short term course may be made after the two-day drop/add period through the end of the first week of the short term by written petition, with supporting reasons and appropriate documentation for such an exception, to the director of academic administration, who will consult with the instructor of the course. Where approval is granted, the director of academic administration will so inform the instructor, the registrar, and the student. The grade of "W" (withdrawn) shall be entered on the transcript. Students will not be able to withdraw from courses after the first week of the short term.

3.8.3. Acceptable Reasons for Late Withdrawals

Petitions may be granted for reasons that fall within the following guidelines or for reasons of similar magnitude:

- (1) Illness or other limiting condition, rendering unwise the pursuit of a full-time program.
- (2) Misunderstanding concerning class content or requirements that could not reasonably be resolved during the ten-day drop/add period.
- (3) Fundamental changes in program or vocational plans such that a rearrangement of classes is desirable.

3.8.4. Possible Consequences of Late Withdrawals

Since normally it is difficult to enter a course after the ten-day add/drop period, late withdrawal from a course may leave the student with a reduced academic load. If a Seminary student has federal student loans, he or she must be enrolled at least half-time in a degree program to remain eligible for deferment of his or her loan payment. Any student with a federal student loan who drops below half-time status may be immediately responsible for repaying this loan. Each student's status is reported monthly by the Registrar's Office to the federal student loan clearinghouse.

3.9. Extensions and Late Submissions

3.9.1. Within-Term-Time Extensions

When illness or other emergency prevents a student from attending class for more than one day, the student shall inform the dean of student life who will notify the student's instructors by email. This email does not excuse student absence or work; it remains the student's responsibility to complete basic course requirements to the satisfaction of the instructor. Instructors may elect to reschedule assignments during in-term time.

3.9.2. No Early Final Exams

Typically, there is no provision for scheduling final examinations earlier than the date set by the registrar. The instructor maintains the prerogative to grant an earlier final examination if a compelling reason might be demonstrated. Such reasoning, however, does not include a scheduling clash with an event outside the Seminary.

3.9.3. Beyond-Term-Time Extensions

When unusual circumstances prevent a student from completing course requirements within-term-time, to avoid a failing grade, the student must submit a petition for an extension beyond-term-time. A petition must be filed for every course in which work will not be completed. Petitions must be submitted to the director of academic administration or, in the case of Ph.D. candidates, to the director of Ph.D. studies. Such requests, in writing and with supporting reasons, should be entered as early as circumstances permit, but not later than twenty-four (24) hours prior to the end-of-term time.

3.9.4. Acceptable Reasons for Beyond-Term-Time Extensions

Requests for beyond-term-time extensions for the presentation of required work may be granted for reasons that fall within the intent of the following example guidelines:

- (1) A verified illness, accident, or other incapacitating condition that can be shown to effect the completion of requirements.
- (2) A family crisis, requiring the student to divert attention from academic pursuits for a prolonged period of time.
- (3) The impossibility of travel on the date of the final examination, or some other unavoidable situation, which prejudices the timely completion of requirements.
- (4) The expansion of a research topic beyond the bounds originally contemplated by the student and the instructor. This applies, however, only where clear efforts have been made during term-time to bring the topic within more workable limits.
- (5) The introduction of class requirements so late in the semester that their timely completion would prejudice the quality of work submitted in other classes.

Requests for beyond-term-time extensions will not be granted to offset the effects of tardiness in undertaking required projects, of minor illness during term-time, of the pressure of outside work for which other and more appropriate alleviating steps were not taken, and of the ordinary inconveniences of life that a well-organized schedule should be able to absorb.

3.9.5. Deadlines for Approved Beyond-Term-Time Extensions

If a beyond-term-time extension is properly approved, the new deadline normally shall be set as follows: 1:30 p.m. on the second Wednesday of the ensuing semester. Given that the long and the short terms comprise one semester, any make-up exam for both the long and the short term will be on the second Wednesday of the following long term. Students must arrive at the Academic Administration Office, 124 Administration Building, at 1:15 p.m. to take such an exam.

3.9.6. Submission of Work with an Approved Beyond-Term-Time Extension

Requirements postponed beyond-term-time should be submitted to the director of academic administration, or, in the case of Ph.D. candidates, to the director of Ph.D. studies who will, if requested, provide a receipt for the material. The Seminary accepts no responsibility for work submitted in other ways.

3.9.7. Failure to Submit Work with an Approved Beyond-Term-Time Extension

If a beyond-term-time extension has been approved, but the requirements remain incomplete beyond the time set by the extension, a final evaluation will be made on the basis of the requirements actually fulfilled. In such a situation, no credit normally attaches to the unfinished work. There are no permanently incomplete grades except in exceptional circumstances, such as for approved leaves of absence.

3.9.8. Late Submissions

3.9.8.1. Normal Submissions of a Final Paper or an Independent Study

Where a course requires a final paper in lieu of a final exam, the deadline for all such papers shall be at noon on the last day of the examination week. All such course work will be submitted to the Registrar's Office, date stamped, and the name of the student recorded. In the case of electronic submission, the Registrar's Office will print the material, date stamp it, and record the student's name.

3.9.8.2. Late Submissions of a Final Paper or an Independent Study

Every submission after the final day of the examination period, for which a petition for extension has not been approved, must be made to the Office of Academic Administration. Faculty may not receive late papers.

3.9.8.3. Academic Penalty for Late Submissions

For every day the work is submitted beyond the end-of-term deadline, the work will receive a full letter grade academic penalty. No submissions will be accepted after the fourth day, and the student will receive a failing grade for this component of the work. Upon receipt of a late paper, the Office of Academic Administration will date stamp the work and record the student's name. A cover sheet will then be attached informing the instructor of the late submission and the required academic penalty. The instructor will sign and return the cover sheet with his or her signature affirming the application of academic penalty.

3.9.9. Postponements to be Avoided

Adjunct faculty members and faculty members who begin a leave at the end of the semester pose special problems for arranging beyond-term-time extensions. Adjunct faculty are under no obligation to endorse postponement of any requirements beyond-term-time, regardless of the circumstances that might prompt such a request. Faculty who begin a leave are not expected to grade any requirements postponed beyond-term-time until after their return to campus responsibilities. The director of academic administration or, in the case of Ph.D. candidates, the director of Ph.D. studies, should be consulted at the earliest possible time regarding requests for a beyond-term-time extension involving such an instructor. In some instances it may be necessary for the dean of academic affairs to designate another faculty member to evaluate work governed by an approved extension.

3.10. Completion of Degree Requirements

Every degree candidate is responsible for ascertaining whether he or she has fulfilled all course requirements. The registrar maintains current records on all students except Ph.D. and D.Min. candidates, who are served by the Ph.D. and D.Min. Offices respectively. The Seminary is not responsible for calling attention to deficiencies in a student's progress.

3.10.1. Application to Graduate

Every student who expects to receive a degree at the annual commencement exercises, either in person or in absentia, shall file with the registrar no later than December 15 an "Application to Receive a Seminary Degree." Applications submitted after December 15 are assessed a late fee of \$110. Failure to comply with this requirement may result in postponement of graduation until the following academic year.

4. Procedures and Regulations Governing Academic Performance and Conduct

4.1. Academic Integrity

The Seminary incorporates by reference the examples of various departures from academic integrity contained in Princeton University's *Rights, Rules, Responsibilities*, current edition, which may be found on that institution's web site at: <http://www.princeton.edu>. The Seminary gratefully acknowledges permission granted by the University to make use of these materials. For examples of proper citation, see §3.6. With regard to any written work submitted to fulfill an official academic requirement, the following are considered infractions.

4.1.1. Plagiarism

Plagiarism is the use of any outside source in work submitted for evaluation and grading, without proper acknowledgment. "Outside source" means any work, published or unpublished, by any person other than the student. It is an extremely serious offense toward the scholarly community, one that can result in an academic sanction as defined in §4.6. Ordinarily, instances of plagiarism are discovered by the faculty member who has the authority to confront a student, assess the gravity of the instance, and determine the academic consequences within the course in question, up to and including the assignment of a failing grade. In addition, in the case of masters level students, the faculty member must report all instances of plagiarism to the director of academic administration, acting as secretary of the Student and Academic Affairs Committee, providing the documentation of the alleged plagiarism, and a description of the measures taken by the faculty member, including grade implications. In the case of D.Min. students, the faculty member must report all instances of plagiarism to the dean of academic affairs. In the case of Ph.D. Students, the faculty member must report all instances of plagiarism to the director of the Ph.D. Studies. After consulting with the Chair of the Student and Academic Affairs Committee, the director of academic administration may refer the matter to the Student and Academic Affairs Committee for review, following §4.4 "Procedures for Disciplinary Hearings." General requirements for the proper acknowledgment of sources of academic work are as follows.

4.1.1.1. Unattributed Quotations

Each quotation, regardless of length, must be placed in quotation marks or clearly indented beyond the regular margin. Each quotation must be accompanied, either within the text or in a footnote, by a precise indication of the source. Any sentence or phrase that is not the original work of the student must be acknowledged.

4.1.1.2. *Unattributed Paraphrasing*

Any material that is paraphrased or summarized must also be specifically noted in a footnote or in the text and the source acknowledged. A thorough rewording or rearrangement of an author's text does not relieve one of this responsibility. Occasionally, a student maintains that he or she has read a source long before he or she wrote a paper and has unwittingly duplicated some of its phrases or ideas. This is not a valid excuse. The student is responsible for taking adequate notes so that debts of phrasing may be acknowledged.

4.1.1.3. *Borrowed Ideas and Facts*

Any ideas or facts that are borrowed should be specifically acknowledged in a footnote or in the text, even if the idea or fact has been further elaborated by the student. Occasionally, a student in preparing an essay has consulted an essay or body of notes on a similar subject by another student. If the student has done so, he or she must state the fact and indicate clearly the nature and extent of his or her obligation. The name and class of the author of an essay or notes that are consulted should be given, and the student should be prepared to show the work consulted to the instructor, if requested to do so. Some ideas, facts, formulas, and other kinds of information that are widely known and considered to be in the "public domain" of common knowledge do not always require citation. The criteria for common knowledge vary among disciplines; students in doubt should consult a faculty member.

4.1.2. **Unauthorized Multiple Submission**

Under certain conditions, the student may be permitted to rewrite an earlier work or to satisfy two academic requirements by producing a single piece of work more extensive than that which would satisfy either requirement on its own. Failure to follow the procedure outlined in §3.5.6 and to gain prior permission from the instructors constitutes a breach of academic integrity.

4.1.3. **False Citation**

False citation is deliberately attributing materials to an improper source, or citing a source from which the material was not, in fact, derived.

4.1.4. **False Submission**

False submission is claiming as one's own work done by someone else, with or without that person's knowledge.

4.1.5. **Student's Defense**

The only adequate defense for a student accused of an academic integrity violation is that the work in question does not, in fact, constitute a violation. Neither the defense that the student was ignorant of the regulations concerning academic violations nor the defense that the student was under pressure at the time the violation was committed is considered an adequate defense.

4.1.6. **Seriousness of the Offense**

Academic infractions are always considered a serious matter, but will be considered especially serious if:

- (1) The student has submitted a paper prepared by another person or agency.
- (2) The student has on record a previous conviction for another serious violation.
- (3) The infraction includes the theft of another student's work—even if the paper or assignment is returned after use, or consulted without being removed from the other student's room or from a public or private room or from an electronic online location such as a web site where work has been placed.

4.1.7 **Penalties**

Breaches of these rules shall be handled according to the procedures in §4.4 by the Student and Academic Affairs Committee for Master's-level students and the appropriate committee for doctoral students. In determining the seriousness of the offense, the committee will consider whether the student ought reasonably to have understood that his or her actions were in violation of Seminary regulations. If the committee concludes that this threshold has been met, the penalty will normally be one year's suspension or dismissal from the Seminary.

4.2 **Standards of Academic Progress**

4.2.1. **Master's-level Standards of Academic Progress**

The following Standards of Satisfactory Academic Progress govern the work of all Master's-level candidates during their Seminary program, and condition their eligibility to continue in the program and to receive Seminary and Title IV financial aid.

4.2.1.1. *Minimum Period for Determining Satisfactory Academic Progress*

The minimum period for determining satisfactory academic progress for a Master's-level student is the first full semester in which courses credited toward a candidate's degree were completed. After one full semester, if the student has met any of the criteria outlined in §4.2.1.5 below, he or she will automatically be placed on academic alert as defined in §4.3.1.1., and will be required to meet with the director of academic administration. If after a full academic year a determination is made that the student has failed to maintain satisfactory academic progress, the student will receive an official notification to that effect. Consequences for failing to maintain academic progress include withdrawal of Seminary financial aid.

4.2.1.2. *Repeating Courses*

Courses may not be repeated except in cases of failure, or where authorized by the Seminary's Catalogue by virtue of a change in subject matter. Where a course is repeated because of failure, the failed course remains on the transcript together with the repetition. Courses for which the designation "postponed" (PP) has been entered (see §3.1.7. for "Transcript Designations"), will be counted toward satisfactory progress only if the work is completed within the period of a beyond-term-time extension granted by the director of academic administration.

4.2.1.3. Work Towards Program Completion

Non-credit and remedial work, together with courses from which the student formally withdraws, do not count toward work completed.

4.2.1.4. Leave of Absence and the Maximum Period for Program Completion

An approved leave of absence of up to one academic year will not count in any of the maximum time frames stated above. Any additional leave of absence beyond one academic year may, however, be included in the maximum time frame at the discretion of the Student and Academic Affairs Committee upon recommendation of the dean of student life. Such additional leave could, therefore, jeopardize a student's ability to complete the degree.

4.2.1.5. Basis for Academic Oversight for Master's-level Students

Reasonable efforts are made to monitor the academic progress of students so that issues may be addressed in a timely manner. Examples of typical situations that might invoke this oversight and provide occasion for disciplinary action (see §4.3. for the range of possible sanctions) include:

- (1) Failure of one or more courses during each of two semesters in succession.
- (2) Failure of the majority of courses for which a student is enrolled during a single semester.
- (3) Sporadic failures, or an indisposition to pursue the prescribed academic program, leading to the likelihood that completion of the degree requirements within the normal residence period will be impossible.
- (4) Sustained failure in field education assignments, indicating that the student may be ill-fitted for the exercise of professional leadership in the church.
- (5) Failure to maintain a minimum cumulative grade point average of 2.00 (or 2.70 for Th.M. candidates) for all work completed in the program.

4.2.1.6. Procedure of Unsatisfactory Performance

If a Master's-level student's academic performance is judged unsatisfactory, the director of academic administration shall notify the student and, if appropriate, counsel voluntary withdrawal. If the student does not withdraw, the director may recommend action to the Student and Academic Affairs Committee. The Committee will then determine the appropriate course of action pursuant to the procedures of §4.4.2.

4.2.2. M.Div. Standards for Satisfactory Academic Progress

4.2.2.1. Maximum Period for Satisfactory Completion of M.Div. Requirements

An M.Div. candidate must complete all degree requirements in five academic years. A full-time student shall complete at least 20 credits each academic year; a part-time student, at least 13 credits. An approved internship will not be included in the five-year time frame.

4.2.2.2. Minimum Credit Requirements During a Five-year Period

Whether enrolled full time or part time, the student shall have completed work according to the following schedule in order to be considered as making satisfactory progress: initial year, 13 credits; second year, 26 credits; third year, 39 credits; fourth year, 52 credits; fifth year, all requirements for the degree.

4.2.2.3. Minimum GPA

At the conclusion of each semester, the student must have maintained a minimum grade point average of 2.00 for all work completed in the program. To qualify to graduate, the student must attain a cumulative average of 2.00 or better.

4.2.3. M.A. Standards for Satisfactory Academic Progress

4.2.3.1. Maximum Period for Satisfactory Completion of M.A. Requirements

An M.A. candidate must complete all degree requirements in six academic years. A full-time student shall complete at least 20 credits each academic year; a part-time student, at least 6 credits. An approved internship will not be included in the six-year time frame.

4.2.3.2. Minimum Credit Requirements During a Six-year Period

Whether enrolled full time or part time, the student shall have completed work according to the following schedule in order to be considered as making satisfactory progress: initial year, 6 credits; second year, 12 credits; third year, 20 credits; fourth year, 30 credits; fifth year, 40 credits; sixth year, all requirements for the degree.

4.2.3.3. Minimum GPA

At the conclusion of each semester, the student shall have maintained a minimum grade point average of 2.00 for all work completed in the program. To qualify to graduate the student must have an average of 2.00 or better.

4.2.4. M.Div./M.A. Dual-degree Standards for Satisfactory Academic Progress

4.2.4.1. Maximum Period for Satisfactory Completion of Dual-degree Requirements

The maximum time frame in which a dual-degree candidate must complete all degree requirements is seven academic years. A full-time student shall complete at least 20 credits each academic year; a part-time student, at least 13 credits. An approved internship will not be included in the seven-year time frame.

4.2.4.2. Minimum Credit Requirements During a Seven-year Period

Whether enrolled full time or part time, the student shall have completed work according to the following schedule in order to be considered as making satisfactory progress: initial year, 13 credits; second year, 26 credits; third year, 39 credits; fourth year, 52 credits; fifth year, 65 credits; sixth year, 78 credits; and seventh year, all requirements for the degree.

4.2.4.3. *Minimum GPA*

At the conclusion of each semester the student must have maintained a minimum grade point average of 2.00 for all work completed in the program. To qualify to graduate the student must have a cumulative average of 2.00 or better.

4.2.5. **Th.M. Standards for Satisfactory Academic Progress**

4.2.5.1. *Maximum Period for Satisfactory Completion of Th.M. Requirements*

The maximum time frame in which a Th.M. candidate must complete all degree requirements is four academic years. A full-time student shall complete at least 18 credits each academic year; a part-time student at least 6 credits.

4.2.5.2. *Minimum GPA*

At the conclusion of each semester, the student shall have maintained a minimum grade point average of 2.70 for all work completed in the program. To qualify to graduate, the student must attain a cumulative average of 2.70 or better.

4.2.6. **D.Min. Standards of Academic Progress**

The following Standards of Satisfactory Academic Progress govern the work of D.Min. candidates and condition their eligibility to continue in the program.

4.2.6.1. *Assessment of Academic Performance*

Assessment of the adequacy of a D.Min. student's academic performance is rendered following each of the three workshops and at the conclusion of final project research and reporting, and is the responsibility of the faculty members involved as workshop leaders or final project advisors. In addition, submission of required work in both workshop and final project phases of the program is governed by prescribed timelines as described in The Doctor of Ministry Handbook, and failure to complete the work within the times allowed constitutes inadequate academic performance.

4.2.6.2. *Basis for Academic Oversight for D. Min. Students*

Reasonable efforts are made to monitor the academic progress of students so that issues may be addressed in a timely manner. Examples of typical situations that might invoke this oversight and provide occasion for disciplinary action (see §4.3. for the range of possible sanctions) include, but are not limited to, the following

- (1) Inability to complete satisfactorily the required work for the workshops.
- (2) Failure to submit required work in the time provided.
- (3) Failure to achieve an approved final project proposal within the academic year following completion of the third workshop.
- (4) Failure to complete satisfactorily the final project within the stipulated time period.
- (5) A conclusion on the part of the leaders of the third workshop that the candidate is not prepared to proceed to the final project stage.

4.2.7. **Ph.D. Standards of Academic Progress**

The following Standards of Satisfactory Academic Progress govern the work of Ph.D. candidates and condition their eligibility to continue in the program and to receive Princeton Theological Seminary financial assistance, housing, and Title IV financial aid.

4.2.7.1. *Basis for Academic Oversight for Ph.D. Students*

Reasonable efforts are made to monitor the academic progress of students so that issues may be addressed in a timely manner. Examples of typical situations that might invoke this oversight and provide occasion for disciplinary action include:

- (1) Failure to fulfill the published language requirements in a timely fashion.
- (2) Inability to complete satisfactorily the required course work.
- (3) Failure to pass the comprehensive examinations as a whole.
- (4) Failure to submit a satisfactory dissertation proposal by the end of the third year.
- (5) Failure to complete the dissertation and satisfactorily defend it in oral examination within the stipulated time period.

4.2.7.2. *Assessment of Academic Performance*

If a Ph.D. candidate's academic performance in the program is judged by the student's residence or dissertation committee to be of such quality as to make it unlikely or impossible for the student to complete the program, the committee shall consult with the department and the director of Ph.D. studies. If the department concurs with the judgment of the student's committee, the committee shall counsel the student to withdraw from the program. If the student does not agree to withdraw, the department shall recommend to the Ph.D. Studies Committee that the student be dismissed from the program, and shall notify the student of this action in writing.

4.3 **Disciplinary Sanctions**

4.3.1. **Academic Sanctions**

The academic sanctions in use by the Seminary are as follows:

4.3.1.1. *Academic Alert*

If a student's academic performance requires academic oversight as discussed for each degree above, that student will be placed on academic alert. Academic alert is a formal warning and an opportunity for academic counseling, but does not become part of an individual's permanent record. It may, however, be taken into account in judging the seriousness of any future deficiency.

4.3.1.2. Academic Probation

If a student's academic performance in the Seminary is adjudged by the appropriate committee for his or her degree to require academic oversight as discussed for each degree above, but that committee believes suspension or dismissal to be unwarranted, the committee may place the student on academic probation for such duration as it deems appropriate. Academic probation serves both as a warning to the student and as an occasion for the committee, through the director of academic administration for Master's-level students, or the appropriate program director for doctoral students, to provide special guidance concerning the student's studies and performance.

- (1) Academic probation may be imposed or removed only by the appropriate committee, of which written notice must be given to the student by the program director, but no formal hearing shall be required.
- (2) A student on academic probation must plan his or her program in consultation with the appropriate program director for his or her degree who may prescribe the components of that program either in whole or in part.
- (3) At any point during a period of academic probation, the appropriate committee for the degree may proceed to the student's suspension or dismissal, if it determines an absence of satisfactory improvement.

4.3.1.3. Suspension

Suspension is a temporary interruption of a student's enrollment in the Seminary. It may be for a fixed or an indefinite period. If suspension is imposed for a fixed period, the student shall have an automatic right to resume study at the expiration of the suspension. If suspension is imposed for an indefinite period, the student must petition the appropriate committee for the degree to resume study and present evidence acceptable to the committee that the reasons for the suspension have been effectively treated. If the student under indefinite suspension fails to present, within a reasonable period, evidence of making a serious effort to deal with the bases for the suspension, the committee that imposed the sanction may proceed to his or her dismissal.

4.3.1.4. Dismissal

Dismissal is the termination of a student's enrollment at the Seminary. Where dismissal is ordered, the student's return to the Seminary may be effected only by filing a new application for admission. In the event of such reapplication, the Seminary has the right to consider the student's previous tenure at the Seminary in making its application decision, including without limitation, the basis of the student's previous dismissal.

4.3.1.5. Failure to Comply with Sanctions

Should a student fail to comply with the conditions of his or her disciplinary sanction, a written notification of non-compliance will be issued, by the dean of academic affairs. Upon such notification, should the student fail to correct the non-compliance, the dean may proceed to the suspension or dismissal of the student on the grounds of non-cooperation, without implying a judgment on the matter or matters for which the original disciplinary sanctions were applied.

4.3.2. Non-academic Sanctions

For violations of Seminary-wide rules of conduct detailed in §2.6, students may be subject to several kinds of penalties:

4.3.2.1. Warning

A formal admonition that does not become part of an individual's permanent record, but that may be taken into account in judging the seriousness of any future violation.

4.3.2.2. Disciplinary Probation

A more serious admonition assigned for a definite period. Probation implies that any future violation of whatever kind during that period of probation may be grounds for suspension or dismissal.

4.3.2.3. Suspension for a Definite Period

Removal from the Seminary for a specified period of time.

4.3.2.4. Indefinite Suspension

Removal from the Seminary until certain stipulated conditions have been fulfilled. These conditions may include, but are not limited to, restitution for damages or formal apology.

4.3.2.5. Dismissal

Dismissal is the termination of the student's enrollment at the Seminary. Where dismissal is ordered, the student's return to the Seminary may be effected only by filing a new application for admission. In the event of such reapplication, the Seminary has the right to consider the student's previous tenure at the Seminary in making its application decision, including without limitation, the basis of the student's previous dismissal.

4.3.2.6. Failure to Comply with Sanctions

Should a student fail to comply with the conditions of his or her disciplinary sanction, a written notification of non-compliance will be issued by the dean of student life. Upon such notification, should the student fail to correct the non-compliance, the dean may proceed to the suspension or dismissal of the student on the grounds of non-cooperation, without implying a judgment on the matter or matters for which the original disciplinary sanctions were applied.

4.4. Procedures for Disciplinary Hearings

4.4.1. Bases for Disciplinary Action

Bases for disciplinary action include, but are not limited to, omission or misrepresentation of admission information, lack of satisfactory academic progress, compromise of the principles of academic integrity, serious breach of the rules and regulations properly established for the health and well-being of the Seminary community, behavior which seriously threatens the health or safety of the student

or others or which unreasonably interferes with the right of others to enjoy the residential and/or academic environment in which they live, study, and work, and persistence in a manner of life incompatible with the church's standards for its professional leadership (whether on or off campus).

4.4.2. Procedures for Suspension or Dismissal

Except for those situations arising out of §4.4.3 the following procedures apply where suspension or dismissal from the Seminary is contemplated.

4.4.2.1 .Notification

Before a student's record is presented to the committee relative to the degree program (the Student and Academic Affairs Committee for Master's-level students or the relevant studies committee for doctoral students) with a view to considering disciplinary action, the student shall be notified in writing of the time and place of the meeting and offered the opportunity to be heard. The notice shall contain a statement of the grounds upon which suspension or dismissal may be undertaken and shall be given to the student in person, on the telephone by the chair or secretary of the committee, or by mail using the most recent address on file with the registrar. Notice may also be delivered by other suitable means where a receipt of delivery can be provided. Notice shall be given at least ten (10) calendar days before the date of the committee's scheduled meeting unless the student agrees to a shorter notification time.

4.4.2.2. Cooperation

A student concerning whom disciplinary matters are under review is expected to cooperate in the inquiry, including by example but not limitation, answering pertinent questions and supplying or authorizing relevant material when so requested. Where this cooperation is denied, the committee may proceed to impose what in its judgment is an appropriate sanction, up to and including suspension or dismissal, on the grounds of non-cooperation, without the necessity of rendering a decision on the matter or matters under investigation.

4.4.2.3. Right of Hearing Before the Committee

Upon receipt of the notice of hearing, the student shall indicate to the chair or secretary of the committee whether he or she wishes to appear at the hearing. The student shall provide notice of his or her intent to appear no later than five (5) calendar days prior to the date of the hearing. If the student fails to provide notice of his or her intent to appear within this timeframe, the student forfeits his or her right to appear at the hearing.

4.4.2.4. Rescheduling the Meeting

If the student wishes to appear before the committee but is unable to do so at the time scheduled, he or she may suggest two or three alternative dates and times, proximate to the original, when his or her presence could be assured. The committee may, if good cause is shown, reschedule the hearing.

4.4.2.5. Rights of the Student

At the hearing the student shall have opportunity to speak in his or her own defense, to confront those who are presenting the charges and associated evidence, to present witnesses and evidence on his or her own behalf, and to be accompanied by an advisor of his or her choice, selected from among the Seminary community.

4.4.2.6. Communication of the Committee's Decision

When in the judgment of the committee the parties have been equitably heard, the committee shall undertake deliberation and shall formulate an appropriate decision indicating the reasons upon which its conclusions and decision are founded. This decision, with supporting reasons, shall be communicated in writing to the parties concerned. The decision may be appealed by any of the parties involved in accordance with the appellate procedures detailed in §4.8.

4.4.3. Dismissal or Suspension by the Dean of Student Life

The dean of student life may, in his or her sole discretion, unilaterally dismiss or suspend a student without following the procedures in §4.4.2 in matters which, in his or her judgment, call for removing the offending student from campus. The student so removed retains his or her right to appeal the decision of the dean of student life pursuant to §4.5 only after the student has departed the campus.

4.5 Appeal Procedures

4.5.1. Initial Appeal of Grievance Decisions and Decisions Regarding Non-academic Matters

Decisions on grievance matters and decisions regarding non-academic matters rendered by the dean of academic affairs or the dean of student life (see § 4.5.3 and 4.7) shall first be appealed to the Student and Academic Affairs Committee for Master's-level students or to the relevant Studies committee for doctoral students.

4.5.1.1. Notification

Written notice of appeal shall be given to the secretary of the committee. The notice, which must be submitted at least ten (10) days prior to the next scheduled meeting of the committee, shall contain a description of the precipitating event and a rationale for the appeal. Once filed, the secretary shall supply these papers to the dean in question, and to the responding party, both of whom will have five (5) days to file a reply with the committee. All transmissions shall be made through the secretary of the committee.

4.5.1.2. Rights of the Student

At the hearing the student shall have opportunity to speak in his or her own defense, to confront those who are presenting the charges and associated evidence, to present witnesses and evidence on his or her own behalf, and to be accompanied by an advisor of his or her choice, selected from among the Seminary community.

4.5.1.3. Communication of the Committee's Decision

When in the judgment of the committee the parties have been equitably heard, the committee shall undertake deliberation and shall formulate an appropriate decision indicating the reasons upon which its conclusions and decision are founded. This decision, with supporting reasons, shall be communicated in writing to the parties concerned. The decision may be appealed by any of the parties involved in accordance with the procedures detailed in §4.6.2.

4.5.2. Appeal to the Faculty

Appeal may be made to the Faculty Panel on Student Review regarding decisions made by the following bodies or offices: the Student and Academic Affairs Committee, the Ph.D. Studies Committee and the D.Min. Studies Committee. Written notice of appeal shall be filed with the secretary of the faculty within ten (10) calendar days of the announcement of the original decision.

4.5.2.1. Basis of Appeal to the Faculty

The Faculty Panel on Student Review does not reopen determinations of fact, but reviews whether decisions under appeal are based upon those facts and upon applicable institutional policies, and hears explanations of special circumstances that might be taken into account with respect to penalties imposed.

4.5.2.2. Documentation for the Appeal

The secretary of the faculty shall set a date for the appealing party to file any papers or other documents setting forth the basis for the appeal, the relief sought, and other information believed to be relevant to the case. Once filed, the secretary shall supply these papers to the responding party. The responding party will have an equal time for filing a reply with the Panel. The parties shall have five (5) calendar days for such submissions, although the time may be enlarged upon application to the secretary of the faculty for good cause shown. Further reply exchanges shall be permitted only upon consent of the Panel. All transmissions shall be made through the secretary of the faculty.

4.5.2.3. Responding Party to the Appeal

The responding party shall be the person or body with whose decision the appealing party first took issue. If the matter was subsequently reviewed by one of the committees identified in §4.5.1., that committee ordinarily is not considered a co-respondent unless its decision added conditions or requirements that the appeal also brings into question.

4.5.2.4. Procedure for the Appeal

The appeal documents shall be presented to the Faculty Panel on Student Review, which may set a hearing on the case or decide the matter on the written record alone. Where a hearing is held, the appellant may appear in person or appoint another member of the Seminary community to appear on his or her behalf.

4.5.2.5. Decision of the Appeal

The written decision of the Faculty Panel on Student Review shall be promptly communicated to the parties, over the signature of the secretary of the faculty.

4.5.3. Appeal to the President

Subject to the authority of the Board of Trustees, final appeal in all cases covered by these regulations shall be to the president of the Seminary. Written notice of such an appeal should be delivered to the president, with a copy to the secretary of the faculty, within ten (10) calendar days of the decision rendered by the Faculty Panel on Student Review. An appeal to the president shall be regarded as an opportunity to explain extenuating circumstances, but not as an occasion for rehearing questions of fact or for reassessing guilt or innocence.

4.5.4. Settlement Before Presentation

Before a matter is presented to the Panel or to the president by the secretary of the faculty, the parties may agree to settlement and so notify the secretary of the faculty. The terms of settlement shall be delivered to the secretary of the faculty, and the appeal will be withdrawn.

4.6 Grievance Procedures

4.6.1. Academic Matters Regarding Faculty

4.6.1.1. Initiation of a Student Grievance on an Academic Matter

If a student is aggrieved by the decision or action of an instructor in an academic matter, not concerning a grade (§3.7.9.), the student should first confer with the instructor with the intent of resolving that matter. The student may elect to be accompanied by an advisor from the Seminary community. If the matter is not resolved, the student may present the matter to the dean of academic affairs with a written description of the grievance and the efforts to resolve it. Such a written grievance must be initiated before the end of the academic year in which the incident occurred.

4.6.1.2. Resolution of a Student Grievance on an Academic Matter

After receiving a written grievance in an academic matter, the dean of academic affairs will investigate the matter promptly. Such investigation may include consultation with the faculty member, an external assessor in the academic discipline, and the dean of student life. Where a question of faculty policy is involved, the dean of academic affairs may consult with the Master's Studies Committee or Ph.D. Studies Committee. The resolution imposed by the dean shall not infringe upon the instructor's prerogative to render the controlling judgment on the substance of the student's performance. The dean shall then determine whether the grievance is sustained, and what measures shall be taken if it is sustained. The dean will inform the student and faculty member of the decision.

4.6.2. Non-academic Matters Regarding Faculty

A student who has a grievance against a faculty member in non-academic matters shall follow the procedure outlined in §4.6.1., regarding academic matters, except that: see Appendix B for complaints of sexual harassment; see Appendix C for complaints involving discrimination on the basis of sex, race, color, national or ethnic origin, or disability; see Appendix D for the Seminary's Policy Regarding Romantic Relationships between Faculty and Students.

4.6.3. Matters Involving Students or Student Organizations

The first step in student complaints against other students or student organizations should be a full and frank discussion with the person or persons involved. If no satisfactory resolution of the complaint is achieved, the student may consult with the director of student relations and senior placement who will attempt, via a mediating course of action, to resolve the issues. This mediation requires the engaged participation of all concerned parties, with the reasonable expectation that the parties will abide by the director's recommendations. If one or both parties fail to act in accordance with the director's recommendations, or if other exceptional circumstances present themselves, the grievance may be referred in writing to the dean of student life. Such written grievance must be initiated before the end of the academic year in which the incident occurred. The dean will review the case and render a decision on an appropriate course of action. If either of the parties involved acts contrary to the course of action determined by the dean, the dean may refer the matter to the Student and Academic Affairs Committee which will follow the procedures outlined in §4.5. For complaints pertaining to discrimination on the basis of sex, race, color, national or ethnic origin, or disability, see Appendix C. The Seminary's Sexual Harassment Policy is attached as Appendix B.

4.6.4. Matters Regarding Staff or Administration

If the student's complaint is with a member of the staff or administration, and the student is not able to resolve the complaint through discussion with the offending party, the matter may be brought to the dean of student life with a written grievance describing the problem and the efforts to resolve it. Such written grievance must be initiated before the end of the academic year in which the incident occurred. The dean shall investigate such appeals promptly and shall render a decision on an appropriate course of action. For complaints pertaining to discrimination on the basis of sex, race, color, national or ethnic origin or disability, see Appendix C. The Seminary's Sexual Harassment Policy is attached as Appendix B.

4.7. Withdrawing from the Seminary

4.7.1. Procedure for Withdrawing from the Seminary

Whenever a student other than a doctoral candidate wishes to withdraw from the Seminary, he or she must communicate this intention in writing to the dean of student life. A Ph.D. candidate who wishes to withdraw should communicate this intention in writing to the director of Ph.D. studies, and a D.Min. candidate, to the director of D.Min. studies.

4.7.2. Recording "W" (Withdrawn) on Transcript

If withdrawal is effected in the above manner, any courses for which the student is enrolled will be retained on the record and will be marked "W." If a student withdraws without following the above procedure, his or her then-current coursework shall be graded on the basis of the requirements fulfilled by the end-of-term-time, taking into account requirements not fulfilled.

4.7.3. Re-Enrollment after Withdrawal

If a student withdraws from the Seminary and subsequently desires to re-enroll, that student must submit a new application for admission and be considered with other applicants for the next entering class.

4.8 Leaves of Absence

4.8.1. Procedures for Requesting a Leave of Absence

When a Master's-level student desires a leave of absence, such a leave may be granted by the dean of student life. A Ph.D. candidate requesting a leave should notify the director of Ph.D. studies in writing, with supporting documentation, for action by the Ph.D. Studies Committee. If approved by the committee, the leave application is then processed through the dean of student life. Leaves are not granted for longer than one year except in unusual circumstances, where a one-year extension may be allowed.

4.8.2. Recommended Leave of Absence

Where a determination is made by the dean of student life that pastoral, medical, or other external pressures have an undue and prejudicial influence over a student's academic performance, a recommendation may be made in writing that the student take a voluntary leave of absence. Should the student decline this recommendation, the issues precipitating that recommendation cannot be taken into account in any future requests for beyond-term-time extensions or similar remedial activity.

4.8.3. Involuntary Leave of Absence

Any member of the Seminary community who becomes directly aware of a situation where a student is exhibiting behavior that appears to have a significant negative impact of the student's—or on other students'—health, safety, or rights as a member of the Seminary community may report such behavior to the dean of student life. Upon receiving such a report, the dean shall then contact the student to discuss the reported behavior. If, after talking with the student and considering other information, the dean believes that the behavior represents a significant risk of substantial harm to the health or safety of the student or others, or unreasonably interferes with the rights of the student or others to enjoy and benefit from the residential and academic environment in which they live, work, and study, the dean, in appropriate circumstances to be determined at the sole discretion of

the dean, may place the student on an involuntary leave of absence. Should the student disagree with any decision made by the dean under this section, the student, while serving any leave imposed hereunder, may appeal the decision to the Student and Academic Affairs Committee for Master's-level students or the appropriate Studies committee for doctoral students, which shall follow the procedures outlined in §4.5.1. above.

4.8.4. Recording "W" (Withdrawn) on Transcript

If a leave of absence takes effect during term-time, the courses for which the student has been enrolled will be marked "W."

4.8.5. Entitlements During Leave of Absence

A person to whom a leave of absence is granted is not regarded as a student while he or she is on leave and is not entitled to Seminary services (e.g., email and computer network account).

4.8.6. Return from Leave of Absence

When a student absent on either an approved or involuntary leave desires to return to the Seminary, that student must give prior written indication of intention to the dean of student life. Any prescribed conditions for the return from a leave of absence must be fulfilled to the satisfaction of the dean of student life. Any student on a leave of absence who has not submitted a written indication of intention to return prior to the expiration of that leave, or who has failed to satisfy the dean of student life that the prescribed conditions have been met, will be subject to formal dismissal from the Seminary, at the discretion of the dean.

4.9. Emergency Actions

The President of the Seminary, or the President's deputy, may take emergency action to either suspend or dismiss a student from the Seminary or impose a lesser sanction, when in his or her judgment the welfare of the Seminary, or the safety of persons or property, may be in jeopardy.

5. Financing and Financial Aid

5.1. Financial Aid

5.1.1. Financial Aid from the Seminary

The purpose of the Seminary's financial aid program is to assist our students in the educational preparation for ministry. The Seminary does this by providing fellowships, need-based grants, work opportunities, and loans to eligible full-time students through the following programs:

- (1) Merit-based Awards
 - Presbyterian Leadership Award
 - Seminary Fellowship
 - Leadership Award
 - Doctoral Fellowship
 - Merit Tuition Scholarship
 - Green Fellowship
- (2) Need-based Grants
 - Princeton Seminary Grant
 - Exceptional Financial Need Grant
 - Ph.D. Studies Grant
 - Princeton Seminary Presbyterian Loan Program

5.1.2. Title IV Federal Financial Aid

An eligible PTS student may also apply for assistance through the following Title IV Federal financial aid programs:

- Federal Stafford Loan
- Federal Perkins Loan
- Federal Work-study

5.1.3. Emergency Loans

A student may apply for a loan if money is needed for an emergency such as a medical/dental emergency or travel due to illness or death in the family. No loans will be approved to pay Seminary charges or payment of a third party.

5.1.4. Further Information

All of the financial aid programs and forms listed above are detailed in the Seminary's Financial Aid Handbook. Copies of this and other helpful publications can be downloaded from the Financial Aid pages on the Seminary's web site: <http://www.ptsem.edu/admissions/finaid/index.php>, or requested from the Office of Admissions and Financial Aid. Contact the office at 1.800.622.6767, ext. 7805, or by email at fin-aid@ptsem.edu for more information.

5.1.5. Financial Aid and Satisfactory Academic Progress

In order to remain eligible to receive Seminary and/or federal financial aid, the student must maintain satisfactory academic progress. The federal government supplies certain guidelines for both measuring and monitoring satisfactory academic progress. Please pay close attention to the following:

- (1) The period for which the Seminary checks a student's academic progress is the end of each semester, see §4.2.1.1.
- (2) The number of credits required per semester and per year required to graduate within the maximum allowable timeframe for your program.
- (3) The minimum GPA required at the end of each academic year and for graduation within your program.
- (4) The bases for academic oversight within a program of study:
Master's-level students, see §4.2.1.5.; D.Min. students, see §4.2.6.2;
Ph.D. students, see §4.2.7.1.
- (5) The effect of incomplete courses and withdrawals upon satisfactory academic progress, see §3.7.7. for incomplete courses, and §3.8.4. for withdrawals.

5.2. Policy on Housing and Financial Aid for Transfer Students

In the interest of equitably dividing a limited amount of financial aid resources among all eligible M.Div. candidates, the following procedures have been devised for the financial assistance and housing programs.

- (1) Students who enroll as juniors in the M.Div. program with no advanced standing whatsoever are eligible for six semesters of financial aid and six semesters of Seminary housing (or thirty-four months of Seminary housing if married).
- (2) Students who transfer into the M.Div. program with middler status, i.e. 20 to 26 credits, are eligible for four semesters of financial aid and four semesters or twenty-two months of Seminary housing.
- (3) Students who transfer into the M.Div. program with advanced standing of from 13 to 19 credits are eligible for five semesters of dormitory housing or the appropriate number of months of married student housing and are eligible for four semesters of financial aid and for a fifth semester upon a pro-rated basis, as indicated in number 4 below.
- (4) A student who enters the M.Div. program with advanced standing of fewer than 13 credits is eligible for Seminary housing as stipulated in number 1 above. Such a student will be eligible for financial assistance for five semesters and for the sixth semester upon a pro-rated basis. The basis shall be determined by subtracting the number of credits received for advanced standing from 13, the normal credit load for a semester. For example, if the student is granted 7 credits of advanced standing, the final semester's tuition figure on the expenses side of the financial aid form will be listed

as 6/15th of what would be full tuition for a semester. A student who is granted 10 credits advanced standing and falls within the parameters of paragraph 3 above, would thus be eligible for 3/15th or 1/5th of his or her fifth semester's financial need statement.

- (5) While an academic load of 9 credits is considered full time for purposes of assessing tuition charges, remaining in Seminary housing, and receiving financial aid, a student who takes such a reduced schedule in any semester for whatever reason (including but not limited to health, family circumstances, failure of courses) must understand that it is possible thereby to exhaust his or her eligibility for financial aid and Seminary housing prior to the completion of all the requirements for the M.Div. degree. This is the student's responsibility and the Seminary assumes no obligation to provide further financial aid or Seminary housing to a student who has received the full amounts for which he or she is eligible according to the above stipulations.

5.3. Financial Policies Concerning Student Accounts

The charges to student accounts each semester typically include tuition, fees (including but not limited to the comprehensive, basic, and health insurance fees), room/rent, and board. Certain other charges, including Dupree Center for Children tuition and library fines, are normally collected by offices other than the Bursar's Office; however, the Seminary reserves the right to add these types of charges directly to student accounts if they become delinquent.

5.3.1. Unpaid Student Accounts with Third Parties

The Seminary-negotiated special arrangements with Princeton Primary and Urgent Care Center and Firestone Library depend upon responsible attention to bills incurred by Seminary students. Therefore, in order to assure the continued cooperation of such entities, the Seminary will settle unpaid student accounts with the aforementioned parties within sixty days and will apply such charges to the student's Seminary account.

5.3.2. Tuition Installment Plan (TIP)

Students who wish to pay their tuition and other annual charges on an installment basis may take advantage of this plan made available through AMS TuitionPay (Academic Management Services). AMS has provided an easy-to-follow web site explaining what they do and how to apply. The AMS Monthly Payment Plan is the only installment plan option available to Seminary students. Before entering the AMS web site, refer to the Financial Aid Handbook, Section 4: Student Expense Budgets, to see sample budgets for single students living in a dorm, single students living in a Seminary apartment, and single students with dependents, as well as an example for married students. The applicable budget will provide the financial data necessary to complete the AMS application. Plan brochures, which include an application, may also be obtained from the Bursar's Office. With this plan, students may pay tuition, room, board, fees, or Seminary rent in nine monthly installments, starting July 15 for a modest fee of \$60 for each enrollment period (academic year). Summer housing may only be included when using AMS with tuition and other annual charges.

5.3.3. Tuition Charges Due Date

For those persons not enrolled in the Academic Management Services Tuition Installment Plan, charges for tuition and fees are due and payable on or before the first class-day of each semester.

5.3.4. Housing Charges Due Date

Rental for any Seminary housing is payable per semester together with tuition and fees

5.4. Forms of Payment

All payments must be in US dollars. The Seminary accepts cash, checks, and money orders as well as VISA, MasterCard, Discover, and American Express credit cards. Foreign checks or money orders must have a United States bank affiliation clearly printed on the check and/or money order.

5.4.1. Where to Pay

Payments made in the form of checks or money orders may be made by mail or in person to the cashier in the Bursar's Office in the Administration Building. Cash payments may only be made to the cashier in the Bursar's Office. Payments made by VISA, MasterCard, Discover, or American Express credit cards may be made online via the Seminary web site, or in person at the Bursar's Office.

5.4.2. Returned Checks

A handling charge of \$25 will be assessed for any check returned by a bank. Should any subsequent check be returned by a bank, an additional \$25 fee will be imposed and subsequent payments will only be accepted in the form of cash, cashier's check, or credit card.

5.5. Outstanding Balances

5.5.1. Holds on Registration

No student will be allowed to register if there is an outstanding balance on his or her account related to a previous semester.

5.5.2. Holds on Degrees, and Transcripts

No degree will be awarded or transcripts delivered unless the student has met all his or her financial obligations to the Seminary.

5.5.3. Dismissal

Further remedial consequences for failure to meet financial obligations include a potential dismissal from the Seminary; see §4.3.1.4.

5.5.4. Interest on Outstanding Balances

Any charge not paid within 30 days of the statement date on which it appears will accrue finance charges at the rate of 1.5% per month, totaling 18% per year. The Seminary does not charge finance charges on finance charges.

5.6. Paying Out Credit Balances

Title IV funds that cause an overpayment condition on a student account are paid out per Federal Regulations. Credit balances caused by a scholarship or outside funding are paid out twice during each of the long terms, October 15 and December 1 in the fall and February 15 and April 1 in the spring.

5.7. Refund of Tuition and Fees

No portion of any fee is refundable.

5.7.1. Refunds and Approved Withdrawals

Charges for the classes discontinued and for room and board or Seminary housing will be assessed as follows, for:

- (1) a full-time student who withdraws from the Seminary while a semester is in progress, having secured the approval of the dean of student life and notified the registrar;
- (2) a full-time student reduces his or her academic load sufficiently to become a part-time student (i.e. less than 9 credits);
- (3) a part-time student who reduces his or her academic load after the first day of class.

5.7.2. Tuition during the Long Term

Tuition charges will be adjusted as detailed below only after the approval of the dean of student life and consequent notification of the registrar:

- (1) During the first ten days of class for the fall and spring semesters (long terms), the drop/add period, a charge of 20% of the original tuition billed for all discontinued classes will be assessed.
- (2) During the next ten days of class, there will be a charge of 50% of the original tuition billed for all discontinued classes.
- (3) Thereafter, there will be no reduction in the original tuition billed for all discontinued classes.

5.7.3. Short Term Charges

During the first two days of a short term, with the approval of the instructor and the registrar, students will be able to drop a course and add a course of equal credits. Under no circumstances will students be allowed to drop a course, or be refunded any tuition pertaining to their short-term course registrations in either the fall or spring semester.

5.7.4. Tuition during Summer Language Program

Tuition charges will be adjusted as detailed below only after the approval of the dean of student life and consequent notification of the registrar:

- (1) During the first five days of class of the summer language program, a charge of 20% of the original tuition billed for the program will be assessed.
- (2) During the next five days of class, a charge of 50% of the original tuition billed for the program will be assessed.
- (3) Thereafter, there will be no reduction in any tuition billed for the program.

5.7.5. Refunds without an Approved Withdrawal

If a student withdraws without the approval of the dean of student life, he or she is responsible for the full semester's tuition. If the student who withdraws from the Seminary is a Title IV aid recipient, all provisions under federal aid refunds and repayments in this Handbook will apply.

5.8. Housing Refunds

5.8.1. Housing Refunds during the Academic Year

If a student withdraws from the Seminary and thereby moves from his or her Seminary accommodations, room and board will be adjusted on an as used basis from the beginning of the fall semester until November 15 and from the beginning of the spring semester until March 15. No refunds will be made for departures and/or notices thereof after these dates. In the case of an apartment, the prorated is computed on a weekly basis.

5.8.2. Housing Refunds during the Summer Session

Provided proper notices have been given to the dean of student life and the registrar, a summer language student living in one of the campus residence halls will have his/her charges pro-rated based on the period of occupancy.

6. Campus Facilities

6.1. A Synopsis of Campus Buildings

6.1.1. Erdman Center

The Erdman Center plays an important role in the Department of Continuing Education, holding the offices of the Erdman Center for Continuing Education and the Hispanic Latino/Latina Leadership Program. The Erdman Center is also a boutique lodging and meeting facility, with fifty-four rooms and several meeting venues featuring leading edge technology. These facilities are available for hire on a first-come, first-served basis through the Seminary's conference coordinator. The Erdman Center houses the Seminary's art gallery, featuring a new exhibit approximately every two months.

6.1.2. Mackay Campus Center

The Mackay Campus Center, which accommodates dining facilities, an auditorium, lounges, the bookstore, and several offices for faculty and student organizations, is open daily from 6:00 a.m. until approximately midnight. The dining and bookstore facilities are more fully described elsewhere. Reservations for particular spaces are made through the Office of Housing and Auxiliary Services.

6.1.3. Miller Chapel

Miller Chapel is open daily from 5:00 a.m. until midnight. Members of the Seminary community are encouraged to use the chapel for personal reflection and prayer. Regular services of worship are held Monday through Friday at 11:30 a.m. during the fall and spring long terms. The sacrament of the Lord's Supper is celebrated each Friday. During the January and May terms, daily prayer services will be offered, with Holy Communion on Wednesday evenings. Other special services and events are scheduled throughout the year. Groups that wish to reserve the chapel are asked to complete a reservation request form through the online master calendar. The chapel is available for weddings when the bride or groom, or a parent of either, is a student, graduate, trustee, or employee of the Seminary. A more complete statement on use of Miller Chapel and the Seminary musical instruments may be found in Appendix G.

6.1.4. Parking Structure

The parking structure, located between Templeton Hall and the Corporation Yard, provides long-term parking for students in Brown and Hodge Halls, daily parking for commuters and residents of West Windsor campus, and short-term parking for staff. The entrance on College Road is open daily from 6:00 a.m. until midnight; the entrance by Templeton Hall is open twenty-four hours a day.

6.1.5. Scheide Hall

Scheide Hall houses the offices of the minister of the chapel, the director of music, the director of student counseling, and other Chapel Office staff. There are two music practice rooms in the basement of Scheide Hall that may be reserved by students. The Gambrell Room, located on the second floor, serves as the choral practice room. It may also be used for acoustic recitals, small worship services, seminars, and receptions. Requests to reserve the Gambrell Room are made through the online master calendar.

6.1.6. Stuart Hall

Stuart Hall, the principal classroom building, is open from 6:00 a.m. until 6:00 p.m., Monday through Friday, and at other times by arrangement through the Office of Housing and Auxiliary Services. The computer laboratory in the basement, accessible through the basement side door, ordinarily is available at all hours via card access.

6.1.7. Swimming Pool

An indoor swimming pool is located on the West Windsor campus. A schedule of hours can be found at the pool and is sent out to the Seminary community each semester through email and the *Wineskin*. The pool has shower and locker facilities. Although the pool is owned by the Seminary, usage is shared with the local YMCA for classes during the morning; in return, the YMCA provides lifeguard services at designated hours.

6.1.8. Templeton Hall

Along with offices for several academic and administrative areas, Templeton Hall contains three specialized classrooms and a large educational technology facility. The building is open Monday through Friday from 7:00 a.m. until 6:00 p.m.

6.1.9. Tennent Hall

Tennent Hall is devoted largely to the education and formation offices and classrooms. The upper floors contain student apartments. The building is open Monday through Friday from 6:30 a.m. until 5:30 p.m.

6.1.10. Whiteley Gymnasium

The Whiteley Gymnasium, located on the Tennent campus, contains courts for basketball and racquetball, and a fitness center. For further information, see §8.8.

6.2. Community Use of Seminary Resources

The following guidelines describe the circumstances under which the general public may use the Seminary's non-academic facilities. Use of the academic facilities by the public is not permitted except in the transaction of the Seminary's business or by permission of the registrar. These academic facilities include, but are not limited to: faculty offices, research facilities, computer labs, conference rooms, and classrooms (except where classrooms are used for public lectures or conferences, as described below).

Princeton Seminary seeks to respond to community needs and the needs of its religious constituencies by sharing its resources and facilities when possible and appropriate. However, it must protect the Seminary's central educational mission and must conserve its resources, both physical and financial. Accordingly, Seminary functions have priority over community events in scheduling the use of facilities.

6.2.1. Implementation

The following policies for the implementation of these guiding principles are administered by the senior vice president and chief operating officer. It is the responsibility of that office to see that the policies are properly applied, and, when necessary, to seek interpretation from other appropriate Seminary officials. It is recognized that these guidelines cannot cover every contingency. Questions about the use of facilities or about these guidelines should be raised at the Office of Housing and Auxiliary Services.

6.2.2. Types of Facility Use

6.2.2.1. By Explicit Invitation

Many activities in the Seminary are unambiguously open to members of the general public. These are often announced in the *Wineskin*, or the local press. Examples are: public lectures, open houses, conducted tours of campus buildings, and seasonal musical events

6.2.2.2. By Implicit Invitation

The Seminary makes its grounds, walkways, and roads generally available to the public, while reserving the right to regulate or prohibit their use. Such regulations may be called for, for instance, when unrestricted public use of these facilities could impede the Seminary's educational mission, be dangerous to the public, become a nuisance to the community, or place the Seminary in a position of substantial liability. The Seminary may, therefore, place limits on the use of selected areas.

6.2.2.3. By Renting Seminary Facilities

Organizations wishing to rent Seminary facilities should apply at the Office of Housing and Auxiliary Services. Requests for use of Seminary facilities will be considered for the following types of activities, subject to limitations stated elsewhere in these guidelines:

- (1) Activities of religious, educational, or informational nature sponsored by churches, professional societies, and other non-profit organizations.
- (2) Programs with artistic, cultural, or entertainment content, which may appeal to the Seminary community.
- (3) Charitable events on a limited basis, where the objectives of such events are consistent with the Seminary's theological and religious purposes.
- (4) Student-initiated events approved by the dean of student life.

The following types of activities ordinarily will not have access to Seminary facilities:

- (1) Activities sponsored by off-campus organizations for political purposes or for fund-raising for political goals or for influencing public policy.
- (2) Other third-party fund-raising activities.
- (3) Activities conducted primarily for the purpose of making a profit for the sponsoring organization that are not of general interest to the Seminary.
- (4) Activities that could be construed by the public to be educational courses or other activities sponsored by the Seminary when, in fact, they are not so sponsored.

The following additional considerations will be taken into account in handling requests for the use of Seminary facilities:

- (1) The activity should not interfere with the schedule of normal activities of the Seminary.
- (2) The sponsoring organization must show that it is fiscally sound and has the resources and insurance necessary to underwrite all risks associated with the event, and that it has demonstrated administrative capacity to organize and manage the event in a manner consistent with Seminary traditions, standards, and requirements.
- (3) The content of the activity should be reasonably compatible with the primary activities and the mission of the Seminary as a theological institution and should be carried out with the decorum necessary to that distinctive environment.
- (4) Activities that might present problems for the local community, such as traffic congestion or noise, will be approved only after prior consultation and coordination with the local community.
- (5) During the course of the academic year, when access to facilities must be limited because of their extensive use for Seminary purposes, preference will be given to outside groups sponsored by campus organizations or departments and activities that are of interest to the Seminary community. The renting of Seminary facilities will ordinarily be on a first-come, first-served basis for eligible organizations, except that campus-based groups or Seminary-sponsored programs shall have priority. For each activity, the director of housing and auxiliary services will establish charges in advance for the use of Seminary facilities.

6.2.2.4. By Invitation

Unless a member of the public uses Seminary facilities through one of the avenues mentioned above, he or she must be the guest of a specific member of the Seminary community who assumes responsibility for the guest's activities and safety while the guest is on the Seminary campus. This guest privilege shall not be construed to authorize members of the Seminary community to make non-academic facilities available to guests except for short visits, nor shall it be used to relieve non-Seminary persons or groups of the responsibility for paying for the use of Seminary facilities for which charges are being made. Any

individual or group, including campus-based organizations, contemplating the use of Seminary facilities should note the guidelines for political, religious, and charitable activities (below) and the policy regarding persons who are not members of the Seminary (above).

6.3. Solicitation by Off-campus Individuals or Organizations

No individual or organization may distribute literature, advertise, or otherwise solicit customers, seek donations, or make sales on campus without the express written authorization of the senior vice president and chief operating officer.

6.3.1. Commercial Sales

The senior vice president and chief operating officer may grant permission for solicitation and sales by off-campus business concerns only when specifically requested to do so by a recognized Seminary student, Seminary employee, or employee organization. Such permission, when granted, will be subject to such limitations as the senior vice president and chief operating officer may prescribe.

6.3.2. Political, Religious, or Charitable Solicitation

As a general rule, the Seminary looks with disfavor upon the personal distribution of literature on the campus, or the personal solicitation of support, by non-Seminary individuals or organizations who are acting either on their own behalf or on behalf of political, religious, or charitable causes. The preferred route in these cases is as follows.

6.3.2.1. Notice Boards

The Seminary provides several locations on the campus where notices may be posted and literature may be deposited. Persons and organizations not associated with the Seminary are invited to communicate with the campus community through this medium, which will remain open unless, or until, abused.

6.3.2.2. Requests from Charitable Organizations

Requests for Seminary cooperation in solicitations of particular importance (e.g., United Way, Red Cross Blood Drive) should be directed to the senior vice president and chief operating officer.

6.3.2.3. Requests from Religious Sources

Religious organizations, publishers, and others who wish to distribute literature or make solicitations to the Seminary community, or to particular segments thereof, may present their requests to the senior vice president and chief operating officer.

6.3.2.4. Political Uses

Princeton Seminary's facilities and resources may not be used for partisan political purposes. To ensure they are not, the following guidelines must be strictly adhered to:

- (1) The Seminary name, seal, and logo may not be used on stationery or other materials intended for political purposes.
- (2) No Seminary office or facility may be used as an official mailing address for political correspondence. The name or logo of the Seminary may not be used in such correspondence either in the address or in the body of the material, and titles designating the normal association of the individual with the Seminary should not be used in such correspondence.
- (3) Seminary facilities may not be used for political purposes or campaigning.
- (4) Seminary employees may not perform or be asked to perform tasks relating to partisan political activities during their work hours.

6.4. Dormitory, Apartment, and Pet Rules and Regulations

For the rules and regulations regarding dormitories, apartments, and pets, please refer to the policy statement available from the Office of Housing and Auxiliary Services.

6.5. Parking

The purpose of Seminary parking regulations is to define areas that provide efficient, convenient parking for all members of the Seminary community and to keep fire and other emergency lanes open. Because of Princeton Borough fire regulations, parking on campus roadways after midnight is prohibited. These parking regulations are in effect during the entire year, including holidays and vacation periods.

6.5.1. Vehicle Identification

All members of the Seminary community are required to obtain parking permits for all vehicles they intend to park on campus. Student parking permits may be obtained (upon presentation of Seminary identification card and proof of vehicle registration) from the Office of Housing and Auxiliary Services, room 203 Templeton Hall, during regular business hours (8:30 a.m. to 12:30 p.m. and 1:30 to 4:30 p.m.). Staff and faculty stickers can be obtained from the Human Resources Office in room 13 in the Administration Building. Student parking permits must be renewed annually.

6.5.2. Parking Permit Stickers

A parking permit sticker identifies a vehicle as one belonging to a student, or to a category of employee. A vehicle should be parked only in the areas designated for that classification. Vehicles with Seminary parking permits are not to park in spaces designated for visitors.

6.5.3. Display of Permit Sticker

A parking permit is honored as long as the owner of the vehicle is a member of the Seminary community and the effective period has not expired. The permit should be permanently affixed to the lower right corner of the side window in back of the driver. Parking permits must be displayed at all times. Any person who loses his or her permit, or has not yet obtained one, should leave an explanatory note that can be seen through the windshield. A person to whom a permit is issued will be held responsible for violations, regardless of the actual driver of the car.

6.5.4. Removal or Loss of Permit Sticker

Parking permits must be removed when cars are sold or otherwise disposed of. Any person who loses his or her sticker should immediately get a replacement permit, for which a fee of \$25 will be charged.

6.5.5. Revoking Permits

Parking permits may be revoked after five (5) parking violation notices (cumulative, not annual).

6.5.6. Parking Area Assignments

Separate instructions regarding parking assignments and related issues are distributed at the beginning of the fall semester each year. Please comply with all regulations and any and all signage on the campus regarding parking. Visitors should park in the designated visitor spaces or in the library lot with an approved parking permit.

6.5.7. Restricted Parking Areas

- (1) No parking is permitted on the roadways bordering the quadrangle, with the exception of a) the designated spaces in front of the Administration Building and b) student vehicles loading/unloading (see below).
- (2) The area to the north of the chapel and behind 29 Alexander Street is to be used only by those officially assigned a space there.
- (3) The area behind Payne Hall is reserved for the tenants of Payne Hall.
- (4) The parking spaces behind Hodge Hall are restricted to delivery, service, facilities, and emergency vehicles.

6.5.8. Parking and Traffic Regulations

Student vehicles are to be kept in designated student parking areas. They are allowed on the quad only for loading and unloading. A note must be left on the vehicle to this effect or it will be ticketed. Vehicles must be parked within parking space dividers and parked head-on in parking lots. Seminary lots are to be used for parking only and may not be used for storage of vehicles or trailers.

6.5.8.1. Regulatory Signs

Regulatory signs are to be observed at all times, especially on one-way roads around the quadrangle and on the Tennent/Roberts Campus.

6.5.8.2. Speed Limits

The speed limit on all campus roadways and in parking lots is 15 miles per hour, or as otherwise posted.

6.5.8.3. Warnings

All persons who violate any of these regulations will be given one warning and then will be issued a ticket upon the next violation.

6.5.9. Violations

Upon receiving a Seminary Motor Vehicle Violation Notice, the vehicle owner must, within ten days, pay the fine or appeal the summons in writing through the Business Office to the Automobile Violations Review Committee. The notice of appeal should include the name of the vehicle owner, the parking permit number, the violation(s) stated on the summons, and the grounds of appeal. Appeals will be reviewed promptly, and a notice of action will be communicated to the petitioner.

6.5.10. Schedule of Parking Violation Fines and Penalties

Fines are \$10 for the first violation, and \$15 each for the second, third, and fourth violations. For the fifth and subsequent violations, a vehicle is subject to a \$25 fine or being booted with a \$25 fee to remove the boot, or towed, with the fee set by the towing company. Parking violations are cumulative, not annual. Violations are charged to the student accounts as soon as possible after the event, thereby requiring payment prior to subsequent semester enrollment or graduation. Cases not involving enrolled students will be handled on an individual basis by the senior vice president and chief operating officer. Vehicles not identified by Seminary parking stickers that are involved in more than one parking violation will be booted or towed to a nearby public garage at the owner's expense. The owner of an unregistered, uninspected, or abandoned car will be issued one warning, then the car will be towed and disposed of.

6.6. Smoking

The Seminary has formulated a policy for a smoke-free campus, which prohibits smoking in the following areas on campus:

- (1) Offices in the Administration Building, Scheide Hall, Templeton Hall, Tennent Hall, Adams House, Erdman Hall, Hodge Hall, Lenox House, and Carriage House.
- (2) Academic areas including Speer and Luce Libraries, classrooms, auditoriums, seminar rooms, Scheide Hall, and Miller Chapel.
- (3) All restrooms.
- (4) Elevators, hallways, and stairwells in all buildings.
- (5) Mackay Campus Center.

(6) All conference and meeting rooms.

(7) Facilities offices and shops, including Corporation Yard and the West Windsor maintenance area.

(8) Smoking is prohibited in all Seminary-owned vehicles.

(9) All residential buildings, including Alexander, Brown, and Hodge Halls, Roberts and Tennent Halls, Witherspoon and CRW apartments, and any other Seminary-owned apartment.

(10) All smoking must be at least ten feet from any building; all butts must be disposed of in appropriate receptacles.

Questions and concerns about the policy should be directed to the senior vice president and chief operating officer.

6.7. Firearms Policy

The Seminary prohibits the possession or use of firearms on its property including in any of its buildings. Firearms include BB guns, CO₂ guns, and any other similar device using a propellant, a spring, elastic band, compressed air, or any gas or vapor. In addition, any object or device reasonably capable of being mistaken for a firearm is also prohibited. This policy applies whether or not the person possessing the firearm has a valid permit to carry it. Any firearms found on Seminary property are subject to immediate confiscation.

6.8. Weapons Policy

The Seminary prohibits the possession or use of ammunition, dry explosives, incendiary devices, stun guns, knives, and any other item readily capable of causing death or serious bodily injury on its property including in any of its buildings, except where such an item has a lawful purpose for which it is being or will be used. Any such weapons found on Seminary property are subject to immediate confiscation.

6.9. Notices and Pictures

Notices should be posted only on bulletin boards provided for that purpose. Please do not post signs on doors or walls or nail placards to trees. Pictures, etc., are not to be taped to walls.

6.10. Information Technology Resources

Seminary Information Technology Resources and Internet Access Guidelines for Use may be obtained through the Department of Information Technology or on the Seminary's web site. Questions concerning the policy may be directed to it.guidelines@ptsem.edu. For the full Seminary IT Policy/Guidelines see: <http://technology.ptsem.edu/protected/PolicyGuidelines2008-2009.pdf>

6.11. Computer Use Policy

The Seminary makes computing and network resources available to its students for their use while a member of the Seminary community.

It is important to note that the computer equipment, computer files, computer network, electronic mail system, and software furnished to students are all the Seminary's property. Those who are connected to the network and/or who otherwise avail themselves of the Seminary's network or computer resources are therefore expected to use the technology in a responsible, considerate, and ethical manner. Likewise students may not use the Seminary's computer network and equipment for personal financial gain.

All data, documents, and other information created or stored on the Seminary's computers or in the Seminary network, including all incoming and outgoing electronic mail, are the property of the Seminary. Students cannot and should not have any expectation of privacy with regard to any data, documents, electronic mail messages, or other computer files or documents created or stored on computers within or connected to the Seminary's network, nor should students have any expectation of privacy with respect to any such items on which they have worked while connected to the Seminary's network.

All Internet data that are composed, transmitted, or received via the Seminary's computer communications systems is considered part of the official records of the Seminary and, as such, is subject to disclosure at any time to Seminary supervisors and officers, to law enforcement officials, and/or to other third parties. Consequently, you should always ensure that the information contained in Internet electronic mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The Seminary strives to maintain a community free of harassment and is sensitive to the diversity of its members. Therefore, the Seminary prohibits the use of its computer network, including its electronic mail system, and the access it provides to the Internet, in ways that are disruptive, offensive to others, or harmful to morale. Such misuse includes, but is not limited to, the display or transmission of sexually explicit images, messages, and cartoons, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law. For the full Seminary IT Policy/Guidelines see: <http://technology.ptsem.edu/protected/PolicyGuidlelines2008-2009.pdf>

6.12. Email Use Policy

The Seminary maintains an email system for the purpose of assisting students in the conduct of business within and outside the Seminary. The email system hardware is the property of the Seminary. Additionally, all messages composed, sent, or received on the email system are and remain the property of the Seminary. Said messages are not the private property of any student. The email system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages that contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.

The Seminary reserves the absolute right to review, audit, intercept, access, and disclose all messages created, received, or sent over the email system for any purpose, with or without notice. The contents of email obtained by the Seminary may be disclosed within the Seminary without the permission of the student.

The confidentiality of any email message should not be assumed, and the use of passwords for security does not guarantee confidentiality. Even when a message is erased, it is still possible to retrieve and read that message. Notwithstanding the Seminary's right to retrieve and read any email message, such messages should be treated as confidential by all students and may be accessed only by the intended recipient. Students are not authorized to retrieve or read any email message that is not sent to them.

Any student who violates this policy or uses the email system for improper purposes shall be subject to discipline, up to and including immediate dismissal from the Seminary.

7. Academic Services

7.1. Persons with Disabilities

The Seminary welcomes those with disabilities and strives to provide an environment in which all students have equal access to educational opportunities and to the campus community. It accords appropriate and reasonable academic accommodations to those with a documented, permanent disability, which results in a substantial, material, and irreversible impairment of a major life function.

7.1.1. Required Documentation of a Disability

Required documentation of a disability and of need for an accommodation includes:

- (1) A diagnosis of a current impairment, ordinarily within one year.
- (2) The basis for the diagnosis.
- (3) Indication how a major life activity is affected by the impairment.
- (4) Suggested modifications or accommodations.
- (5) Indication how the disability relates to a requested modification or accommodation.
- (6) The qualifications of the person preparing the documentation.
- (7) A signed release form.

7.1.2. Disability Testing Costs

Any costs incurred for testing and diagnosis of a disability are the responsibility of the student. The Seminary reserves the right to conduct its own independent evaluation at its own expense.

7.1.3. Contacts for Persons with Disabilities

A student who seeks some academic modification or accommodation for his or her documented disability should contact the Office of Academic Administration. This office, in consultation with the student, shall determine an accommodation that is supported by the documentation and effective for the student, and that does not compromise the essential requirements of the program. Those who require other forms of accommodation should contact the Office of Housing and Auxiliary Services.

7.2. Student Records and Their Access

7.2.1. The Family Educational Rights and Privacy Act (FERPA)

7.2.1.1. Student Rights Under FERPA

FERPA affords students certain rights with respect to their educational records. These rights are summarized below.

7.2.1.2. Inspection and Review of Student Educational Records

The student has a right to inspect and review the student's educational records within forty-five days of the day the Seminary receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed.

7.2.1.3. Amendment of Educational Records

The student has a right to request the amendment of the student's educational records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the Seminary to amend a record should write the Seminary official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the record is not amended as requested, the student will be notified of his or her right to a hearing before the Records Review Panel regarding the request for an amendment. A written request, which includes the specific files in contention, should be submitted through the registrar. The Panel will elicit and review such information as it may deem necessary, including hearing the student if the student so wishes, and render a decision with twenty (20) days of the written request for a formal review.

7.2.1.4. Confidentiality of Personally Identifiable Information

A student generally has the right to provide written consent before the Seminary discloses personally identifiable information from the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits the Seminary to disclose educational records without a student's prior written consent is disclosure to school officials with legitimate educational interests. A Seminary official is defined as a person employed by the Seminary in an administrative, supervisory, academic or research, or support staff position (including campus security 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 Trustees; or a student serving on an official committee, such as the Student and Academic Affairs Committee, or assisting another Seminary official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities. Another exception permits the Seminary to disclose educational records without consent to officials of another school in which a student seeks or intends to enroll.

7.2.1.5. Complaints

Students have 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. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

7.2.1.6. Notification of Disclosure of Directory Information

At its discretion, the Seminary may provide “directory information” in accordance with the provisions of FERPA. Directory information is defined as that information that would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at the Seminary includes the following: student’s name, local address (including SBN and residence) and permanent home address, email address, photograph, telephone number, date and place of birth, degree program and enrollment status (part-time, full-time, dates of attendance), institutions of higher education previously attended including dates attended and degrees awarded; and prizes, honors, special recognitions, and degree(s) awarded by the Seminary. Students may block the public disclosure of “directory information” (all or in part) by completing a FERPA block form, available from the registrar. Although the initial request may be filed at any time, requests for FERPA blocks for the 2009–2010 academic year must be received no later than October 2, 2009. Requests will be honored by the Seminary until revoked, in writing, by the student.

Please consider very carefully the consequences of a decision to block the disclosure of directory information. Placing a block on disclosure of all or part of the directory information will prohibit the Seminary from releasing the blocked directory information; and thus any future requests for such information from non-institutional persons or organizations will be refused.

The Seminary will honor student requests to block disclosure of student directory information but cannot assume responsibility for contacting students for subsequent permission to release directory information. Regardless of the effect upon the student, the Seminary assumes no liability as a result of honoring student instructions to block disclosure of directory information.

7.2.2. Medical Records

Immunization records are routinely received and maintained by Passport Health and are covered by the procedures of that facility.

7.2.3. Transcripts

The only academic record maintained by the Seminary is the official transcript of courses. This document, which may contain name; month, day, and place of birth; Seminary courses taken and grades received; Seminary degrees attained; and the attestation of the recording officer, is issued only upon the written request of the student and upon payment of the published transcript fee. Transcript information

is not shared, formally or informally, with church judicatories, potential employers, or any other individuals or agencies outside the Seminary except as the student directs. The Seminary will not retransmit transcripts from other institutions that may be in its possession.

7.2.3.1. Accuracy of Transcript

Since the transcript is an important academic record, it is suggested that at least once before graduation the student check the accuracy of the document. This is especially important if late grades have been posted or if changes of grade have been authorized by the faculty. Transcript records are maintained by the registrar.

7.2.3.2. Changing a Transcript

The right to have the transcript corrected does not imply a right to challenge a grade that has been correctly recorded. Procedures for challenging a grade are described in §3.7.9.

7.2.4. Other Personal Information

The Seminary maintains the following personal files for each student:

7.2.4.1. General File

The general file contains admission and related correspondence between the applicant and the institution, personal statement, transcripts from other institutions of higher education, and letters of reference personally solicited by the applicant. It is maintained in the applicable admissions office until admission action is taken and then is transmitted to the registrar, where it remains until a student graduates or terminates attendance. It is then reduced by the elimination of materials of incidental importance and transferred to the Alumni/ae Office, where it is available for inspection and correction as before.

7.2.4.2. Student Progress File

The student progress file contains copies of memoranda and other indications of the student’s academic progress. It is maintained by the dean of student life and is destroyed upon graduation.

7.2.4.3. Field Education File

The field education file contains a record of field education placement, including reports prepared by the student and the supervisor for each experience. It is maintained by the director of field education and is destroyed five years after graduation or termination. Since field education is conducted for academic credit, a record of its completion is carried on the Seminary transcript.

7.2.4.4. Visa Documents File for Foreign Nationals

A visa documents file contains United States Citizenship and Immigration Services and Department of State documents, together with related material. It is maintained by the director of academic administration and is retained as required by law.

7.2.4.5. Financial Aid File

The financial aid file contains, where need-based financial assistance has been sought, the Financial Aid Application, the results of the federal student aid application, other institutional and federal aid applications and documentation supplied by students. It also contains records of aid conferred by the Seminary and federal aid offered. It is maintained by the director of admissions and financial aid for the period of time prescribed by law.

7.2.4.6. Student Accounts File

The student accounts file contains the details of all types of transactions, both charges and credits, to the student's Seminary account and is part of the Seminary software, not a physical file. The information is accessible to the students via the Student Portal as part of <http://our.ptsem.edu>.

7.2.4.7. Student Perkins Loan File

The Perkins Loan files contain the original application, fact sheet, promissory note, copies of all the disbursements (totaling to the promissory note) as well as all related correspondence. The files are kept in the Bursar's Office according to federal regulations.

7.2.4.8. Senior Placement File

A senior placement file contains, where assistance has been sought, student-generated dossier information and related correspondence. It is maintained by the director of student relations and senior placement and is retained while senior placement issues remain active.

7.2.5. Transmission of Documents

Except as noted or as mandated by law, it is the policy of the Seminary not to transmit directly to any outside bodies documents or copies of documents from a student's personal files. It is possible for the student to obtain a copy of material in a file that he or she has personally prepared for the purpose of additional distribution, but the Seminary will not serve as the agent for such transmission.

7.2.6. References

7.2.6.1. References for Admission

Personal references are solicited by applicants for admission on forms provided by the Seminary. On the reference form, each applicant for admission is asked to indicate whether or not the letter is to be open to his or her own review in the event of admission. Unless such access is expressly waived, all admissions references placed in the file after January 1, 1975, may be examined by the student after admission. This material will not be transmitted, however, to any other school, agency, or individual with or without the consent of the student for whom it was prepared.

7.2.6.2. References for Placement

In the case of references solicited for placement purposes, Ph.D. and D.Min. candidates are asked to indicate on the reference form whether or not the letter requested is to be open to his or her inspection. If such access is not waived, letters of reference for placement purposes placed in the file after January 1, 1975, may be examined by the candidate. The cooperation of the candidate in the compilation of a dossier for placement will be understood as consent that such dossier materials may be transmitted to other schools or agencies, upon request of the student. References provided for admission may not be reused for placement purposes without the permission of the writer.

7.2.7. Location of Files

The locations of files, and the names of administrators currently responsible for them, are as follows:

General Directory Information:	Registrar, 208 Templeton Hall
Transcripts:	Registrar, 208 Templeton Hall
Files Prior to Admission:	Director of Admissions and Financial Aid, 308 Templeton Hall
General File upon Graduation or Termination of Studies:	Director of Alumni/ae Relations, 106 Administration Building
Student Progress File:	Dean of Student Life, 210 Templeton Hall
Field Education File:	Director of Field Education, 304 Templeton Hall
Financial Aid File:	Director of Admissions and Financial Aid, 308 Templeton Hall
Visa Documents File:	Director of Academic Administration, 124 Administration Building
Student Account and Loan File:	Bursar, 16 Administration Building
D.Min. Placement File:	213 Speer Library
Ph.D. Placement File:	Director of Ph.D. Studies, 126 Administration Building
Master's-level Placement Files:	Director of Student Relations and Senior Placement, 202 Templeton Hall

7.3. Princeton Theological Seminary Libraries

The main library complex, which contains some 1,068,000 bound volumes, pamphlets, and microfilms, consists of two connected buildings with complementary functions.

7.3.1. Speer Library

Speer Library, which opened in 1957 and is named for the renowned missionary statesman Robert E. Speer, houses the library's central circulation and reference services as well as the main reading room. It also contains the Reigner Reading Room; the administration, acquisitions, cataloging, and serials departments; two classrooms; and meeting space for committees and outside groups.

7.3.2. Luce Library

Luce Library, built in 1994, is formally titled the Henry Luce III Library in honor of the Seminary's distinguished trustee. It houses the Special Collections Department, the Karl Barth research collection, and the Abraham Kuyper collection of Dutch Reformed Protestantism. The library also provides extensive facilities for Ph.D. candidates, lockable carrels, a computer lab, several rooms for seminars and for group or individual study, and a general meeting room.

7.3.3. Regular Hours

Regular hours for both libraries during the academic year are:

Monday to Thursday	8:00 a.m. to 11:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.
Saturday	9:00 a.m. to 5:00 p.m.
Sunday	3:00 p.m. to 11:00 p.m.

7.3.4. Changes to Regular Hours

Changes to this schedule, which generally occur during holiday periods, are posted at the library entrances and on the web site. Thirty minutes before the library closes, patrons are alerted by a warning bell, and fifteen minutes later, another bell signals the close of circulation and photocopying services. Patrons are requested to leave the building by the final bell, rung at five minutes before the hour.

7.3.5. Contact Details

The general telephone number for the libraries is 609.497.7940. Fax communications may be sent to 609.497.1826. The web site is: <http://libweb.ptsem.edu>.

7.3.6. Public Services

7.3.6.1. Circulation Desk

The circulation desk in Speer Library serves as the control center for the library's materials. This is where library patrons should go to: check out and return books and reserve materials, pay fines, place recalls and holds, request searches, and use photocopying services.

7.3.6.2. Library Users

All Seminary users and their family members must register their Seminary identification (ID) barcode number into the patron database at the circulation desk before borrowing books. Persons from Princeton University and neighboring institutions and residents from the Princeton area also may obtain a library ID card here. IDs must be renewed every year.

7.3.6.3. Online Public Access Catalog (OPAC)

The online public access catalog is available on computers located at stations in the main lobby of Speer Library and at various locations throughout the libraries. The OPAC allows patrons to search the catalog and subscription databases of the Seminary libraries and check their library accounts.

7.3.6.4. Reference Collection

The reference collection and the reference desk are also located in the main lobby of Speer Library. The reference librarian provides individual reference and research assistance and offers periodic classes on the use of research tools. The reference librarian also handles interlibrary loan requests made by members of the Seminary community.

7.3.7. General Services

7.3.7.1. Book Charging and Renewals

Loan periods depend on the category of the patron, but most students may keep books for an initial period of four weeks and may renew them five times, unless the books are requested by another patron. Resident and post-resident Ph.D. candidates and faculty may keep borrowed books for the entire academic year. At the end of the year, students and faculty must return the books to the library, but they can renew the books for another year after they have renewed their library card.

7.3.7.2. Recalls and Holds

Requests are made by application at the circulation desk in Speer Library. Books checked out to patrons are subject to recall after two weeks, and patrons are requested to return recalled books promptly. Recalled items will be held for patrons for three weeks from the date the items are returned. Failure to return recalled books will result in a fine of \$1.00 per day per item.

7.3.7.3. Reserve Materials

Reserve materials are held at the circulation desk. Users are permitted to take only one reserve book at a time and must return it promptly within the specified time limit. No more than two reserve books may be borrowed for the night, with the reserve period beginning two hours before the library closes. The materials must then be returned within the first hour of the next day the library is open. The fine for failure to return reserve books on time is \$1.00 per book for each hour it is overdue. Reserve readings for many of the courses are available in electronic format through Blackboard.

7.3.7.4. Interlibrary Loan Materials

Interlibrary loan materials are held at the circulation desk. Books are borrowed at no charge to the patron. All books must be used in the library. If the lending library charges a fee for articles copied from journals or books, the patron will be responsible for paying the fee regardless of when the material arrives.

7.3.7.5. Privacy Policy

The library follows the American Library Association's Code of Ethics, point III: "We protect each library user's right to privacy and confidentiality with respect to information sought or received, and materials consulted, borrowed, acquired, or transmitted."

7.3.7.6. Photocopiers

Photocopiers, located behind the circulation desk, are available to patrons who wish to make photocopies of library materials that are in the public domain as well as single copies of copyrighted material, within the provisions of the principle of fair use. It is the patron's responsibility to be acquainted with and to comply with the copyright laws. To use the photocopy machines, patrons may use a public key (ten cents per copy) or may purchase a copy key (six cents per copy), available at the circulation desk for a fee that includes a refundable deposit.

7.3.7.7. Media Services

The library has a limited amount of media equipment available for students. A VCR, headphones, CD, DVD, and cassette players may be charged out at the circulation desk in Speer Library. Check there for availability. Additional media equipment is available in the Reigner Reading Room.

7.3.7.8. Carrels

Unassigned carrels are located at the north and west ends of the stacks in Speer Library and are available to all users. Books may not be stored on the carrel shelves. Students writing dissertations and theses may apply directly to the reference librarian to secure the use of one of Luce Library's lockable carrels.

7.3.7.9. Book Drops

A book drop is located at the main entrance of Speer Library on Mercer Street and another by the parking lot. These may be used to return books when the library is closed. They should not be used for the return of other media or for reserve materials.

7.3.7.10. Computer Lab

The computer lab located in Luce Library has workstations equipped with both PCs and MACs. The lab also includes printers, a scanner, and a variety of software programs. The equipment is available to anyone who has a Princeton Seminary network account or who has obtained a guest password from the Computer Services Department.

7.3.7.11. Paging

Students cannot be paged except in emergencies. If necessary, security may be contacted at 609.497.7777.

7.3.7.12. Vending Machines

A vending machine area is located on the second floor of the west wing of Speer Library near the classrooms. This is the only public area in the libraries where food is permitted.

7.3.7.13. Pay Phones

There are no pay phones in the library. The closest one can be located in the Erdman Hall lobby on the other side of Library Place.

7.4. Princeton University's Firestone Library

Princeton University's Firestone Library lends books to Seminary students and faculty who present a valid Seminary identification card and obtain a Princeton University photo ID. Spouses of students who wish to obtain a University borrower's card should contact the director of housing and auxiliary services for further information.

7.5. Reigner Reading Room

The Charles G. Reigner Reading Room, located on the main floor of Speer Library, houses a wide range of educational materials designed to facilitate and enhance the church's educational ministry. The entire collection, which includes Christian education curricula, CDs, DVDs, filmstrips, slides, videos, games, records, cassettes, and audiovisual equipment, is available for student and faculty use. These resources are also available at a yearly fee to church educators throughout the broader Princeton community. Those interested should contact the reading room staff for information about fees and regulations.

7.5.1. Regular Hours

The reading room is generally open Monday through Thursday 8:30 a.m. to 6:00 p.m.; Friday 8:30 a.m. to 5:00 p.m.; and Saturday, 12:30 p.m. to 4:00 p.m. It is not open on Sundays. Since the hours change by the season, patrons should check the web site or call for current information. The telephone number is 609.497.7916.

7.5.2. Public Services

Members of the reading room staff are available for consultation with those who are dealing with the challenges and opportunities of serving in the church's educational ministry.

7.5.2.1. Borrowing Policies

Borrowing policies are similar to those at Speer and Luce Libraries. Patrons should check with the staff at the circulation desk about policies pertaining to borrowing periods, number of items that may be charged at a given time, fees, recalls, fines, and reserve books.

7.5.2.2. Photocopier

A photocopier is available for patron use. The principles governing the fair use of copyrighted material, as stated for Speer and Luce Libraries, also apply to the use of Reigner Reading Room materials.

7.5.2.3. Book Drops

The book drops located at the front entrance of Speer Library and outside near the parking lot may be used for the return of books for the reading room, but may not be used for other media.

7.6. Tutorial Assistance

7.6.1. Assigning Group Tutorial Assistance

Because of the very different academic backgrounds that students bring to Seminary work, the Seminary offers a limited amount of group tutorial assistance in conjunction with the first-year required courses. This is in addition to whatever assistance may be provided through regular preceptorials. The need for such tutorials is established by the professors, frequently on the basis of mid-semester examinations, and a recommendation is made to the dean of student life. The tutors, normally graduate students known to and suggested by the professors, are appointed by the dean of academic affairs.

7.6.2. Private Tutorial Assistance

Students are, of course, at liberty to arrange for private tutorial assistance at their own expense, but should be aware that both professors and instructional assistants are prohibited from offering such services in conjunction with their own courses.

7.6.3. The Writing Center

Some tutorial assistance is available at the Writing Center in Stuart Hall, for Master's-level students who need help in writing college-level essays. Further information about this resource may be obtained from the director of student relations and senior placement by calling 497.7882.

7.7. Relevant Publications

7.7.1. Campus Directory

A campus directory is available online through the Seminary student portal. The directory contains a photograph and identifying information on all faculty, staff, and students. Designed for internal use, it is not available to agencies outside the Seminary community. Incoming faculty, staff, and students are urged to make and meet appointments for photographs immediately upon arrival. Students should thereafter report changes in directory data to the registrar; faculty and staff, to the director of human resources.

7.7.2. Wineskin

Issued by the office of Communications/Publications, the *Wineskin* is a weekly calendar of on- and off-campus events that may be of interest to members of the Seminary community. Copy for the *Wineskin* should be submitted online at: <http://forms.ptsem.edu/commpub/wineskinrequest.php>, or neatly printed on forms available in the Communications/Publications Office. Copy must be authorized by an administrator or officer of the sponsoring campus organization, and must be submitted by noon on Monday, a week prior to the event. All notices are limited to name and identification of the speaker or leader; topic or title of the event; date, time, and place of meeting; sponsoring organization; contact person and phone number; and a description of the event. All notices run for a two-week period. No paid advertising or political commentary is accepted. Submission of a notice for an event does not reserve the location; rooms must be reserved in advance through the proper office.

7.7.3. Catalogue

The annual *Catalogue*, issued by the registrar, is an announcement of the program for the year, corrected to the date of publication. Along with the courses scheduled to be offered, it contains admission procedures, a description of program requirements, a statement of Seminary charges, and other information of interest to current and prospective students.

7.8. Theological Book Agency

The TBA, which is operated by Cokesbury, is located on the ground floor of the Mackay Campus Center. The store provides textbooks for all Seminary courses and, in addition, maintains a wide selection of titles in all fields of theological scholarship and more selectively in other fields related to ministry. The store also offers additional items such as clergy regalia and insignia items. Charge accounts for students, faculty, and staff are available through Cokesbury. Visa, MasterCard, and personal checks are also accepted for payment.

7.8.1. Regular Hours

The book store ordinarily is open 9:00 a.m. to 5:30 p.m. Monday through Friday during the academic year. During the summer, hours are 10:00 a.m. to 5:00 p.m., Monday through Thursday, and 10:00 a.m. to 3:00 p.m., Friday. Hours are subject to change and are posted at the doors and in the *Wineskin*.

7.9. Educational Technology

7.9.1. Computer Resource Center (CRC)

The Seminary operates three Computer Resource Centers (CRC) that are available for student use. Each CRC has high-speed connections to the Seminary network and permits printing to laser printers.

7.9.1.1. Stuart Hall CRC

The Stuart Hall CRC is located on the lower level in room B15 and is open twenty-four hours a day, seven days a week. The coordinator's office for all three CRCs is housed here, and staff ordinarily are available during regular business hours.

7.9.1.2. Luce Library/CRC

The Luce CRC is located on the first floor of Luce Library, to the right after leaving the bridge.

7.9.1.3. Charlotte Newcombe Center CRC

The Charlotte Newcombe Center is located at the West Windsor apartment complex, and is open twenty-four hours a day.

7.9.1.4. CRC Staffing

The CRCs are staffed with student assistants, who are available to help with file conversions, word processing problems, and Internet and email issues. Hours when staff are available, which differ by location, are posted at the facilities.

7.9.1.5. Family Use of CRCs

The CRCs are provided primarily for use by students in conducting research, writing papers, and in general carrying out their studies. At the Charlotte Newcombe Center only, high-school age children of Seminary students may use the facility for school work with a guest ID until 11:00 p.m. No individual email account is provided under this arrangement. Such children must have on file a signed form from a parent, acknowledging that the parent is responsible for the children's behavior in the CRC. The form, available in any of the CRCs, should be returned to the coordinator in the Stuart Hall office. Seminary students have priority in the use of equipment, and children will be asked to relinquish their spot if the equipment is needed by a student. If a child younger than high-school age is present in the CRC, he or she must be accompanied by a student parent and is not to use the computers. Network privileges of the parent may be revoked if there are abuses of this policy.

7.9.2. Educational Media

Located on the ground level of Templeton Hall, the Media Center is the site of various media services and facilities, including a customer service area; a combination listening and conference room; and a production studio that is also equipped as a "smart classroom." The listening/conference room is designed for reviewing resources, self-service audio and visual duplication, and small group project planning. It can also be reserved for practicing PowerPoint presentations. In addition to video production use, the Media Center studio doubles as a "smart classroom," with twenty-station Internet access, wireless laptops, and presentation capabilities. More information can be found at the Educational Media web site at: <http://technology.ptsem.edu/media>.

7.9.2.1. Education Media Activities

Educational Media supports a growing variety of services within the Seminary community, including audiovisual assistance; media learning opportunities; audio and video recording, streaming, and duplication services; audio and videoconferencing; personal consultation on the selection and use of technologies for curricular needs; and production of original media resources.

7.9.2.2. Media Library

Over the years, Educational Media has produced many original resources, and regularly records lectures and other campus events. This media library of more than 8,000 audio and video titles is available for check out from Speer Library, or individual titles may be downloaded at a nominal fee. Selected videos are also shown by request on the Seminary's local access channels. Titles of all resources are included in the library's online catalog.

7.9.2.3. Educational Media over the Campus Cable System

The main Seminary campus is served by a campus cable system, making local access channels and campus bulletin boards available for Seminary programming. A variety of curriculum resources, announcements, and original programming are scheduled for broadcast on this system at designated hours.

7.9.2.4. Policies Governing Educational Media Services

Policies governing Educational Media services are available on the web site and at the Templeton Hall office. Particular attention is called to the following:

- (1) Requests for services or equipment should be made at least five working days prior to the date needed. Only attested emergencies will be accommodated on an accelerated schedule.
- (2) Media services and equipment may be requested by campus organizations for their program needs and will be invoiced to the organizations through authorized ledger codes.
- (3) Services and equipment also may be requested by individual students, for faculty-endorsed class projects.
- (4) With some conditions, arrangements can often be made for recording classroom lectures if a student is ill or has been injured.
- (5) All equipment is provided with the understanding that loss or damage is the responsibility of the borrower, whether it be an individual or a campus organization.

7.9.3. The Media Lab in the Academic Services Center

Located in the Academic Services Center in Speer Library, the Media Lab is a fully staffed, client-supported, state-of-the-art facility where students and faculty can learn and experience the many uses of new media in theological education. The Media Lab offers PC and Macintosh workstations equipped with a variety of scanners to accommodate book, document, photo, 35mm slide, and filmstrip scanning. Applications include audio and video editing, desktop publishing, slide

show presentation design, and PDF creation and editing. Printing is available in color or grayscale for documents up to 8.5x14 inches. MAC laptops, digital video and still cameras, and digital voice recorders are also available for check out to students and faculty for course or business-related projects.

7.9.3.1. Reserving a Workstation

Although walk-ins are welcome and accommodated as much as possible, appointments will reserve a workstation specifically set up for a class-related or official Seminary business project. The Media Lab is staffed during hours of operation with attendants offering assistance as required to provide a level of comfort working with a particular application. Contact the Media Lab for more information regarding a limited number of paid student Media Lab attendant positions available each year to qualified applicants.

7.9.3.2. Printing

Except for a \$0.75 per-page cost for color laser printing, the Seminary annually provides each student with a substantial allowance for free printing on network printers. Additional printing beyond this provision is allowed only on a prepaid fee basis. There are no additional charges for the use of the lab facilities. As with all campus computer labs, users are responsible for supplying their own materials (CD-R, DVD-R, VHS, and audiotape cassettes).

7.9.3.3. Student Media Project

The Student Media Project program is dedicated to independent exploration of new media in the teaching and learning process. Samples of previous projects can be viewed from a display station in the Media Lab. Students choosing to do projects are responsible for observing all applicable copyright laws.

7.9.3.4. Regular Hours

Regular business hours are 9:00 a.m. to 12:30 p.m. and 1:30 to 4:30 p.m. except during the summer, when offices close Fridays at 1:00 p.m. Workstation reservations are accepted by calling 609.497.7846 or emailing media.lab@ptsem.edu. Please visit the Media Lab page of the Seminary's web site at: <http://technology.ptsem.edu>, for more information.

7.9.4. Student Network Accounts

The student's network account includes email privileges and Internet access at no charge. A network login ID, provided at the time of matriculation, is required for connecting to the network from all locations including the CRCs and is for the exclusive use of the student.

7.9.5. Policy Modification

The Seminary reserves the right to modify its usage policies as it deems necessary. For more information and resources see: <http://technology.ptsem.edu/>.

8. Campus Services

8.1. Student Health Program

8.1.1. General

There are three components to the Student Health Program provided by the Seminary: (1) the Student Health Benefits Plan (SHBP); (2) health-related services partially funded by the comprehensive fee (e.g., counseling services on campus and at Trinity, medical evacuation and repatriation coverage for students traveling abroad); and (3) health and wellness-related services. Additional information is available in the SHBP brochure, at the Office of Admissions and Financial Aid, and on the Seminary's web site.

8.1.1.1. Emergency Contact

The Office of Student Life is the center for emergency contact for all students. In the event of a personal emergency, the Office of Student Life will assist students by informing the appropriate Seminary personnel. PTS may use the emergency contact information listed on the admission form to notify designated persons in certain emergency situations where this is deemed necessary. Students are responsible for any course work that has been missed and must contact their professors to make appropriate arrangements upon return to the Seminary.

8.1.1.2. Contact Numbers Including Psychological Crises

Students with serious illness or injury should call 911 and be transported immediately to the University Medical Center at Princeton, the local hospital. In less severe cases, Campus Security may be contacted for transportation assistance at 609.497.7777. After hours, in psychological crises only, call 609.273.9727 (on campus) and 609.273.9726 (CRW) to reach a security officer who will contact an administrator from the psychological crisis response team.

8.1.1.3. Immunization

Before registration (ordinarily during the summer), every entering student must submit an immunization history completed by a family or school physician to the Seminary's contractor, Passport Health. A standard report form for this purpose is made available from the Office of Admissions and Financial Aid of the Seminary, and on the seminary's web site. The deadline for submission is June 30 for most students. Students receiving immunizations to satisfy State of New Jersey mandated requirements prior to beginning classes at the Seminary must pay for the services at the time they are received, no matter who the provider is.

8.1.2. Student Health Benefits Plan

8.1.2.1. Health Insurance Requirements

Every full-time student is required to have health insurance coverage while enrolled at Princeton Theological Seminary. In order to assist students, the Seminary provides a Student Health Benefits Plan (SHBP).

8.1.2.2. Waiving SHBP Coverage

All students are required to enroll in the SHBP unless allowed to waive the coverage by the Office of Admissions and Financial Aid. Verification of an employer-, government-, or church-sponsored health plan that provides coverage that is comparable to the SHBP (ex. plan maximum, deductible/copay amounts, in-network providers in the Princeton area, prescription drug coverage, mental health benefits, etc.) must be supplied to the director of admissions and financial aid before a waiver can be approved. Normally, government-sponsored Medicaid programs do not qualify for waiving enrollment in the SHBP. There is a provision for students who involuntarily lose their employer-sponsored group health insurance coverage during the plan year to enroll in the SHBP. Individual health insurance plans (such as insurance coverage purchased directly from an insurance company) do not qualify for waiving. Students are asked to examine their alternative insurance plans very carefully before waiving the SHBP, especially with regard to counseling, mental health benefits, and prescription drug coverage.

8.1.2.3. Dependents and the SHBP

Student spouses and children are eligible for the SHBP.

8.1.2.4. Part-time Students and the SHBP

Part-time students may enroll on a voluntary basis during specified enrollment periods.

8.1.2.5. Foreign Nationals and the SHBP

International students, regardless of credit-hour enrollment, are required to enroll in the SHBP and are not allowed to waive SHBP coverage, regardless of the existence of any other health insurance coverage.

8.1.2.6. Duration of Coverage

Completed enrollment forms must be submitted by August 1 for coverage beginning on September 1 of that year. All coverage under the SHBP ceases on August 31, following the student's graduation.

8.1.2.7. Cost

The cost for single students to enroll in the Student Health Benefits Plan is \$2,385 (for twelve months of coverage). Dependents may be included for an additional fee. The Seminary's Student Health Benefits Plan provides superior coverage for students and their dependents for most of the major medical costs incurred as a result of accident or illness. The SHBP is administered by Klais & Company, Inc.

8.1.2.8. Further Information

The SHBP brochure, enrollment, and waiver forms are available on the Seminary's web site and also at the Office of Admissions and Financial Aid.

8.1.3. Princeton Primary and Urgent Care Center

If you have waived participation in the Student Health Benefits Plan, your out-of-pocket costs for using PPUCC's services will be determined by your personal health insurance benefits. Please refer to the PPUCC web site for a listing of insurance plans for which they currently have participating provider status.

If you are covered by the SHBP, you will pay a \$15 copayment for scheduled appointments and a \$25 copayment for walk-in visits. The coverage at PPUCC will include X-ray, laboratory, and certain other ancillary services. PPUCC is not a pediatric medical practice, though they will see children over the age of two years for urgent-care needs such as testing for strep or examining for an ear infection.

8.1.4. Counseling Services

8.1.4.1. Campus Counseling Services

Counseling Services are available on a limited basis through the Office of Student Counseling in Scheide Hall for students, spouses, and couples by the director of student counseling or a contract therapist. The first one or two sessions are free of charge, which facilitates crisis management and referrals. Thereafter the fee is \$10 per session through session ten. In rare instances of more than ten sessions, the fee increases to \$15. No one will be denied services for lack of ability to pay. Counseling fees will be billed to student accounts. Because of the high demand for counseling, and the need to be available for emergencies, the director will often meet for an initial assessment and facilitate an appropriate referral. To schedule a session, or if you are in a crisis, come to Scheide Hall. For more information about all counseling and spiritual direction options, support groups, mental health screenings, and guidelines for responding to a psychological crisis, see the Student Counseling web pages at www.ptsem.edu/current/healthresources/studentcounseling or review the Student Health Program brochure. If you have questions, please call 609.497.7844. Confidentiality in counseling is overridden when life or property are at risk. After hours, in psychological crises only, call 609.273.9727 (on campus) and 609.273.9726 (CRW) to reach a security officer who will contact an administrator from the psychological crisis response team.

8.1.4.2. Groups for Support, Faith Formation, Relationship Enrichment, and Psychotherapy

Groups are offered on and off campus to provide additional avenues for the psychological and spiritual formation of students and spouses. Faith Covenant groups meet twice per month, are led by local, trained spiritual directors, and are organized through the Chapel Office, 609.497.7890. A wide variety of support and psychotherapy groups are coordinated by the Office of Student Counseling, 609.497.7844. There is a minimal copayment of \$5–7 for participants in most groups. See the *Wineskin* and Student Counseling web pages for descriptions of groups and updated information. Register for groups, retreats, and seminars in the Chapel Office.

8.1.4.3. Individual Spiritual Direction

Students and spouses increasingly pursue spiritual direction while at Princeton Seminary, sometimes in addition to personal counseling. While there is an overlap between Christian counseling and spiritual direction, monthly spiritual direction sessions focus on how to listen for God in one's life. Participants may address such issues as discernment and call, difficulty with grace, distance from God, and developing spiritual practices. Students enrolled in the Student Health Benefits Plan have a benefit that makes the copayment for spiritual direction \$10–15 per session. For others it costs a little more. Information about spiritual direction is available in the Chapel Office.

8.1.4.4. Trinity Counseling Service (TCS)

Trinity Counseling Service, at 22 Stockton Street, 609.924.0060, provides counseling for individuals, couples, and families. TCS is a non-profit, pastoral counseling service with a diverse staff including psychiatrists and child psychologists. During their time in seminary, students who have paid the comprehensive fee will have access to ten pre-funded individual or marital sessions at TCS requiring a \$10 copay, subsidized by the comprehensive fee. If additional sessions are necessary, TCS bills the student's insurance company and the student's copayment usually becomes \$20. Psychiatric services require a \$25 copay with the balance covered by one's insurance. Students on the SHBP have a benefit of twenty-four sessions per year which can be used at Trinity or in the Specialty Counseling Network. Spouses and children are not eligible for Seminary subsidized counseling, but TCS works with all insurance companies and has a sliding scale which makes counseling affordable for anyone. A referral by the director of student counseling is preferred and helpful, but not required. TCS also provides career counseling, which involves tests and interviews with a vocational counselor and psychologist. Ministry candidates and their ordination committees can use these services to assist with the discernment process. While the Seminary subsidy does not cover psychological testing, many judicatories pay a major portion of the cost for their inquirers and candidates.

8.1.4.5. Specialty Counseling In-Network Providers

A select group of thirty therapists are available for students and spouses enrolled in the PTS Student Health Benefits Plan. These mental health professionals are ethnically diverse and offer particular areas of expertise, including medication management. They are accessed only by referral through the Office of Student Counseling. The copayment is \$25 per session. A twenty-four visit limit per year applies for the treatment of non-biologically based conditions, and there is no limit for treating biologically based conditions.

8.1.4.6. Responsibility for Costs

Responsibility for the costs of counseling, except as noted above, is assumed by the student. As an educational institution, the Seminary does not assume financial responsibility for counseling beyond that indicated. It does, however, encourage students to seek necessary help and stands ready to assist in financial planning, together with the possibility of loans, through its financial aid officer.

8.2. Housing

8.2.1. Residential Facilities

The Seminary maintains several residential facilities for students who are pursuing their work on a full-time basis. Three dormitories on the main campus accommodate single students, who take their meals in the Mackay Campus Center. More than two hundred fifty apartments of varying size, each with a kitchen, also are available for single students, married students, and married students with families.

8.2.1.1. Housing Resident Assistants

Housing resident assistants (HRAs) are students that act as liaisons between residents and the Housing and Facilities Offices. They facilitate communication and help enforce rules and regulations. HRA's are located in Alexander, Brown, and Hodge Halls, Witherspoon, Roberts/Tennent, and at CRW.

8.2.2. Application for Seminary Housing

Persons who desire Seminary housing for an academic year, including those who already reside in such housing, must make a new application each year. Applications will be processed only for persons who are enrolled full-time as degree candidates or who have been admitted as such.

8.2.2.1. Deadline for Housing Applications

All returning students, including those currently in Seminary housing, interns, students who wish to move from off-campus to on-campus, and those returning from leaves of absence must submit housing applications by April 1 to be considered for housing during the next academic year. Dates may be subject to change.

8.2.2.2. Post-deadline Housing Applications

Housing ordinarily can be guaranteed to eligible incoming full-time degree candidates who have submitted housing applications, including the admissions deposit, by April 1. If housing is still available, it will be assigned on a first-come first-served basis to persons admitted after April 1 or whose applications and housing deposits are received after that date. Any special requests will be prioritized based on the date of admission.

8.2.2.3. Spring Semester Housing Application Deadline

The housing application deadline for students entering in the spring semester is December 31. If housing is available, assignments will be made on a first-come first-served basis to persons whose housing applications and admissions deposits have been received.

8.2.3. Primary Housing Eligibility

Primary eligibility for dormitory and apartment accommodations is extended to full-time M.Div., M.A., M.A. transfer students, dual-degree, and Ph.D. candidates. Assignments are based on the date of admission. International students and military chaplains are ordinarily placed in the primary category.

8.2.4. Secondary Housing Eligibility

Secondary eligibility may be extended to full-time Th.M. candidates after those with primary eligibility have been accommodated.

8.2.5. Apartment and Dormitory Lottery

Information regarding apartment lottery and dormitory room draw for the following fall term is circulated midway through the spring term each year. A list of available dormitory rooms is posted prior to the drawing date in late April. The drawing is conducted on a priority basis, with Ph.D.'s drawing first, followed by returning interns, then rising M.Div. and M.A. seniors and rising dual-degree students in years three and four, then rising M.Div. middlers and dual-degree students in year two. A student wishing to have his or her room assignment changed during the year should contact the director of housing and auxiliary services. The cut-off date to change rooms for the spring term is March 1. Prompt action will be taken within space limitations at that time.

8.2.6. Limits on Seminary Housing

In the interest of fairness in the allocation of resources, there are limits on the time students in various programs may occupy Seminary housing. In all cases eligibility expires with graduation. With the exception of Ph.D. candidates, it ordinarily is not possible to obtain Seminary housing for successive programs. The maximum limits of occupancy for students in the several degree programs are: M.Div. candidates: thirty-four months; M.A. and M.A. transfer candidates: twenty-two months; dual-degree candidates: forty-six months; Th.M. candidates: ten months; chaplains: ten months; Ph.D. candidates: first forty-six months in the program.

8.2.7. Preclusions to Seminary Housing

Students who go on internships or leaves of absence are not eligible to remain in Seminary housing and, upon returning, are considered the same as other returning students and are governed by the same procedures. Should an M.Div. or Th.M. student continue into the Ph.D. program, he or she is considered for Seminary housing as would a student entering from elsewhere.

8.2.8. Security Deposit

Each student occupying Seminary housing is required to make a security/damage deposit, usually in advance but occasionally upon arrival. The amount of this deposit is \$150 for a dormitory resident and one month's rent for a Seminary apartment. These deposits, which also cover repairs for incidental damage, are not treated as rental payments and are retained until after the student has vacated Seminary housing. Moving from one Seminary accommodation to another may require a change in this deposit. Within forty-five (45) days after the student vacates Seminary housing, damages will be assessed and a refund of the unused deposit will be issued. The cost of repairs, based on a per hour charge that includes labor and materials, is determined by the director of facilities. A landlord security deposit account is established for each student (lessee) and is held in an interest-bearing account, as required by New Jersey law.

8.2.9. Guest Facilities

Limited guest facilities are available at a nominal charge. Reservations for these accommodations should be made during regular office hours. Visits to the Seminary campus by groups must be arranged in advance with the director of housing and auxiliary services, whether the Seminary is in session or not. Guests under college age shall not be housed overnight in Seminary facilities. The group leader will be given instructions regarding meals, rooms, parking, and facilities available on campus. If meals are involved, arrangements must be made at least one week in advance. It is important that these steps be followed so that visitors not be embarrassed by lack of arrangements or by conflicting schedules.

8.3. Identification Cards

A photo identification card is issued to each entering student at the time of registration and is valid for the duration of his or her program. This ID card is for the exclusive use of the person whose name and photograph appear upon it and is non-transferable. It is used for several purposes: as a board card for persons on the Seminary board plan, as a declining balance card, as an access card for residential buildings, mailroom, Stuart basement (for CRC) and the gym, for borrowing books from the Seminary libraries, and as a credential for obtaining borrowing privileges at the Princeton University library facilities. The loss of an ID card must be reported immediately to the Office of Housing and Auxiliary Services. The cost of a first replacement is \$20. This fee is raised in \$5 increments each time a card must be replaced.

8.4. Dining Service

The dining hall in Mackay Campus Center is open for three meals each day during the academic year and is available to members of the Seminary community, special groups, and invited visitors. It also is frequently used by persons from the community at large. The schedule normally is as follows, although it does change between semesters and the summer when classes are not in session.

8.4.1. Hours

8.4.1.1. Monday through Thursday

Breakfast: 7:30 a.m. to 9:30 a.m.
(Continental Breakfast served 9:00 a.m. to 9:30 a.m.)
Lunch: 11:45 p.m. to 1:30 p.m.
Dinner: 5:30 p.m. to 7:00 p.m.

8.4.1.2. Friday

Breakfast: 7:30 a.m. to 9:30 a.m.
(Continental Breakfast served 9:00 a.m. to 9:30 a.m.)
Lunch: 11:45 p.m. to 1:30 p.m.
Dinner: 5:30 p.m. to 6:30 p.m.

8.4.1.3. Saturday

Breakfast: 8:00 a.m. to 9:00 a.m.

Lunch: 12:00 p.m. to 1:00 p.m.

Dinner: 5:30 p.m. to 7:00 p.m.

8.4.1.4. Sunday

Continental Breakfast: 7:30 a.m. to 9:00 a.m.

Lunch: 12:00 p.m. to 1:30 p.m.

Dinner: 5:30 p.m. to 7:00 p.m.

8.4.2. Meal Plans

All students living in the dormitories must be on either the fifteen-meal or the twenty-one-meal plan. There are no exceptions to this policy. Selections for the board plan are made on the housing application each year and may be changed only between semesters, no later than the close of the last business day before the beginning of the new term. Students selecting the twenty-one-meal plan will receive three meals each day; the fifteen-meal plan permits a student to eat any fifteen meals each week. The Seminary ID card serves also as the board card for those students on the board plan. Students on the board plan who are unable to attend a particular meal may request a boxed meal by contacting the director of dining services in advance. The procedure for persons on the board plan is: Present the ID card to the cashier at the time of check out. In the absence of an ID card the cashier will either request cash payment or suggest that the card be retrieved. Lost cards should be reported immediately to the director of housing and auxiliary services who will issue a new card upon payment of the usual replacement fee.

8.4.3. Declining Balance

Declining balance and other meal cards are available to other members of the Seminary community and sometimes to visitors. Payment also can be made in cash or credit card at the Kiosk. Balances on declining balance cards expire June 30 after the student graduates. There are no refunds on balances after the expiration date.

8.4.4. Special Dietary Needs

Students who have special dietary needs should speak to the director of dining services to see if their needs can be accommodated.

8.5. Mail Service

8.5.1. Mailroom Location and Hours

The mailroom is located on the lower level of the Administration Building and is accessed through the left-hand door facing Mackay Campus Center. The mailroom is open from Monday through Friday, 8:30 a.m. to 4:30 p.m. and closed 12:30 p.m. to 1:30 p.m. During the summer (June to August), hours may change and will be posted. Although the mailroom closes at 4:30 p.m. each day, access to student, faculty, and department mailboxes is available. After 6:00 p.m. the exterior door of the mailroom will be locked, however, access can be obtained using the student's Seminary ID card.

8.5.2. Processing Mail

The mailroom processes incoming mail from the U.S. Postal Service and all mail from within the Seminary itself, including grade reports and paychecks. Items weighing more than one pound should be taken to the U.S. Post Office on Palmer Square or to the main office on Rozelle Road in West Windsor. Students who do not reside in the dormitories have the option of using their home addresses or their Seminary mailboxes for incoming mail from the U.S. Postal Service, but all Seminary-generated mail will be delivered to the Seminary mailbox.

8.5.3. SBNs and Keys

All students are assigned a Seminary mailbox and should have mail addressed to the Seminary box number (SBN). Keys are obtained at the Office of Housing and Auxiliary Services upon presentation of appropriate identification and must be returned upon graduation, taking a leave of absence, or otherwise terminating the program. The fee for a replacement key is \$15.

8.5.4. Regular Checking of SBNs

Students should check their Seminary mailboxes regularly. They should remember to bring their key, since members of the mailroom staff are not authorized to retrieve mail from student boxes. The staff does not accept calls inquiring about the contents of a mailbox.

8.5.5. Addressing Mail

8.5.5.1. For USPS

Incoming mail from the U.S. Postal Service, destined for a Seminary mailbox, should be addressed as follows:

Student's Name
SBN xxx, Princeton Theological Seminary
Box 5204
Princeton, NJ 08543-5204

8.5.5.2. For Non-postal Carriers

Parcels from non-postal carriers also may be delivered to the mailroom and should be addressed as follows:

Student's Name
c/o Princeton Theological Seminary
64 Mercer Street
Princeton, NJ 08540

8.5.6. Summer Addresses

All students must file a "summer address" with the registrar. In addition, those who receive mail from the U.S. Postal Service at an address other than their SBN, and who plan to be away for the summer, should file an address change directly with the post office. Forms for this purpose are available from the mailroom. All first-class and address-correction mail addressed to the student's SBN will be forwarded promptly, but the mailroom will dispose of other classes of non-forwardable mail. Campus mail will be placed in the student's mailbox where it can be picked up on the student's return.

8.5.7. Students Not Returning in the Fall

It is important that students not returning in the fall both file a change of address order with the post office and inform the mailroom and the registrar of a new address. First-class and address-correction mail will be forwarded to this address until August 31 after graduation. Students who leave any other time will have mail forwarded for three months after their official leave date. After these deadline dates, all mail will be returned to sender.

8.6. Duplicating Service

Students may request to use duplicating equipment for large projects. Please contact the mailroom for more details and costs. The duplicating facilities are in the lower level of Hodge Hall.

8.6.1. Provisions for Duplication

Reports and papers prepared in fulfillment of academic requirements may be duplicated on Seminary equipment, subject to the following provisions:

- (1) The user should prepare a duplicating request form for all printing work and present it, together with the work to be processed, to a member of the duplicating staff.
- (2) All equipment other than the xerographic copier will be operated by a member of the staff.
- (3) The coordinator of duplication should be consulted about work exceeding twenty-five pages.
- (4) Where extensive printing or collating is required, work must be at the duplicating office at least one week before the desired completion date.
- (5) Work for faculty and administration ordinarily has priority, and staff services for others is subject to these priority commitments.
- (6) The charge for copies is six cents per page.

8.7. Lockers

8.7.1. Student Lockers

Small lockers for commuters and other students who live off campus are located in the basement of Stuart Hall. Assignments are made through the Office of Housing and Auxiliary Services, 203 Templeton Hall.

8.7.2. Public Lockers

Coin-operated public lockers also are available in the west lobby of Speer Library. The charge is twenty-five cents per use.

8.8. Use of the Whiteley Gymnasium

8.8.1. Hours

The Fitness Center is open 6:00 a.m. to 11:00 p.m. Monday through Saturday. The Fitness Center is closed for cleaning Monday through Friday from 10:15 a.m. to 11:00 a.m.

8.8.2. Squash and Handball Court

The squash and handball courts are not currently available for use.

8.8.3. Racquetball Court

The racquetball court is open during Fitness Center hours, but closed for cleaning from 10:00 to 11:00 a.m. Monday through Friday.

8.8.4. Basketball Court

The basketball court is open during Fitness Center hours, but closed for cleaning from 10:15 a.m. to 12:00 p.m. Monday through Friday.

8.8.5. The Red Room

The Red Room doors are open during normal gym hours. The schedule is posted on the door. The room may be reserved through the Office of Housing and Auxiliary Services for gym-related activities only.

8.8.6. Holidays

All gym and fitness facilities are closed on New Years Day, Martin Luther King Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

8.8.7. Rules

For safety reasons the following fitness center rules must be observed at all times:

- (1) Children age twelve and under are not permitted to use the Fitness Center at any time.
- (2) Children age thirteen to seventeen must be accompanied by an adult at all times.
- (3) Spotters are required at all free weight equipment.
- (4) Return all weights back to the racks.
- (5) Wipe down all exercise equipment after each workout.
- (6) Maximum of twenty minutes per exercise machine is allowed.
- (7) Stereo and TV should not be played too loud and not played before 8:00 a.m. or after 10:00 p.m.

8.8.8. Gym Access

In order to gain access to the gym you must have your Seminary ID card. Members of the Seminary community including students, faculty, administration, staff, visiting scholars, CTI members, their spouse and children and/or legal dependents, and Continuing Education guests are all eligible for ID cards. Seminary ID cards must be carried at all times.

8.8.9. Eligibility for Gym Access

Immediate family members of employees and students who are eligible to use the gym must obtain a photo ID card from the Office of Housing and Auxiliary Services. The cost is \$5.00 per family member and is valid for one (1) academic year at a time.

8.8.10. Access for Children

Children of members of the Seminary community ages thirteen to seventeen may use the gymnasium facilities other than the Fitness Center without being accompanied by an adult providing that a parental consent form for minors is completed by the parent as part of the process of obtaining an ID card. Children age twelve and under must be accompanied by an adult at all times and cannot have an ID card.

8.8.11. Guests

Members of the Seminary age eighteen and over may bring two (2) guests per visit. The guest must be accompanied by the member at all times. The guest must sign in the log book each time with the Seminary member. Children age seventeen and under may not bring guests at any time.

8.8.12. Group Use

8.8.12.1. Seminary Group Use

Seminary groups should schedule their use of the gym through the intramural director.

8.8.12.2. Outside Group Use

Outside groups may use the gym when approved and authorized by the director of the Office of Housing and Auxiliary Services. Proper insurance coverage must be provided. Scheduling is done through the Office of Housing and Auxiliary Services, 609.497.7730. Outside groups are only allowed to use the facilities they have been scheduled to use during their allotted time.

8.8.12.3. Scheduling Group Use

The intramural director schedules all Seminary groups who wish to use the court Monday through Friday, 8:00 a.m. to 11:00 p.m. Outside groups may use the facility with permission from the Office of Housing and Auxiliary Services on Saturdays, from 9:00 a.m. to 3:00 p.m.

8.8.13. Footwear

All groups/individuals must have the appropriate footwear. Only proper white-soled sneakers can be worn to use any of the court facilities.

8.8.14. Bringing Equipment

Individuals should plan to bring their own equipment (basketball, volleyballs, etc.). A volleyball net and stanchions are provided.

8.8.15. Lockers

The top row of the gymnasium lockers may be reserved through the Office of Housing and Auxiliary Services. The bottom row of lockers is for daily use only and cannot be reserved. Lockers are not for long-term storage nor are they considered personal lockers. Lockers that are not reserved will have locks cut off and personal items in the locker discarded.

8.9. Pool Regulations

The following rules regulate pool usage:

- (1) A Seminary ID is necessary in order to gain access to the pool facilities.
- (2) You must shower before you swim in the pool. Lifeguards will ask you to shower if you enter the pool room dry.
- (3) Children under twelve years of age must, at all times, be accompanied by an adult.
- (4) Individual inflated devices (tubes, waterwings, floats, etc.) should be used with care and only when the pool is not crowded. Rafts and large inflatable toys are not permitted.
- (5) The pool and its facilities are for the use of the Seminary community and personal guests only. Outside groups are not allowed to use the facilities.
- (6) All persons using the pool must register their attendance by signing the log book located at the lifeguard's desk. There is no fee for guests.
- (7) Please comply with the directions of the attending lifeguards. By state code and Seminary policy, they are in charge.
- (8) Additional rules are posted at the pool facility.

9. Student Organizations and Activities

9.1. Student Government

The Student Government operates under a constitution approved by the student body, which consists of all regularly admitted and currently enrolled residential students, except those in doctoral programs. It supports the Seminary's mission to prepare women and men in service to Jesus Christ in ministries of congregation, classroom, and the public arena. It is committed to exercising responsible leadership in the formation of a community of seminarians dedicated to a ministry of preparation and their scholarship.

9.1.1. Membership

The Student Government consists of the following positions:

- (1) Five elected officers: moderator, vice-moderator, clerk, treasurer, and student-faculty liaison.
- (2) Six representatives elected by the residents of the following residential units: One each from Alexander Hall, Brown Hall, Hodge Hall, the Witherspoon Apartments, the Charlotte Rachel Wilson Apartments, and from Roberts Hall and Tennent Hall together.
- (3) One representative living in non-Seminary owned housing.
- (4) Five representatives elected by the following groups: One each from the junior class, middler class, senior class, Th.M. students, and Ph.D. students.

9.1.2. Organization

The five elected officers constitute the Executive Council. Among other duties, the moderator convenes the Student Government throughout the academic year and until a successor is elected by the student body. In addition to the elected officials described above, one representative and one alternate from each approved Seminary organization, recognized by the Student Government shall be appointed by the organization to represent itself to the Student Government. These are not official Student Government members but they do have voting rights. A full text of the Student Government constitution, for which the above is extracted, may be obtained from the clerk of Student Government, or the dean of student life. A copy is also posted on the Student Government board in the Mackay Campus Center.

9.2. Student Organizations

9.2.1. Asian Association of Princeton Theological Seminary

The purpose of the Asian Association is to serve as an advocate for the quality of student life at the Seminary. It aims to provide space for deepening its members' spiritual identity through continual conversation with a diversity of Asian and Asian American perspectives. To this end, the members strive to offer intentional space and resources in ways that promote worship, fellowship, and social responsibility.

9.2.2. Association of Black Seminarians

The Association of Black Seminarians is committed to the liberating word of the gospel of Jesus Christ, and interpreting this message afresh for this contemporary age. Its purpose is to establish and give mutual support to its African and African American brothers and sisters while matriculating at the Seminary; to create an atmosphere for the sharing of its members' gifts and achievements; to provide a communal forum for telling its members' personal, ethnic, and religious experience in the wider theological environment; to work toward building a network for the structure and support of the ministries of its members; to devote its members in word and deed to the transforming message of liberation through support, presence, commitment, and unity, such that the Seminary will be the continued recipient of the unique contribution of its members.

9.2.3. The Association of Charismatic Theological Students (ACTS)

ACTS is a gathering of Pentecostal/charismatic students at the Seminary, as well as any students interested in the study and/or practice of Pentecostalism. The ACTS provides a scholarly and sacred space for the exploration of socio-cultural identity expressions, theological formation, and spiritual direction among Pentecostal-type Christians, combining historical-critical, interdisciplinary religious studies with active participation in faith communities. Any and all students are welcome at any of ACTS's activities.

9.2.4. Association of Latino(a)/Hispanic American Students (AL/HAS)

The Association of Latino(a)/Hispanic American Students is primarily composed of students from a Latino(a)/Hispanic background. It welcomes students from all ethnic backgrounds. The mission of AL/HAS is threefold. First, AL/HAS provides a community for students to engage the Latino(a)/Hispanic heritage. AL/HAS also seeks to enhance the students' Seminary education with workshops that address their needs specifically. Second, AL/HAS seeks to foster a constructive dialogue on issues affecting the Latino(a)/Hispanic American Community. Third, in conjunction with bringing awareness, AL/HAS encourages responsible action toward these concerns. This is done through various events which include, but are not limited to, panel discussions, workshops on academic needs, cultural awareness events, meetings, dialogue with other students, and social gatherings.

9.2.5. Bisexual, Gay, Lesbian, and Straight Supporters (BGLASS)

Bisexual, Gay, Lesbian, and Straight Supporters seeks to provide support, education, resources, and fellowship to members of the Seminary community, especially those who identify themselves as gay, lesbian, bisexual, transgendered, or questioning (GLBTQ), and their heterosexual allies. BGLASS believes that GLBTQ persons should be fully included in the church as they affirm their sexuality and discern God's call. To that end, BGLASS also advocates for and witnesses to the love and justice of God for all people within the Seminary community. BGLASS offers a variety of activities, including regular meetings, workshops, educational forums, movie screenings, fellowship and social events, and a confidential support group for GLBTQ persons. During the spring semester, BGLASS hosts its annual BGLASS Week with festivities on the quad, services of worship in the chapel, panel discussions, and keynote speakers.

9.2.6. Covenant Network of Presbyterians

The Covenant Network of Presbyterians (Covenant Network) seeks to uphold the mission of the national organization and to encourage all Christians to work for a more faithful, just, and inclusive church. Each year, the Covenant Network hosts lectures and workshops on campus to foster a more hospitable environment for dialogue about the unity of the church, ordination, and the lives of GBLT Christians in the church, among other things. It also invites members of the community to enter into biblical and theological studies and conversations with other members of the network on campus and in the community. The Covenant Network can help provide resources on sexuality, ordination, covenantal relationships, faith stories, theology, and living as church. Most importantly, the Covenant Network wants to hear others' stories of faith and enter into relationship with them for the building of a more inclusive, more whole church.

9.2.7. Great Lakes and Michigan Seminarians (GLAMS)

The vision of Great Lakes and Michigan Seminarians (GLAMS) is to promote education about Michigan and the Great Lakes region of the United States and Canada, provide advocacy and networking opportunities for students interested in ministry opportunities in Michigan and the Great Lakes region, and encourage fellowship among students from Michigan and the Great Lakes and the rest of the campus community. GLAMS encourages new and returning students, staff, and faculty that have interest in the Great Lakes region to get involved in planning an event or gathering throughout the year.

9.2.8. International Student Fellowship (ISF)

The mission of the International Student Fellowship is to encourage and facilitate a "fellowship of nations" at the Seminary. While the core group of ISF members is comprised of international students in the Th.M., M.A., and M.Div. programs, the ISF also includes the families of international students, internationals in the Ph.D. program, professors, and interested students of all backgrounds. We believe that while students come to PTS from abroad in order to enhance their particular ministries, they also bring with them broad and rich backgrounds from which the entire Seminary community can learn. The ISF endeavors to help this learning take place, both among international and domestic students. All are welcome to come and participate in this opportunity for cross-cultural learning and fellowship.

9.2.9. Koinonia

Koinonia is an organization of doctoral candidates, the purpose of which is to provide a forum for the discussion of issues of scholarly interest. Throughout the year, its meetings feature speakers discussing topics of interdisciplinary concern to the doctoral student body. These topics include issues relating to the instructional departments, faculty committees, and campus councils. Koinonia also fosters and encourages social activities for doctoral students and assists in the annual orientation of new students at the Seminary.

9.2.10. Movements of Praise

Movements of Praise is a dance organization for people who desire to enhance the praise and worship atmosphere of the Seminary through dance. Those who participate will serve the Seminary community through passionate worship expression and performances in chapel, special services, and major dance productions. It seeks to worship through diverse dance styles all across ages and experiences.

9.2.11. Presbyterians for Renewal

Presbyterians for Renewal is committed to and seeks the renewal of the Presbyterian Church (USA). Its purpose is to encourage members of the Seminary community, especially those who are members of the PCUSA, to participate in the renewal of the PCUSA denomination. It believes renewal will be possible through 1) addressing and engaging in multicultural issues and the realization of a multicultural church, 2) prayer and discussion about renewal in the PCUSA, and 3) cultivation of a supportive place for people to pursue personal and corporate renewal based on the Word of God and the guidance of the Holy Spirit. It seeks to create a campus community that actively thinks, discusses, and prays about the renewing work that God is doing in this denomination.

9.2.12. Seminarians Affirming Reproductive Choice (SARC)

Seminarians Affirming Reproductive Choice is an organization and dedicated group of seminarians at the Seminary who represent the varied prochoice positions of people within the Seminary community. It provides education, advocacy, and training about male and female reproductive rights not only within the religious community but within society at large. It is committed to operating within the auspices of this theological community and seeks to share in dialogue with other groups and individuals. SARC is about choice, and it affirms all individuals' freedom to follow their conscience when making prayerful decisions about reproduction.

9.2.13. Seminarians for Fellowship (SFF)

Seminarians for Fellowship aims to build unity and foster community on a diverse campus by sharing life together in an affirmation of scripture (Acts 2:42), fellowshiping, and breaking bread together. We hope to love one another through the discipline of empathy; deepen relationships with old friends and build relationships with new friends; encourage dialogue as opposed to stereotypes; and celebrate our calling and our differences. In the hectic pace of Seminary life, SFF hopes to provide a safe space to have fun free from the rigor and stress of academic life.

9.2.14. Seminarians for Life

Seminarians for Life provides a safe place for open discussion, prayer, education, and social action in regards to preserving God's gift of life. It acts as a prayerful and Christ-guided peer organization whose vision is to teach others the value of every life. Its members believe that every human life is a wonderful creation of God's love and therefore should be protected without discrimination based upon stage of development or state of disability. Its members wish to act as proper stewards of the gifts God has granted us.

9.2.15. Seminarians for Peace and Justice (SFPAJ)

Seminarians for Peace and Justice is a group of Seminary students committed to pursuing God's call to be instruments of peacemaking and reconciliation in the world. In response to this call its members gather weekly for prayer, Bible study, and the coordination of a variety of educational and advocacy-related activities that take place both on and off campus. Its concerns are local, national, and global, and its members respond in a variety of ways. In cooperation with other campus organizations it helps bring speakers to campus, coordinate student and faculty discussions, and provide opportunities for the Seminary community to act in creative and constructive ways in response to the brokenness of the world.

SFPAJ hopes to be a "sending" organization, empowering individuals and groups of students to pursue ministries of peacemaking and reconciliation to which they feel called and providing resources and assistance whenever possible. Through prayer, study, and action, it seeks healing and wholeness in God's good creation.

9.2.16. The Southern Society

The Southern Society was founded in order to foster the hospitality and good will that so many southerners have experienced and shown to others throughout their lives. The Southern Society serves purely as a social organization. It encourages all people, southern or not, who love food and good times to participate in its events. In past years, events included a number of cookouts, the Mardi Gras Ball, and a Jambalaya Fundraiser for victims of Hurricane Katrina.

9.2.17. Spouses for Seminarians

Spouses for Seminarians exists to support spouses of seminarians through fellowship and support. Programming varies from year to year.

9.2.18. The Stewardship and Missions Committee

The Stewardship and Missions Committee enables the Seminary community, united by its faith in Christ, to respond to human needs (local, state, national, and international) with financial or personal assistance. The committee gathers for worship, prayer, study of scripture, investigation of both its members' gifts and its communities' needs, and engagement with its neighbors for God's mission in the world. The committee is comprised of four main groups who work with one another for different aspects of God's mission: discipleship, local mission, international mission, and stewardship. The committee hosts a Seminary-wide auction to support a worthy organization, helps educate the community in Christian stewardship, and sponsors a used book sale in the second semester. Books are donated by faculty, staff, students, individuals, and organizations in the Princeton community, with the proceeds donated to a third world Seminary. The committee hosts a hunger run late in the spring semester, the proceeds from which are donated to area and national soup kitchens.

9.2.19. Theological Students' Fellowship (TSF)

The Theological Students' Fellowship is an organization of Seminary students gathered around a confession of the Lordship of Jesus Christ as reflected in scripture, who recognize our call to minister to one another and to the Seminary community as led by the Holy Spirit. Through group meetings for fellowship and service, TSF seeks to provide a space for personal and spiritual growth as well as a way for students to build relationships and identity. In addition to these functions of TSF as a whole, the TSF includes four specific ministries that provide further opportunity for fellowship, growth, and service: the Well, *Princeton Theological Review*, Living Stones, and the Speakers Committee.

9.2.20. The Women's Center

For more than thirty-five years the Women's Center has provided a supportive sisterhood for women of the Seminary community to feel, speak, and act. Over the years, it has encouraged women through fellowship, performance, discussion, advocacy, outreach, speakers and panels, and other programs. The Women's Center is a welcoming space located on the lower level of the Mackay Campus Center, down the hall from the TBA. The room is open for student use from 8:00 a.m. until 5:00 p.m. daily. Please refer to its handout "How Can You Benefit from the Women's Center?" or contact the Women's Center co-moderators for more information on how to take advantage of this excellent resource. The Women's Center is made up of female students, faculty, staff, administrators, and families of Seminary students. It also has a Men's Auxiliary, which is comprised of male students, faculty, and families of students. The Women's Center is guided by a board of twelve women.

9.3. Student Activities

9.3.1. Athletic Program

The athletic director conducts a program of sports and recreation to meet the needs of students. The daily athlete and the "once in a while" player will both find opportunities for using the Seminary facilities, which include a gymnasium on the Tennent Hall campus, an indoor pool at the Charlotte Rachel Wilson apartments, and an athletic field. Intramural competition includes flag football, basketball, and ultimate frisbee. Other sports such as soccer, volleyball, kickball, and softball are also organized. Classes such as aerobics, jazzercise, kick boxing, and yoga are available as well.

9.3.2. Social Program

The social chairperson functions as a resource for social activities, stimulating small-group recreation, serving as host for campus events, and coordinating social activities for the year. He or she plans several Seminary-wide activities such as picnics, major banquets, and dances, and also informs the Seminary community of interesting events in the Princeton area and in New York and Philadelphia through regularly posted calendars.

9.3.3. Deacons

Deacons are students beyond their first year who serve as community builders, spiritual leaders, and resource liaisons for other students at the Seminary. Every residential building on campus has one or more deacons who are organized under two head deacons. Deacons build community by welcoming new students to campus, creating opportunities for fellowship, and nurturing relationships with fellow students. Deacons serve as a resource, liaison, and information contact for various events and opportunities, communicating student needs to different departments, and helping the Department of Student Life deal with sensitive situations. Deacons serve as spiritual leaders by caring for the spiritual well-being of the students with whom they live.

9.3.4. Theater Ticket Discount Program

Arranged through the dean of student life, this program provides discount coupons (up to 50% off) for Broadway and off-Broadway shows. There is generally a choice of five or six shows at any given time, and the choices change monthly. In many cases tickets can be ordered by telephone with a credit card. Coupons are available from the dean of student life, 210 Templeton Hall.

Appendix A: Substance Abuse Prevention Policy

The dimensions of the substance abuse problem are enormous. In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, the Seminary is committed to promoting an environment that supports the wellness and positive self-development of its members and that allows everyone in the community to study and work unhampered by the problems and risks associated with the abuse of alcohol and the illegal use of drugs. The Seminary expects students to demonstrate conduct and ethics consistent with preparation and formation for professional ministry.

A.1. Prohibition on Unlawful Activities

Students of the Seminary are strictly prohibited from the unlawful manufacture, distribution, possession, or use of controlled substances on the campus or as part of any Seminary activity.

A.2. Drinking Age

The Seminary considers the use of alcoholic beverages in moderate amounts to be a matter of responsible personal choice. No person under 21 years of age shall possess, purchase, or consume alcoholic beverages on campus, nor shall any person at the Seminary offer, give, or sell alcoholic beverages to anyone under 21 years of age.

A.3. Dry Spaces

Alcoholic beverages shall not be served or consumed in the following locations on the Seminary campus:

Mackay Campus Center

Seminary Libraries

Corporation Yard

Classroom buildings, classroom meeting space, and other spaces open to the Seminary community at large

Charlotte Newcombe Center and Seminary pool complex

Residential building lounges, hallways, and common/public areas within the buildings

Quadrangle

A.4. Kegs of Beer

Kegs of beer are prohibited under all circumstances.

A.5. Penalties

Any substance found in violation of this policy is subject to immediate confiscation. Violations of the above policies will result in disciplinary action up to and including dismissal. A mandatory four-session assessment with an approved counselor and/or participation in and successful completion of an approved drug or alcohol abuse rehabilitation program may be required. For the range of Seminary disciplinary actions, see §4.6. Applicable legal sanctions are summarized in Appendix F.

A.6. Reporting and Counseling

Persons who themselves have a substance abuse problem, who are concerned about someone one who may have such a problem, or who wish to report a violation of this policy may speak with any of the following administrators:

- Minister of the Chapel
- Dean of Student Life
- Director of Student Counseling
- Director of Human Resources

A.7. Counseling Services

Confidential counseling services are available on campus by calling 609.497.7844 or through Trinity Counseling Service at 609.924.0060 and located at 22 Stockton Street. Please see the student counseling web site for more information.

A.8. Emergency Contact

911 should be called if a student has overdosed on alcohol or drugs and is at risk. If a student is in a psychological crisis, he or she should come directly to Scheide Hall during office hours. After hours, seek help from Seminary security staff through phone numbers reserved for psychological crises: main campus 609.273.9727, and CRW 609.273.9726. A security officer will come to the person in crisis, contact the director of student counseling or one of the administrators on the Psychological Crisis Response Team, and may help with transportation. Individuals can also go directly to the emergency room of the University Medical Center at Princeton, or call Princeton House, the hospital's psychiatric branch, at 609.497.3355. Crisis hotlines are 609.896.2120, or 4434. Princeton Borough Police can be reached at 609.924.4141. In certain emergencies, the Seminary may try to reach the emergency contact person the student listed on his or her admission application.

A.9. Further Information

The Student Counseling page of the Seminary web site (<http://www.ptsem.edu/counseling>) includes information on support groups, twelve-step programs, treatment facilities as well as confidential assessments for alcohol, mental health, self-care, and wellness.

Appendix B: Sexual Harassment Policy

B.1. Policy

Princeton Theological Seminary is committed to providing members of the Seminary community, including faculty, students, administrators, and staff, with an environment where they may pursue their studies, work, careers, and social interactions without being subjected to sexual misconduct. "Sexual misconduct" refers to a broad range of inappropriate sexual behaviors, including sexual harassment and sexual assault, which not only are prohibited by state and federal law but also are a violation of the Christian ethical vision that informs the life and mission of the Seminary and are incompatible with the church's standards for its members and professional leaders. The Seminary regards acts of sexual misconduct as serious offenses, and therefore as unacceptable conduct.

Sexual misconduct of any kind is not acceptable behavior. It is inconsistent with the commitment to excellence and Christian ethics that characterizes the Seminary's activities.

The Seminary will take such action as it deems appropriate to prevent, correct, and if necessary, discipline behavior constituting sexual misconduct. Sanctions that may be applied include, but are not limited to, warning, probation, suspension (with or without pay for employees), dismissal, and expulsion. In addition, sexual misconduct by a vendor, contractor, or other third-party having an agreement or contract with the Seminary may be grounds for the abrogation of such agreement or contract.

In certain circumstances, sexual misconduct may also be unlawful behavior that is contrary to state or federal law. These laws may have their own procedural requirements, including time limits, for filing a complaint. Please be aware that proceeding under this policy may not satisfy the legal requirements of those laws.

Notwithstanding the remedies this policy may provide, if you have been sexually assaulted the Seminary urges you to seek help and report the incident to the police immediately. Your ability to prosecute a claim of sexual assault may be significantly hindered by the passage of time.

B.2. Definitions

B.2.1. Sexual Harassment

Sexual harassment can take many forms, occurs in a variety of circumstances, and may be directed at an individual or group of individuals. It is not the intention of the harasser but the conduct itself and the impact on the recipient which determine what constitutes harassment. The impact of harassment can result in the recipient feeling discomfort or humiliation and/or may adversely affect the recipient's academic or job performance, undermine academic or job security or prospects, or create a threatening or intimidating work or study environment. It can also provoke aggressive, retaliatory attitudes and actions. Certain behavior will be, by its nature or severity, unwelcome even on a single occasion.

Social interaction involving mutually acceptable behavior should be distinguished from harassment. However, it should be borne in mind that what is initially acceptable to some may be offensive to others, and what is acceptable between persons A and B may not be acceptable to person C. The key element to sexual harassment is that it is conduct that is unwanted, unreasonable, and offensive to the recipient. Where harassment is unintended, but still has the effect of violating the dignity of or creating a hostile environment for the recipient, the conduct would be considered as harassment only after consideration of all the circumstances, which will include the perception of the recipient.

The Seminary defines sexual harassment as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of a individual's employment or academic work; or (2) submission to or 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 from the standpoint of a reasonable person.

Verbal expression 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; inappropriate or off-color email communication; or any public or unwelcome private display of sexually explicit pictures, greeting cards, articles, books, magazines, photographs, devices, toys, or cartoons in the absence of a valid educational purpose.

B.2.2. Sexual Assault

Sexual assault is a crime punishable by both civil and criminal legal action and is a serious violation of Seminary policy. Sexual assault is any type of sexual contact without consent or permission by both parties. It can include touching of private body parts over or under the clothing or any form of penetration.

Sexual assault occurs when the act is intentional and is committed either by: (1) physical force, violence, threat, or intimidation; (2) ignoring the objections of another person; (3) causing another's intoxication or impairment through the use of drugs or alcohol; or (4) taking advantage of another person's incapacitation, state of intimidation, helplessness, or other inability to consent.

Forced intercourse or other unwanted sexual contact may be rape or sexual assault whether the assailant is a stranger or an acquaintance of the Complainant. The Seminary also recognizes that while most victims are female and most assailants are male, a perpetrator or victim can be of either sex. You may become a victim in several different ways. Some examples may include (but are not limited to) the following:

- a person uses his or her body size/weight to forcefully intimidate a victim into having sex;

- a person was too drunk to remember consenting to or even engaging in sexual activity, and there is evidence that non-consensual sexual activity occurred;
- coerced sex occurs in the context of an abusive relationship;
- the victim indicates a lack of consent but wonders if it was not "strong enough";
- the accused perpetrator is drinking and does not respond to the victim's resistance;
- someone gropes a victim over her or his clothes in a crowded room;
- the victim does not cry or scream for fear of escalating the assault or not being believed;
- both victim and perpetrator are the same sex;
- the victim invites the accused into her or his place of residence.

These are only a few examples of possible sexual assault scenarios. Individuals who are not sure if their case meets the definition of sexual assault are strongly encouraged to promptly contact either a Designated Individual or the Princeton police department by dialing 911.

B.2.3. Designated Individuals

Designated Individuals are members of the Seminary community specifically trained in handling matters related to the sexual misconduct policy. These Designated Individuals, and their successors when duly appointed and qualified, are:

Director of Multicultural Relations: Victor Aloyo Jr.

Director of Educational Media: Joicy R. Becker-Richards

Director of Housing and Auxiliary Services: Stephen Cardone

Director of Human Resources: Sandra J. Maley

Associate Director of Field Education: Chester Polk Jr.

B.2.4. Constituencies

For the purpose of this policy, the four constituencies ("Constituencies") of the Seminary community are: (1) the ranked faculty and other instructional personnel, (2) the exempt administrative and professional/technical staff, (3) the nonexempt staff, and (4) the students.

B.2.5. Sexual Misconduct Panel

The Sexual Misconduct Panel ("Panel"), from which hearing committees are drawn to handle complaints filed under this policy and which performs related functions described below, is appointed by the president of the Seminary. The Panel consists of eleven persons from the Constituencies of the Seminary community as follows: three members of the ranked faculty, two members of the exempt administrative staff, two members of the nonexempt staff, and four students (two Ph.D. candidates and two candidates from the M.Div. and/or M.A. programs). The president shall appoint the Panel members, and shall select from its members a chair ("Chair") who

may be from any of the Constituencies. Student members shall serve for one year terms and may be reappointed to a second one year term. Panel members who are not students shall be appointed for three (3) year overlapping terms such that two or three new members are appointed each year after the initial appointments. The identity of the Chair will be maintained in the office of each Designated Individual. The service address of the Panel and the permanent location of its records shall be the office of the assistant to the president of the Seminary.

B.3. Complaints of Sexual Assault

If you have been sexually assaulted YOU ARE NOT TO BLAME! All people when confronted with sexual assault or rape do the best they can, given the situation. Nothing that you did can cause a sexual assault, including having an existing or prior relationship with the assailant or using alcohol/drugs. It is never the victim's fault.

If you are the victim of rape or sexual assault, call a Designated Individual or 911 **immediately** to report the crime and to obtain medical attention. In addition, the following steps will help protect you and assist in prosecuting any crime that may have taken place:

- Get to a safe place as soon as you can and contact a close friend who can be with you as long as you need her/him. Your friend can accompany you to a medical exam, the police department, or counseling services.
- Try to preserve all physical evidence: Do not bathe, douche, use the toilet (you can save a urine sample in a jar with a lid on it), brush your teeth, drink (especially soda pop or alcohol), wash your sheets or couch cushions, or change clothing (you can put your clothing in separate paper bags).
- Get medical attention as soon as possible. Go to a local emergency room. A full physical exam will help assure that any injuries will be identified and treated, and concerns about possible pregnancy and sexually transmitted infections will be addressed. Forensic evidence can also be collected for potential use in criminal cases.

While victims of sexual assault are encouraged to report their assaults to the police, requests for adjudication through the Seminary's sexual misconduct policy are not dependent on whether or not a police report is filed. A Designated Individual can provide information and guidance regarding any or all of these options, and can assist in making decisions about what course of action is best for the victim.

B.4. Procedure without Complaint

Any member of the Seminary community who believes that he or she is the victim of sexual misconduct by another member of the Seminary community is encouraged, but not obligated, to advise the person alleged to have committed sexual misconduct that the behavior is unwelcome, must be stopped, and is being interpreted by the victim as misconduct as defined in this document. Students are encouraged to discuss these issues with the director of student counseling. Employees are encouraged to discuss these issues with a counselor through the Employee Assistance Program. If such efforts are not successful or not followed, the member of the community who feels victimized is encouraged (but

not obligated) to discuss the matter with one of the Designated Individuals. The Designated Individual is available in this situation to provide information, answer questions, and if so requested, to attempt a resolution of the matter through informal discussion with the parties involved. The Designated Individual shall not serve as an advocate for any party to the matter, but shall instead serve in an impartial role to assist the parties in reaching a mutually acceptable resolution of the situation. Any discussion between an individual bringing a complaint and a Designated Individual shall be treated with the maximum possible degree of confidentiality, although the Seminary reserves the right to disclose or act upon information it receives when, in its judgment, it is necessary to do so to protect the safety or well-being of an individual or the Seminary, or as required by law.

Communications about sexual misconduct to a Designated Individual who is an ordained minister will not be regarded as falling within any clergy-communicant privilege. Due to conflicts of interest or other reasons, Designated Individuals reserve the right to decline to serve in appropriate cases. Accordingly, a Designated Individual may refer any person by whom he or she has been approached to another Designated Individual.

B.5. Procedure with Complaint

An individual, preferably after consultation with a Designated Individual, may file a complaint against a member of the Seminary community alleging a violation of the Seminary's sexual harassment and misconduct policy. Any alleged violation of this sexual harassment and misconduct policy should be reported promptly. As long as the individual being accused is a current member of the Seminary community, this policy can apply and the Seminary may investigate and take necessary action, if warranted. The Seminary's ability to pursue the complaint to conclusion, however, may be significantly hindered by the passage of time.

Accordingly, prompt reporting of a claim of sexual misconduct is crucial to help ensure that the Seminary can fully investigate complaints. A delay in reporting can adversely affect both the Alternative Dispute Resolution and Hearing Committee Procedures outlined below. In addition, in the event of sexual assault a delay in reporting the incident to the police can significantly impact the ability to prosecute a crime. Therefore, victims of sexual misconduct are strongly encouraged to report the misconduct as soon as possible.

In filing a complaint of sexual misconduct under this policy, an individual has the option of pursuing two courses of action: (B.5.1.) the Alternative Dispute Resolution Procedure, or (B.5.2.) the Hearing Committee Procedure. These procedures are outlined below.

B.5.1. Alternative Dispute Resolution Procedure

Any individual who wishes to raise a claim of sexual misconduct ("Complainant") may ask that the complaint be handled under the Alternative Dispute Resolution Procedure ("ADR Procedure"). Under this procedure, the Complainant may meet with a Designated Individual and discuss the circumstance of sexual misconduct that the Complainant contends exists. Under the ADR Procedure, the complaint must be submitted by the Complainant in writing.

Once the complaint is delivered by the Complainant to the Designated Individual, the Designated Individual may then offer two levels of assistance:

- (1) Providing advice to the parties in such a way that the identity of the Complainant is not made known to the individual against whom the complaint has been made ("Respondent").
- (2) Providing mediation between the parties, who shall be identified to each other.

The Complainant, in consultation with the Designated Individual, will determine which level of assistance the Designated Individual will offer. Once the course of action is determined, the Designated Individual will take the steps that he or she deems necessary to resolve the complaint.

When a complaint is resolved under the ADR Procedure, or when efforts at a resolution are in the judgment of the Designated Individual concluded, the Designated Individual will provide the Chair with a brief written report of the resolution, in which both the Complainant and the Respondent will be identified. In addition, the report shall also be filed by the Designated Individual with the assistant to the president of the Seminary, who shall maintain the report as part of the permanent records of the Panel for a minimum period of seven years.

B.5.2. Hearing Committee Procedure

A Complainant is not required to go through the ADR Procedure prior to filing a claim under the Hearing Committee Procedure. In addition, if at any time an individual who is proceeding with a claim pursuant to the ADR Procedure is dissatisfied with the progress of the ADR Procedure, or is dissatisfied with its proposed resolution, he or she may within thirty (30) calendar days of the conclusion thereof, ask that the ADR Procedure be terminated and that the claim be reviewed pursuant to the Hearing Committee Procedure.

Under the Hearing Committee Procedure, the Complainant must deliver to the Chair a written complaint outlining the alleged incident(s) of sexual misconduct. The Complainant may ask a Designated Individual for assistance in preparing this written complaint. The written complaint should set forth with specificity the circumstances and nature of the alleged sexual misconduct. It is important that the complaint be as specific and detailed as possible under the circumstances, as it will constitute the grounds upon which a subsequent investigation and hearing will be conducted.

Once the written complaint is delivered to the Chair, the following steps will ensue. The Chair may increase any of the deadlines which follow due to the timing of the complaint in the academic year or for other good cause.

1. Within five (5) days of receipt of the written complaint from the Complainant, the Chair will advise the Respondent that a proceeding against him or her pursuant to the Hearing Committee Procedure has been commenced. At that time, the Chair will also provide the Respondent with a copy of the complaint.

2. Within seven (7) days of receipt of the written complaint from the Chair, the Respondent may provide a written response to the Chair. The Respondent may ask a Designated Individual for assistance in preparing this response. The Respondent is not required to provide the Chair with a written response to the complaint. In the event that a written response is provided, however, the Chair will, within five (5) days of its receipt, provide a copy of the response to the Complainant.
3. Within fourteen (14) days of receipt of the written complaint from the Complainant, the Chair will appoint from the Panel a presiding member and two additional members to constitute a Hearing Committee ("Committee") to hear the matter. If possible, the Chair will appoint to the Committee one member from each Constituency to which the Complainant and the Respondent belong. If the Complainant and the Respondent belong to the same Constituency, the Chair may, but need not, appoint two Panel members from such Constituency. If no Panel member is able to serve from the Constituency of the Complainant or the Respondent, the Chair may appoint such other Panel member or members as the Chair deems appropriate to serve on the Committee. The presiding member of the Committee will be chosen by the Chair and may be from any Constituency. If a conflict of interest or other valid reason prevents a Panel member from serving on the Committee, the Chair shall select a substitute from the Panel.
4. Within five (5) days of the appointment of the Committee, the Chair will provide the Complainant and the Respondent with written notification of the names of the persons serving on the Committee.
5. Within five (5) days of receipt of notice of the composition of the Committee, the Complainant and/or the Respondent may file a written objection with the Chair regarding the service of any Committee member. Any such objection must set forth the specific reason(s) that the objection is being made. After reviewing such objection, the Chair may or may not, at his or her sole discretion, replace any member of the Committee with another member of the Panel. If the Chair does replace a member, steps 4 and 5 shall be repeated.
6. Following receipt of the written complaint and any response that might be submitted, the Chair will conduct an investigation of the allegations that have been made and will gather information to be used by the Committee during the hearing procedure. In the course of investigating the allegations and gathering information, the Chair shall interview the Complainant and the Respondent, and shall review the permanent file of the Panel to determine if there are any previous complaints under this policy that have been filed against the Respondent. In addition, the Chair may interview any other person whom the Chair believes might be in possession of relevant information; may consult Seminary records bearing on the matter; and may gather such other statements, documents, or material as he or she may deem appropriate. The Chair shall make every effort to complete this investigation and to submit a written report containing his or her factual findings to the Committee within thirty (30) days of the Chair's receipt of the written complaint from the Complainant.

- (a) The Complainant and the Respondent are expected to cooperate with the Chair in this investigation to the extent of answering pertinent questions and supplying or authorizing the release of relevant information when so requested. When this cooperation is denied, the Chair shall so inform the Committee, providing where possible his or her understanding of the reasons therefor. Furthermore, should either the Complainant or the Respondent refuse to participate and/or cooperate with the Chair's investigation, the Committee shall have the right, in its sole discretion, to bar that party from presenting testimony or evidence at the hearing.
7. Every effort shall be made to have the Committee schedule a hearing in connection with the matter within thirty (30) days after the Chair has submitted his or her investigative report and supporting documentation to the Committee.
 8. At the hearing, the Complainant and the Respondent shall present their respective positions without reference to any prior proceeding, including, without limitation, any prior proceedings related to this complaint under this policy, and no reference to the discussions, findings, or recommendations related to any prior proceeding shall be introduced to the Committee.
 9. In conducting the hearing, the Committee is not required to adhere strictly to the rules of evidence. The Committee shall receive and review the complaint, the response, the report of the Chair, and other pertinent statements and documents. The Committee shall also interview the Complainant, the Respondent, as well as any other witnesses it deems relevant and necessary. The parties shall be afforded an opportunity to respond to one another's statements and to present witnesses and evidence on their own behalf.
 - (a) Separation of Complainant and Respondent—The Complainant and the Respondent will not be required to give their statements in the physical presence of each other, and will not be required to appear together at the hearing.
 - (b) Right to Hear Proceedings—Both the Complainant and the Respondent have the right to listen to all testimony provided during the hearing from a separate location. The Seminary shall provide the parties with sufficient facilities to listen to such proceedings via electronic means including, without limitation, telephone, speaker phone, Internet broadcast or any other means that the Hearing Committee, in its sole discretion, deems reasonable.
 10. The Complainant and the Respondent are expected to cooperate with the Committee in conducting the hearing. Such cooperation shall include, without limitation, appearing before the Committee to give testimony and answer questions that the Committee might have. When this cooperation is denied, the Committee shall have the right, in its sole discretion, to disregard the written statements of the party that has refused to cooperate with the Committee in reaching its conclusions in connection with the claim.
 11. The Complainant and the Respondent may each be accompanied by a personal advisor, other than a family member, selected from among the members of the Seminary community. The Hearing Committee Procedure is designed with the intent that legal counsel need not be involved with the hearing. Should any party decide to retain legal counsel for this purpose, however, he or she shall notify the Chair at least fourteen (14) days before the hearing so that the other party may take this fact into account when making his or her plans. Legal counsel at the hearing may confer with their clients but will not be permitted to address the Committee or others.
 12. When, in the sole judgment of the Committee, the Complainant and the Respondent have been fully heard, the parties and witnesses shall be excused and the Committee shall deliberate and reach a conclusion by majority vote. In determining whether or not a complaint of sexual misconduct has been sustained, the Committee shall look at the totality of the circumstances, including the nature of the action and the context in which the alleged misconduct occurred. The determination of a suitable penalty shall be made on a case-by-case basis in light of all relevant facts and circumstances, which may include, without limitation, any prior history of complaints against the Respondent. The Committee may consult with the following relevant Seminary officials when devising an appropriate penalty or resolution: the dean of student life where the Respondent is a student; the dean of academic affairs where the Respondent is a faculty member; or the senior vice president and chief operating officer or director of human resources where the Respondent is a staff member.
 13. Within fourteen (14) days of the conclusion of the hearing, the Committee shall issue a written report of the hearing, consisting of the Committee's findings of fact, conclusions, and recommended disposition based on the record ("Hearing Report"). In determining its recommended disposition, the Committee will consider, by way of example and not limitation, the facts of the particular claim, any prior history of complaints against the Respondent, pertinent Seminary policies, regulations, and procedures, and applicable law. Once issued, the Hearing Report will be maintained by the Panel in its permanent records.
 14. Within five (5) days of issuance of the Hearing Report, the Committee shall deliver a copy of the Hearing Report to the Complainant and to the Respondent. The parties shall then have fourteen (14) days to give the presiding member of the Committee written notice that they do or do not accept the Committee's recommendations.
 15. Within twenty-one (21) days of the date of issuance of the Hearing Report, the presiding member of the Committee will present the Hearing Report, together with the Complainant's and the Respondent's written responses, if any, to the president.
 16. If neither the Complainant nor the Respondent has filed written responses to the Hearing Report, the president shall render a final and binding decision in writing implementing the recommendations of the Hearing Committee contained in the Hearing Report.

17. If either the Complainant or the Respondent has filed a timely written response to the Hearing Report, upon receipt of all materials from the presiding member of the Committee the president will review the Hearing Report, as well as any written responses to the report provided by the parties. During this review, the president, in his or her sole discretion, may also consult with the Chair and/or the presiding member of the Committee regarding the claim.

The president's review shall be limited to two areas of consideration. First, the president will review the Hearing Report to determine if the Committee exhibited bias against one of the parties during the hearing, or if the procedures established by this policy were violated in any material respect during the hearing. In the event that the president finds bias or a violation of the procedures established in this policy, the president may, in his sole discretion, vacate the Committee's recommendations and either (i) remand the case to the Committee for further proceedings, or (ii) order a new hearing before a new Committee. Second, the President will also review any recommended penalty that might be contained in the Hearing Report in the context of any special circumstances raised by either party that the president believes are relevant to the recommended penalty that the Committee has included in the Hearing Report.

The purpose of the president's review of the Hearing Report is not to initiate a rehearing of substantive issues of fact or a new determination of guilt or innocence. Rather, the president's review will be limited to the issues of bias and procedure as set forth above. Furthermore, the president shall have the authority to reduce any penalty recommended by the Committee, but shall not have the authority to increase any such recommended penalty.

After the president has completed this review process, the President shall render a final and binding decision in writing in connection with the complaint. This decision shall be based upon the president's review of the record; the recommendations, findings, and conclusions of the Committee; the responses of the Complainant and the Respondent; any prior history of complaints against the Respondent; pertinent Seminary policies, regulations, and procedures; and applicable law.

18. Within thirty (30) days of the date of the delivery of the Hearing Report to him or her, the president shall communicate his or her final and binding decision to the Complainant, the Respondent, the presiding member of the Committee that heard the complaint, and the Chair. This decision also shall be placed in the permanent records of the Panel and a reference to the decision located in the permanent records of the Panel shall be placed in the file of both the Complainant and Respondent.

B.6. Multiple Complaints

Upon either receipt of a report from a Designated Individual regarding resolution of a complaint under the ADR Procedure, or the filing of a complaint under the Hearing Committee Procedure, the Chair shall review the permanent file of the Panel to determine if there are any previous complaints under this policy that have been filed against the Respondent. In the event that there has been one or more previous complaints filed against the Respondent, the Chair shall immediately refer the matter to the president for review. In this circumstance, notwithstanding this policy, the Respondent may be subject to immediate disciplinary action if, in the sole discretion of the president, such discipline is warranted. In addition, the president will also have the option, in his or her sole discretion, to permit the new complaint to proceed under the policy without taking further action, or to instruct the Chair to commence an action directly against the Respondent as a Complainant pursuant to the Hearing Committee Procedure outlined above.

B.7. Additional Matters

B.7.1. Fear of Retaliation

Fear of retaliation should not hinder the reporting of an incident of sexual misconduct. Retaliation in any form, on the part of a person under the jurisdiction of the Seminary, is a violation of Seminary regulations and the law and will independently subject the person responsible for the retaliation to discipline.

B.7.2. Identification and Prevention

The Seminary believes it is important to be proactive in taking reasonable steps to identify and prevent sexual misconduct. If an individual in a supervisory capacity has direct knowledge of an incident of sexual misconduct on the part of a member of the Seminary community, that supervisor should bring the matter to the attention of a Designated Individual. If after such notice is given it appears to the Designated Individual that a potential violation of this sexual misconduct policy exists, that Designated Individual may serve as the Complainant in such matter and pursue the matter through either the ADR Procedure or the Hearing Committee Procedure specified above.

B.7.3. Emergency Notification

In an emergency, where the health or well-being of a member of the Seminary community or the well-being of the Seminary as an institution is threatened, any individual with knowledge of a situation involving sexual misconduct should promptly inform the president of the Seminary of that circumstance. The president, or someone designated to act on the president's behalf, is authorized to take any immediate steps as may be necessary and appropriate under the circumstances to ensure the well-being of the Seminary community and the Seminary as an institution.

B.7.4. False Accusations

A false accusation of sexual misconduct that is unreasonably made also constitutes sexual misconduct under this policy, and any such claim is subject to the provisions set forth herein.

B.7.5. Maintenance of Permanent Records

The permanent records of the Panel shall be maintained by the assistant to the president of the Seminary for a minimum period of seven years. In addition, at the conclusion of any claim filed under this policy, any and all documents or records maintained or created by a Designated Individual shall be maintained as part of the permanent records of the Panel by the assistant to the president of the Seminary for a minimum period of seven years.

B.7.6. Indemnification

Members of the Seminary community who hold formal responsibilities for the enforcement of this policy will, to the extent permitted by law, be defended legally by the Seminary for all actions taken by them in good faith, even if mistaken, in seeking to enforce this policy.

B.7.7. Relation to Other Policies, Rules, Etc.

This policy is designed to provide definitions and procedures for handling cases of sexual misconduct. If a conflict should arise between the provisions of this policy and other Seminary procedures, rules, regulations, or terms or conditions of employment, the provisions of this policy shall govern and control in cases of sexual misconduct, unless those other procedures, rules, regulations, or terms or conditions of employment shall specifically provide to the contrary.

B.7.8. Amendments

The Chair may, from time to time, after consultation with the Panel, recommend to the president of the Seminary amendments to the Sexual Harassment and Misconduct Policy. To the extent authorized by the Board of Trustees, the president may then either disapprove the recommended amendments or approve them and put them into effect. In the alternative, the president may refer them to the Board for disposition. The Board of Trustees reserves to itself the right on its own initiative to repeal, amend, or replace this policy if in its judgment the interests of the Seminary so require.

Hearing Committee Procedure Timeline

1. A written complaint is filed by the Complainant with the Chair.
2. Within five (5) days after receiving the complaint, the Chair will advise the Respondent that a proceeding against them has been commenced and will also provide the Respondent with a copy of the complaint.
3. Within seven (7) days of receipt of the written complaint, the Respondent may provide a written response to the Chair.

(a) In the event that the Respondent provides the Chair with a written response, the Chair will, within five (5) days of its receipt, provide a copy of the response to the Complainant.

4. Within fourteen (14) days of filing of the written complaint, the Chair will appoint from the Panel the three members of the Committee that will hear the matter.
5. Within five (5) days of the appointment of the Committee, the Chair will provide the Complainant and the Respondent with the names of the persons serving on the Committee.
6. Within five (5) days of receipt of notice of the composition of the Committee, the Complainant and/or the Respondent may file a written objection with the Chair regarding the service of any Committee member.
7. The Chair will use his or her best efforts to investigate the complaint and submit a written report containing his or her factual findings to the Committee within thirty (30) days of the Chair's receipt of the written complaint.
8. The Committee will use its best efforts to schedule a hearing in connection with the complaint within thirty (30) days after the Chair has submitted his or her investigative report and supporting documentation to the Committee.
9. If any party decides to retain legal counsel to assist it in connection with the hearing, he or she shall notify the Chair of this fact at least fourteen (14) days prior to the hearing date.
10. Within fourteen (14) days of the conclusion of the hearing, the Committee shall issue the Hearing Report.
11. Within five (5) days of issuance of the Hearing Report, the Committee shall deliver a copy of the Hearing Report to the Complainant and to the Respondent.
12. After receiving the Hearing Report, the parties shall have fourteen (14) days to give the presiding member of the Committee written notice that they do or do not accept the Committee's recommendations.
13. Within twenty-one (21) days of the date of issuance of the Hearing Report, the presiding member of the Committee will present the Hearing Report, together with the Complainant's and the Respondent's written responses to the Hearing Report, to the president.
14. Within thirty (30) days of the date of delivery of the Hearing Report to him or her, the president shall communicate his or her decision to the Complainant, the Respondent, the presiding member of the Committee that heard the complaint, and the Chair.

Appendix C: Complaints Involving Title IX, Title VI, and The Rehabilitation Act

Princeton Theological Seminary does not discriminate on the basis of sex, race, color, national or ethnic origin, or disability in its admission policies, education programs, activities, or employment policies.

Federal law requires the Seminary to designate an employee to coordinate its compliance, including the investigation of complaints, with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973. In addition, the Seminary is required to have procedures for the resolution of student and employee grievances alleging violations of these laws.

Any student in the Seminary who feels that he or she has been discriminated against by an individual or office acting for the Seminary or that the Seminary is not complying with the requirements of Title VI, Title IX, or the Rehabilitation Act, has the right to register a complaint and seek redress of his or her grievance. Except in cases of sexual harassment, the student should take his/her complaint of discrimination or non-compliance with Title VI, Title IX, or the Rehabilitation Act to John Gilmore, senior vice president and chief operating officer (the “Coordinator”) at 2 Administration Building or 609.497.7701. Complaints of sexual harassment should be handled through the Seminary’s Sexual Harassment Policy, see, Appendix B.

The Seminary has adopted the following procedures to resolve specific allegations of discrimination or non-compliance with Title VI, Title IX, or the Rehabilitation Act. In addition, these procedures may be used by students to raise issues of alleged discrimination or non-compliance that they would like reviewed with the Seminary’s administrators.

- (1) Initial inquiries or complaints of discrimination should be directed to the Coordinator, either in person or in writing. After receiving the initial inquiry, the Coordinator will meet with the Complainant to address the Complainant’s issues and explain the Seminary’s policies in an effort to resolve the complaint.
- (2) If further clarification or resolution of the complaint is deemed necessary, specific questions of institutional policy or individual charges of discrimination must be filed in writing with the Coordinator. The Coordinator will then provide copies to appropriate parties and attempt to resolve the issue that has been raised by the Complainant.
- (3) Should steps one and two fail to resolve the Complainant’s issue within a reasonable amount of time, the Coordinator shall direct the Complainant to use the relevant grievance procedure found elsewhere in this Handbook in order to resolve the Complainant’s issue.

Appendix D: Policy Regarding Romantic Relationships between Faculty and Students

D.1. Prologue

D.1.1. Responsible Faculty/Student Contact

Princeton Theological Seminary provides an environment for theological research and learning that includes frequent personal contact between faculty and students. Such contact, both inside and outside the classroom, is encouraged and highly valued, since the openness and cordiality of such meetings help make possible intellectual, spiritual, and social growth, which are among the goals of the Seminary. Faculty have the responsibility to relate to students in a manner consonant with the gospel, in ways that provide positive role models of Christian leadership, and in a manner that embodies the highest standards of professional ethics.

D.1.2. Fairness and Romantic Relationships

No Seminary regulation regarding faculty-student relationships should be understood as discouraging the development of the professional relationships and friendships that are an essential and desirable part of life together. Nevertheless, a romantic relationship between a faculty member and a student inescapably poses questions of fairness, proper use of power, and possible conflicts of interest, and it places the faculty member and the Seminary in a potentially hazardous legal situation.

D.2. Procedures

D.2.1. Notification and Professional Conduct

If the association between a member of the faculty and a student does develop into a romantic relationship, then the relationship becomes a matter of special concern not only for the two parties directly involved but also for the Seminary itself. Therefore:

- (1) As a matter of professional ethics, the faculty member involved must immediately notify the dean of academic affairs and request to be removed from any and all official supervisory and evaluative responsibilities regarding the student in question, including grading, academic advising, serving on thesis committees, supervising the student as a teaching fellow or research assistant, and the like.
- (2) Both the faculty member and the student should inform themselves about the Seminary policy regarding sexual harassment and must bear the responsibility for ensuring that their relationship is in compliance with those policies, including the provision of written assurance of this to the Seminary, if requested.

- (3) The faculty member should recognize that romantic relationships, by their very nature and, often, by virtue of their visibility, bear a special burden to embody ethical commitments appropriate to the Christian faith. Sexual relations between a faculty member and a student not married to each other constitute unprofessional conduct.

D.2.2. Potential for Disciplinary Action

The Seminary will respect the privacy of its faculty and students and ensures the freedom of persons in the Seminary community to form responsible and ethical relationships. If, however, a faculty member forms a romantic relationship in violation of any provision of this policy, the Seminary may institute disciplinary action, following the procedures outlined in Chapter Fourteen of the Faculty Manual.

D.2.3. Other Teaching Staff

This policy shall apply, *mutatis mutandis*, to all instructional personnel of the Seminary, including teaching fellows and teaching assistants.

Appendix E: Snow and Severe Weather Policy

The Seminary's policy regarding snow and severe weather emergencies is governed by two considerations:

- (1) The existence of a large resident population, together with a rather compact academic calendar, suggests that all reasonable efforts should be made to hold classes and examinations in spite of inclement weather;
- (2) In the presence of significant snow accumulations, or the threat of such accumulation, normal campus services best can be restored or maintained when maintenance personnel do not have to contend with vehicles on campus roads or in areas in which employees park. Taken together, these considerations have led to the following policies governing snow and other weather-related emergencies.

E.1. Announcement of Cancellations or Delayed Openings

Announcements of cancellations or delayed openings will be made on radio stations WPST, 97.5 FM; WBUD, 1260 AM; and WKXW, 101.5 FM. Information regarding weather-related delays and closings may also be obtained by calling the Seminary's main telephone number at 921.8300. An effort will also be made to notify the Seminary community of weather-related cancellations or delayed openings via email or by posting an announcement on the web home page, www.ptsem.edu.

E.2. Classes and Examinations

- (1) In the face of snow or other weather-related emergencies, classes and examinations will be held as scheduled if this can be done with due regard to human safety and sound educational practice. If safety would appear to be unnecessarily compromised, or attendance would be so reduced as to make regular exercises unprofitable, classes or examinations may be canceled by the Seminary or a delayed opening may be announced.
- (2) Where final examinations are canceled, they will be rescheduled by the registrar in consultation with the instructors concerned. Similarly, the registrar, in consultation with the instructors, will reschedule canceled seminars and other classes that meet for consecutive periods on a single day. Where only one class hour is affected by a cancellation, any rescheduling will be done by the instructor in consultation with members of the class.
- (3) Where a delayed opening for classes is announced, only those classes will be held that would have met during the remaining available periods, and others will be regarded as having been canceled.
- (4) Canceled examinations and classes may be rescheduled for a Saturday, for a time early in the reading period, or for some other suitable occasion.
- (5) Where classes or examinations are held during weather emergencies, commuters are urged as safety permits to take public transportation or to adopt other measures that will reduce the influx of vehicles on the campus.

E.3. Administrative Offices

The senior vice president and chief operating officer may close the administrative offices of the Seminary, or announce (directly or through the director of facilities and construction) a delayed opening, either in the interest of safety or to enable maintenance personnel to clear snow accumulations. Under such circumstances, administrative services will be canceled, and persons in these departments are not to bring vehicles onto the campus without the approval of the senior vice president and chief operating officer.

Appendix F: Applicable Legal Sanctions for Alcohol and Controlled Substances

F.1. Alcoholic Beverages

F.1.1. State of New Jersey

F.1.1.1. Driving while Intoxicated

A person is legally drunk if his or her blood alcohol concentration (BAC) is 0.08 percent or higher. In either case, the person is charged with Driving While Intoxicated (DWI). All persons convicted of DWI must pay an insurance surcharge of at least \$1,000 per year for three years in addition to the following penalties.

- (1) First Offense: Depending on BAC, additional fines and charges of at least \$ 600; loss of license for 12 months; 12–48 hours to be spent at an intoxicated driver resource center; and a possible 30-day jail sentence.
- (2) Second Offense: Additional fines and charges of at least \$700; loss of license for two years; requirements for 30 days of community service and a required jail sentence of 48 hours to 90 days.
- (3) Third Offense: Additional fines and charges of at least \$1,200; loss of license for 10 years; a 180-day jail sentence; and an insurance charge of \$1,500 per year for three years. N.J. Stat. Ann §17: 29A-35(b)(2)(b), 39: 4-50 (West).

F.1.1.2. Refusing a Breath Test

Refusing a breath test when there is probable cause for arrest carries a fine of \$300–\$500, a loss of license for seven months, and an obligation to complete an alcohol education or rehabilitation program. A person can be convicted of DWI without the results of a breath- or blood-alcohol test. §39: 4-50, 4a

F.1.1.3. Driving on a Suspended License

Driving on a Suspended License because of a DWI conviction carries up to two years additional suspension, a fine of \$500 and a possible 90-day jail sentence. Involvement in an injury-causing accident carries a mandatory 45-day jail sentence. §39: 4-50, 4a.

F.1.1.4. Open Container Law

Having an open or unsealed container of an alcoholic beverage in a car carries a \$200 fine for first offense and a \$250 fine or 10-day community service obligation for the second offense. §39: 4-51a.

F.1.1.5. Underage Possession/Consumption of Alcoholic Beverages

The minimum age for possession or consumption of alcoholic beverages in New Jersey is 21. §9: 17B-1(b).

F.1.1.6. Possession/Consumption

Any person under the age of 21 who knowingly possesses or consumes alcoholic beverages in a public place or vehicle is guilty of a disorderly persons offense that carries a fine of not less than \$500. §2C: 33-15(a).

F.1.1.7. Purchase

Any person under the age of 21 who knowingly purchases or attempts to purchase alcohol, or who misstates his or her age, or a person of legal age who purchases alcohol for an underage person faces a disorderly persons offense that carries a fine of not less than \$500 and license suspension of six months. §33: 1-81.

F.1.1.8. Service to Underage

Any person who knowingly offers, serves, or makes available alcohol to an underage person, or entices the underage person to consume alcohol, is committing a disorderly persons offense and faces a fine of up to \$1,000. §2C: 33-17.

F.1.1.9. Transfer of Identification (ID)

Any person who is underage and uses another person's ID to obtain alcohol or a person who is of legal age and gives his or her ID to an underage person to obtain alcohol, faces a fine of up to \$300 or a 60-day jail sentence. §33: 1-81.7.

F.1.1.10. Manufacturing False Identification (ID)

Any person who sells or offers to sell a document that simulates a state driver's license or other governmental document that could be used to verify a person's age is guilty of a crime of the second degree. §2C: 21-2.1(a).

F.1.2. Princeton Borough

The Borough follows all state laws regulating the sale and distribution of alcoholic beverages. Princeton Borough, N.J. Code §4-1, 2 (2008).

F.1.3. Princeton Township

The Township follows all state laws regulating the sale, distribution, or possession of alcoholic beverages. Princeton Township, N.J. Code §3-1 (2009).

F.1.4. West Windsor Township

The Township follows all state laws regulating the sale and distribution of alcoholic beverages. In addition, Township ordinances provide that no person shall serve, sell, or consume any alcoholic beverage in or upon any public or quasi-public place, or upon any public grounds, park, sidewalk, mall, playground, public conveyance, parking facility, or public building. Further, the ordinances forbid any person from possessing any alcoholic beverage with the intent of violating the foregoing, nor may persons meet with the intent to illegally sell, use, or possess

alcohol or controlled dangerous substances. There is an exception for possession, distribution, and consumption of alcohol in public places in connection with organized events, with the prior written permission of the chief of police. The penalty for violation of these provisions is a fine not to exceed \$2,000, or imprisonment or community service for not more than 90 days. West Windsor Township, N.J. Code §1-3(A), 36-1, 9-12 (2008).

F.2. Controlled Dangerous Substances

F.2.1. State of New Jersey

F.2.1.1. Age and Drug Offenses

A person 14 years or older charged with a drug offense can be tried as an adult; any one convicted of distribution of controlled substances to a person under 18 is subject to twice the fine penalty and term of imprisonment. §2A: 4A-27, 2C: 35-8.

F.2.1.2. Drug-induced Deaths

If a person dies as the result of using a controlled substance, the person who distributes or dispenses the substance can be prosecuted for homicide. §2C: 35-9(a).e.

F.2.1.3. Fines/Penalties

Anyone convicted of a drug offense, including use, must pay a special cash penalty (from \$500 to \$3,000), which is used for drug enforcement and prevention programs. §2C: 35-15(a)(1), (c).

F.2.1.4. Drug Use/Driving Privileges

Anyone convicted of a drug offense will lose his or her driver's license for a least six months; anyone under 17 convicted of a drug offense may not be able to get a license for at least six months after turning 17. §2C: 35-16(a).

F.2.1.5. Drug-Free School Zones

Anyone convicted of distributing controlled substances may be considered to be a dealer and be subject to imprisonment without parole; anyone convicted of simple possession will be required to perform at least 100 hours of community service; anyone convicted, as an adult, of possessing a drug other than marijuana or one ounce of more of marijuana will serve three years in prison without parole; and anyone convicted, as an adult, for distributing less than one ounce of marijuana will serve at least one year in prison without parole. §2C: 35-7, 35-10(a)(4).

F.2.1.6. Leader of Narcotics Trafficking Network

A person is a leader of a narcotics trafficking network if he or she conspires with others, as an organizer, supervisor, financier, or manager, to engage for profit in a scheme or course of conduct to unlawfully manufacture, distribute, dispense, bring into this state, or transport any controlled substance. Leading a narcotics trafficking network is a crime of the first degree and, upon conviction, a person will be sentenced to an ordinary term of life imprisonment during which the person must serve 25 years before being eligible for parole. The court also may impose a fine not to exceed \$750,000 or five times the street value of the controlled dangerous substance or controlled substance analog involved, whichever is greater. §2C: 35-3.

F.2.1.7. Maintaining or Operating a Controlled Dangerous Substance Production Facility

Any person who knowingly maintains or operates any premises, place, or facility used for the manufacture of any substances classified as a narcotic drug, or any person who knowingly aids, promotes, finances, or otherwise participates in the maintenance or operation of such premises, place, or facility is guilty of a crime of the first degree and will be sentenced to a term that will be fixed at or between one-third and one-half of the sentence imposed, during which the defendant will be ineligible for parole. The court may also impose a fine not to exceed \$750,000 or five times the street value of all controlled dangerous substances at any time manufactured or stored at such premises, place or facility, whichever is greater. §2C: 35-4.

F.2.1.8. Manufacturing, Distributing, or Dispensing

It shall be unlawful for any person knowingly or purposely:

- (1) to manufacture, distribute, or dispense, or to possess or have under his or her control with intent to manufacture, distribute, or dispense a controlled dangerous substance or controlled substance analog; or
- (2) to create, distribute, or possess, or have under his or her control with intent to distribute, a counterfeit controlled dangerous substance. §2C: 35-5(a).

F.2.1.9. Penalties for Violations

Any person who violates this law is subject to terms of imprisonment as determined by the court and fines of up to \$500,000, depending on the substance and quantity in possession. §2C: 35-5(b).

F.2.1.10. Employing a Juvenile in a Drug Distribution Scheme

Any person being at least 18 years of age, who knowingly uses, solicits, directs, hires, or employs a person 17 years of age or younger to violate N.J.S. 2C: 35-4 or subsection a. of N.J.S. 2C: 35-5, is guilty of a crime of the second degree and will be sentenced to a term of imprisonment that will be fixed at or between one-third or one-half of the sentence imposed or five years, whichever is greater, during which the defendant will be ineligible for parole. The court may also impose a fine not to exceed \$500,000 or five times the street value of the controlled dangerous substance or controlled substance analog involved, whichever is greater. §2C: 35-6.

F.2.1.11. Criminal Sale of a Controlled Substance on or Near School Grounds

Any person who violates subsection (a) of N.J.S. 2C: 35-5 by distributing, dispensing, or possessing with intent to distribute a controlled dangerous substance or controlled substance analog while on any school property used for school purposes that is owned by or leased to any elementary or secondary school or school board, or within 1,000 feet of such property or a school bus, or while on any school bus, is guilty of a crime of the third degree and will be sentenced by the court to a term of imprisonment. A fine of up to \$150,000 also may be imposed upon any person convicted for a violation of this section. §2C: 35-7.

F.2.1.12. Distribution to Persons under Age 18: Enhanced Punishment

Upon the application of the prosecuting attorney, any person being at least 18 years of age who has been convicted of distributing a controlled dangerous substance or controlled substance analog to a pregnant female or a person 17 years of age or younger shall be subject to twice the term of imprisonment, fine, and penalty, including twice the term of parole ineligibility. §2C: 35-8. .

F.2.1.13. Strict Liability for Drug-induced Deaths

Any person who manufactures, distributes or dispenses any controlled dangerous substance is strictly liable for a death that results from the injection, inhalation, or ingestion of that substance, and is guilty of a crime of the first degree. §2C: 35-9(a).

F.2.1.14. Possession, Use, or Being Under the Influence or Failure of Make Lawful Disposition

It is unlawful for any person, knowingly or purposely, to obtain or possess, actually or constructively, a controlled dangerous substance or controlled substance analog, unless the substance was obtained directly or pursuant to a valid prescription or order form from a practitioner, while acting in the course of his or her professional practice. A person violating this law is guilty of a crime of the third or fourth degree and may be fined up to \$35,000. §2C: 35-10(a).

F.2.2. Princeton Borough/Township

In accordance with the Drug Free School Zones Act, both the Borough of Princeton and Princeton Township have defined areas within 1,000 feet of elementary and secondary school boundaries. Princeton Township, N.J. Code §17A (2009).

F.3 Federal Drug Trafficking Penalties

See U.S. Drug Enforcement Administration, Federal Trafficking Penalties, <http://www.usdoj.gov/dea/agency/penalties.htm> (last visited July 20, 2009).

F.3.1. Class II Drugs and I: Lower Amounts

- Methamphetamine (5–9 g or 50–499 g mixture)
- Heroin (100–999 g mixture)
- Cocaine (500–4,999 g mixture)
- Cocaine Base (5–49 g mixture)

PCP (10–99 g or 100–999 g mixture)
LSD (1–9 g mixture)
Fentanyl (40–399 g mixture)
Fentanyl Analogue (10–99 g mixture)

F.3.1.1. First Offense

- (1) Not less than 5 years. Not more than 40 years.
- (2) If death or serious injury, not less than 20 years. Not more than life.
- (3) Fine of not more than \$2 million individual; \$5 million other than individual.

F.3.1.2. Second Offense

- (1) Not less than 10 years. Not more than life.
- (2) If death or serious injury, not less than life.
- (3) Fine of not more than \$4 million individual; \$10 million other than individual.

F.3.2. Class II Drugs and I: Higher Amounts

Methamphetamine (50 g or more or 500 g or more mixture)
Heroin (1 kg or more mixture)
Cocaine (5 kg or more mixture)
Cocaine Base (50 g or more mixture)
PCP (100 g or more or 1 kg or more mixture)
LSD (10 g or more mixture)
Fentanyl (400 g or more mixture)
Fentanyl Analogue (100 g or more mixture)

F.3.2.1. First Offense

- (1) Not less than 10 years. Not more than life.
- (2) If death or serious injury, not less than 20 years. Not more than life.
- (3) Fine of not more than \$4 million individual; \$10 million other than individual.

F.3.2.2. Second Offense

- (1) Not less than 20 years. Not more than life.
- (2) If death or serious injury, not less than life.
- (3) Fine of not more than \$8 million individual; \$20 million other than individual.

F.3.3. Other Drugs Class I and II (not including Marijuana, Hashish, or Hashish Oil): Any Quantity

F.3.3.1. First Offense

- (1) Not more than 20 years.
- (2) If death or serious injury, not less than 20 years. Not more than life.
- (3) Fine of \$1 million individual; \$5 million not individual.

F.3.3.2. Second Offense

- (1) Not more than 30 years.
- (2) If death or serious injury, life.
- (3) Fine of \$2 million individual; \$10 million not individual.

F.3.4. Other Drugs Class III: Any Quantity

F.3.4.1. First Offense

- (1) Not more than 5 years.
- (2) Fine of not more than \$250,000 individual; \$1 million not individual.

F.3.4.2. Second Offense

- (1) Not more than 10 years.
- (2) Fine of not more than \$500,000 individual; \$2 million not individual.

F.3.5. Other Drugs Class IV: Any Quantity

F.3.5.1. First Offense

- (1) Not more than 3 years.
- (2) Fine of not more than \$250,000 individual; \$1 million not individual.

F.3.5.2. Second Offense

- (1) Not more than 6 years.
- (2) Fine of not more than \$500,000 individual; \$2 million not individual.

F.3.6. Other Drugs Class V: Any Quantity

F.3.6.1. First Offense

- (1) Not more than 1 year.
- (2) Fine of not more than \$100,000 individual; \$250,000 not individual.

F.3.6.2. Second Offense

- (1) Not more than 2 years.
- (2) Fine of not more than \$200,000 individual; \$500,000 not individual.

F.3.7. Marijuana: 1,000 kg or More; or 1,000 or More Plants (Mixture Containing Detectable Quantity)

F.3.7.1. First Offense

- (1) Not less than 10 years, not more than life.
- (2) If death or serious injury, mandatory life.
- (3) Fine of not more than \$4 million individual; \$10 million other than individual.

F.3.7.2. Second Offense

- (1) Not less than 20 years, not more than life.
- (2) If death or serious injury, mandatory life.
- (3) Fine of not more than \$8 million individual; \$20 million other than individual.

F.3.8. Marijuana: 100 kg to 999 kg; or 100–999 Plants (Mixture Containing Detectable Quantity)

F.3.8.1. First Offense

- (1) Not less than 5 years, not more than 40 years.
- (2) If death or serious injury, not less than 20 years, not more than life.
- (3) Fine of not more than \$2 million individual; \$5 million other than individual.

F.3.8.2. Second Offense

- (1) Not less than 10 years, not more than life.
- (2) If death or serious injury, mandatory life.
- (3) Fine of not more than \$4 million individual; \$10 million other than individual.

F.3.9. Marijuana: Marijuana (50 to 99 kg; or 50–99 plants); Hashish (more than 10 kg); Hashish Oil (more than 1 kg)

F.3.9.1. First Offense

- (1) Not more than 20 years.
- (2) If death or serious injury, not less than 20 years, not more than life.
- (3) Fine of \$1 million individual; \$5 million other than individual.

F.3.9.2. Second Offense

- (1) Not more than 30 years.
- (2) If death or serious injury, mandatory life.
- (3) Fine of \$2 million individual; 10 million other than individual.

F.3.10. Marijuana: Marijuana (less than 50 kg; or 1–49 plants); Hashish (10 kg or less); Hashish Oil (1 kg or less)

F.3.10.1. First Offense

- (1) Not more than 5 years.
- (2) Fine of not more than \$250,000 individual; \$1 million other than individual.

F.3.10.2. Second Offense

- (1) Not more than 10 years.
- (2) Fine of \$500,000 individual; \$2 million other than individual.

Appendix G: Worship and Chapel Facilities

G.1. Prologue

G.1.1. Scheduling Procedures

Miller Chapel and Scheide Hall are available for use by groups whose purpose is consistent with the Seminary's educational mission and ecclesiastical identity. Determination of consistency is made by the minister of the chapel in consultation with the president of the Seminary. Events sponsored by the institution itself have priority over those sponsored by campus or outside groups, even though such groups may hold an earlier reservation. The following guidelines are in place to help minimize conflicts in scheduling.

G.1.1.1. Seminary Calendar

The Seminary publishes its academic calendar several years in advance. Persons and groups are encouraged to formulate their plans in consultation with the Seminary calendar.

G.1.1.2. Regular Events

Certain regular events, such as the daily chapel services and opening convocations, hold a permanent place on the calendar and take priority over any alternative requests.

G.1.1.3. Inaugural Addresses/Public Lectures

Inaugural addresses and public lectures that require the chapel are placed on the calendar as soon as arrangements for them have been made, generally during the preceding year.

G.1.1.4. Other Events

Other events are scheduled on a "space available" basis providing they are consistent with the mission and identity of the Seminary.

G.1.1.5. Advanced Reservations

In the interest of fairness and flexibility, reservations normally are confirmed only for the current academic year, or late in the spring for the following academic year.

G.1.1.6. Special Cases

In spite of these precautions, special situations such as funerals and memorial services may claim the chapel over prior reservations. Every effort to accommodate all requests will be made.

G.1.2. Contact for Reservations

Requests to reserve Miller Chapel are made through the online master calendar. The director of music will review and approve all requests for musical events. Other requests are reviewed and approved by the minister of the chapel in consultation with the director of music and the president of the Seminary as needed.

G.1.3. If Facility Is Locked

If either facility is locked upon arrival for a scheduled event, Campus Security should be called at 609.497.7777.

G.2. Rules of Use

G.2.1. All Users

Certain policies are applicable to all user groups. The more important are:

G.2.1.1. No Food or Beverages

Food and beverages are not allowed inside Miller Chapel.

G.2.1.2. No Moving Furniture

The communion table and chapel furniture/fixtures may not be moved, and decorations may not be added, without prior written permission by the minister of the chapel. The pulpit may not be moved under any circumstances except by authorized Seminary personnel. This is critical to maintain the integrity of the pulpit sound system.

G.2.1.3. Use of Organ and Piano

The director of music must approve use of the organ and chapel piano.

G.2.1.4. Use of A/V Equipment and/or Outlets

Chapel A/V equipment may not be used or moved and no equipment may be plugged into chapel A/V outlets except under the direction of Educational Media. Pulpit microphones are permanently installed and not removable. The A/V console in the balcony is for use by authorized Seminary personnel only.

G.2.2. Private Groups

Requests frequently are received from private groups and individuals to use the Miller Chapel and Scheide Hall facilities. Such requests are governed by the following policies.

G.2.2.1. Hold Harmless Agreement/Certificate of Liability

Any private group or individual sponsoring an event in either facility must sign a Hold Harmless Agreement available in the Chapel Office. If the organization is not specifically invited on campus for the purpose of enhancing the educational or administrative activities of the Seminary, it must provide a Certificate of Liability. Reservations will not be confirmed until a signed agreement or certificate is filed with the Chapel Office.

G.2.2.2. No Charge for Admission

No admission charges may be made or tickets sold by the sponsoring group. Offerings may be taken only when advertised in advance and upon prior permission of the minister of the chapel or, in the case of a musical event, the director of music.

G.2.2.3. Ushers and Service Bulletins

Ushers and service bulletins are the responsibility of the group.

G.2.2.4. Celebration of The Lord's Supper

Celebration of the Lord's Supper must be authorized in advance by the Chapel Committee and participation must be open to all baptized Christians. The group is responsible for communion ware and elements.

G.2.2.5. Seminary Sexton

A Seminary sexton must be present for outside events that use the chapel, including times of rehearsal, set-up, and breakdown as well as the event itself. Although the sexton may render incidental assistance in making physical arrangements, he or she is not a custodian.

G.2.2.6. Care for Chapel

At the conclusion of the event, chairs and hymnals should be returned to their original location, the room tidied, and items brought by the group removed. Custodial services are not available between events and scheduled uses, especially on evenings and weekends.

G.2.2.7. Media Services

Arrangements for media services must be made directly with Educational Media and may be undertaken after a space reservation has been confirmed. Users also may consult that department in advance regarding services that can be provided in the various locations and what facilities are available to address particular media needs. The department does not normally provide service on evenings or weekends.

G.3. Special Policy for Weddings

Miller Chapel, built in 1833, is named for Samuel Miller, the second professor of the Seminary. It is the second oldest public building on the campus and the third to be constructed. Having undergone substantial renovation in 2000, it is now handicapped accessible except for the small balcony. This historic building is in constant use, and its availability for events not immediately related to the Seminary program is accordingly limited. As the schedule permits, however, it is available for weddings when the bride or groom, or a parent of either, is a student, graduate, trustee, or employee of the Seminary.

G.3.1. Reservations

Requests for reservations to use Miller Chapel for a wedding are made through the Chapel Office. Reservations may be sought up to one year in advance. If the requested date falls within the school term, it will not be confirmed until the school's own calendar is settled. This usually occurs in early summer, although the registrar's web page contains tentative academic calendars for several years ahead.

G.3.2. Procedure

When a wedding request is approved, the applicant receives a letter confirming the date/time, a notice of required fees, and a complete statement of the chapel's wedding policy. The bride and groom must sign an agreement to comply with the Seminary wedding policy. A copy of the wedding policy may be obtained from the Chapel Office.

G.3.3. Forms, Fees, and Confirmation of Date

A date will be confirmed only when the completed forms, together with a check or money order for the applicable fees, is received by the Chapel Office.

G.4. Installed Instruments and Music Rooms

G.4.1. Joe R. Engle Pipe Organ

Use of the Joe R. Engle Pipe Organ in Miller Chapel is under the supervision of the director of music or, in his absence, the minister of the chapel. Priority for the use of the organ is as follows:

The director of music.

Persons designated as assistant organists for the stated chapel services of the Seminary.

Regularly enrolled students of the Seminary and their spouses whose competence has been verified by the director of music.

Individuals from outside the Seminary community who are organ pupils of the director of music.

Individuals who have been approved by the director of music to play for weddings and other special services.

G.4.2. Steinway/Bechstein Pianos

The Steinway piano in the chapel and the Bechstein piano in the Gambrell Room of Scheide Hall are available for use by those persons who have been approved by the director of music. They are not provided, however, for regular practice. Persons who wish to practice for a service of worship or recital, or who will be using one of these instruments for an approved event, should obtain a key from the Chapel Office and return it not later than the next business day. The pianos are not to be moved from their position in Miller Chapel or Scheide Hall by anyone other than the director of music. Requests to tune or move a piano should be made through the Chapel Office at least two weeks prior to the time this service is desired.

G.4.3. Piano Practice Rooms

Two piano practice rooms in the lower level of Scheide Hall, also under the supervision of the director of music, are available for use by students and their spouses. Practice time may be scheduled at the beginning of each week for that week only. The student or spouse should place his or her name on the signup sheet posted on the doors of the piano practice rooms. No more than five hours per week may be scheduled by any one person. Practice is not allowed during services in the chapel.

Appendix H: On-campus Misconduct and the Law

H.1. Members of the Seminary

- (1) On-campus misconduct by members of the Seminary will normally result in internal disciplinary action, although in some instances the Seminary may deem it necessary to call upon external authorities and/or to file charges. In particular, misconduct by members of the Seminary community or others that inflicts or threatens to inflict personal injury or serious damage to property, that severely impairs normal functions of the Seminary, or that cannot be adequately handled by the Seminary, may require the intervention of outside authorities. Outside authorities will be called only by a senior officer of the Seminary or a specifically designated representative.
- (2) Members of the Seminary should recognize that the Seminary may be obligated by law to report to the local authorities the commission of serious crimes.

H.2. Persons on Leave of Absence or Suspended or Withdrawn

On-campus misconduct by persons who are withdrawn, suspended, or on leave of absence from the Seminary will be evaluated before these persons may resume their status as regular members of the Seminary community.

H.3. Policy Regarding Persons Who Are Not Members of the Seminary

- (1) The availability of campus facilities to persons who are not members of the Seminary community is discussed above, under Community Use of Seminary Resources.
- (2) The Seminary reserves the right to declare a person who is not a member of the Seminary community a "persona non grata" and ban him or her from campus for a limited or unlimited period of time. Such a determination would ordinarily be made following an incidence of misconduct, but may be made for other reasons. Such a determination would be made in the sole discretion of the senior vice president and chief operating officer after consulting with the president and any others he or she feels appropriate.

Appendix I: Campus Security Policy

I.1. Campus Security

The growing importance of crime awareness recognizes both the dangers of serious crime and the potential to avoid its consequences through campus security, individual awareness, and community education. The Seminary is exempt neither from serious crime nor from the responsibility of promoting safety, which requires the cooperation of both students and employees. The Students Right to Know and Campus Security Act requires the Seminary to disclose campus security policy and campus crime statistics regularly to all current students and employees and, upon request, to prospective students and employees. The intent of this legislation is to encourage awareness and responsible action in making the campus a safer place.

I.1.1. The Campus Security Service

The Campus Security Service is responsible for providing access to Seminary buildings and residences when properly requested, for monitoring the safety needs of the Seminary community, and for escorting students and staff who find it necessary to travel across the campus late in the evening. Although uniformed and charged by the Seminary with enforcing its policies, security personnel are not commissioned police officers as defined by the State of New Jersey, are unarmed, and do not have the power of arrest. Under some circumstances, therefore, it is necessary to involve local law enforcement personnel in dealing with campus incidents. Even where matters are reported first to the Princeton or West Windsor police, it is urged that Campus Security also be notified so that it may be better aware of security needs and potential security problems.

I.1.2. Security Dispatch

The telephone number for Campus Security Dispatch is 609.497.7777. In addition, there are several call boxes that provide a direct service to Campus Security Dispatch, i.e., not to local police. Painted bright red or yellow with a blue light on top, they may be found at the following locations. Those marked with an asterisk have drive-up telephones.

Adams House, in portico at front entrance

Mackay Campus Center, on left-hand wall of front porch

Speer Library, in parking lot along Mercer Street, by Carriage House [*]

Luce Library, near entrance, where Armstrong Place meets parking lot [*]

Tennent Hall, at rear of building, by handicapped ramp [*]

Stuart Hall, side of the building, by handicapped ramp

Parking Structure, three on each of the three levels

Charlotte Newcombe Center, West Windsor Campus, in front near entrance

I.1.3. Procedures to Promote Security

The Seminary has put in place several procedures to promote security and to heighten awareness of security concerns:

- (1) Information is included in the *Wineskin* each month, as needed, that addresses both general and specific security concerns so that the Seminary community may be aware of any current or potential problems on campus. Written notices, as needed, are distributed during periods when the *Wineskin* is not published.
- (2) The director of housing and auxiliary services mails a packet to the entire Seminary community in early October, including a brochure on safety as well as other information deemed helpful in promoting campus security.
- (3) An emergency management team meets regularly to review campus security and will provide seminars on relevant issues as and when deemed appropriate. Emergency information phone labels and emergency cards are mailed to the Seminary community.
- (4) Student deacons are provided with supplementary training in basic procedures for encountering emergency situations.
- (5) A picture identification card, further described elsewhere, is provided to each student and employee and may serve to establish identity in particular situations.

I.1.4. Reasonable Measures for Self Security

All members of the Seminary community are urged to exercise caution and to take reasonable measures to assure their own safety and the security of their possessions. Practical measures include:

- (1) Locking doors and windows and securing articles such as bicycles that are left unattended;
- (2) Noting the location of fire safety and other emergency equipment and reporting items in need of repair;
- (3) Notifying Campus Security if strangers on campus appear to be acting suspiciously;
- (4) Abiding by regulations for the use of the gymnasium and other facilities attractive to the public;
- (5) Avoiding solitary use of remote facilities open to intruders;
- (6) Using ID cards to access residence halls that are always kept locked.

I.1.5. Emergency Procedures

Emergencies are made more serious by lack of early preparation. It is important in any situation to be aware of such things as one's own location, exit routes, alarm boxes, telephones, and numbers to call. In an emergency one should:

- (1) Secure his or her own safety.
- (2) Get to the nearest telephone or alarm box.
- (3) Call the police or Campus Security Dispatch, or activate the alarm.

The emergency number for police, fire, rescue, or ambulance services is 911. One must dial 9-911 from within the Seminary telephone system. One also may call:

Princeton Borough (main/Tenant/Robert campus): 924.4141

West Windsor (CRW/Witherspoon complex): 799.1222

Campus Security Dispatch: 497.7777

I.1.6. Crime Reporting

All crimes of a serious nature (murder, rape, robbery, aggravated assault, burglary, motor vehicle or other thefts) should be reported directly to the appropriate police department as well as to Campus Security. Rape and assault victims are also encouraged to seek immediate medical attention.

I.2. Security and Prior Restraint

I.2.1. Security Measures

Security measures taken at on-campus events must be adequate to provide for the maintenance of order and to ensure the safety of those attending or participating. Within the Seminary, the senior vice president and chief operating officer, or his deputy, is responsible for deciding whether security measures are necessary for a given event and for making appropriate arrangements. In consultation with the sponsors of the event, he will make security arrangements which involve minimum interference with the scheduled event and with the privacy and freedom of those attending.

I.2.2. Prior Restraint

(1) "Normal access" shall be construed in this context within the following conditions and limitations:

- (a) Normal access to physical facilities is governed by existing practices and policies defining hours of operation, and categories and numbers of persons to be admitted in given circumstances.
- (b) Any Seminary organization has the right to restrict attendance at any of its meetings to members and their invited guests; non-members have no normal right of access to such activities.
- (c) Meetings of the faculty, administrative staff, and the Board of Trustees, together with the committees of these agencies, are always closed, and invitations may be extended to non-members only by the presiding officer of the body concerned.

(2) Normal access to facilities of the Seminary and normal activities within the Seminary should not be restrained merely on suspicion of disruptive intent. Normal access and activities should be restricted only in circumstances that affect the health and well-being of persons, that seriously threaten physical safety, that impair or seriously threaten to impair the ability of the Seminary to carry on its normal operations, or that threaten damage to Seminary property. Except in circumstances of very grave dangers of these kinds that admit of no delay, restraint will be invoked only by the president or his representative, or by a senior officer of the Seminary authorized by him.

(3) The imposition of a physical search of persons attending a Seminary event as a condition for their entry to the event will be authorized only under the most extreme circumstances. A decision to authorize such a search will be taken only when the following conditions are met:

- (a) Either the sponsors of the event, the administration, or law enforcement authorities judge such a search to be essential to the safety of those participating or attending, and request authorization from the president of the Seminary.
- (b) It is the judgment of the president that the search is essential to the safety of those participating or attending.
- (c) When a search has been authorized, steps will be taken to ensure that those who do not wish to be searched have the opportunity to leave without being searched. Whenever possible, the fact that a search will be conducted will be publicized well in advance of the event. All such searches will be conducted by the administration unless others, similarly accountable to the Seminary or legally authorized, are requested by the president to act on behalf of the Seminary.

Directory of Services

Seminary offices are open from 8:30 a.m. until 12:30 p.m., and from 1:30 p.m. until 4:30 p.m., Monday through Friday during most of the year. Offices close at 1:30 p.m. on Fridays from June through August. Administrative services frequently sought include:

Service	Department	Location	Phone
Car Registration	Housing and Auxiliary Services	203 Templeton	497.7730
Certifications	Registrar	208 Templeton	497.7820
Classrooms	Registrar	208 Templeton	497.7820
Chapel	Chapel Office	108 Scheide	497.7890
Counseling	Chapel Office	108 Scheide	497.7890
Course Extensions	Academic Administration	124 Administration	497.7818
Denominational Liaison	Student Relations	201 Templeton	497.7882
Academic Disability Accommodation	Academic Administration	124 Administration	497.7818
Duplicating	Duplication Services	Ground Level, Hodge	497.7715
Employment	Human Resources	13 Administration	497.7720
Examination Extensions	Academic Administration	124 Administration	497.7818
Faculty Matters	Academic Affairs	126 Administration	497.7815
Field Education Matters	Field Education	304 Templeton	497.7970
Financial Assistance	Admissions and Financial Aid	308 Templeton	497.7805
Grade Information	Registrar	208 Templeton	497.7820
Graduation Matters	Registrar	208 Templeton	497.7820
Health Insurance	Admissions and Financial Aid	308 Templeton	497.7805
Housing	Housing and Auxiliary Services	203 Templeton	497.7730
ID Cards	Housing and Auxiliary Services	203 Templeton	497.7730
Immigration Matters	Academic Administration	124 Administration	497.7818
Library	Library Office Coordinator	Ground Floor, Speer	497.7930
Library Carrels	Reference Librarian	Ground Floor, Speer	497.7868

Service	Department	Location	Phone
Loan Deferment	Registrar	208 Templeton	497.7820
Lockers, Stuart	Housing and Auxiliary Services	203 Templeton	497.7730
Lost and Found	Business Office	2 Administration	497.7705
Mail Services	Mailroom	23 Administration	497.7713
Notary Public	Payroll	27 Administration	497.7707
Ph.D. Matters	Ph.D. Studies	126 Administration	497.7818
Registration	Registrar	208 Templeton	497.7820
Room Usage	Housing and Auxiliary Services	203 Templeton	497.7730
Senior Placement	Student Relations	202 Templeton	497.7882
Student Accounts	Bursar	16 Administration	497.7704
Student Concerns	Student Life	210 Templeton	497.7880
Student Counseling	Student Life	Scheide Hall	497.7844
Student Recruitment	Admissions	308 Templeton	497.7805
Summer Session	Registrar	208 Templeton	497.7820
Tennent	Christian Education	100 Tennent	497.7919
Traffic Violations	Bursar	16 Administration	497.7704
Transcripts	Registrar	208 Templeton	497.7820
Veterans Information	Registrar	208 Templeton	497.7820

Directory of Faculty

Some members of the faculty post office hours when they intend to be available for visitors without appointment. Most have found, however, that this practice does not well serve student schedules and, instead, they prefer to meet with students by appointment. Arrangements generally are made after class, by email, or by calling the appropriate faculty secretary.

Professor	Office Location	Telephone	Secretary	Email
Appold, Kenneth	005 Tennent Hall	3664	Attride 7980	kenneth.appold@ptsem.edu
Berg, Shane A.	115 Tennent Hall	430.2788	Davis 7835	shane.berg@ptsem.edu
Black, C. Clifton	107 Hodge Hall	7762	Reed 7724	clifton.black@ptsem.edu
Bowlin, John	37 Carriage House	3665	McGough 7949	john.bowlin@ptsem.edu
Brothers, Michael	111 Templeton Hall	7979	Di Viaio 7963	michael.brothers@ptsem.edu
Brown, Sally A.	14 Mackay Campus Center	688.1633	Di Viaio 7963	sally.brown@ptsem.edu
Charlesworth, James H.	312 Lenox House	7920	Davis 7835	james.charlesworth@ptsem.edu
Charry, Ellen	117 Hodge Hall	7952	Reed 7724	ellen.charry@ptsem.edu
Crocco, Stephen	219 Speer Library	7931	Astarita 7930	stephen.crocco@ptsem.edu
Dean, Kenda C.	105 Tennent Hall	7910	Dudak 7910	kenda.dean@ptsem.edu
Deming, James C	[Private office]	497.0789	Attride 7980	james.deming@ptsem.edu
Dobbs-Allsopp, F. W.	324 Lenox House	7924	Davis 7835	chip.dobbs-allsopp@ptsem.edu
Duff, Nancy J.	114 Tennent Hall	7809	Attride 7980	nancy.duff@ptsem.edu
Dykstra, Robert C.	108 Hodge Hall	2115	Blyth 7725	robert.dykstra@ptsem.edu
Fenn, Richard K. *(Fall)	12 Tennent	7763	Davis 7835	richard.fenn@ptsem.edu
Gaventa, Beverly R.	101 Hodge Hall	7765	Reed 7724	beverly.gaventa@ptsem.edu
Graham, Gordon L. *(Year)	110 Hodge Hall	7849	Blyth 7725	gordon.graham@ptsem.edu
Gross, Nancy Lammers	103 Templeton Hall	7880	Di Viaio 7963	nancy.gross@ptsem.edu

Professor	Office Location	Telephone	Secretary	Email
Guder, Darrell	126 Administration	7815	Huston 7815	darrell.guder@ptsem.edu
Hunsinger, Deborah vD.	15 Mackay Campus Center	7884	Blyth 7725	deborah.hunsinger@ptsem.edu
Hunsinger, George	102 Hodge Hall	252.2114	Blyth 7725	george.hunsinger@ptsem.edu
Hutton, Jeremy M.	335 Lenox House	7738	Davis 7835	jeremy.hutton@ptsem.edu
Johnson, Stacy *(Year)	104 Hodge Hall	7922	Blyth 7725	stacy.johnson@ptsem.edu
Kay, James F. *(Fall)	12 Mackay	7941	Di Viaio 7963	james.kay@ptsem.edu
Lapsley, Jacqueline E.	321 Lenox House	7855	Davis 7835	jacqueline.lapsley@ptsem.edu
LaRue, Cleophus J.	102 Templeton Hall	7874	Di Viaio 7963	cleo.larue@ptsem.edu
Lee, Bo Karen	103 Tennent Hall	7983	Dudak 7910	bokaren.lee@ptsem.edu
Lee, Eunny P.	311 Lenox House	7888	Davis 7835	eunny.lee@ptsem.edu
Lee, Sang H.	[Private office]	799.6133	Reed 7724	sang.lee@ptsem.edu
McCormack, Bruce L.	36 Carriage House	7987	McGough 7949	bruce.mccormack@ptsem.edu
McKee, Elsie A	013 Tennent Hall	7989	Attride 7980	elsie.mckee@ptsem.edu
McVey, Kathleen E.	106 Hodge Hall	7996	Reed 7724	kathleen.mcvey@ptsem.edu
Mikoski, Gordon	104 Tennent Hall	7739	Dudak 7910	gordon.mikoski@ptsem.edu
Moorhead, James H. *(Year)	112 Hodge Hall	7984	Blyth 7725	james.moorhead@ptsem.edu
Olson, Dennis T.	111 Hodge Hall	7769	Reed 7724	dennis.olson@ptsem.edu
Osmer, Richard R. *(Spring)	023 Tennent Hall	688.1949	Dudak 7910	richard.osmer@ptsem.edu
Parsenios, George L.	004/005 Tennent Hall	688.2669	Attride 7980	george.parsenios@ptsem.edu
Pierce, Yolanda	114 Hodge Hall	3667	Reed 7724	yolanda.pierce@ptsem.edu
Powery, Luke	107 Templeton Hall	7929	Di Viaio 7963	luke.powery@ptsem.edu

Professor	Office Location	Telephone	Secretary	Email
Roem, Paul E.	022 Tennent Hall	7998	Attride 7980	paul.roem@ptsem.edu
Sakenfeld, Katharine D. *(Year)	109 Hodge Hall	7967	Blyth 7725	katharine.sakenfeld@ptsem.edu
Seow, C. Leong	322 Lenox House	7934	McGough 7949	leong.seow@ptsem.edu
Stuckenbruck, Loren T.	120 Tennent Hall	524.6012	Attride 7980	loren.stuckenbruck@ptsem.edu
Taylor, Mark L.	115 Hodge Hall	7918	Blyth 7725	mark.taylor@ptsem.edu
Tel, Martin	105 Scheide Hall	7890	Heyer 7890	martin.tel@ptsem.edu
Torrance, Iain R.	132 Administration	7800	Potts 7800	president@ptsem.edu
van Huyssteen, Wentzel	33 Carriage House	7948	McGough 7949	wentzel.vanhuysteen@ptsem.edu
Wagner, J. Ross *(Fall)	011 Tennent Hall	7856	Attride 7980	ross.wagner@ptsem.edu
Young, Richard F.	116 Hodge Hall	7775	Blyth 7725	richard.young@ptsem.edu

*On Sabbatical