

**FRANCISCAN SCHOOL OF  
THEOLOGY**

**STUDENT HANDBOOK  
2010-2011**



# FRANCISCAN SCHOOL OF THEOLOGY

## Student Handbook

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### INTRODUCTION

As a seminary, the Franciscan School of Theology trains candidates for the ministerial priesthood; as a theology school, we offer courses and programs for those pursuing theological studies. Our programs take place within the context of the Graduate Theological Union (GTU), which FST joined in 1968 when our theology school moved from Mission Santa Barbara to Berkeley.

When it was located in Santa Barbara, the School's primary mission was to prepare Franciscans of the Saint Barbara Province for the priesthood. Since the move to Berkeley, the FST community has become increasingly diverse. FST attracts individuals of various backgrounds, cultures, national origins, and life histories. During the 1970s, the student body grew to include lay women and men and vowed religious from a variety of communities.

The faculty, students and staff of FST seek to build community amidst diversity. Drawn by a concern for the future of ministry, and in the presence of a variety of individual lifestyles that comprise the Church, people come to FST for a dynamic experience of education. Through academic study, community interaction, social activities and spiritual life, we at FST come to share a distinctive spirit. We work to build an atmosphere true to the Franciscan commitment to compassion and hospitality.

### ADMINISTRATION, STAFF, AND FACULTY

The Franciscan School of Theology (FST) is owned by the Franciscans of the Saint Barbara Province. The operation of the School flows hierarchically from the Board of Trustees, to a Board of Regents, to the officers of the School with specific responsibilities delineated as follows:

- **Board of Trustees.** The Board of Trustees of the Franciscan School of Theology is the Provincial Board of the Franciscan Province of Saint Barbara and holds fiduciary responsibility for the School. It has certain reserved powers outlined in its bylaws pertaining to the School's mission and philosophy, selection of faculty, approval of the annual operating budget, and final approval of new regents. The Board of Trustees has the power to appoint and dismiss faculty members, approve initial contract of all regular faculty, approve tenure of all regular faculty, approve promotion to the rank of full professor, open new faculty positions, nominate a Franciscan friar as a candidate for a faculty position. The Board of Trustees is the final authority in disputes between faculty and students, and has representation on the Board of Appeals for disputes between faculty and administration.
- **Board of Regents.** The Board of Regents constructs the annual budget, approves faculty sabbaticals, and is the final voice in faculty contract renewals and promotion in rank from Assistant Professor to Associate Professor. The Board of Regents also recommends to the Board of Trustees the opening of regular faculty searches, hiring of new faculty, the move-

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ment of faculty to tenure, and the promotion of faculty from Associate to Full Professor.

- **President.** The President, a Franciscan, is the chief executive and administrative officer of the School and sets the tone for its educational direction. The primary internal goal of the President of the Franciscan School of Theology is to work closely with the administration in the day to day shepherding of the School so that the community of teachers and learners might further the mission.

The President, *ex officio*, is a member of the faculty. In addition, the President initiates and oversees hiring, contract renewals, promotions, and suspension of faculty. The President is to maintain harmonious working relationships with the faculty, staff, and students, striving for participatory involvement in institutional decision-making.

- **Academic Dean.** The role of the Academic Dean is integral to the life of the School because it affects the lives of both students and faculty. The Dean is directly responsible to the President for the academic programs, the morale and development of the faculty, and student academic advising. The Dean is an *ex officio* member of the faculty and is its administrative officer.

The Academic Dean's general duties and responsibilities as they pertain to the faculty are to work in concert with the President on all matters pertaining to the academic life of the School; provide academic leadership; formulate the agenda for and preside at faculty meetings; establish academic standards and policies; implement and coordinate evaluative structures of academic programs, teaching, and performance; coordinate the orientation and student advising programs; make final student curriculum decisions in cooperation with a student's faculty advisor; chair the Admissions Committee and the Faculty Recruitment and Appointment Committee; teach and engage in research; plan FTS's annual graduation ceremony; represent the Franciscan School of Theology at the GTU Council of Deans; coordinate FST's academic programs with other GTU programs; develop long-range academic programs with the President and other FST faculty; cooperate with Student Leadership; and serve on the Academic Committee of the Board of Regents.

- **Business Manager.** The Business Manager is responsible for the collection and disbursement of school funds, investments, and personnel matters.
- **Faculty.** The primary role of FST Faculty is instructional; however, they also act as academic advisors to FST students. All faculty (full- and part-time) are available to FST students by appointment.
- **Registration Coordinator.** The Registration Coordinator oversees student registration, and manages all academic records.
- **Student Services Coordinator.** The Student Services Coordinator plans new student ori-

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entation in the fall and spring, and opening and closing semester celebrations, and graduation. The Coordinator also serves as the administrative liaison to Student Leadership and is the FST representative to GTU Student Services.

- **Director of Spiritual Formation.** The Director of Spiritual Formation administers FST's Spiritual Formation program. The program, which is shaped through the lens of Franciscan spirituality, includes the Rule of Life program, faith sharing groups, retreats, liturgical prayer, and referrals for spiritual direction. The Director advises students in professional degree programs about individual programs for formation that will nourish spiritual growth, a spirit of justice and peace, and the relationship between culture and faith.
- **Director of Liturgy and Music.** The Director of Liturgy and Music plans FST's weekly liturgies in conjunction with an ongoing liturgy team and in conversation with presiders and preachers.
- **Information Technology (IT) Manager.** The Information Technology Manager is the FST liaison to the centrally-managed GTU computer network department. He or she manages faculty and staff computers, and the Student Computer Lab, passes on computer-related information, installs required software upgrades, and provides first-line assistance for computer problems.
- **Admissions Coordinator.** The Admissions Coordinator recruits quality candidates for admission to the School. He or she develops and implements a comprehensive recruitment strategy including representing FST at religious educational conferences, communicating and meeting with prospective students, maintaining a database of prospective students, preparing reports on recruitment status for administration and the Board of Regents, and representing FST to GTU Recruitment.
- **Development Director.** The Development Director seeks sources of funding for the School, and develops and implements a comprehensive development strategy including seeking grants and endowment monies from foundations and individuals.

### STUDENT LEADERSHIP

Student Leadership consists of at least seven current students elected each spring by the student body. The term of office begins the following fall and lasts for one academic year. Student Leaders host school events, and are the conduit between the student body and the administration of the School. Student Leaders regularly attend faculty, administration and Board of Regents meetings to represent the student body. Student Leadership meets at least once a month during the school year. All students are welcome at these meetings.

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### Mission of Student Leadership

The mission of Student Leadership is adapted from the mission of the School:

- To develop academically and spiritually for professional ministry
- To promote the Gospel message, following the examples of Francis and Clare
- To ensure FST is a welcoming community to students and visitors
- To recognize and embrace diversity
- To reach beyond the walls of the School in service
- To represent students in academic, administrative, and strategic School policy
- To identify and address the needs of the student body
- To facilitate communication to, from, and among students
- To lead the student body in FST's common mission

### Student Leadership Positions

There are seven Student Leadership positions, some rotated and some permanent:

- **Convener.** The primary responsibility of the Convener is to coordinate and facilitate student leadership meetings. Specific responsibilities include: scheduling meetings, preparing the agenda, opening the meeting with prayer, and facilitating the meeting itself. This position may be permanent or rotated depending on the preference of the group.
- **Co-Convener.** The Co-Convener primarily acts as another voice in preparing the agenda and facilitating student leadership meetings, if the Convener is unable to do so. The Co-Convener is responsible for the meeting's closing prayer. This position may be permanent or rotated depending on the preference of the group.
- **Secretary.** The Secretary's primary responsibilities are to take meeting minutes, distribute them to each student leader before the next meeting, and to file approved minutes. This position may be permanent or rotated depending on the preference of the group.
- **Treasurer.** The Treasurer administers student funds and keeps records for Student Leadership. Specific responsibilities include the preparation of a budget report for Student Leadership at each meeting and maintaining student association ledgers. In the interest of continuity, this position should not be rotated.
- **Student Representative to the Faculty.** The Student Representative to the Faculty attends faculty meetings to provide the student perspective and to report back to Student Leadership. In the interest of continuity, this position should not be rotated.
- **Student Representative to the Administration/Staff.** The Student Representative to the Administration/Staff attends staff meetings to provide the student perspective and to report

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back to Student Leadership. In the interest of continuity, this position should not be rotated.

- **Student Regent.** The Student Regent acts as a liaison between the student body and the Board of Regents. As a full voting member of the Board, he or she attends Board meetings to provide the student perspective and to report back to Student Leadership. In the interest of continuity, this position should not be rotated.

### Student Leadership Committees

The collaborative model that Student Leadership employs deliberately leaves many detailed activities to committees. These committees do not require a student leader as chairperson. Any student may propose the establishment of and lead a committee. Membership and structure of the committees are left open for the committee itself to determine. Committees may include interested members of the student body and, in some cases, of the larger FST community. The number and purpose of committees varies from year to year. Some examples of past committees are planning holiday celebrations, social justice activities, and retreats.

## REGISTRATION

### Registering for Courses

A [schedule of classes](#) is available on the GTU website. Courses are referenced by discipline, faculty, course title, time, and location. The listing is updated continually and provides the most accurate information.

### Registration Periods

There are two registration periods for each semester: early registration in the middle of the preceding semester, and general registration running the two weeks before the opening of a semester. Returning students are encouraged to take advantage of early registration. New students will register at general registration their first semester of attendance. [Specific dates of the registration period](#) are published on the GTU website. Procedures are explained to entering students during the new student orientation period. FST's registration coordinator is available to assist in the [registration process](#).

### Intersession Courses

FST students enrolled full time in Fall semester may take 1.5 credits at no charge. Additional units for full-time students are charged at the regular part-time rate as are all intersession units for other students.

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### Summer Courses

Some GTU schools offer summer courses. They are available to all GTU students. Fees are paid directly to the school offering the course.

### FINANCIAL AID

**Scholarships.** The Franciscan School of Theology offers two scholarships to incoming degree students: the Mary Stuart Rogers Scholarship and the Oliver Lynch Scholarship, both for up to full tuition. Scholarships are awarded to applicants who have shown exceptional academic achievement in their previous academic work and who demonstrate financial need. For the Mary Stuart Rogers Scholarship, preference is given to applicants from the Diocese of Stockton, California.

**Tuition Aid.** Through the generosity of friends and benefactors, FST is able to grant tuition aid to qualified full-time degree students.

**Direct Loans.** FST participates in the federal Direct Loan program open to US citizens and permanent residents. The program is described in the [Financial Aid](#) section of the GTU website.

**To Apply.** To apply for financial aid:

- **US Citizens and Permanent Residents.** Applicants who are US citizens or permanent residents apply for scholarships, tuition aid or federal loans by completing:
  - Free Application for Federal Student Aid (FAFSA) available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
  - GTU-FST Financial Aid Supplemental Application available through the [Financial Aid](#) section of the GTU website.
- **International Applicants.** International applicants must submit a statement indicating explicitly the nature of the need and the amount requested.
- **Members of Religious Orders.** Members of religious orders must submit a statement indicating explicitly the nature of the need and the amount requested

**Deadlines.** The priority deadlines for applying for financial aid are:

Fall Semester	April 1
Spring Semester	September 30

Financial aid can be granted only for the maximum number of years a degree program is designed to take, as documented in the FST Catalog. Financial responsibility falls to the student when his or her program extends beyond the maximum number of years.

**Satisfactory Academic Progress.** Students must maintain Satisfactory Academic Progress as defined in [Academic Policies](#) to remain qualified to receive financial aid.

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### HOUSING

Limited student housing is available near the GTU. Contact the [FST Housing Coordinator](#) for details.

### HEALTH INSURANCE

Full-time students must have health insurance while studying at FST. Students may either join the GTU's plan upon registration, or show proof of equivalent personal coverage (a copy of an insurance ID card) and sign a waiver. Part-time students taking at least 6 units of course work may enroll in the GTU's health insurance plan.

### FACILITIES AND SERVICES

#### **FST Building**

The FST building is accessible 24 hours a day, 7 days a week. To provide security, the front door is equipped with a combination lock. Students are given the combination and are required not to share it with anyone. All are advised not to leave personal possessions unattended.

Common facilities include the lounge, chapel, small conference room (library/reading room), FST 1 (first floor classroom), FST 2 (third floor classroom), and garden deck. All may be reserved for special events within the facilities use policy stated here.

*FST's public spaces (classrooms, conference rooms, chapel, lounge, kitchen, deck) may only be used for events sponsored by FST, other tenants of the building (such as the Academy of American Franciscan History), the GTU, and the Province of St. Barbara. Use of the spaces must be scheduled with the front desk and is on a first-come, first-served basis.*

#### **Student Computer Lab**

The student computer lab located on the third floor contains 6 computer stations networked to one printer, all with Internet access. The lab is accessible 24 hours a day, 7 days a week. To provide security, the door to the lab is equipped with a combination lock. Students who plan to use the lab are given the combination and are required not to share it with anyone.

#### **Student Email Accounts**

Student email accounts are set up for all GTU students. All communication from the GTU and member schools will be done using these emails. During the orientation period you will receive your address, instructions for logging in and for forwarding incoming email to a different email address if you wish. The addresses are based on your first initial and last name, with the inclusion

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of a number if necessary to avoid duplication.

*Note that you must log directly in to the account at least once a year to keep it active (even if email is automatically forwarded to another account).*

Once you complete your program, you may continue to use this service as long as you wish. The only requirement is that you log in at least once a year.

If you have questions regarding the student emails, contact CITS at [techsupport@psr.edu](mailto:techsupport@psr.edu)

### **Lockers**

Lockers are available in the Computer Lab to commuter students on a first-come first-served basis. Students must request a locker at the beginning of each semester from the Business Manager, and pay a refundable lock deposit.

### **Career Development**

The [Director of Career Development](#) serves the students of the three Catholic schools of the GTU. The Director provides:

- Workshops focused on career planning, networking, resume writing and interviewing skills
- Career panels where GTU graduates and others involved in church ministry and related fields share their experiences with students
- Job postings on the [JST website](#) and through an e-mail list-serve
- Links on the website to a host of career information sites
- Contacts with alumni for networking purposes
- Individual career advising

### **Text Book Purchasing**

There is no physical GTU bookstore. Text books required for FST classes are usually available at the FST affiliate program at [amazon.com](http://amazon.com). For access to the book lists for classes offered by other GTU schools, click [here](#).

Books published by the [Franciscan Institute](#) are not available at amazon.com. You may order them directly from the publisher.

### **Flora Lamson Hewlett Library**

FST participates in the [Flora Lamson Hewlett Library](#), the common library of the Graduate Theo-

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logical Union. The collection contains more than 700,000 volumes and microforms, and more than 10,000 serials and AV materials. It is located at 2400 Ridge Road in Berkeley, and at the Branch Library at the San Francisco Theological Seminary in San Anselmo.

### **Shuttle Buses**

Shuttle buses to the Pacific Lutheran Theological Seminary and the San Francisco Theological Seminary are available for all students in GTU member schools. Schedules are posted at the Flora Lamson Hewlett Library and in various other places around the GTU. If you cannot locate a schedule, call the seminary where you wish to go.

### **UC Berkeley Library**

Full-time GTU students may use the UC Berkeley libraries. Take your current GTU library card to the Main (Doe) Library to apply for a card.

### **UC Berkeley Recreational Facilities**

Full-time GTU students may use recreational facilities of UC Berkeley for a reduced fee. Procedures for obtaining access are distributed during new student orientation and are available on the [GTU website](#).

## COMMUNITY ACTIVITIES AND SPIRITUAL LIFE

### **Liturgy**

In keeping with the School's mission and Franciscan spirit, FST students, staff, faculty, and friends celebrate weekly liturgies during the academic year at 9:40 am on Thursdays in the FST chapel. Liturgies are collaboratively prepared by the Director of Music and Liturgy with an ongoing liturgy team in conversation with presiders and preachers. The planning team draws upon a variety of forms of Christian prayer, the diversity of our school community, and the communities we are preparing to serve.

In addition, mass is celebrated Monday and Tuesday at 5:10 pm in the FST chapel.

Other seminaries in the GTU also have regular liturgies. Contact the individual schools for information about these services.

### **Retreats**

The Director of Spiritual Formation organizes an off-campus weekend retreat for students during the year. Occasionally, day or evening reflections are also planned.

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### Special Events

Special events are planned throughout the year.

- **Orientation Week.** During the week prior to the beginning of classes, Student Leadership, staff and faculty provide a week of orientation events for incoming students including informational meetings, social gatherings, social justice activities, and tours, etc. Orientation week provides an excellent opportunity for new students to become better acquainted with the FST community and life at the GTU.
- **Special Liturgy Celebrations.** Special liturgies are celebrated at the beginning of the school year, at Christmas, and at the close of spring semester. All are followed by a reception for FST students, faculty, staff, and friends.
- **Graduation.** Graduation is usually celebrated the Saturday before last week of classes. It is followed by a reception at FST. Graduating students receive a certificate stating that a diploma will be issued upon successful completion of all program requirements. Diplomas are mailed to graduates after grades are posted.

### Tri-School Activities

The three Catholic schools of the GTU (the Franciscan School of Theology, the Jesuit School of Theology and the Dominican School of Philosophy and Theology) plan joint activities throughout the academic year including social and liturgical events. The Student Services Coordinator acts as the liaison between FST and the tri-school community.

### Social Justice

Concern for issues of social justice and peace have long been a part of the Franciscan tradition. The School is committed to laying a foundation among students so the pursuit of justice and peace continues after their graduation from FST. Year after year, FST students have been an active presence in the larger community by participating in activities such as hospital chaplaincy, ministry to the homeless, the poor, the undocumented, and others in need.

### Getting More Information

Sources of information are:

- **Email Communications.** Most communication to students is handled through email sent by the Receptionist/Registration Coordinator. Students are expected to refer to their email regularly to stay aware of important information concerning academic programs, and to keep current with events happening at the School.
- **FST Website.** The [FST website](#) contains information such as announcements of upcoming

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events, the academic calendar, registration instructions, handbooks, academic policies, and forms.

- **Bulletin Boards.** The bulletin boards located in the administrative offices hallway contain flyers and general information covering formal and informal events at FST, around the GTU, and in Berkeley area.
- **Mail Boxes.** Each student is assigned a mailbox located in the FST front office. School information is distributed to student mail boxes, as are newsletters and flyers from other GTU schools and entities.
- **Student Directory.** A Student Directory is produced every semester showing photographs and contact information for students, faculty, and staff.

### ACADEMIC FREEDOM

FST faculty members are entitled to full freedom in the pursuit of their academic functions, which include: the advancement of human knowledge, insight, and understanding; the education of the students and presentation to them of divergent views and opinions which are intellectually within the content of the course being offered; and the responsibility to serve the community by lending their intellectual abilities to the solution of current problems.

Faculty members of FST are members of a learned profession and members of an educational institution. When speaking or writing as individuals, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and educators, they should remember that the public may judge the teaching profession and the School by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, and should not indicate that they are speaking for the institution when they are not. This does not preclude them from identifying themselves as holding a position at the School.

The academic functions of faculty members shall not be abridged, either before or after the fact, directly or indirectly by any segment of the Franciscan School. The academic freedom of the faculty members shall not be construed to permit him or her to use the student audience to gratuitously, deliberately, and persistently express views misrepresenting or impugning the authoritative teachings of the Roman Catholic Church.

### DISCRIMINATION AND HARASSMENT

#### Title IX

FST is committed to justice and fairness in its educational programs and activities. The School complies with [Title IX](#) of the U. S. Department of Labor's Education Amendments of 1972 requir-

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ing that no person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. In addition, FST is committed to respect individual rights and tolerates no discrimination based upon race, color, creed, national or ethnic origin, gender, sexual orientation, age, physical or mental handicaps. A printed copy of the text of the Title IX policy is available from the Office of the Academic Dean.

### **Sexual Harassment Policy**

Sexual harassment is a discriminatory practice which is unethical, unprofessional, and threatening to intellectual freedom. Such harassment is directly opposed to FST's mission, which attempts to include "all in an embrace of mutuality, equality, and respect." Sexual harassment has serious consequences in higher education. It is not simply inappropriate behavior; it is also illegal.

The Franciscan School of Theology is strongly opposed to sexual harassment. Sexual harassment is defined as using "one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations, or to punish another for his or her refusal; or the creation of an intimidating, hostile or offensive working environment through verbal or physical conduct of a sexual nature." (Equal Employment Opportunity Commission of the United States Government)

Sexual harassment behaviors include but are not limited to:

- Sexist remarks, jokes, or behavior
- Insults, including lewd remarks or conduct
- Visual displays of degrading sexual images or pornography
- The use of professional authority to inappropriately draw attention to the gender, sexuality or sexual orientation of an employee, colleague, or student
- Pressure to accept unwelcome social invitations
- Unwelcome sexual advances, including unwanted touching
- Request for sexual favors
- Sexual assault, including attempted or completed physical sexual assault.

(Adapted from the Sexual Harassment Policy of American Academy of Religion)

Sexual harassment occurs from these behaviors and other verbal or physical conduct of a sexual nature when any or all of the following conditions apply:

- Submission to or rejection of such conduct is made, implicitly or explicitly, a term or condition of instruction or employment
- Submission to or rejection of such conduct is used as a basis for evaluation in making academic or personnel decisions affecting an individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual's

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work or academic performance or creating an intimidating, hostile, or offensive working or academic environment. (Adapted from the Sexual Harassment Policy of American Academy of Religion)

### **Student-Faculty Relationships**

The Franciscan School of Theology is strongly opposed to sexual relations between faculty and students. Sexual relationships are expressly prohibited in cases where faculty are engaged in teaching, advising, or supervising a student, or engaged in research or professional development activities with a student.

The Franciscan School of Theology, following the guidelines of Title IX, investigates and resolves sexual harassment cases in a prompt and equitable manner. When a complaint is made, the Academic Dean or designee will first meet with an accused faculty member and discuss the complaint.

The Franciscan School shall pursue discipline against individuals who retaliate against those who bring forth claims (or cooperate in investigations) under this article, or knowingly or frivolously make a false charge regarding a violation of the above.

### **Arbitration Procedures**

A faculty member has been designated by the President as Title IX Coordinator of FST. This faculty member investigates complaints of discrimination and harassment.

1. A faculty member or student who believes he or she has been the object of discrimination or harassment should so advise the Title IX Coordinator of FST. The person bringing a complaint founded in fact will suffer no retaliation.
2. The Title IX Coordinator will try to work out a solution of the situation informally. Failing that, he or she will proceed with an investigation of the complaint, assuring maximum confidentiality consistent with the principles of due process and fundamental fairness.
3. The complaint will be put in writing with sufficient specificity.
4. A person charged will be promptly so notified and given an opportunity to respond.
5. If a complaint is found to be valid, counseling may be made available to the offender and/or disciplinary action consistent with the degree of seriousness of the harassment may be instituted by the President. If the complaint is made against the President, appropriate action is taken by the Chairman of the Board of Trustees.

### **Academic or Personality Disputes Between Faculty or Administrators and Student**

In addition to issues involving sex, race or ethnicity, it is also possible that a student may have an academic or personality dispute with a faculty member or administrator at FST. In such cases, the

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student is expected to employ the following procedures in seeking to resolve the dispute.

### *Within FST*

1. First, approach the individual with whom there is a grievance in an attempt to resolve it.
2. If the student is unable to approach the faculty member or administrator in question, the student should ask the Academic Dean or another faculty member to facilitate a meeting.
3. If faculty members or administrators are aware of a student who has a dispute with another faculty member or administrator, they should encourage the student to voice his or her complaint. If necessary, this may involve serving as mediator for the student.
4. All complaints should be put in writing, and the faculty member or administrator should have a right to respond in writing.
5. If the previous steps do not succeed in resolving the conflict, the student, faculty member, or administrator may consult the President of the School.
6. If the issue remains unresolved after approaching the President, the student may wish to explore other avenues, up to and including the involvement of the Board of Trustees, the highest governing authority for FST.
7. If the student does not inform the faculty member or administrator of the complaint, either personally or through a mediator, the matter shall be considered moot.

### *From Another School*

Cross-registration of students in courses within the consortium is a valuable feature of the Graduate Theological Union. The GTU and all the member schools are committed to ensuring that students have appropriate recourse in the event that they have a complaint about some aspect of their experience while taking courses at a school other than their own. The following protocol is to be followed in any such cases, including but not limited to complaints concerning unfair discrimination, cultural insensitivity, sexual harassment, and disputes over grades and other forms of academic evaluation.

Each school of the GTU is committed to giving students from all other schools access to its normal complaint process whenever they are taking courses or studying with faculty at the host school.

1. Students are encouraged to attempt to resolve the complaint directly by raising the issue with the individual at the host school whose conduct is the focus of the complaint.
2. If the matter cannot be resolved directly, the student should bring the complaint to the attention of the dean of the his or her own school.
3. The dean of the student's school will then contact the dean of the host school in order to help the student determine which policies and procedures at the host school are relevant in

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the situation.

4. The normal policies and procedures of the host school will be followed, with the added proviso that the dean of the student's school will be kept informed of the progress made in addressing the complaint.
5. At the conclusion of the complaint resolution process, the dean of the host school will report the outcome in writing to both the student and the dean of the his or her school.

### FEDERAL NOTICES

#### Family Educational Rights of Privacy Act (FERPA)

Students are entitled by the [Family Educational Rights of Privacy Act of 1974 \(FERPA\)](#) and by FST policy to examine their academic records. A printed copy of the FERPA policy is available from the Office of the Academic Dean. The policy applies both to FST students and to FST-affiliated Common MA students.

#### Policies for Students Eligible for VA Benefits

Policies related to students eligible for Veterans Administration (VA) educational benefits are contained in *Academic Policies*. The GTU Consortial Registrar is the certifying official for veterans affairs for the member schools of the Graduate Theological Union.

#### Drug-Free Schools and Communities Act

FST complies with the [Drug-Free Schools and Communities Act](#) Amendments of 1989 (Public Law 101-226) requiring the following notification to students:

*The Franciscan School of Theology requires that the campus be drug free. The unlawful manufacture, distribution, possession, or use of a controlled substance while on FST premises is prohibited. Abuse of alcohol on the FST campus is also not allowed. Violation of this policy will be considered cause for dismissal from school.*

#### Campus Crime and Safety Report

The Franciscan School of Theology is required by the U. S. Department of Education to make available to students the local [Campus Crime and Safety Report](#).

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### APPENDIX A: GTU SCHOOLS AND AFFILIATES

#### GTU MEMBER SCHOOLS

ABSW	American Baptist Seminary of the West 2606 Dwight Way, Berkeley, CA 94704-3029	510-841-1905
CDSP	Church Divinity School of the Pacific 2451 Ridge Road, Berkeley, CA 94709-1211	510-204-0700
DSPT	Dominican School of Philosophy and Theology 2301 Vine Street Berkeley, CA 94708-1816	510-849-2030
FST	Franciscan School of Theology 1712 Euclid Avenue, Berkeley, CA 94709	510-848-5232
GTU	Graduate Theological Union 2400 Ridge Road, Berkeley, CA 94709-1212	510-649-2400
JST	Jesuit School of Theology 1735 LeRoy Avenue, Berkeley, CA 94709-1193	510-549-5000
PLTS	Pacific Lutheran Theological Seminary 2770 Marin Avenue, Berkeley, CA 94708-1597	510-524-5264
PSR	Pacific School of Religion 1798 Scenic Avenue, Berkeley, CA 94709-1323	510-849-8200
SFTS	San Francisco Theological Seminary 205 Seminary Road, San Anselmo CA, 94960-2905	415-451-2800
SKSM	Starr King School for the Ministry 2441 LeConte Avenue, Berkeley, CA 94709-1209	510-845-6232

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### GTU ACADEMIC CENTERS

CIS	Center for Islamic Studies Mail: 2400 Ridge Road, Berkeley, CA 94709-1212 Location: 2452 Virginia Street, Berkeley, CA	510-649-2562
CJS	Richard S. Dinner Center for Jewish Studies Mail: 2400 Ridge Road, Berkeley, CA 94709-1212 Location: 2465 Le Conte Avenue, Berkeley, CA	510-649-2482
CSRC	Center for the Study of Religion and Culture	ocker@sfts.edu
WSR	Women's Studies in Religion Mail: 2400 Ridge Road, Berkeley, CA 94709-1212	wsr@ses.gtu.edu

### GTU AFFILIATES AND INSTITUTES

CARE	Center for the Arts, Religion & Education Mail: 2400 Ridge Road, Berkeley, CA 94709-1212	415-971-0171
CTNS	Center for Theology and the Natural Sciences Mail: 2400 Ridge Road, Berkeley, CA 94709 Location: 2452 Virginia Street, Berkeley, CA	510-848-8152
IBS	Institute for Buddhist Studies 2140 Durant Avenue, Berkeley, CA 94707-1589	650-938-7192
NCB	New College Berkeley 2029 Durant Avenue, Berkeley, CA 94709	510-841-9386
PAOI	Patriarch Athenagoras Orthodox Institute 2311 Hearst Avenue, Berkeley, CA	510-649-3450 paoi@gtu.edu
SAT	School of Applied Theology Mail: 2400 Ridge Road, Berkeley, CA 94709 Location: 5890 Birch Court, Oakland, CA 94618	510-652-1651 satgtu@aol.com

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### APPENDIX B: LOCAL CHURCHES

Some Roman Catholic churches in the immediate area are:

- Newman Hall -- Holy Spirit Parish  
2700 Dwight Way, Berkeley, CA 94704  
510-848-7812
- Saint Ambrose  
1145 Gilman, Berkeley, CA 94706  
510-525-2620
- Saint Joseph the Worker  
1640 Addison Street, Berkeley, CA 94703  
510-843-2244
- Saint Mary Magdelene  
2005 Berryman, Berkeley, CA 94709  
510-526-4811
- Saint Augustine  
400 Alcatraz Avenue, Oakland, CA 94609  
510-653-8631
- Saint Columba  
6401 San Pablo Avenue, Emeryville, CA 94608  
510-654-7600

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### APPENDIX C: EMERGENCY PROCEDURES

The following pages offer useful information for dealing with a variety of emergency situations. Students of the Franciscan School of Theology should read these instructions carefully and be prepared to respond appropriately in the event of an emergency.

Special attention should be given disabled persons during emergency situations. Students are urged to offer assistance to disabled persons, particularly in situations which might involve evacuating buildings.

Battery-powered radios, flashlights and medical supply kits are located in the photocopy room on the first floor. Another first aid kit is located in the kitchen to the right just inside the door from the lounge.

#### EMERGENCY PHONE NUMBERS

In the event of an emergency, call Berkeley Emergency Response	<b>911</b>
Notify FST	<b>510-848-5232</b>
After hours notify Fr. Mario DiCicco, President	<b>510-848-5005</b> home <b>510-280-4327</b> cell

#### FIRST AID EMERGENCIES

For Ambulance or First Aid, call 911. Report the nature and exact location of the emergency. Have someone meet the emergency crew and guide them to the site of the emergency.

- Stay with the victim.
- Do not move the victim unless absolutely necessary.
- Notify the front desk. After hours, notify Fr. Mario DiCicco at 510-848-5005 (home) or 510-280-4327 (cell).

#### FIRE

**Fire Extinguishers.** All FST fire extinguishers can be used to fight wood, electric, paper, liquids and grease fires. Fire extinguishers are located:

##### First Floor

- On the wall next to the Xerox room door
- To the right just inside the front door
- On the wall in back of classroom
- On the wall to the right as you enter the kitchen
- On the wall near the back kitchen door

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### Second Floor

- Near the fire escape close to the student study lounge
- Near the fire escape by Rich Gula's office
- On the wall between John Kiesler's and Michael Guinan's offices.

### Third Floor

- Near the two window fire escape exits

**Fire Alarms.** Fire alarms are located:

### First Floor

- At the foot of the main staircase
- At the foot of the back staircase
- Near the back kitchen door

### Second Floor

- At the top of the main staircase
- At the top of the back staircase

### Third Floor

- Near the two window fire escape exits

**Fire Fighting.** Some tips for fire fighting are listed below.

- Activate fire alarms, call the Fire Department and evacuate the building, **NO MATTER HOW SMALL THE FIRE IS** and **EVEN IF YOU THINK YOU'VE PUT THE FIRE OUT.**
- Report the exact location of fire to arriving police and fire department personnel.
- If you cannot put a fire out quickly, leave the room and shut the door behind you.
- If the door to the room where the fire is is cool, open it slightly. If the fire is still small, enter the room. Never let the fire get between you and the door. Direct the contents of the extinguisher at the base of the fire.
- When leaving a room where there is a fire, shut the door behind you. Keep close to the floor, crawl on your hands and knees, and breathe through a wet cloth if possible.

## SMOKE

If you only smell smoke, do not sound the fire alarm immediately. Investigate sources for the smoke. If you are unable to identify the source satisfactorily, or if you see smoke coming from a fire or a potential fire, call the Fire Department and follow the guidelines for reporting a fire.

## EARTHQUAKE

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In the event of an earthquake:

- Take immediate shelter under a table or desk.
- Keep away from the overhead fixtures, windows, skylights, bookcases, filing cabinets, and electrical power equipment.
- Assist any handicapped persons in the area and find a safe place for them.
- Do not leave the building unless you are in immediate danger. You are safer in a building than outside.
- Do not use elevators.
- Do not use stairways until you know they are safe.
- If it is necessary to leave the building, do not touch downed wires, exposed cables, or damaged electrical equipment.
- If you are outside when an earthquake hits, stay outside and go to a clear area away from buildings, trees, power lines.
- Do not call 911 unless it is necessary for reporting injuries. Keep critical emergency lines open.
- Do not use matches, lighters, or other open flame appliances.
- If you smell gas, notify the school. Do not turn off gas unless you have been authorized to do so.
- If water is leaking, turn to the *FLOODING/WATER LEAKAGE* section of these procedures.
- Do not go into damaged areas unless your help has been requested by public safety officials or one of the senior faculty or staff.
- Be prepared for aftershocks.

### **After a Quake**

After you have taken care your own personal safety, go to the evacuation site on the PSR quad. This will help us verify your safety. When checking in, inform people if you have needed skills such as First Aid or CPR.

- Do not move the seriously injured, except away from danger of further injury.
- Evacuate the building quickly and in an orderly way. Help others to evacuate, especially the physically limited.
- Do not light flames, operate electric switches, or use the telephone if there is a possibility

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of a gas leak.

- Be sure you are wearing shoes before moving about. Watch for falling glass from shattered windows.
- Do not eat or drink from containers near shattered glass or from damaged containers.
- Refrain from flushing toilets. Sewer lines may be broken.
- Stifle rumors. They tend to add to fear and confusion.
- Refrain from sightseeing and discourage others from doing so. Crowds create confusion and hinder the efforts of emergency personnel.
- Cooperate fully with school and local officials in charge of emergency procedures.

### **FLOODING/WATER LEAKAGE**

- If you see flooding or water leakage, notify the front desk. After hours, notify Fr. Mario DiCicco at 510-848-5005 (home) 510-280-4327 (cell).
- Describe the problem, give your location and information about what has been done thus far (who has been called, how extensive is the damage).
- Do not work in standing water which may have had contact with wiring and may be electrified.
- **Water turn off location:** follow front walk to sidewalk and turn left. The concrete bunker is located twenty feet on the right in the grassy area between the sidewalk and the street.
- **Gas turn off location:** in back of building in driveway, towards the middle.

### **POWER FAILURE**

- Report the extent and location of the failure to the front desk. After hours, notify Fr. Mario DiCicco at 510-848-5005 (home) or 510-280-4327 (cell).

### **FLUORESCENT LIGHTS**

If you see smoke coming from the ballasts (emerging from the light itself, with an odor like burning tar), turn off the power. When you are certain that nothing is burning or smoldering, ventilate the area. Do not touch the broken tubes, and avoid breathing or touching the phosphor dust. Clear people from the area and ventilate.

### **ROBBERY**

- Robbery: In the event of robbery, remain calm. Do not resist. Do as you are instructed without resisting, but do not offer any information or do anything not asked of you. Never

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try to be a hero.

- As soon as you can do so safely, call the Police at 911. Inform them that there has been a robbery. Give your name, location, and any other information they ask for. Concentrate on identifying and memorizing the physical characteristics of the subject. Do not discuss the robbery with other people. Report the robbery to the front desk. After hours, notify Fr. Mario DiCicco at 510-848-5005 (home) or 510-280-4327 (cell).

### **THEFT**

- If you believe someone is stealing something, call 911 if you can do so safely. Give your name and location; describe the situation and give a description of the suspect.
- Do not threaten, accuse or attempt to detain a suspect. Let the police handle the situation.
- If you or a patron or member of FST find that personal or FST property is missing, notify the front desk.