Garrett-Evangelical Theological Seminary, a graduate school of theology related to The United Methodist Church, was founded in 1853. Located on the campus of Northwestern University, the seminary serves students from various denominations and cultural backgrounds, fostering an atmosphere of ecumenical interaction. Garrett-Evangelical creates bold leaders through master of divinity, master of arts, master of theological studies, doctor of philosophy, and doctor of ministry degrees. Its 4,500 living alumni serve church and society around the world.
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</tbody>
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A GREETING
FROM
THE DEAN OF STUDENTS

Bienvenida! Kuwakaribisha! Bienvenue!
환영 Bem-vindo! Shalom!
Welcome!

The Garrett-Evangelical Office of Student Life stands at the heart of our unique and richly diverse community. Our student body includes citizens from all over the world—creating an environment that gives rise to new traditions, new cultural connections, and a vital spirit of Koinonia.

The Office of Student Life seeks to compose a natural rhythm for daily life that intentionally brings together students, faculty, staff and the greater Garrett-Evangelical community to commune with God and one another. Together with our Student Council leaders (StuCo), we design creative programming, forums, spiritual/social enrichment opportunities, and community service projects.

Serving as a nexus for academic foundations and practical experiences, the Office of Student life assists to clarify as well as deepen the call to ministry in ways that richly inform, and ultimately transform the Garrett-Evangelical student.

Most importantly, our office is here to advocate for you, and to provide the appropriate guidance throughout your seminary journey. Our staff includes the brilliant and talented Cassidhe Hart, a recent graduate of Garrett-Evangelical, who serves as the Administrative Assistant for Student Life.

It is our collective prayer that as you journey, you experience Amani duiani!
A world free from poverty, racism and war......not just a dream.

Let’s build community together!
Rev. Benjamin Ledell Reynolds
Bienvenido!

Como decano de estudiantes, es una alegría darle la bienvenida al año académico 2017-18 en Garrett-Evangelical Theological Seminary (G-ETS). ¡Espero conocer y conocer a cada uno de ustedes!

En Garrett-Evangelical buscamos fomentar un ambiente respetuoso, cariñoso y acogedor para todos nuestros estudiantes. La diversidad de culturas, perspectivas espirituales y la variedad de talentos que cada uno trae continúa siendo un poderoso medio para construir comunidad y aprender unos de otros. Por lo tanto, extendemos a usted y su familia una cálida bienvenida! Queremos colaborar con usted y orar con usted mientras viaja en esta comunidad.

¡Estamos encantados de recibirte en medio de nosotros!

Bendiciones en su viaje,

Rev. Benjamin Ledell Reynolds

Decano de Estudiantes
Bienvenus!

En tant que doyen des étudiants, je suis heureux de vous accueillir au séminaire théorique Garrett Evangélique pour l'année universitaire 2017-2018. Je suis ravi de vous être joint à nous cet automne et nous sommes impatients de vous rencontrer et de vous connaître.

En tant que communauté de formation académique et spirituelle, Garrett-Evangélique cherche à favoriser un environnement d'apprentissage respectueux, accueillant et favorable à tous nos étudiants. La diversité des milieux, des cultures, des perspectives spirituelles et des talents que vous apportez continue de nous enrichir tous en essayant de vivre ensemble et d'apprendre les uns des autres. Nous vous recevons et à vos familles dans notre communauté et nous nous efforçons de marcher avec vous; en priant pour que votre transition soit accueillie avec une hospitalité abondante. Nous sommes très heureux de vous accueillir parmi nous.

Bénédictions sur votre voyage,

Révérend Benjamin Ledell Reynolds
Dean of Students
환영합니다!
학생처장으로서 이번 년도에 게렛신학교에 입학한 신입생 여러분들을 맞이하게 된 것을 기쁘게 생각합니다. 진심으로 여러분 한 사람 한 사람을 만나고 알아가고 싶습니다.
게렛신학교는 모든 학생들을 존중하고 배려하고 환영하는 여건을 조성하기 위해 애쓰고 있습니다. 문화적 다양성, 영적 관점 및 다채로운 재능들은 공동체를 세우고 서로 배워가도록 돕는 강력한 힘입니다. 따라서 우리 학교는 여러분과 여러분의 가족을 따스하게 포용하면서, 이 새로운 모험 속에서 길동무가 되어주기를 간절히 원합니다.
여러분이 우리의 일원이 된 것을 기쁨으로 환영합니다.
여러분의 여정을 축복하며,
학생처장
벤자민 레이놀즈 목사

Rev. Benjamin Ledell Reynolds
Dean of Students
PREFACE

This handbook is for student use during the 2018-2019 academic year and reflects the policies in effect at the time of publication. This handbook is designed to meet two major objectives:

1. Provide students with pertinent information about non-academic matters
2. Present information in a concise, clear, and useful way

This handbook contains four main sections. The first section describes Student Organizations and Institutional Centers. Here students will find information about different ways they can “plug in” to the seminary community. The second section delineates Co-Curricular Services and Policies. This section contains housing, general business, financial aid, safety and security, and special needs information. The third section, Other Student Concerns, contains Student Council (StuCo) governance information, computing/networking services, and support for international students, Illinois voter registration information, and Northwestern University-specific information. Finally, the fourth section provides General Information in the form of directories, contact lists, and maps.

An electronic version of this Student Handbook is available on myGETS.

All students are responsible for adhering to the policies and procedures contained in this Student Handbook.

After reviewing this handbook, please sign the Student Life Handbook Acknowledgment form (found in the General Information section of this handbook), and submit a copy to the Office of Student Life.

GARRETT-EVANGELICAL NON-DISCRIMINATION STATEMENT

Garrett-Evangelical Theological Seminary does not discriminate, or permit discrimination by any member of its community against any individual, on the basis of race, color, religion, national origin, sex (including pregnancy), sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, genetic information, or any other classification prohibited by law in admissions, recruitment, financial aid, employment, housing, services, or in its educational programs or activities.
STUDENT ORGANIZATIONS AND INSTITUTIONAL CENTERS

Student Organizations

Creative Writing Workshop

Student Leaders: Debi VanDenBoom and Taylor Webster

Garrett-Evangelical Black Seminarians (G-EBS)

Student Co-Chairs: Ava Williams and Kalif Crutcher

Faculty Advisor: Dr. Gennifer Brooks

The purpose of G-EBS is to promote scholarship and fellowship among African American students and to sensitize the seminary community to the black religious experience. The group sponsors programs, worship services, and other activities that affirm and encourage appreciation for African American customs, culture, and religious traditions. Membership is open to African Americans and international students from Africa and the Caribbean.

Korean Student Association (KSA)

Chairperson: Kicheon Ahn

The Korean Student Association is a student group for Korean-Americans and international students from Korea. Its primary purpose is to provide support and fellowship and to promote an awareness of Korean culture and customs in the seminary community. They typically offer several get-togethers with food, worship services, and other special events throughout the semester.

Order of St. Luke

Formation Officer: Ron Anderson

Currently inactive, this religious order in the United Methodist Church is dedicated to sacramental and liturgical scholarship, education, and practice. It was founded in 1946 to strengthen Christians in their spiritual journey through a life of disciplined prayer with a strong emphasis on the sacraments as means of grace. Its moving and sustaining force is that vision of John and Charles Wesley that sought to bring about a sacrament as well as evangelical revival in the church. Activities of the seminary chapter include educational events focusing on worship, community worship events, and other activities that develop spiritual growth.
Sacred Worth

Student Contacts: Anthony Aguinaldo, Shelby Ruch-Teegarden, Jamie Sladkey, and Taylor Webster

Faculty Advisor: TBD

Sacred Worth at Garrett-Evangelical Theological Seminary is a student group that seeks to advocate for the dignity, rights, and issues of the LGBTQ+ communities and their allies. It is a place of fellowship and support for all persons. Sacred Worth affirms that all persons are of sacred worth, created in the image of God and every effort is made to recognize the rights of all people and to celebrate each person regardless of their sexual orientation or gender identity.

Seminarians for Justice

Student Contact: Maddie Johnson

Seminarians for Justice is a Garrett-Evangelical student group that seeks to provide a community where students can learn about justice work and what it means to actualize public theology. This includes providing education about social/environmental justice issues, connecting with other organizations and seminaries that are working on social/environmental change, and taking part in public actions. Seminarians for Justice values both robust existential reflection on the issues of our time and substantive public work that furthers the commonwealth of God. We are a social action and group education network. Taking seriously the notion of the Word as flesh, we will strive to embody what Christ looks like today by educating ourselves on, and engaging with, contemporary social and/or environmental issues in a public way.

Spiritually Grounded

Student Contact: Maddie Baugous

Student Council (StuCo)

Student Co-Chairs: Alexa Eisenbarth and Evan Stancil

Advisor: Benjamin Reynolds

Faculty Advisor: Dr. Brooke Lester

This organization is composed of a 36-member body of students elected from the various degree programs. It meets monthly to address issues of student and community
concern. Committees of the student council include student life, spiritual formation, student fund, and international students. Elections are held in the last full week of September and the last full week of March.

**Student Life Committee**  Chairperson: Kaitlyn Frantz

This committee is concerned with organizing activities that will enhance the student life of the seminary community. Elected membership of the committee includes the chairperson, three returning students, and three new students.

**Spiritual Life Committee**  Chairperson: Emily (Shelton) Rettinghouse

This group has been established to promote the process of individual and communal spiritual maturity through intentional cultivation of one’s relationship with God. This includes initiating, assimilating, evaluating, and publicizing opportunities for spiritual growth in the seminary community. Elected membership of the committee includes the chairperson, three returning students, and three new students.

**Student Fund Committee**  Chairperson: Maddie Baugous

This fund was established in 1991. Each year the fund assists students who experience an emergency that places them in unexpected financial need. Blessings flow both ways as the fund provides an opportunity for students to give as well as receive. Student Fund distribution is administered by a committee of students in a procedure that protects the anonymity of the applicants. This committee meets as necessary to make determinations for distribution. Donations are received at any time in the Cashier’s Office. Applications for funds may be obtained from the Office of the Dean of Students (Room 306).

**International Students Committee**

Chairpersons: Hayoung Suh and Wellington Chiomadzi

This group is concerned with voicing the concerns of and organizing activities for members of the student community who identify with various cultures.
sustainGETS/Green Team

Student Contact: Debi VanDenBoom and Scott Marsh

sustainGETS is a coalition of Garrett-Evangelical students, faculty, staff, and friends working towards a more sustainable campus and more sustainable living overall. In addition, we hope to be able to take the things we learn through sustainGETS into the world. Through this, we hope to transform the church and the world.

Theta Alpha Kappa Honor Society  Chairpersons: TBD

Faculty Advisor: Rene Schreiner

Theta Alpha Kappa is the only national honor society dedicated to recognizing academic excellence in baccalaureate and post-baccalaureate students and in scholars in the fields of Religious Studies and Theology. Induction requires nomination by a local chapter and, to be eligible, students must meet GPA and unit completion requirements, and other stipulations. Theta Alpha Kappa maintains a vigorous national program of scholarship awards and fellowship competitions; its primary publication, the *Journal of Theta Alpha Kappa*, offers an annual prize and the publication of outstanding student papers. Theta Alpha Kappa is a related scholarly organization of the American Academy of Religion (AAR).

Other Student Groups

Garrett-Evangelical welcomes new ideas for community building via the initiation of new student organizations. If students desire to initiate other groups, the Dean of Students is available to discuss exploring new options.

Spiritual Life

Dean of the Chapel: Tércio B. Junker

Garrett-Evangelical Theological Seminary understands the importance of feeding not just the mind but also the spirit. The chapel ministry at Garrett-Evangelical provides opportunities to praise and worship God, to grow spiritually, and to learn together about the ministries of preaching and worship. Our Community Worship and Communal Prayer services are times where faculty, students, staff, and family members are together affirming that we are an authentic and prophetic community of faith.
Community Worship – Wednesdays at 4:00 p.m.
Our Community Worship service blends together a variety of worship styles and practices in a creative and dynamic worship language that allows for active participation and cooperation in an action-reflection dynamic that enables us to learn from one another and learn to be and become with one another. It is in moments of intense communion, such as the ones experienced in worship, that we are able to engage boundaries of time, space, social narratives, and experiences to share that which makes us all vulnerably human, mysteriously graced, and blessed by the Spirit.

Communal Prayer – Tuesdays 12p.m. – 12:20p.m. | Thursdays 6:00 p.m. - 6:20 p.m.
These brief times of prayer are there to allow students, staff, faculty, and family members grow as a worshiping community, as well as to intentionally experience the variety of ways God speaks to us in an spiritual environment where flexibility, diversity, plurality, and other possibilities are core concepts.

Gospel Choir
Director: Kelly Tiebout
The Gospel Ensemble is open to all persons who enjoy singing gospel music, and sings during the Community Worship, alternating with other musical groups. The ensemble rehearses once a week. Choir members may register for the choir for .5 credit each semester, but registration is not necessary for participation.

Handbell Choir
Director: Dominic German
The Handbells Ensemble was created to provide the seminary community an opportunity to develop musicianship and to contribute to the development of aesthetic sensitivity and spiritual growth through art in worship. The ensemble rehearses once a week. Choir members may register for the choir for .5 credit each semester, but registration is not necessary for participation.

If you are interested in other musical leadership in worship, contact the Dean of the Chapel.
Centers and Institutes

Asian/Asian American Center

Student Coordinator: Toar Hutagalung

Faculty Director: Dr. Anne Joh

Established by the seminary in 1984, this center serves the needs of Asian/Asian American students, pastors, and churches. The office provides services to churches throughout the North Central Jurisdiction of the United Methodist Church by recruiting students for ordained ministry and by training seminarians, pastors, and lay leaders for effective ministry in cross-cultural settings.

Church and the Black Experience (CBE)

Director: Taurean Webb

The Center for the Church and the Black Experience (CBE) at Garrett-Evangelical has been a beacon of hope and inspiration for Black students, pastors, churches, and communities for nearly 5 decades.

Its purpose is to ensure the integration of black religious experience into all aspects of seminary life, including student recruitment, faculty development, curriculum planning, and special programs. Its aims are instituted by incorporating the Black experience into existing curricula, rather than establishing separate black studies programs; by the endowment of scholarships for black students; and by the establishment of a parity committee made up of equal numbers of black and white faculty.

CBE is instrumental in infusing Black people and Black religious life for the entire seminary. While we seek to address the unique challenges facing Black people, we also work to educate and inspire all persons who live, work, and study at the seminary.

Hispanic-Latinx Center

Director: Dr. Débora Junker

Established in 1988, this center seeks to bring Hispanic culture and experience into the life of the seminary and provide continuing education to the church. It strives to serve the needs of Hispanic and Latin American students, pastors, and churches. The office provides services to churches throughout the North Central Jurisdiction by recruiting students for ordained ministry.
and by training seminarians, pastors, and lay leaders for effective ministry in cross-cultural settings.

“Latinx” is a gender-neutral alternative to “Latino/Latina.” As a reflection of our quest for representing our base, the Center has had various names in its history: Hispanic Center, Hispanic Latino Center and Hispanic Latino(a) Latin American Center. Our community continues to grow, change and to learn new ways to come to terms with itself in all its glorious complexity. We believe the name "Hispanic-Latinx Center" connects us explicitly to our heritage while also communicating our desire to be an expansive, welcoming space.

**WomenIMAGES**

Director: Rev. Dr. Karen Mosby

The Women’s Center contains a large selection of books and other printed materials about the contributions women have historically made and continue to make in ministry. Women are welcome to come there to relax, have lunch, or just “be” at any time. It is also used as a meeting room for small groups and other gatherings. The center housed the feminist theory work group.

**Stead Center for Ethics and Values**

Director: Dr. Brent Waters

An endowed center, the Stead Center for Ethics and Values draws on the resources of the Seminary, Northwestern University, and diverse parishes and agencies to address the compelling ethical issues facing contemporary society; e.g., technological interventions at the beginning and ending of life; war and religion; the plight of children in the cities; the environment; and human experimentation. It seeks to bring a theological perspective to these issues of ecumenical and international scope. Special lecture series and seminars are among the settings which will bring religious communities, seminary scholars, and university colleagues together with the Garrett-Evangelical community.

**Rueben P. Job Institute**

Director: Dr. Frederick Schmidt

The Rueben Job Institute is an initiative for continuing education in spiritual formation, developed by Garrett-Evangelical Theological Seminary. We are pleased to honor Bishop Rueben Job in this initiative. As an alumnus of Garrett-Evangelical Theological Seminary, Bishop Job’s ministry has pioneered spiritual formation practices within the United Methodist Church.
Garrett-Evangelical has continued this pioneering work through the development of the United Methodist Professional Certification in Spiritual Formation and spiritual formation/direction specializations throughout our degree programs. To learn more about the Institute, go to www.RuebenJobInstitute.org.

**Styberg Preaching Institute**

Director: Rev. Dr. Gennifer Brooks

Endowed in 2005, the institute exists to form Christian leaders in the theological and practical disciplines necessary to proclaim the Gospel of Jesus Christ faithfully in the context of contemporary cultures. The resources and programs of the institute are available to students, pastors, and alums. To learn more about the institute, go to www.Garrett.edu/Styberg.
CO-CURRICULAR SERVICES AND POLICIES
Food Service and Housing

Food Service

The meal plan is operated on a declining balance system; meal plan money is spent by swiping your I.D. card at the point of purchase. Garrett-Evangelical meal plan dollars are only valid at the dining venue in Loder Hall and in the Garrett Place store in Loder Hall.

On most Wednesday nights during the academic year a community meal is served from 4:45 p.m. – 6:00 p.m. in Loder Hall. This meal is provided free of charge to Garrett-Evangelical students and their immediate families (only spouse, partner, or children age 3+). Additional guests may join community meal at a cost of $10/person.

All students on a residence hall contract (except those staying in the dorm one night per week) are required to be on a meal plan. Any student living in Garrett-Evangelical housing (apartments and dormitories) may purchase a plan; those living off-campus can only pay with cash or credit card. Meal plans are offered as follows:

<table>
<thead>
<tr>
<th>Plan</th>
<th>Price per semester</th>
<th>Approx. #meals per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold</td>
<td>$1,248</td>
<td>11-13</td>
</tr>
<tr>
<td>Silver</td>
<td>$1,096</td>
<td>9-11</td>
</tr>
<tr>
<td>Bronze*</td>
<td>$908</td>
<td>7-9</td>
</tr>
<tr>
<td>Commuter (2 nights/week)*</td>
<td>$624</td>
<td>5-7</td>
</tr>
</tbody>
</table>

*only certain students are eligible for these meal plans

Commuter student meal plans are only available to commuter students living in Garrett-Evangelical housing for one or two nights per week.

The Bronze meal plan is only available to students under certain conditions, which are that the student:

a) lives in Garrett-Evangelical apartments; or
b) is an international (F-1) student; or
c) is in field education; or
d) is at least a second year student and can document that their work hours do not allow them to be present for more than 8 meals/week in the dining hall.
e) is a commuter staying in campus housing 1-3 nights/week.

Participation in the Bronze or Commuter meal plan must be approved by the Director of Residential Ministries and is subject to change should the student’s conditions change. Determinations will be made in accordance with the Office of Residential Ministries procedure.
Students living in Garrett-Evangelical apartments may take advantage of the meal card system by putting a minimum of $100 on their meal card, and adding funds in $25 increments.

Students with specific, documented medical needs may apply for a meal plan exception with a doctor’s note.

For those students taking part in intensive courses during the January or summer term who will be staying in the residence hall, the 2018-19 cost for the two-week intensive will be:

<table>
<thead>
<tr>
<th>Plan</th>
<th>Price for 2-week intensive (Jan./Sum.)</th>
<th>Approx. #meals per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold</td>
<td>$175</td>
<td>11-13</td>
</tr>
<tr>
<td>Silver</td>
<td>$156</td>
<td>9-11</td>
</tr>
<tr>
<td>Bronze</td>
<td>$127</td>
<td>7-9</td>
</tr>
</tbody>
</table>

Those students who typically live in the dorm during the semester who wish to stay for all four weeks of January will pay:

<table>
<thead>
<tr>
<th>Plan</th>
<th>Price for all of January</th>
<th>Approx. #meals per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold</td>
<td>$350</td>
<td>11-13</td>
</tr>
<tr>
<td>Silver</td>
<td>$309</td>
<td>9-11</td>
</tr>
<tr>
<td>Bronze</td>
<td>$256</td>
<td>7-9</td>
</tr>
</tbody>
</table>

Meal plan balances are valid through July 30th of each year. Any unused balances will not be refunded.

The Food for Thought Café is generally open for breakfast from 7:00am-10:00a.m., lunch between 11:00am – 2:00pm, and dinner from 4:45-6:30pm. Dinner is only served on Monday, Tuesday, and Thursday evenings. The café is closed on weekends; students are encouraged to purchase to-go items or to use the kitchens available in the residence halls to eat on the weekends.
Residential Ministries

Types of housing available

Guest rooms

Single and double occupancy guest rooms, as well as VIP suites, are rented on a space available basis in Loder Hall.

Apartments

One furnished (Maple-Noyes) and two unfurnished (Maple and Sherman) apartment buildings offer 112 units in total. Units are rented typically from mid-August until mid-May, with options for current students to extend their lease through the summer. Short-term rentals require a minimum of six months and are dependent on availability.

Residence Halls

Two residence hall buildings (Loder Hall and Old Dorm) are located on campus immediately behind and south of the Main building. Rooms are available for rental on a semester basis and require participation in a meal plan when classes are in session.

General Housing Information

Housing guidelines set forth in this handbook are applicable to both seminary and Northwestern University students living in seminary housing. The Office of Residential Ministries procedure manual will govern any decisions about eligibility and pricing for housing.

Garrett-Evangelical Student Housing Costs*

Residence Halls

<table>
<thead>
<tr>
<th>Housing Type</th>
<th>Cost per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loder Hall single room</td>
<td>$2,679</td>
</tr>
<tr>
<td>Loder Hall Tandem</td>
<td>$2,411</td>
</tr>
<tr>
<td>Loder Hall double room (per student)</td>
<td>$1,821</td>
</tr>
<tr>
<td>Old Dorm single room</td>
<td>$2,170</td>
</tr>
<tr>
<td>Old Dorm two-room suite with sitting room (per student)</td>
<td>$1,821</td>
</tr>
<tr>
<td>Room reservation deposit</td>
<td>$300</td>
</tr>
</tbody>
</table>
Off Campus Apartments (for students enrolled at Garrett-Evangelical)

Efficiency (furnished, per month) $857-896
One bedroom (furnished, per month) $968-1037
One bedroom (unfurnished, per month) $983-1,077
Large one bedroom (unfurnished, per month) $1,089
Two-bedroom (unfurnished, per month) $1,103-

Reservation deposit $800

Other Housing Charges

Residence hall or apartment key replacement (or additional key) fee $30
Key replacement fee, if not turned in when vacating housing (cost per key) $40
Loder key card replacement fee $100
Surcharge for apartment damage repairs beyond wear and tear $30/hour plus cost of materials

*Prices listed in these charts do not reflect additional meal plan costs. For meal plan costs, please see the above section on food service.

Northwestern University Student Housing Costs

Northwestern University students and staff may rent rooms in our residence halls or apartments if there is availability. However, Garrett-Evangelical students, staff, and faculty get priority placement in housing. NU student/staff rates are not subsidized by Garrett-Evangelical; as a result, housing costs are higher. For current NU student/staff rates, please contact the Office of Residential Ministries. Rates will be determined by the current Office of Residential Ministries procedure manual, and are subject to change on July 1 of each year.

Reservations

Housing applications are available online beginning in March. Returning students have until April 15th to apply for housing for the summer and/or next academic year. Preference will be given to returning students to who want to remain in their current housing, then returning students who would like to change housing, and finally for incoming students in the order in which their applications are received, with remaining rooms being made available to staff and
Northwestern University students. The Director of Residential Ministries will review all applications and make assignments within 4-6 weeks of receiving an individual’s housing application.

Only enrolled graduate students (a minimum of one course per semester or quarter), staff, and faculty are eligible for seminary housing. Priority is given to those in a degree program over those categorized as special students. No undergraduate students are ever housed in seminary housing.

Students applying to move into an apartment or to move to a different apartment must have all existing balances paid in full and the current semester paid in full, or be up-to-date on their payment plan (as defined by the Business Office) before an apartment or a room will be assigned.

For all students moving into an apartment, a one-time security deposit of $800 is due at the time an apartment is assigned, and the first full month’s rent is due in advance of key pick-up and move in. The deposit is not refundable if the student changes their mind and does not move in.

For students moving into the residence halls, a one-time $300 deposit is due at the time the contract is signed. The deposit is not refundable if the student changes their mind and does not move in. Residence hall charges are made and payment is due at the beginning of each semester.

**Commuter Housing**

Students commuting to campus may have the option of staying on campus for one, two, or three nights per week at a reduced rate as there is availability. Students must provide their own linens and vacate their rooms each week, as rooms may be used to accommodate additional guests on other nights.

**Price per semester**

<table>
<thead>
<tr>
<th>Type of housing</th>
<th>1 night/week</th>
<th>2 nights/week</th>
<th>3 nights/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Dorm Suite</td>
<td>$609</td>
<td>$910</td>
<td>$1,214</td>
</tr>
<tr>
<td>Old Dorm Single</td>
<td>$725</td>
<td>$1,085</td>
<td>$1,447</td>
</tr>
<tr>
<td>Loder Double</td>
<td>$609</td>
<td>$910</td>
<td>$1,214</td>
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<tr>
<td>Loder Tandem</td>
<td>$805</td>
<td>$1,206</td>
<td>$1,608</td>
</tr>
<tr>
<td>Loder Single</td>
<td>$894</td>
<td>$1,340</td>
<td>$1,788</td>
</tr>
</tbody>
</table>
Leasing Dates

Standard lease agreements are for the academic year, unless otherwise arranged with the Director of Residential Ministries. Apartments are leased for a minimum of six months, and residence hall rooms are leased for a minimum of one academic semester. Specific lease dates depend on personal schedule concerns and the availability of units for rent. Apartment leases may begin as early as August 1st for fall semester and December 15th for spring semester, depending on availability. Most apartments are leased from August 15 or September 1 through graduation the following May. Apartment residents may extend their leases through July 15th if they are a graduating student or leaving housing before the fall term begins. Any change in regular leasing dates must be negotiated with the Director of Residential Ministries.

If a student has completed all requirements for graduation prior to spring semester and wishes to remain in an apartment until graduation, the student may remain for the fall semester at the student rate, and spring semester at the non-enrolled rate, providing the particular apartment is not needed by an enrolled student for the semester requested (lease extensions are granted one semester at a time). Since all bills must be paid in order to graduate, it is expected that each month’s rent will be paid by the first of the month.

Residence hall rooms are leased from the Friday prior to new student orientation through the last day of classes each semester. The final day in the residence halls for the academic year is the Sunday following graduation. Students in residence halls, for an additional charge, may remain in the residence halls through the winter break if they will be taking classes the following semester. Limited space is available for summer residence hall rental.

Leases

All students are required to come into the Residential Ministries office to sign a lease. Summer leases and extensions should be signed prior to commencement; fall leases are signed on a rolling basis; spring leases should be signed upon assignment. Leases must be signed and returned with the necessary deposit for the rental unit to ensure a reservation. Housing applications for the fall semester received after June 1 are handled on a rolling basis until units are filled. Leases for the following academic year are not guaranteed to be the same living space as occupied the previous year. Each application is evaluated based on changing family situations and the needs of all students for housing. Adjustments are made accordingly. If a student leaves the residence hall for one or more semesters, the room will be reassigned if needed by another student. Requests for a change in assignment received after the late registration deadline will be considered at semester break only unless special circumstances are
present and a review is requested. There may be a fee of $50 levied for changing your apartment after move-in, depending on circumstances.

**Billing**

Apartment rent is due on the first business day of each month. Residence halls are billed each semester during the academic year and monthly for June, July, and August.

All bills are computer-generated in the Business Office. Residents must pay their bills at the cashier’s window prior to the rental period. Students may also mail in payments or call the Business Office if they wish to make a payment by credit card (847-866-3917). Garrett-Evangelical students may also pay online through their myGets account. Students should include their ID number when making payments to ensure it is applied to the correct account. Any special payment plans (available only to Garrett-Evangelical students) must be coordinated with the Business Office.

**Canceling**

Once signed, if a lease or room contract is canceled prior to the beginning date of that lease, the reservation deposit is not refunded.

Residence Hall contracts may be terminated at the end of an academic semester without penalty for the remainder of the academic year. If the contract is terminated without two weeks notification to the Director of Residential Ministries, the security deposit is not refunded. Prior to the end of an academic semester, housing charges may be refunded on a pro-rated basis.

Apartment leases may be terminated without penalty for the following reasons:

- When an enrolled student has completed all requirements for graduation and accepts an offer of employment that is not local.
- When an enrolled student relocates to another seminary-owned housing unit.
- When a sub-lease arrangement is proposed by a resident and is approved by the Director of Residential Ministries.
- If there is a major life event, such as a marriage, divorce, birth, death, or illness or accident that would make apartment inaccessible.

If a tenant wishes to terminate a lease and does not fall into one of the above categories, a penalty of one month’s rent (without occupancy) is required.
Reservation Deposit

Payment of a reservation deposit is required at the time the lease is signed and returned to the Director of Residential Ministries and is non-refundable if the lease is broken before occupancy. Upon occupancy, this fee becomes the security deposit and reimbursement is made only after a post-occupancy inspection of the housing unit has been made, all keys are turned in, and any outstanding balance on the student’s seminary account has been paid. Any costs for damage or excessive clean-up are deducted from the deposit. Cost of damage done that exceeds the amount of the deposit is charged to the tenant. Lost keys are charged at a rate of $40 per key and $100 for Loder key cards. The deposit is transferable from one type of seminary housing to another, although the amount is higher for an apartment. A forwarding address must be left with the Building and Grounds office. A deposit is generally refunded within eight weeks of vacancy.

Insect Control

The seminary has a contract with a private extermination company. Monthly spraying in dorms and apartments is available but not mandatory. The Maple and Maple-Noyes Apartments, and Old Dorm are sprayed on the second Monday of each month, while the Sherman apartments are sprayed on the fourth Monday of each month. The Buildings and Grounds Office must be contacted to schedule each visit by the exterminator, not to exceed one visit per month. Spraying takes place between 10:00am and 2:30pm. Residents should plan to be away from home during those hours to avoid inhaling fumes. All items should be removed from kitchen and bathroom cabinets, and floor and baseboard areas should be as clear as possible. Check with Buildings and Grounds for further instructions.

Keys

Keys for apartment and residence halls are obtained from the Office of Residential Ministries. The office is open Monday through Friday from 8:30am to noon, and 1:00pm to 4:30pm except holidays or special all-campus vacation periods. During the summer, the office closes at noon on Fridays. If the first day of the lease falls on a weekend or holiday, special arrangements may be made to get the key prior to that date by calling or emailing the Office of Residential Ministries ahead of time.

In the fall it is possible to pick up apartment keys as early as three days prior to the beginning of the lease if arrangements are made ahead of time and if the apartment is ready for occupancy. The distribution of keys is also made available during scheduled hours on the Saturday and Sunday immediately prior to orientation. These hours are announced in the summer.
communication of registration materials and information and are also posted on campus. Outside duplication of keys is not permitted, except for the apartment mailbox keys. If duplicated keys are turned in to replace seminary-issued keys, a student’s account will be charged $40 for each of these keys.

If a student loses seminary-issued keys or keycards, the Buildings and Grounds Office must be notified. New keys are issued by that office, and a charge of $40 per key is added to the student’s account. Copies of seminary keys made elsewhere by the student will not be accepted in lieu of seminary keys.

The keycards to access Loder Hall contain a computerized chip which must be programmed for access. Residents of Old Dorm are issued a keycard to access Loder Hall after hours to use laundry and kitchen facilities. Commuter students may pay a $25 deposit to obtain a Loder Hall keycard to access the kitchens. If the keycard is lost or not returned, the replacement fee is $100.

The cost of keys and keycards not turned in when housing is vacated will be deducted from the security deposit at the rate of $40 per key and $100 for keycards.

**Mail**

Student mailboxes are located at the lower level of Loder Hall. All students living in the residence hall will be issued a campus mailbox.

**Maintenance**

Buildings’ interiors and furniture are maintained by the Buildings and Grounds staff. Residents should report any maintenance concerns or problems to the Buildings and Grounds Office (847.866.3994).

**Smoking**

Smoking is prohibited in any enclosed seminary facility (including, but not limited to, common work areas, dormitory rooms, common areas in the apartment, buildings, chapels, libraries, classrooms, conference rooms, private offices, hallways, cafeterias, lounges, stairways, and restrooms) and in any designated outdoor area. In addition, in order to prevent the passage of tobacco smoke from outdoors to an enclosed facility, smoking is prohibited within 25 feet of an entrance, open window, ventilation intake or similar feature of any enclosed seminary facility.
Smoking is permitted in seminary apartments only if students purchase an approved air filtration machine, and with the understanding that any damages caused by smoke in the apartment may be taken out of the security deposit.

The only approved smoking location on campus is more than 25 feet west of the west exterior of the Main Building or Shaffer Hall, more than 25 feet north of Stead Hall or either Pfeiffer building, 25 feet east of Northwestern-Annenberg Hall, or 25 feet south of the exterior of Stead Hall, or the Main Building. It is expected that smokers gathered in any group of two or more will be conscious of and sensitive to non-smokers passing by on a sidewalk or through a parking lot so they will not be unduly subjected to unwanted smoke. Any individual who believes the policy is being, or has been violated should politely discuss this issue with the alleged violator and then, if necessary, with a seminary official.

Other items

Alcohol is not permitted in the Residence Halls or anywhere on the seminary campus. Illegal pharmaceuticals and drugs are not permitted on seminary grounds.

Apartments

There are a variety of apartment styles offered by the seminary. Two-bedroom apartments are generally reserved for Garrett-Evangelical students with children, with consideration of requests based on the following factors: date of request, partner status, number and ages of children, academic level, full or special student, and any special needs. Only one family unit (customarily meaning spouse, partner, and/or children only) is permitted per apartment. Students are allowed to room with one another, provided they are not in violation of Evanston City Code. Families with 3 or more children are encouraged to seek larger housing units outside the seminary.

Styles

All seminary-owned apartment buildings are brick. Apartments usually have white or off-white plaster walls and ceilings and hardwood floors. Windows have shades or blinds, but no draperies. First floor apartments are located one half-story above ground due to garden level apartments and basements located below the first floor. The apartments are in large “U” shaped buildings with a common courtyard in the center of the “U.” Unfurnished apartments have outside doors and porches off the kitchen as well as an interior stair door in the stairwell. The following styles of apartments are available:
Furnished Efficiency (Maple-Noyes only)

Apartment with one main living area, small kitchen and bathroom. Furnishings may include: chair(s), sleeper sofa, dresser, desk, desk chair, end table, bookshelf, dinette table & two chairs. Gas, electric, water & heat are metered for the entire building. Therefore, a separate charge of $45 per month is levied for utilities in addition to the rent. Three large efficiencies contain a small separate room or alcove.

Furnished One Bedroom (Maple-Noyes only)

Apartment with one main living area, bedroom, small kitchen and bathroom. Furnishings may include: chair, couch, coffee table, end table, desk, desk chair, book shelf, dinette table and four chairs, double bed and dressers. Utilities are treated as described above.

Furnished Large One Bedroom (Maple-Noyes only)

These units are exactly like the furnished one bedrooms described above, but have an extra, unfurnished small room or alcove in addition to the regular sized bedroom. Utilities are treated as described above.

Unfurnished One Bedroom (Sherman)

3-room apartment with living room, kitchen, and bedroom. Heat and water are provided, but no furnishings. Tenant must contract individually with the gas and electric companies for service.

Unfurnished Large One Bedroom (Sherman or Maple)

3.5 or 4 room apartment with living room, dining room or alcove, bathroom, kitchen, and bedroom. Heat and water are provided, but no furnishings. Tenant must contract individually with the gas and electric companies for service.

Unfurnished Two Bedroom (Sherman or Maple)

Apartment with living room, dining room, bathroom, kitchen, and two bedrooms. Heat and water are provided, but no furnishings. Tenant must contract individually with the gas and electric companies for service.

Apartment Preparation

Apartments are cleaned between tenants (unless extraordinary circumstances do not allow), but are not necessarily redecorated between tenants. Painting is done on a rotating schedule.
If there is a limited time span between the departure of one tenant and the arrival of another, it may be necessary to complete some painting and/or other repair work after the new tenant moves in. Every effort is made to complete all work prior to the new tenant’s arrival.

*Children*

Families with more than three children are generally not housed in seminary facilities. These students are often referred to housing in the community. Children’s toys and bicycles must be kept in apartments or storage areas, not in inner stairwells, hallways or the courtyards. Out of respect for all tenants courtyards at the apartment buildings are not to be used as a playground or park.

*Food Service*

Apartment residents may apply for the on-campus board plan in the Office of Residential Ministries, but are not required to do so.

*Heat*

Steam heat with one thermostat for the entire building is provided in all apartments. Heat control in individual apartments is managed by opening or closing radiator valves and/or windows. The system does not operate with the valves partially open.

*Insurance*

The seminary does not provide insurance coverage for loss or damage to personal property. All residents are encouraged to acquire renter’s insurance. The seminary’s property insurance does not include the personal effects of students living in any of its housing facilities. Students are urged to secure renter’s insurance to protect against the loss and/or theft of valuables such as computers, Blu-Ray players, cell phones, bicycles, televisions, etc. The Dean of Students or the Office of Residential Ministries can provide information regarding companies willing to insure students. It is the student’s responsibility to keep a record of valuable personal items with identifying serial numbers.

*Keys*

Residents are issued an apartment mailbox key and two sets of apartment and stairwell door keys for their living unit. Lost keys will be billed at the rate of $40 each; keys not returned when moving out are charged at the rate of $40 each. Commercially made copies are not accepted as turn-ins.
Laundry

Coin-operated washers and dryers are in selected basement areas of each apartment complex.

Mail

Apartment mail is delivered in the lobby of each stairwell into individual mailboxes by the US Postal Service. Mailbox keys for both the apartment and the campus boxes are available from the buildings and grounds office. Mail is not delivered to boxes at the apartments that do not have a name displayed.

Outdoor Cooking

Barbecue grills may not be used on seminary apartment property, including back porches and lawns. They may be used, if considerable care is exercised, in the alleys behind the buildings or on the concrete sidewalks, as long as pedestrian passage or exit from garages are not impeded. Grills and other outdoor equipment stored on a porch should not impede exit of the apartment or common stairways. Outdoor storage of these items is at the resident’s own risk.

Garbage

Garbage may not be left in the hallways or on the back porches – not even overnight. Tenants must remove garbage immediately to the dumpsters provided behind each building. Composting outside the apartment back doors is not permitted. We have had too much trouble with animals and vermin to be able to allow this practice.

Parking

There is a parking lot near the Maple Avenue and Maple-Noyes apartments and a very limited number of garages located behind the Maple Avenue apartments. These parking spaces and garages are rented on a priority basis to students and do not automatically come with an apartment. An application can be filled out through the Office of Residential Ministries at any time for parking areas, after which garage keys can be picked up from the Buildings and Grounds Office. Parking stickers for the lot are issued by the Residential Ministries Office. Cars not displaying a valid sticker will be towed at the owner’s expense. Parking on the street is available at all apartment buildings. Residents are warned to check the parking restrictions posted at the ends of the streets to avoid being ticketed or towed.

Pets

Cats are permitted, although any damage done to the apartment (including any furnishings provided) is charged to the occupant. Cats must be confined to the owner’s apartment and
must not roam the halls or grounds. Dogs are permitted only in designated apartments in the Sherman building and only by the permission of the Director of Residential Ministries. An additional pet deposit of $300 is required in order to have a dog in the apartments.

Firearms

For the personal security and well-being of all faculty, staff, students, and visitors, and in compliance with Evanston City Code #9-8-2, possession of any weapon(s) on seminary premises or in one’s vehicle parked on campus is strictly prohibited. Any violation of this provision will be addressed through disciplinary action, including the possibility of student dismissal or employee termination.

For the purpose of interpretation regarding this policy, the seminary shall consider as authoritative the definition of “weapon” contained in Evanston City code #9-8-1 (particularly the sections on dangerous weapons, firearms, and handguns). A copy of the City Code is available online at http://www.cityofevanston.org/government/city-code/.

Additional Restrictions

No alcohol is permitted in the common areas of the apartments. No illegal drugs or other substances will be tolerated in any seminary setting including the apartment buildings.

Storage

Storage lockers are located in selected areas of each apartment complex. Residents may store items in these areas at their own risk. Storage lockers must be clearly labeled with the tenant’s name and apartment number. Residents must also provide their own locks and remove them upon departure. Any lock remaining after a lease is ended will be removed, together with any contents in the locker. Costs incurred in such an action are deducted from the security deposit. We do not have enough storage units for each apartment to have one; therefore, only one storage unit is permitted per apartment.

Parking and Towing

The following parking rules and regulations have been developed by Northwestern University and edited to be applicable to Garrett-Evangelical students. It should be noted that parking is very limited and purchasing a permit does not guarantee a parking space.
Obtaining a Permit

Who is eligible: In general, all students living outside the walking zone.

Designated walking zone: One must reside north of Central St., west of Ridge Ave. (not on it) form Central St. to Emerson St., west of the Metra tracks from Emerson St. to Lake St., and south of Lake St. (not on it), to establish eligibility.

Registration procedure: Vehicle registration is administered by the parking Office on the Ground Floor of the NU Visitor’s Center at 1841 Sheridan Rd. The office is open Monday through Friday, 8:00 am until 4:00 pm. Students are required to present a valid Garrett-Evangelical ID, a valid driver’s license, their vehicle registration and current housing contract or lease. Permits are non-transferable. Parking office personnel reserve the right to request additional documentation as necessary to verify address, affiliation and vehicle ownership. Northwestern will penalize students that submit fraudulent information.

See the Office of Residential Ministries for permit costs for the 2018-2019 academic year.

Permit placement: The annual permit must be affixed to the rear bumper, right of the license plate, or to the outside of the rear window, lower right corner.

Permit refunds: Three-quarters of the annual permit fee will be refunded with the return of the permit through the fifth day of Winter Quarter. Half the annual permit fee will be refunded from the fifth day of Winter Quarter through the fifth day of Spring Quarter. No refunds are issued after the Spring Quarter cut-off day.

Outstanding, non-appealable violations will be assessed to the refund. Refunds do not apply to permits purchased through the pre-tax program.

Permit replacement: A $7 fee will be charged to replace a permit. The original permit must be returned to the Parking Office.

The Parking Office reserves the right to deny parking privileges to habitual violators.

Types of Permits

Handicapped permits: Visitors with handicapped license plates or placards issued from a governmental entity may park in designated handicapped spaces or at parking meters. Students with handicapped license plates or placards must purchase an annual permit.

Carpool permits: Issued to faculty, staff, or commuter students forming a car pool or who want to register two vehicles. One car pool sign is issued to each pool and must be displayed in the
vehicle that is parked on campus. The sign must be hung from the inside rear view mirror. (Failure to display the sign properly is a $10.00 violation.)

Only two vehicles may be registered in one car pool.

*Temporary permits*: Issued at the daily rate of short-term parking ($8.50). The expiration date, month, and year must be scratched off or punched out. These permits are issued at no cost to permit holders in emergencies.

*One-day visitor permits*: Issued at the daily rate ($8.50) to department heads upon written request for use by guests, visitors, and vendors. Use of these one-day visitor permits by faculty, staff, or students is prohibited.

*Metered spaces*: Metered parking space are set aside solely for short-term use by visitors. Vehicles owned or operated by faculty, staff, or students are not allowed to use metered spaces.

*Reserved spaces*: Issued upon approval of written request by the Parking Committee. These spaces are reserved 7 days a week, 24 hours a day. The holder of the reserved space does not have the right to allow any other vehicle to park in the space.

*Sports and Aquatic Center permits*: Sports & Aquatic Center permits are sold only to non-affiliated users of the facility. Faculty, staff, and students are not eligible to purchase this permit.

**Violations/Assessments/General Enforcement/Towing**

*Assessments for Violations*

- No valid permit $50.00
- Unauthorized permit $50.00
- Altered permit $250.00
- Incorrect permit for lot $30.00
- Permit or hang tag not properly displayed $10.00
- Permit not facing aisle $5.00
- Parked on walk or grass area $30.00
- Blocking traffic lanes, service areas, posted areas, hydrants $40.00
- Parking over lines or in two spaces $15.00
- Expired parking meter $15.00
- Over 20 minutes in a loading dock/zone $15.00
- Reserved space violation $100.00
Handicapped space violation $250.00
Posted fire lane violation $40.00
Immobilization (booting) fee $125.00

**General Enforcement**

All vehicles parked on the Evanston campus must display a valid permit year round, Monday through Friday, from 7:30 am until 4:00 pm. All other times of the day or week and during University holidays, a vehicle may park without a permit except in designated lots and reserved spots, which are listed below. Note that semester breaks are not holidays and permits are required.

Vehicles must not back into or pull though parking stalls. The permit must always face the driving aisle.

Vehicles may not be stored on campus beyond 48 hours without permission from the Parking Office. Vehicles found in violation are subject to ticketing for unauthorized permit, commercial tow and storage fees.

**Towing**

Vehicles receiving two or more No Valid Permit or Unauthorized or Altered Permit violations, whether paid, unpaid, or under appeal, are subject to commercial towing.

Vehicles bearing a valid permit receiving four or more violations of any type, excluding under appeal, are subjected to commercial towing.

Vehicles may be commercially towed or relocated on the first violation if parked in a reserved space, handicapped space, tow-away zone, or otherwise creating a safety hazard.

Violation payment: Violations must be paid at the Parking Office, located 1841 Sheridan Rd., Monday through Friday, 8:30 am until 4:00 pm.

Appeals: Parking violations may be appealed to the Parking Committee. Appeal forms may be obtained at the Parking Office. Appeals must be filed within 10 days of the violation date. All Parking Committee decisions are final. If the violation is not waived; a $10.00 service charge will be added to the violation assessment.

Denial or revocation of permit: The Parking Committee and the Parking Office have the authority to deny or revoke privileges. Those persons having their permits revoked forfeit the permit fee and must surrender the permit to the Parking Office.
Any permit obtained using deceptive practices will result in permit revocation.

**Emergencies or Special Events/Legal Liability**

The chief of the University Police Department may establish and enforce temporary parking restrictions deemed necessary for the safety and convenience of the university.

These parking regulations have been adopted by Northwestern University. Persons who operate a vehicle on Northwestern property are responsible for knowing and complying with these regulations. The university assumes no liability for loss or damage to a vehicle or its contents.

**Hospitality**

**Hospitality to Commuter Students**

*For the purposes of this section, commuter students shall be considered all students not living in seminary-sponsored housing.*

In an effort to better address the needs of the changing student body, several efforts have been made in recent years to improve hospitality toward commuter students. Please see the Office of Residential Ministries for more information or to sign up for the following:

- **Locker Storage:** In the basement of Loder Hall, there are 30 lockers available for use by commuter students. These lockers are available free of charge, but you must sign up for the lockers. Sign-ups begin August 1st of each year. The lockers are available on a first-come, first-serve basis, with a preference given to those students living beyond Evanston. Students can only sign up for one locker. You must provide your own lock. Students should not store food in lockers. Garrett-Evangelical reserves the right to inspect lockers if there is a problem with pests or if there is reasonable suspicion of illegal activity. All locker sign ups go through the end of the academic year; those students who will continue to commute to campus for the summer can extend their use of the lockers through July 30th or through the next academic year by notifying the Office of Residential Ministries.

- **Commuter Refrigerator:** In the basement lounge of Loder Hall, there is a refrigerator which is available strictly to commuter students. The refrigerator has a lock on it, and the combination changes each academic year. Commuter students can ask for the code in the Office of Residential Ministries. Students are expected to clean out their food. Periodic cleanings of the refrigerator will take place throughout the semester.

- **Microwaves:** Microwaves are located in the basement of Loder Hall, and are available to all students to use. Please clean up after use.
• Kitchen access: Commuter students can access the Loder basement kitchen if they request a keycard from the Office of Residential Ministries. Each keycard will be a $25 deposit.

Meeting Room Reservations

Classrooms and lounges may be reserved for student meetings by contacting the Office of Hospitality and Events. Classes and regularly scheduled meetings or special events do have priority over meeting space. There is no charge for Garrett-Evangelical students to hold meetings of student groups on campus in classroom facilities.

Chapel Reservations

The chapels may be reserved for student meetings by contacting the Office of Hospitality and Events. There is no charge for Garrett-Evangelical students to hold meetings or worship services of student groups on campus in the chapels. There is a charge for reserving the chapel(s) or other facilities for weddings, memorials, etc. and for the use of facilities for events not sponsored by the seminary.

Guest Rooms

Guest rooms may be rented (based on availability) on a daily or weekly basis in the Residential Ministries Office. Reservations must be secured with a major credit card. There are two styles of guest rooms available for students or their visitors:

Dormitory Guest Rooms

Located on the same floors as current residents, dormitory guest rooms are the least expensive accommodations available. These are rooms with one twin-sized or one full-sized (double) bed, linens, a blanket, pillow, desk, lamp, dresser, closet, and chair. Many rooms have their own bathroom; there are one or two places where two rooms share a bathroom. There are also one or two double occupancy rooms with two twin beds and two of all other amenities as well.

VIP Guest Suites

There are two VIP suites on each floor of Loder Hall. Each VIP suite is a two-room suite with a bedroom, bathroom, and living/study room. Three suites have one queen-sized bed and three suites have two full-sized beds. All have private bathrooms and air conditioning.
Health Care (Student Health Insurance) and Immunization Compliance

Hospitalization Insurance

All students enrolled in five credit hours or more are required to have hospitalization insurance, either a current policy, which will continue to provide coverage during tenure as a student or a policy purchased through Northwestern University.

Verification of such health insurance must be made each academic year.

The premium for the academic year 2018-2019 is $3,950.00. The effective coverage period is: 09/01/2018 to 08/31/2019. Students that elect to enroll in the NU sponsored plan (Aetna Student Health Insurance) are required to pay the University Clinic Use Fee. The annual cost of the Clinic Fee is $664.00 with the same coverage period of 09/01/2018 to 08/31/2019.

Covered students may also enroll their dependents into the plan (spouse, same sex partner or domestic partner and dependent children up to the age of 26).

Regulations governing participation in the Northwestern University Hospitalization Plan include the following:

1. Students who have their own hospitalization insurance may still use the NU Students Health Clinic by paying the clinic use fee of $664 per year. The clinic is not a “pay for services rendered” facility, but is only for those who are enrolled in one or both of the NU plans.

2. The seminary collects the premium for the NU Insurance Plan and/or NU Students Health Clinic fee by adding the appropriate charge to a student’s bill.

3. Students may use cash, check, or credit card to pay costs beyond the scope of the NU Student Health Clinic plan at the time of service. If the fee is not paid at the time of service, the full amount will be deducted from your Garrett student account in addition to a $60 charge.

4. Any unpaid charges on a student’s account resulting in NU Student Health Insurance Plan premium, NU Student Health Clinic fee, or additional costs (as described in #4) will be treated in the same manner as unpaid charges billed by the seminary and will automatically place a hold on a student’s registration for the next semester.
5. Students participating in the NU Student Health Insurance Plan who are away from campus (on internship, traveling abroad, etc.) will be covered if both the Insurance Plan premium and clinic use fee are paid each period.

7. If a student has a health plan which continues to provide coverage while enrolled in seminary, a completed Student Health Information, Policies, and Procedures form, along with a copy of the insurance card (or proof of premium payment) must be submitted to the Office of Student Life before registration.

8. If a student is entering a degree program in January 2018 (Spring Semester) and has not submitted proof of outside insurance, there will be a charge of $2,630.00 for the plan.

REFERRALS

When students are enrolled in the NU Student Health Insurance Plan they must obtain referrals from the NU Health Service before seeing a Doctor/Specialist in Lake or Cook Counties in Illinois. Without a valid referral on file, NU Student Health will assess the student a $50 Non-Referral Penalty. No referral is required when students need to visit an ER or for medical services rendered outside of Lake or Cook Counties nor for mental health services. Referrals expire annually on August 31st.

Dependents do not need to obtain referrals, and are not eligible to be seen at NU Health Service. Note that Retroactive or Backdated referrals are prohibited under the terms of the NU Student Health Insurance plan.

Northwestern Health Service (NU Clinic)

Outpatient health service (clinic) is available to any seminary student enrolled in six credit hours or more through the Northwestern Student Health Service located in Searle Hall at 633 Emerson Street. The Clinic Use Fee is deducted from students account in October. Students must file a medical history at Searle to utilize this service, which entitles students to medical services at minimal cost.

Outpatient services at Searle Hall include, but are not limited to, the following: complete physical examination and service in special clinics such as: allergy, cardiology, ear/nose/throat, neurology, orthopedics, counseling and psychological services.

Medication may be purchased in the pharmacy at a modest cost.
Students with non-life threatening illnesses may be admitted to the Searle Hall Infirmary. For serious illness and medical emergencies, students are referred to Evanston or other area hospitals. Expensed incurred in the infirmary or hospital are the student’s responsibility.

For more detailed information, please visit the NU Student Health Insurance Program website at http://www.northwestern.edu/student-insurance/insurance-requirements/nu-ship-information/index.html

**Immunization Compliance**

It is a mandatory requirement of The Illinois Department of Public Health that seminary students submit a comprehensive immunization record to the seminary. Those born after January 1, 1957, must present proof of:

1) Immunity to measles (live virus vaccination), rubella, and mumps:

2) A primary series of diphtheria-tetanus; and

3) A diphtheria-tetanus booster within the last ten years.

Students born prior to January 1, 1957, must sign a form verifying exemption. Students must complete an Immunization form and return it to the Office of Student Life. Records are audited annually by the state and must be in compliance prior to registration. Although it is not required at the present time, a recent intermediate strength tuberculosis skin test is encouraged.

**Pastoral Care and Spiritual Direction**

**Discernment**

*Pastoral Care, Personal Support, and Vocational Guidance*

This program was established to provide support for students who are attempting to resolve issues of calling and/or who are experiencing an emotional crisis and need support in particular areas of personal development.

When a student feels the need for professional counseling, the seminary may be able to provide limited financial support.

The first step in the process is for the student to download the Counseling Center Verification Form (available on MyGETS), or pick up a copy in the Office of Student Life.
The next step in the referral process is to contact the Office of Student Life to schedule an appointment with the Dean of Students. At the end of your meeting with the Dean, procure a signature on the Counseling Center Verification Form.

A list of professional counselors is available on myGETS, along with a picture and short introduction of the scope of the work and practices of the provider. Choose a provider from the list of Pastoral Counselors in the Chicago Area and set up an appointment. Take the Counseling Center Verification Form (with the requisite signature from the Dean of Students) with you to your first session.

If the student encounters problems, she or he should notify the Dean of Students.

OPTION: Students may contact outside counselors at their own expense.

**Spiritual Direction and Discernment**

There are times in a person’s life when questions of vocation and call to ministry do to be as clear as one would hope. Sometimes a person feels the need to have someone sit with them as they seek to know God’s will more fully for their life. Spiritual Direction is an ancient discipline of the Church which has been recovered more recently among Protestants. Spiritual Direction differs from Pastoral Counseling. The purpose of counseling is to help person solve problem areas in their life and to find coping techniques to deal with life’s demands. Spiritual Direction on the other hand is an invitation to sit with another person and explore ways in which God is present in and though one’s life. Spiritual direction emphasizes growing closer to God and focusing on a deeper relationship with the spiritual aspect of being human.

Garrett-Evangelical maintains a list of Spiritual Directors in the Chicago area who are trained and available to our students. The list is maintained in the Office of Student Life.

**Child Care Grants**

The many state requirements for establishing an on-campus childcare center have made it impossible for the seminary to establish its own childcare program. The seminary has researched, in conjunction with Northwestern University, has a list of resources that might assist in meeting the childcare needs of their students.

Currently, the seminary provides childcare grants up to $1,000 each to up to ten students who meet the criteria of need set forth on an application form available from the Office of Student Life. Additional funds for this program are being sought through
efforts of alums and the Development Office in the hope of expanding this offering to more students in the future.

**Tuition and Fees for 2018-2019**

In the interest of full disclosure and for the purpose of student financial planning, Garrett-Evangelical provides the following list of tuition and fees assessed directly to students as required.

[For a comprehensive list of charges including housing and meal plans, please see the Affording Your Education page under Admissions on the Garrett-Evangelical website.]

**Masters-Level and Non-Degree**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>755 per credit hour</td>
</tr>
<tr>
<td>Tuition for Clinical Pastoral Education courses</td>
<td>100 per credit hour</td>
</tr>
<tr>
<td>MTS research fee (course #60-693)</td>
<td>1510 per term</td>
</tr>
<tr>
<td>MTS continuance fee (course #60-695)</td>
<td>755 per term</td>
</tr>
<tr>
<td>Audit Fee</td>
<td>75 per credit hour</td>
</tr>
</tbody>
</table>

**Doctor of Ministry (DMin)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition: Spiritual Direction</td>
<td>625 per credit hour</td>
</tr>
<tr>
<td>Tuition: Congregational Leadership</td>
<td>750 per credit hour</td>
</tr>
<tr>
<td>Tuition: Strategic Leadership for Black Congregations</td>
<td>750 per credit hour</td>
</tr>
<tr>
<td>Tuition: Community Organizing (Cohort 2016)</td>
<td>305 per credit hour</td>
</tr>
<tr>
<td>Tuition: Community Organizing (Cohort 2018)</td>
<td>625 per credit hour</td>
</tr>
<tr>
<td>Program Installment: Preaching as Leadership in Hispanic/Latinx Congregations (2018-19)</td>
<td>4850 1 of 6 installments for program</td>
</tr>
<tr>
<td>Program Installment: Strategic Leadership in Black Congregations (2018-19)</td>
<td>4850 1 of 6 installments for program</td>
</tr>
<tr>
<td>Program Installment: Spiritual Direction (Cohort 2018-19)</td>
<td>4140 1 of 6 installments for program</td>
</tr>
<tr>
<td>Pre-candidacy study (course #80-746)</td>
<td>625 per term (up to two terms)</td>
</tr>
<tr>
<td>Pre-candidacy study (course #80-748)</td>
<td>1875 per term (beyond two terms)</td>
</tr>
<tr>
<td>Project research (course #80-795)</td>
<td>1875 per term</td>
</tr>
<tr>
<td>Project continuance (course #80-710)</td>
<td>625 per term (up to two terms)</td>
</tr>
<tr>
<td>Project continuance (course #80-720)</td>
<td>1875 per term (beyond two terms)</td>
</tr>
</tbody>
</table>

**Doctor of Philosophy (PhD)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>1335 per credit hour</td>
</tr>
<tr>
<td>Examination preparation (course #90-980)</td>
<td>1335 per semester (up to two semesters)</td>
</tr>
<tr>
<td>Pre-candidacy study (course #90-985)</td>
<td>4005 per semester (beyond two semesters)</td>
</tr>
<tr>
<td>Research (course #90-990)</td>
<td>4005</td>
</tr>
<tr>
<td>--------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Research (course #90-995)</td>
<td>1335</td>
</tr>
<tr>
<td>Research continuance (course #90-997)</td>
<td>4005</td>
</tr>
<tr>
<td>PhD extension (course #90-998)</td>
<td>1335</td>
</tr>
</tbody>
</table>

**STUDENT AND TECHNOLOGY FEES**

<table>
<thead>
<tr>
<th>Student Fee (if at 5 or more credit hours)</th>
<th>116</th>
<th>per term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Fee (if at 1-4 credit hours)</td>
<td>58</td>
<td>per term</td>
</tr>
<tr>
<td>Technology Fee (if at 5 or more credit hours)</td>
<td>260</td>
<td>per term</td>
</tr>
<tr>
<td>Technology Fee (if at 1-4 credit hours)</td>
<td>130</td>
<td>per term</td>
</tr>
</tbody>
</table>

**APPLICATION AND ENROLLMENT FEES**

- Application fee: $75
- Enrollment deposit: $200
- Northwestern University Net ID connection fee: $55
- Matriculation fee (not applicable to auditors): $80

**REGISTRAR’S OFFICE FEES**

- Late class registration fee: $50
- Student ID card replacement fee: $25
- Graduation fee: $225
- Diploma replacement fee: $25
- Cost for an official transcript: $7.50
- Faxing surcharge: $3
- Next-day surcharge: $30

**STYBERG LIBRARY FEES**

- Overdue reserve books: $1/hour up to 30
- Overdue recalled books: $1/day up to 30
- Overdue Laptop: $1/hour up to 30
- Lost book replacement/processing: $125/$10
- Laptop Replacement fee: $1,000
- Interlibrary loan (depending on lending library’s policy): $10-30 per item
- Printing charge: b/w $.05, b/w duplex $.08, color $.25
 NU STUDENT HEALTH INSURANCE PROGRAM

NU Health Clinic (annual rate) $664
NU hospitalization insurance ($3,950), including required clinic ($664) annual rate $4,614
Students with unpaid charges from NU Health Services will be assessed this fee, in addition to the NU charges $60

PARKING

On-campus, daily rate – Garrett lot/NU lot $8/8.5
On-campus, per academic year/NU lot $543
Maple garage, per month $95/105
Off-campus apartment parking lot, per month $60
Note: NU lot pricing subject to change

Office of Business Affairs

Tuition will be billed to student accounts on or around the following dates:

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Term</td>
<td>September 30, 2018</td>
</tr>
<tr>
<td>January Term</td>
<td>January 31, 2019</td>
</tr>
<tr>
<td>Spring Term</td>
<td>February 28, 2019</td>
</tr>
<tr>
<td>Summer Term</td>
<td>June 30, 2019</td>
</tr>
</tbody>
</table>

Tuition and fees are due on the first day of classes for each term.

Student financial accounts are maintained by the Cashier in the Office of Business Affairs. Normal business hours are as follows (unless otherwise posted):

Monday thru Friday 8:30a to 12:00p  1:00p to 4:30p
Payment Options

In Person

Student balances can be paid by cash, money order, check or credit card (Visa, MasterCard, Discover Card, and American Express) at the Office of Business Affairs, Room 121. Please include your Student ID # on your payment.

Online

Students may use a credit or debit card (Visa, MasterCard, American Express, or Discover Card) to pay outstanding balances online through the Student web accessible from the Seminary’s intranet site Campus web —mygets.garrett.edu. Payments submitted before 3pm CST are processed the next business day, or two business days if submitted after 3pm CST.

Phone

Students can call the Cashier at 847-866-3917 during normal business hours (shown above) to make payments by credit or debit card.

Any exceptions to this policy must be discussed with the Accounting Manager. Prior to scheduling an appointment with the Accounting Manager, the student must complete the Budget Worksheet located on MyGETS under Business Affairs.

Refunds and Student Account Disbursements

The tuition for any classes dropped within the drop period will be 100% refundable to the student. There will be NO TUITION REFUND for any class dropped after the drop period. Exceptions to this policy, such as a medical emergency, will be evaluated individually. Any class dropped after the drop period will be recorded on a student’s transcript as withdrawn.

After the drop period, the Director of Financial Aid will disburse all federal award money to students. Students receiving federal loans will not be allowed to request a disbursement from their student accounts until after the drop period. In the event of an emergency, students can contact the Director of Financial Aid for an emergency loan.

When a student’s account reflects a credit balance, this balance may be withdrawn by signing a check request form at the Cashier’s office. Checks are available by 11:45am on Friday for all requests signed and submitted by 4:30 pm of the preceding Tuesday.
“Credit balance” means any amount remaining after all charges are paid for the term, including apartment rent, parking and utilities fees for apartment residents.

No funds may be withdrawn from a student account that has a debit balance (i.e., money owed to the seminary).

Rent Collection

Dorms: Rent charged for dorm occupancy will be billed in full at the beginning of each term to the student’s account. The rent is due at the beginning of the term of the initial move-in date.

Apartments: All apartment leases, both furnished and unfurnished, will require a lease for the academic year (approximately September 1 – May 15th). To live in an apartment over the summer, a new lease or summer lease extension must be signed for the months of June, July, and August.

Rent is due from students and tenants at the beginning of each month. If the apartment is occupied from any date between the first and the fifteenth of a month and onward, it is considered occupied for the entire month and the occupant will be charged for a full month’s rent. If the occupant moves in after the fifteenth of the month, a half month’s rent will be charged.

Summer rent will not be billed to residents of furnished apartments provided those apartments are vacated by the first of June, all student belongings are removed, and the student does not return until fall term. There will be no reduction in rent or partial rent billing for months during school breaks, such as winter break.

Apartment rent is billed to the student’s account and due on the first day of each month under lease (e.g., rent billed and due on Sept 1st for the month of September).

If a graduating student still occupies an apartment after the June 1st diploma release date, the diploma will be held by the Registrar’s Office until the student has vacated the apartment and paid all outstanding rent in full.

Any student with a business hold on his or her account will not be able to sign a lease agreement to rent an apartment or dorm room until the hold is cleared.

An apartment or dorm room is considered occupied from the point in time when keys are issued until keys are returned to Buildings & Grounds or the Housing & Hospitality office.

At the beginning of spring term, graduating students anticipating pastoral appointments must contact their conference or appropriate judicatory body to arrange a smooth transition from G-
ETS housing to their next location. The transition plans must be communicated to Housing & Hospitality as soon as possible

*Graduation*

All seminary financial obligations must be paid in full not later than 4:00 pm April 19th, 2019, in order to graduate on May 17th, 2019. These obligations include all charges which will have been incurred by the date of graduation, including May apartment rent. This also includes any charges incurred at Northwestern University and/or of the institutions that are a part of the Association of Chicago Theological Schools (while pursuing a Garrett-Evangelical Theological Seminary degree or a joint degree with Northwestern University).

*Outstanding Balance Collection Policy*

Tuition, dorm rent and all other fees are expected to be paid at the beginning of the current term. Any account with an outstanding balance will be placed on business hold. A business hold prevents further transactions with the Seminary including the release of transcripts, the ability to move-in to Seminary housing, the release of diploma, and the ability to register for future terms.

As stated above, any student with an outstanding balance will not be allowed to register for the next term. If an outstanding balance remains for a period of longer than 6 months, the account may be charged a late payment penalty and referred to a collection agency for recovery.

*Student Employment*

A student must see the Human Resources specialist, in room 118 of the Business Office, to fill out the necessary payroll forms before the employment process is complete. A paycheck cannot be issued until this process is completed.

Wages of federal work study students working for the seminary are exempt from FICA taxes, whereas wages of non-federal work study students are not exempt from FICA taxes.

Paychecks are ready on the 15th and last day of each month, or the Friday preceding that day if it occurs on a weekend. Student checks are mailed to student’s home via USPS if they do not have direct deposit.

**Federal Programs:** FEDERAL WORK-STUDY, Federal Perkins Loans, Federal Direct Stafford Loans

A student must bring the federal work study authorization form, signed by the supervisor and the student, to the Business Office Human Resources specialist and fills out the
necessary payroll forms before the employment process is complete. No paycheck can be issued until this procedure has been followed.

Student Organization Accounts

A student organization may maintain an agency account with the Business Office in order to account for activities. The Business Office is furnished with a list of officers and a faculty adviser that clearly delineates which persons may request withdrawal of funds. This list is updated yearly in the fall and more frequently whenever changes require it. Standard seminary procedures for deposits, purchases, disbursements and general accountability of funds apply.

Purchase requisition forms are obtained from the accounts payable coordinator in the Business Office. A requisition approved by a faculty adviser generates the required purchase order. No funds may be withdrawn or paid without the signature of a faculty adviser on a check request form based on confirmation of adequate funds in the account. Check request forms must be submitted by 4:00 pm Tuesday for checks to be ready the following Friday.

Tax Obligations

The seminary understands that the following guidelines apply to Garrett-Evangelical students:

- Funds received by students (including, but not limited to, awards, grants, scholarships, and fellowships) that are given for and applied toward the payment of tuition, fees and books are not taxable.

- Funds received by students that exceed tuition, fees and books (e.g., living expense) are taxable.

Financial Aid

Please review the **Financial Aid Handbook** found on MyGETS under ‘Student’ and then “Financial Aid’ for all policies and procedures related to financial aid. You can also find a link to the Financial Aid Handbook at [https://www.garrett.edu/admissions/affording-your-education](https://www.garrett.edu/admissions/affording-your-education) at the bottom of the page in the lower left-hand corner.

Emergency Loan

An emergency loan up to a maximum of $500 is available for unexpected or extraordinary need. To apply for an emergency loan, the student contacts the Director of Financial Aid. If the loan is approved, a promissory note is provided for the student to sign. The student then takes this form to the cashier for processing. A check can usually be prepared within two business days.
Such a loan is available when circumstances warrant a declaration of an emergency (i.e., an unexpected circumstance, not an inadequate budget). Up to $500 may be borrowed without interest, on the condition that the loan is paid back by the end of the semester. Only one emergency loan is available per student, per academic year. Any funds coming into the student’s account (loans, scholarships, etc.) are applied to the emergency loan first. If the loan is not paid back by the end of the semester it is added to the student’s account and charged a service fee of 1% per month until repaid. Only one loan may be outstanding at any time, and no loan may be granted to pay a seminary bill. The person responsible for administering this fund is the Director of Financial Aid.

Safety and Security

**Emergency** (see Safety and Security manual and information on myGETS under “Campus Safety)

**Drug Free Workplace**

In order to demonstrate compliance with regulations required by the federal government concerning a drug-free workplace, the seminary has certified to the government and hereby notifies all employees of the following:

That the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the seminary workplace.

That, as a condition of employment, all employees agree to abide by the terms of this statement (item a), and agree to notify the seminary of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

That the following actions will be taken within 30 days for violation of this prohibition:

Appropriate personnel action, up to and including termination of employment and/or

Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

That information concerning a drug-free workplace will be shared with employees at least one time during each fiscal year and will include:

The seminary policy of maintaining a drug-free workplace.

The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace.
Other matter, as deemed necessary in a given year, concerning the dangers of drug abuse in the workplace, and/or available drug counseling rehabilitation, and employee assistance programs.

**Hazing Crimes and Bias Incidents**

Illinois law provides for criminal and civil penalties against and individual or individuals who assault, trespass upon, or cause damage to the property of or injure physically or emotionally another person or persons because of such person’s race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin. Students involved in hate-crime-related incidents may face legal and disciplinary actions. The related conduct that is classified as a bias incident is defined as an act of conduct, speech, or expression to which a bias motive is evident as contributing factor (regardless of whether the act is criminal). A hate crime is a bias incident that has risen to the level of a crime. All hate crimes are bias incidents, but not all bias incidents are hate crimes. Sanctions will be imposed for students found to have committed bias incidents or hate crimes.

**Dealing with Allegations of Racism – Policies and Procedures**

Affirmative Action Committee: An Affirmative Action committee shall be appointed by the president at the beginning of each academic year. It shall be comprised of the following:

- one faculty representative and alternate;
- one staff representative and alternate;
- one administrator and alternate;
- one student and alternate; and
- the affirmative action officer

Among these appointees shall be at least one African-American, one Asian or Asian American, one Hispanic, one Anglo, one man, and one woman. At the beginning of each academic year, the president will distribute a list of the members of the committee to the students, staff, faculty, and administrators.

**Definitions**

The definition of racism in this document includes: 1) innuendoes and derogatory remarks, and actions and/or statements of intent or reasonable foreseeable effect of which is to defame, ridicule, intimidate, or embarrass persons or groups in the community predicated on their race;
2) uses and abuses of power which intimidate, coerce, or otherwise impede a person or group from full participation in the community predicated on their race; 3) words or actions of intent which impair or diminish another’s academic or employment performance or record, or cause one to seek alternative employment or educational opportunities predicated on their race; 4) words or actions intent or result which is to affect adversely another’s housing choice, living conditions, or safety/security in seminary housing accommodations predicated on their race.

**Frivolous or False Charges**

The policy shall not be used to bring frivolous or malicious charges against students, faculty, administrators, or staff members. Disciplinary action under the appropriate seminary handbook shall be taken against any person bringing a charge of racism in bad faith.

**Procedures**

This procedure is designed so that complaints and persons charged alike will receive a prompt, impartial, and confidential hearing with fair results. The process has an informal phase and a formal/appeal phase.

**Informal Phase**

Every effort shall be made to reach a satisfactory resolution in the informal phase, with the hope that this phase will have a reconciliatory effect. The design of the informal phase is intended to provide some anonymity in the process, and shall be carried out with the greatest measure of confidentiality.

a. The complainant contacts a member of the Affirmative Action Committee or a trusted colleague and explains the nature of the problem. This process is to be initiated within ten (10) working days of the precipitating cause.

   All of the parties involved at this stage should be cautioned not to publicize or divulge either the nature of the proceedings or the identity of the people involved. They should also be cautioned about any behavior which could be experienced as racism as described in the first paragraph of the policy (above).

b. Within ten (10) working days of being contacted by the complainant, the contact person along with the complainant will talk with the person charged with racism directly or take the concern to a member of the Affirmative Action Committee who represents the constituency to which the person charged belongs.
This latter Affirmative Action Committee member, after consultation with the complainant (if the complainant is amenable), may choose to approach the person charged to share the concern and hear the response or he/she may work with the first contact person on some possible approach. At this point there are a variety of considerations and ways to proceed, such as informal discussion between the complainant (with or without one or both of the contact persons) and the charged or a letter from the complainant to the charged.

c. Whatever procedures are chosen, the original contact person has the responsibility to report the resolution of the process to the complainant within twenty-five (25) working days of the original complaint.

d. In the event that the informal phase is not brought to a mutually satisfactory resolution, the complainant may appeal through the formal procedure.

**Formal Phase**

This phase is also to be carried out with the greatest measure of confidentiality.

a. To initiate the formal hearing process, the complainant shall put the complaint in writing, stating the specifics (who, when, where, what) of the incident within ten (10) workings days of either the precipitating cause or the end of the informal phase and deliver or mail the written complaint to the chairperson of the Affirmative Action Committee. All the parties involved at this stage should be cautioned not to publicize or divulge either the nature of the proceedings or the identity of the people involved.

b. The chairperson of the Affirmative Action Committee shall call the committee into session. The investigative hearing and decision-making phases of the process begins promptly after the signed complaint is given to the Affirmative Action Committee chairperson, a copy of the complaint being retained by the complainant.

c. The complainant and the person charged with racism both have an opportunity to present whatever evidence they deem relevant to the charge and to respond to evidence presented by the other party. The Affirmative Action Committee shall have the responsibility to determine what is relevant in each situation.

d. A formal record of the evidence presented and considered by the Affirmative Action Committee is to be kept by the affirmative action officer.

e. The decision of the Affirmative Action Committee is based only on evidence in the record.
f. The Affirmative Action Committee has a variety of options available following its decision as to the merits of the complaint, such as the following:

It may uphold the complaint, and

1) It may issue a reprimand to the one charged.

2) It may include recommendations or requirements for the person charged.

3) It may recommend to the appropriate body/individual to include a) or b) in the record of the handbook.

4) It may recommend that disciplinary action be initiated in accordance with the applicable handbook.

In a) through d), the report, recommendations, and/or requirements will be forwarded to the President and to the individual to whom the one charged is accountable (for students and faculty, the Dean: for staff and administrators, the supervisor or appropriate Vice-President) for implementation and monitoring.

It may dismiss the complaint, and:

a) It may, upon request of the one charged, include that dismissal in the record of the one charged.

b) It may decide to destroy the record.

c) It may admonish the complainant.

d) In extreme cases it may recommend disciplinary action against the complainant as in 1) d) above.

g. Within no more than thirty (30) working days of the receipt of the formal written complaint, the Affirmative Action Committee shall complete their phase of the process and shall send a written response to the complainant, outlining the process followed and the decision(s) made.

Appeal Process

If either the complainant or the person charged is not satisfied with the decision made or action taken, she/he may appeal the decision, in writing to the President of the seminary within ten (10) working days after receiving notification of the decision or action. The decision of the president shall be final.
Sexual Harassment

Garrett-Evangelical Theological Seminary is committed by Christian faith to justice for all persons and will not tolerate any behavior, verbal or physical, by any person associated with the Seminary, which constitutes sexual harassment against any other person associated with the seminary.

Any person of the seminary community who believes that he or she has been subjected to sexual harassment should immediately report the situation to the designated administrator. When reporting a complaint, the individual should be prepared to furnish accurate date, name, and facts. All such complaints will be treated in a confidential manner to the extent feasible, while permitting the seminary to investigate the complaint thoroughly and to take appropriate action.

The seminary expects the cooperation of all members of the seminary community with respect to avoiding such harassment.

The seminary will investigate all complaints. If it is determined, after investigation, that a member of the seminary community has violated this policy, he or she will be subjected to appropriate disciplinary action up to and including suspension or termination from the seminary.

Definition of Sexual Harassment

Equal Employment Opportunity Commission section 703 of Title VII. Italicized words are added for the academic environment at Garrett-Evangelical Theological Seminary.

“Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature constitute sexual harassment when:

(2) Submission to such conduct is made, whether explicitly or implicitly, a term of condition of an individual’s employment or academic standing; or

(3) Submission to such conduct by an individual is used as the basis for employment or academic standing decisions affecting such an individual; or

(4) Such conduct has the purpose or effect of substantially interfering with an individual’s work or study.
PROCEDURES

Garrett-Evangelical Theological Seminary is committed to using the process outlined below to deal with allegations of sexual harassment within the seminary community. Every attempt is made to function within the structures of the institution and the guidelines of this document. A sexual harassment allegation may be resolved on an informal basis.

Any member of the seminary community who wishes to make a formal complaint must submit a written description of the incident to the designated administrator (President for Administrators, Academic Dean for faculty, Departmental Vice President for staff, Dean of Students for students, or the Director or Associate Director of Field Education for students in a field education setting). That administrator contacts the designated administrator for the accused and coordinates with him/her the relevant procedures of the respective handbooks. If the accused and the complainant have the same person as the designated administrator, then the affirmative action officer will be the second administrator; and for staff/staff concerns, one of the co-chairpersons of the sexual harassment advisory panel is the second administrator.

a. Allegations are thoroughly investigated by the designated administrator(s), including a meeting with the person alleged to have engaged in harassment. The accused and/or the complainant may bring a trusted colleague (other than an attorney), committed to maintaining confidentiality, with him/her to such a meeting.

b. If the administrators decide inappropriate behavior has occurred after completing the investigation, the designated administrator(s) take(s) appropriated disciplinary and/or other action by using guidelines of respective handbooks: staff handbook, and special needs process. The procedures of different handbooks are coordinated by the designated administrator(s).

c. Those called to investigate the allegations take appropriated steps to ensure that a person who in good faith brings forth a complaint of sexual harassment will not be subjected to retaliation. The seminary also takes steps to ensure that a person against whom such a complaint is brought is treated fairly and has adequate opportunity to respond to such accusations.

The complainant and the person complained against are notified within 10 working days of the disposition of the complaint. If the disposition involves any ongoing process, the designated administer keeps the complainant informed until the process is completed.
APPEAL PROCESS

If the accuser or the accused is not satisfied with the action taken, s/he may express such
dissatisfaction, in writing, to the president of the seminary within 10 working days after
receiving notification of the action taken. After reviewing all pertinent materials, and after
consulting with an advisory committee (identified below), the president determines within 20
working days after the receipt of the written request whether the action taken is appropriated.
The decision of the president is final and binding.

A. The advisory committee is drawn from the sexual harassment advisory panel, which
consists of the following: two staff members nominated by the employee relations
advisory committee (ERAC), Academic Dean, two faculty members nominated by the
general reference committee, two administrative staff members nominated by the
administrative council, Dean of Students and three students nominated by the Student
Council. The President annually names two persons, male and female, from the panel
to serve as co-chairpersons. The purpose of the sexual harassment advisory panel is to
plan periodic educational events for the community, to regularly review this document,
and to serve as a panel of advisers to the President.

b. When an individual case is reviewed, the president shall appoint an advisory committee of
three to six persons drawn from the sexual harassment advisory panel. Every attempt is made
to balance the committee between men and women and to include persons who by
background and experience are most qualified.

c. The President schedules the meeting(s) of the advisory committee.

d. In the interest of protecting both the complainant and the person complained
against, members of this committee must recognize and accept their obligation to
maintain confidentiality regarding all matters with which they become familiar in the
process.

CONFIDENTIALITY

Every effort will be made to ensure confidentiality to the extent feasible, while permitting the
seminary to investigate the complaint thoroughly to take appropriate action. The seminary will
not tolerate retaliation against any member of the seminary community who complains of
sexual harassment.

The seminary will honor the victims request to change their living situation after an alleged
sexual offense.
EXPLANATORY NOTES

In the event that a person designated in this document cannot be reached in a reasonable manner and period of time, the President or President designate determines who will be the replacement.

Since titles change over the course of the years, the positions named in this document shall be clarified by the President at the time he/she appoints the advisory panel.

If the person alleged to have engaged in sexual harassment is a Vice-President, the President is consulted.

If the person alleged to have engaged in sexual harassment is the President, the Chairperson of the Board of Trustees is consulted.

Non-Discrimination Statement

Garrett-Evangelical Theological Seminary does not discriminate, or permit discrimination by any member of its community against any individual, on the basis of race, color, religion, national origin, sex (including pregnancy), sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, genetic information, or any other classification prohibited by law in admissions, recruitment, financial aid, employment, housing, services, or in its educational programs or activities.

Harassment based upon an individual’s legally protected status, whether verbal, physical, or visual, is a form of prohibited discrimination. Harassment includes conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would perceive is an intimidating, hostile, or offensive environment.

Discrimination and harassment as described in this policy are neither legally protected expression nor the proper exercise of academic freedom.

Discrimination and harassment may include:

- Refusing to hire or promote someone because of the person's protected status
- Demoting or terminating someone because of the person's protected status
- Jokes or epithets about a person's protected status
- Teasing or practical jokes directed at a person based on his or her protected status
- Displaying or circulating written materials or pictures that degrade a person or group
- Verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group.
Prohibiting Sexual Misconduct

Garrett-Evangelical Theological Seminary is committed to a safe and healthy environment and, as such, does not tolerate sexual misconduct in any form, including but not limited to, sexual assault, stalking, and dating and domestic violence. Such conduct violates the community values and principles of our institution and disrupts the living, learning, and working environment for students, faculty, staff and other community members.

An attempt to commit an act identified in this policy, as well as assisting or willfully encouraging any such act, is considered a violation of this policy. Community members may also be held responsible for any misconduct by their visitors and guests.

Title IX (Title IX 20 U.S.C. Sec. 1681, et seq.) of the U.S Higher Education Act protects individuals from discrimination based on sex in education programs or activities which receive federal financial assistance:

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 education program or activity receiving Federal financial assistance.

Discrimination on the basis of sex can include sexual harassment, unwelcomed sexual advances or sexual violence.

Scope of Policy

This policy applies to all members of the Garrett-Evangelical community — faculty, administrators, staff, students, guests, or third parties — and applies regardless of the sexual orientation or gender identity of any of the parties. Sexual misconduct committed in connection with any program or activity associated with the Seminary is prohibited. This policy also applies to off campus conduct that the Seminary has determined may cause an unacceptable disruption to the Seminary or which may infringe on an individual’s right to a non-discriminatory educational and/or work environment.

Sexual Harassment

Sexual harassment is any unwelcome conduct of a sexual nature, which includes, but is not limited to, unwelcome sexual advances; the use or threatened use of sexual favors as a basis for academic or employment decisions (so called “quid pro quo harassment”); conduct that creates a hostile, intimidating or offensive academic or working environment; conduct that has the effect of unreasonably interfering with an individual’s work performance; and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive to limit a person's ability to participate in or benefit from an educational program.
or activity.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education;
- Submission to such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would sense is an intimidating, hostile, or offensive employment, educational, or living environment.

Sexual harassment is distinguished from a voluntary sexual relationship by the introduction of the element of coercion, threat, hostility, or unwanted attention of a sexual nature.

Examples of sexual harassment include:

- Unwelcome sexual flirtations, advances or propositions;
- Pressure for a dating, romantic, or intimate relationship;
- Pressure for sexual favors;
- Verbal abuse of a sexual nature, sexual innuendoes or humor, unnecessary references to parts of the body, off-color jokes, gossip about sexual relations; and remarks about a person's gender or sexual orientation; Visual conduct such as leering or making obscene gestures;
- Display of derogatory or sexually suggestive or explicit graffiti, pictures, or posters;
- Sexually explicit profanity;
- Stalking or cyber harassment that is based on gender or sex, including but not limited to disseminating information, photos, or video of a sexual nature without consent;
- Engaging in conduct of a sexual nature which creates an intimidating, hostile, or offensive academic or work environment;
- E-mail, texting (“sexting”) and Internet use that violates this policy; and
- Punishing or threatening to take adverse action against a subordinate or student for refusing to comply with sexual demands.

Sexual harassment can occur anywhere or anytime between and among students, faculty, staff and coworkers, in consensual and nonconsensual relationships. It can occur between members of the opposite or same sex.

All forms of sexual misconduct identified in this policy are also prohibited forms of sexual harassment.
**Sexual Misconduct**

Sexual misconduct is a form of sexual harassment that includes sexual assault and other sexual violence, dating violence, domestic violence, stalking, and actions beyond the boundaries of consent. Sexual misconduct may also include nonconsensual sexual contact. (Speech which is threatening or intimidating, and which meets the definition of sexual harassment, constitutes sexual misconduct.) Photographs, video and other visual and auditory records of sexual activity made or shared without explicit consent constitute sexual misconduct even if the activity documented was consensual.

**Consent**

Sexual activity requires consent, which is defined as voluntary, positive agreement between the participants to engage in specific sexual activity.

For purposes of this policy, *consent is present when clearly understandable words or actions manifest a knowing and voluntary agreement to engage in specific sexual or intimate conduct.* This means that, in order for consent to exist, it must be: knowing, active, voluntary, and present and ongoing.

- **Knowing:** Consent must demonstrate that all individuals understand, are aware of, and agree to the “who” (same partners), “what” (same acts), “where” (same location), “when” (same time), and “how” (the same way and under the same conditions) of the sexual activity.
- **Active:** Consent must take the form of “clearly understandable words or actions” that reveal one’s expectations and agreement to engage in specific sexual activity. Silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a “no”) should not – in and of themselves – be understood as consent. Consent cannot be inferred by an individual’s manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or going on a date.
- **Voluntary:** Consent must be freely given and cannot be the result of force (violence, physical restraint, or the presence of a weapon), threats (indications of intent to harm, whether direct or indirect), intimidation (extortion, menacing behavior, bullying), coercion (undue pressure) or fraud (misrepresentation or material omission about oneself or the situation in order to gain permission for sexual or intimate activity).
- **Present and Ongoing:** Consent must exist at the time of the sexual activity. Consent to previous sexual activity does not imply consent to later sexual acts; similarly, consent to one type of sexual activity does not imply consent to other sexual acts. Consent may also be withdrawn at any time.

A person who is not of legal age (17 years old in Illinois) cannot consent to sexual activity.
Incapacitation

Consent is not present when an individual is incapacitated, voluntarily or involuntarily, due to physical condition (sleep, lack of consciousness, alcohol, drugs), or disability that impairs the individual’s ability to provide consent. Incapacitation is a state where an individual cannot make a rationale, reasonable decision and is unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction.

Whistleblower Policy

If any officer, trustee, employee, student, or other individual who is part of the Garrett-Evangelical Theological Seminary community reasonably believes that some policy, practice or activity of the Seminary is in violation of law we encourage him or her to share questions, concerns, suggestions or complaints with the President. If the individual is not comfortable speaking with the President, or not satisfied with the President's response, we encourage him or her to speak with the Chairman of the Board of Trustees.

It is the intent of Garrett-Evangelical Theological Seminary to adhere to all laws and regulations that apply to the Seminary, and the underlying purpose of this Policy is to support the Seminary's goal of legal compliance. The support of all officers, trustees, employees, students, and the Garrett community at large is necessary to insure compliance with all applicable laws and regulations. This policy protects the complainant from retaliation provided that he or she in good faith brings the alleged unlawful activity, policy, or practice to the attention of the President or Chair as appropriate, and affords Garrett-Evangelical Theological Seminary a reasonable opportunity to investigate and, if necessary, correct the alleged activity, policy or practice. Furthermore, the reporting person must not be responsible for or knowingly involved in the alleged activity, policy or practice. The protections described below are only available to those individuals who comply with these requirements, as follows:

Garrett-Evangelical Theological Seminary will not retaliate against any employee, officer, trustee, student, or other individual who, in good faith, has made a report, protest or raised a complaint against some practice or policy of Garrett-Evangelical Theological Seminary, or of another individual or entity with whom Garrett-Evangelical Theological Seminary has a working relationship, on the basis of a reasonable belief that the practice or policy is in violation of law, applicable regulation, or a mandate of public policy.

Further, Garrett-Evangelical Theological Seminary will not retaliate against any officer, trustee, employee, student, or other individual who in good faith discloses or threatens to disclose to a supervisor or a public agency having oversight authority regarding any activity, policy, or practice of Garrett-Evangelical Theological Seminary that the disclosing person reasonably
believes is in violation of a law, or a rule, or regulation pursuant to law or is in violation of a mandate or public policy concerning health, safety, welfare, or protection of the environment. Any Individual who deliberately or maliciously provides false or frivolous information may be subject to disciplinary action, as the circumstances warrant, up to and including termination of employment, or other relationship to the Seminary, as the case may be.

Approved by the Board of Trustees – Finance Committee March 8, 2012

Alcohol or Drug Use

Some indicators of incapacitation due to alcohol or drugs may include, but are not limited to, lack of control over physical movements, lack of awareness of circumstances or surroundings, or the inability to communicate for any reason. An individual may experience a blackout state in which they appear to be giving consent, but they do not actually have conscious awareness or the ability to consent. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person’s level of intoxication.

Garrett-Evangelical considers sexual contact while under the influence of alcohol to be risky behavior. Alcohol impairs a person’s decision-making capacity, awareness of the consequences, and ability to make informed judgments.

Using alcohol or drugs or being intoxicated or impaired by drugs or alcohol is never an excuse for sexual misconduct and does not excuse one from the responsibility to obtain consent.

Sexual Assault

Sexual Penetration without Consent: Any penetration of the sex organs, anus, or mouth of another person when consent is not present. This includes penetration or intrusion, however slight, by an object or any part of the body, specifically including cunnilingus, fellatio, vaginal intercourse, and anal intercourse.

Sexual Contact without Consent: Knowingly touching or fondling a person’s genitals, breasts, thighs, groin, or buttocks, or any other contact of a sexual nature (including by bodily fluids), when consent is not present. This includes contact done directly, through clothing, or with an object. It also includes causing or inducing a person, when consent is not present, to similarly touch, fondle, or contact oneself or someone else.

Sexual Exploitation: Taking non-consensual or abusive sexual advantage of another person for the benefit of oneself or a third party and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples include, but are not limited to, the following actions (including when they are done via electronic means, methods or devices):

- Prostituting another individual;
• Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person’s full knowledge and consent;
• Indecent or lewd exposure or inducing another person to expose themselves when consent is not present
• Recording any person engaged in sexual or intimate activity in a private space without that person’s full knowledge and consent;
• Distributing sexual or intimate information, images or recordings about another person without that person’s full knowledge and consent;
• Knowingly transmitting a sexually transmitted disease or sexually transmitted infection to another individual.

Stalking

A course of conduct directed at a specific person, whether done directly, indirectly, through others, via devices, or via any other means (specifically including electronic means) that is unwelcome and that would cause a reasonable person to fear for their safety (or the safety of a third party), or suffer other emotional distress.

Stalking behavior includes but is not limited to:

• Following a person or placing a person under surveillance and:
  • at any time transmitting a threat of immediate or future bodily harm, sexual assault, confinement or restraint towards that person or a family member of that person; or
  • placing that person in a reasonable apprehension of immediate or future harm, sexual assault, confinement or restraint to or of that person or a family member of that person;
• Interfering with or damaging a person’s property (including pets).

Domestic Violence

Domestic violence is intimidation, harassment, physical abuse, forcible actions, or interference with the personal liberty of any person who is a current or former spouse, intimate partner, domestic partner, dating partner, or member of one’s family or household.

Individuals encompassed in this definition include, but are not limited to: persons who have or have had a dating or engagement relationship; persons who have or have had a social relationship of a romantic or intimate nature, including same sex couples; current or former spouses, domestic partners, parents, children, stepchildren and other persons related by blood or by current or prior marriage; persons who share or formerly shared a common dwelling;
persons who have or allegedly have a child in common; persons who share or allegedly share a relationship through a child; and personal assistants and personal caregivers for the elderly or disabled.

**Dating Violence**

Dating violence is a pattern of behavior in any relationship that is used to gain or maintain power or control over an intimate partner. Dating violence is a form of domestic violence.

**Retaliation**

Garrett-Evangelical Theological Seminary strictly prohibits retaliation by, for or against any participant (complainant, respondent, or witness) for making a good faith report of any conduct, act or practice believed to violate this policy, or any other Seminary policy or standard of conduct, or participating in good faith in the Seminary's investigation of any reported violation. Retaliatory action of any kind is conduct subject to discipline. Any person who thinks he/she has been the victim of retaliation should contact the Title IX Coordinator immediately.

**Confidentiality**

Every effort will be made to ensure confidentiality to the extent feasible, while permitting the Seminary to investigate the complaint thoroughly to take appropriate action. Once a formal investigation has begun, complete confidentiality may not be possible. When the Seminary receives a report of sexual misconduct, it has a legal obligation to respond in a timely and appropriate manner. However, only those with a legitimate need-to-know will be kept apprised of the investigation details. Additionally, the complainant, the respondent and any third-party will be advised of the need to preserve confidentiality.

Based on information gathered, the Seminary may determine that it has a responsibility to initiate a complaint procedure (even without the complainant’s participation). The Seminary will balance any requests for confidentiality against the responsibility to provide a safe and nondiscriminatory environment for all members of the Seminary community.

The Title IX Coordinator will evaluate all requests for confidentiality to determine the extent to which the Seminary can honor the request and still satisfy its obligations under Title IX and this policy.

When the Seminary is obligated to provide the Seminary community with timely warnings under the Clery Act, names of the individuals are not used and every effort will be made to reserve identifying information.

**Reporting Violations**

The Seminary strongly encourages all individuals to report incidents of sexual misconduct to Seminary officials. ALL employees are considered “responsible employees” for Title IX
purposes and are obligated to promptly report sexual misconduct of which they become aware to the Title IX Coordinator, unless they have a recognized confidentiality privilege.

Despite the Seminary’s strong interest in having individuals report allegations of sexual misconduct, the Seminary realizes that not every individual involved in a sexual assault is prepared to make a report to the Seminary. Certain persons have a recognized confidentiality privilege (e.g., certified counselors, a chaplain serving in that capacity, health center staff, and/or off-campus mental health or rape crisis providers) and will not tell anyone your private, personally identifiable information without your permission, unless there is cause for fear for your safety, or the safety of others. (Confidential resources may submit non-identifying anonymous information about violations of this policy the Title IX Coordinator or the HR Director for purposes of legally required statistical reporting under the Clery Act.)

All alleged violations of this Policy should be directed to one of the following:

Title IX Coordinator
Jean Crawford
Human Resource Specialist
2121 Sheridan Road, Ste. 309
Evanston, IL 60201
847-866-3918
jean.crawford@garrett.edu

The Title IX Coordinator is responsible for monitoring and oversight of overall implementation of Title IX compliance and the prevention of harassment and discrimination at the Seminary, including coordination of training, education, communications, and administration of grievance procedures for faculty, staff, students and other members of the Seminary community. If you have questions or concerns related to Title IX, you should contact the Seminary’s Title IX Coordinator.

Student Complaints: Benjamin L. Reynolds, Dean of Students, Room 306, Main Building, 2121 Sheridan Road, Evanston, IL 60201, 847-866-3936, or email benjamin.reynolds@garrett.edu.

A copy of a report form can be found at myGETS on the seminary website or from the offices noted above.

Complainants are also encouraged to notify local law enforcement authorities of any criminal sexual misconduct. Individuals will be assisted, upon request, in notifying law enforcement by the Title IX Coordinator, the HR Director, or the Dean of Students. They can assist you with making claims, petitioning for restraining orders, and/or advising on other options that may be available to you.
Complaint Procedures

All reports describing conduct inconsistent with these policies will be promptly and thoroughly investigated.

Complaints are generally initiated by individuals who believe that their rights under this policy have been violated, but any individual (including a representative of the Seminary) may initiate a complaint.

As soon as the Seminary receives sufficient information alleging a violation under this policy, the representative receiving the concern must report the incident to the Title IX Coordinator within two business days. An investigation will begin within three business days after the Title IX Coordinator receives a formal complaint, unless unusual or complex circumstances exist. The investigation will be timely and impartial. Barring unforeseen circumstances, the investigation will be completed, including any formal proceedings that occur, within 60 calendar days from the time a formal complaint is initiated. If the investigation extends beyond 60 calendar days, the Seminary will explain the reason for the delay to both parties and keep them apprised of the modified timeline. At the conclusion of the investigation and proceedings (if any), writing notification about the outcome of the investigation and any appeal will be delivered concurrently to the complainant, the respondent and any appropriate Seminary officials.

Any member of the Seminary community who wishes to make a formal complaint must submit a written description of the incident to the designated administrator (Academic Dean for faculty, HR director for staff, Dean of Students or students, or the Title IX Coordinator). If the complaint is made to an administrator, that administrator will notify the Title IX Coordinator of the complaint. The Title IX Coordinator will designate that administrator and/or another designee to investigate the complaint.

Immediate and Ongoing Assistance

The Seminary will seek to support any person impacted by sexual harassment, or sexual misconduct. The Seminary and the local community provide a variety of resources to assist and support individuals who have experienced sexual harassment and/or sexual misconduct. These resources, both immediate and ongoing, are available to all persons irrespective of their decision to report to the Seminary or to law enforcement and the Seminary will provide written notification to affected individuals about such services. Support services that may be available include, but are not limited to, connecting the individual with appropriate on campus and off campus counseling and support services (information available from the Dean of Students or the HR officer), making changes to academic, living, transportation, and/or working arrangements to protect the individual from contact with the alleged perpetrator, assistance in filing a criminal complaint and providing information about restraining orders and other available protections and services.
Interim Measures

Upon receiving a complaint of a potential violation of this policy, the Seminary may take appropriate interim measures to protect a complainant or to meet its obligations to maintain a safe, nondiscriminatory learning/working environment. The Seminary may take such steps even when a complainant asks that the Seminary keep a reported violation of this policy confidential and/or that it not investigate the matter. Such measures will vary based on the particular facts and circumstances and based on a complainant’s confidentiality preferences, but may include:

1. Establishing a “no contact” order between individuals.
2. Prohibiting an individual from being on campus or at Seminary events.
3. Changing a student’s or employee’s status, in consultation with appropriate administrator(s).
4. Changing work, class, or other schedules, in consultation with appropriate administrator(s).
5. Changing academic requirements or providing assistance with academic issues.
6. Issuing a timely warning of any substantial threat or danger to the community.
7. Making information about and providing assistance with respect to orders for protection and harassment restraining orders, including enforcement of such orders.

To request an accommodation or protective measure, complainants should contact the Title IX Coordinator.

Informal Process and Resolution

When a complainant or the Seminary chooses to move forward with a complaint, there are two avenues for resolution of an alleged policy violation: formal and informal. The complainant or the Seminary has the option to proceed informally, when permissible. If a complaint is processed informally, the complainant, respondent or Seminary has the option to move the complaint to the formal process at any time. A sexual harassment allegation may be resolved on an informal basis; however, mediation or other forms of informal resolution are never permissible in instances involving an allegation of sexual misconduct.

If an informal resolution is pursued, the Title IX Coordinator, in consultation with the HR director, the Dean of Students, or the Academic Dean, will attempt to facilitate a resolution that is agreeable to all parties. Under the informal process, the Seminary will only conduct such fact-finding as is useful to resolve the conflict and as is necessary to protect the interests of the parties, the Seminary, and the Seminary community.

If at any point during the informal process, the complainant, the respondent, or the Seminary wishes to cease the informal process and to proceed through the formal process, the informal process will stop and the formal process outlined below will be initiated.
Any informal resolution must adequately address the concerns of the complainant, as well as the rights of the respondent and the overall intent of the Seminary to stop, remedy, and prevent policy violations. To facilitate such a resolution, the Title IX Coordinator (or designee) will make a recommended resolution that may include a variety of institutional responses or requirements, including, but not limited to, the following: warning, behavioral contracts, change in housing or office location, restitution, required attendance at educational programs, required assessment or counseling, the respondent’s education or employment record including a finding that this policy was violated, restriction of privileges, and/or probation.

If all parties to the complaint and the Seminary agree in writing to the terms and conditions of a recommended resolution within ten business days, the matter will be resolved without further process under this procedure. If all parties to the complaint do not agree in writing to the terms and conditions of the recommended resolution within ten business days, the complaint will be referred to the formal process.

**Formal Process**

**Investigation**

The Seminary will strive to complete a thorough, fair, impartial, and timely investigation. Allegations are investigated by the administrator(s) designated by the Title IX Coordinator. The respondent will be notified that a complaint has been made against them and provided with a copy of the complaint. Both the complainant and the respondent will be notified in writing of the identity(ies) of the administrator(s) assigned to investigate their case. The investigation process shall typically involve the following:

- The investigator will meet with the complainant to review the complainant’s complaint and to obtain the complainant’s account of the alleged misconduct. The investigator will make sure that the complainant has been adequately advised of available measures (such as housing reassignments, security escorts, or class schedule changes) that are appropriate prior to a hearing on the complaint. The investigator will invite the complainant to advise the investigator(s) of any witnesses he/she believes should be interviewed and/or any other relevant evidence. The investigator will timely prepare a written summary of the complaint and information gained from the meeting and will give the complainant an opportunity to review and make corrections if appropriate.
- The investigator will meet with the person alleged to have engaged in harassment (the respondent), to obtain their account of the alleged misconduct. The investigator will invite the respondent to advise the investigator(s) of any witnesses he or she believes should be interviewed and/or any other relevant evidence. The investigator will timely prepare a written summary of the information gained from the meeting and give the respondent an opportunity to review and make corrections if appropriate.
- Each party may bring a trusted advisor, who may be an attorney, committed to maintaining confidentiality, with him/her to any meetings.
- After the written summaries have been prepared by the investigator(s) and affirmed by both the complainant and the respondent respectively, each party shall be invited to review the affirmed written summary of the other party’s account and submit a written reply to the investigator(s) within five business days.
- The investigator(s) may interview any witnesses who may have information of relevance to the alleged misconduct. The investigator(s) may exercise discretion in the selection of witnesses to be interviewed. The investigator(s) may prepare a written summary of the information provided by a witness. If such a summary is prepared, the witness shall be invited to review the summary and make any necessary corrections.
- The investigator(s) may request and/or review any other evidence of relevance to the misconduct.

**Adjudication and Determination**

The adjudicator(s) will render a decision based on the investigation file [and any respond to the file submitted by the complainant and/or respondent, and any other information the adjudicator(s) may deem appropriate and which is made available to both the complainant and respondent]. The adjudicator(s) will use a preponderance of the evidence (or, “more likely than not”) standard in determining whether a violation of seminary policy has occurred.

The complainant and the respondent are notified at the same time, within 10 business days, of the disposition of the complaint.

If the decision is made that there is not sufficient basis to believe that it is more likely than not that the respondent violated this policy, the parties will be notified of that determination and the complainant will be informed of other resources that may be available to the complainant.

If the decision is made that it is more likely than not that the respondent violated this policy, the adjudicator(s) shall determine appropriate sanctions(s). The determination will include steps to take to prevent recurrence of any such violations and, as appropriate, remedies for the complainant. The complainant is notified of any sanction(s) imposed on the respondent that are relevant to him or her.

The determination of the adjudicator(s) may be appealed as provided below. In the event that no appeal is filed within the time periods prescribed below, the decision will be final.

**Appeal Process**

Following the communication of the decision by the adjudicator(s), the complainant or respondent (if students or employees of the Seminary) may request an appeal of the decision. The request for an appeal must be submitted, in writing, to the President of the Seminary within 10 business days after receiving notification of the outcome. Failure to file a timely appeal
constitutes a waiver of any right to an appeal.

The basis for an appeal will be limited to the following:

1. New or newly-discovered evidence which may substantially affect the outcome of the adjudication;

2. A procedural error, which substantially affected the outcome of the adjudication; or

3. The sanction is disproportionally severe.

After reviewing all pertinent materials, and after consulting with the Title IX Coordinator, the investigator(s), and/or the adjudicator(s) the President determines within 20 business days after the receipt of the written request whether the action taken is appropriate. The decision of the President is final and binding.

**Alternative Procedures**

Nothing in this policy is intended to interfere with the right of any individual to pursue other avenues of recourse which may include, but is not limited to, filing a complaint with:

Office for Civil Rights – Chicago Office
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
(312) 730-1560
TDD (800) 877-8339
Email: OCR.Chicago@ed.gov

Equal Employment Opportunity Commission – Chicago District Office
500 West Madison Street, Suite 200
Chicago, IL 60661
(800) 669-4000
TDD (800) 669-6820

**Smoke Free Environment**

Smoking is prohibited in any enclosed seminary facility (including but not limited to common work areas, dormitory rooms, common areas in the apartment buildings, chapels, libraries, classrooms, conference rooms, private offices, hallways, cafeterias, lounges, stairways, ad restrooms) and in any designated outdoor area. In additional, in order to prevent the passage of tobacco smoke form outdoors to an enclosed facility, smoking is prohibited within 25 feet of
an entrance, open window, ventilation intake or similar feature of any enclosed seminary facility.

This means that the only approved smoking location is more than 25 feet west of the west exterior of the Main Building or Shaffer Hal, more than 25 feet north of Shaffer Hall or either Pfeiffer building, 25 feet east of Northwestern-Annenberg Building, or 25 feet south of the exterior of the Main Building. It is expected that smokers gathered in any group of two or more will be conscious of and sensitive to non-smokers passing by on a sidewalk or through a parking lot so they will not be unduly subjected to unwanted smoke. An individual who believes the policy is being, or has been violated should politely discuss this issue with the alleged violator and then, if necessary with a seminary official.

Threats and Public Statements

In this age of rapidly advancing technology, the lines of public and private communications are not always as clear as maybe presumed. Students should keep in mind and abide by all local and federal laws governing internet communications and behavior when posting and using social sites and messaging resources. Threats may be punishable by seminary action and/or criminal statutes.

Weapons Free Environment

For the personal security and well-being of all faculty, staff, students, and visitors, and in compliance with Evanston City code #9-8-2, possession of any weapon(s) on the premises or in one’s vehicle parked on campus is strictly prohibited. Any violation of this provision will be addressed through disciplinary action, including the possibility of student dismissal or employee termination.

For the purpose of interpretation regarding this policy, the seminary shall consider as authoritative the definition of “weapon” contained in Evanston City Code #9-8-1 (particularly the sections on dangerous weapons, firearms, and handguns). A copy of the City Code is available upon request in the Office of Business Affairs.

Alcohol

It is the seminary’s practice not to serve alcoholic beverages in any common area of the seminary or at any function sponsored by the seminary. This practice is in accordance with principles set forth by the United Methodist Church.
Special Needs Policies and Procedures

More broadly than specific preparation for professional church service, Garrett-Evangelical holds the responsibility of determining a person’s fitness for graduation from a seminary institution. It reserves the right, through the special needs process, to determine whether the student may continue to pursue studies leading toward graduation or whether corrective action should be undertaken to enable the student to continue matriculation.

INTRODUCTION

The identification of "a special need" of a seminary student obliges faculty and students to follow the special needs process described below. A "special need" refers to any situation in a student's relation to his/her theological education which appears to make necessary consultation and action potentially beyond the teacher-student and/or advisor-advisee relationship.

The special needs document outlines procedures to be followed in matters of a student's potential professional qualifications as well as his/her functioning within the Garrett-Evangelical community. It also describes the regulated procedures for both student and institution in questions of dismissal or suspension of a student's tenure.

Although Garrett-Evangelical as a seminary of The United Methodist Church shares responsibility with the ordaining and commissioning agencies of the church for the determination of person's fitness for professional church service, we serve a larger constituency. The special needs process is in part the exercise of this responsibility.

The special needs procedure and criteria are based on the seminary faculty's interpretation of the nature of professional function in The United Methodist Church and in the wider community as expressed in the various Garrett-Evangelical degree curricula.

Garrett-Evangelical students, including those of other religious traditions, agree by their enrollment to accept these procedures and criteria as part of their theological education and to be bound by them.

Outline of Procedure

(The Academic Dean may be directly involved in leading all steps of special needs process except appeal to president and board.)
Advisor-Advisee Consultation

A special need is identified by the student himself/herself, the advisor, a member of the faculty or administration, or by other students, and communicated to the student's advisor. This leads to consultation of the advisor with the student and to a course of action by student and advisor which defines and deals with the special need.

Expanded Advisor-Advisee Consultation with Academic Dean

If the Advisor-Advisee Consultation does not deal with the special need to the satisfaction of the student or the advisor or the faculty member who identified the special need, the advisor or faculty member includes in the conversations with the advisee, the academic dean, and any one or several of the following persons: dean of students, other faculty members (or their delegate[s]). The academic dean works with the advisor and student seeking a course of action which defines and deals with the special need.

Special Needs Committee

If the Expanded Advisor-Advisee Consultation with Academic Dean does not meet the special need to the satisfaction of those involved, the academic dean asks the chair of the special needs committee to convene the special needs committee (annually appointed by the president) within seven business days.

The convener describes to the committee the special need, reviews the steps taken, and presents any documentation which is considered relevant. The committee elects a chairperson for the committee’s work with that student. The academic dean is informed of their recommendations and the academic dean’s office keeps the report. The academic dean communicates to other administrative offices when that information is relevant to services to the student.

The special needs committee meets with the student’s advisor and, together with the Dean of Students, meets the student. The student may invite a faculty/staff member or a seminary student to accompany him/her. If the student chooses to do so, the name of that person must be communicated three days in advance to the chairperson. The student shall have the privilege of presenting to the committee anyone with knowledge of pertinent facts or of presenting pertinent materials, subject to prior approval of the committee. The committee may, but is not required to, accord the student the privilege of asking questions of the persons with pertinent facts.
If the student (and invitee) fail to appear at the stipulated time and place, the special needs committee may nevertheless proceed.

If the special needs committee makes a recommendation not affecting the student's tenure, it shall initiate processes of consultation and/or action, which it considers appropriate to meet the student's need. When in the judgment of the committee the process has met the student's need, no further action is needed but a report is made to the academic dean and enclosed in the student's file, and destroyed at graduation.

The chair of the special needs committee communicates the final action to the student and the Academic Dean in writing and informs the student of the right to appeal (d below). The Academic Dean may meet with the committee chair and student to define procedures to address the committee action.

If the special needs committee makes a recommendation affecting the student's tenure, that is, recommends dismissal, the academic dean shall give at the following faculty meeting as full a report as is needed to inform the faculty of the case. The faculty accepts the report unless new substantial information is presented. In that case, the recommendation may be returned to the committee for further consideration and resubmission. Under circumstances in which the nature of the case permits or demands immediate faculty action, the faculty may opt for another disposition of the case.

**Appeal to the President**

The student may appeal in writing to the president the faculty's action within two weeks after the Academic Dean's communication of it to the student.

The President, after consultation with the special needs committee, shall also consult, with or without persons of his/her choosing, with the student, who may be accompanied by a faculty/staff member or seminary student of his/her choosing. The name of that person must be communicated to the President three days in advance.

The president may affirm the decision of the faculty or return it to the faculty for further consideration and resubmission. Under circumstances in which the nature of the case permits or demands immediate action, the president may choose in favor of another disposition of the case.

The president communicates his/her final decision to the student and to the faculty in writing and informs him/her of the right to appeal (e below).
**Appeal to the Board of Trustees**

The student may appeal the action (see d).iv) of the president to the board of trustees within two weeks by letter to the president.

The chairperson of the board of trustees constitutes, within a reasonable period of time, a committee of trustees. The student may submit in writing a statement of reasons for his/her appeal. The committee of the board of trustees, after review of actions taken under b), c) and d), may 1) uphold the president's decision; 2) request the president to reconsider and resubmit the case; or 3) make its own disposition of the case.

With the communication of the board's decision to the student, the appeal provisions of the special needs process are exhausted. The action of the board of trustees is final.

Signing the Student Life & Academic Affairs Handbook indicates that students have received this information, including the statement in the Introduction, above, “Garrett-Evangelical students, including those of other religious traditions, agree by their enrollment to accept these procedures and criteria as part of their theological education and to be bound by them.”

The complete text of the Special Needs document, including criteria for evaluation, is available on myGETS at the office link for Academic Affairs and the Office of Student Life.

**Academic Accommodations for Disabilities and Medical Conditions**

**Overview**

Academic Affairs seeks to support and assist students of Garrett-Evangelical Theological Seminary who are considering or seeking academic accommodations because of disability or health conditions. Ms. Krista McNeil, Director of Academic Studies and Registrar, oversees the accommodations process and procedures.

The first step to seeking an academic accommodation is to contact Ms. Krista McNeil at krista.mcneil@garrett.edu or 847.866.3978. Reasonable accommodations will only be considered for students who have met with Ms. McNeil and filed appropriate paperwork and documentation.

**Types of Accommodations**

Accommodations can be made for students who have documented learning, physical, medical or psychological conditions. Both long-term and short term accommodations are possible.
Some examples of accommodations that might be granted are: Classroom accommodations (ensuring accessible seating, wheelchair access, etc.); exam and testing modifications, writing support, note taking support, assistive learning systems, readers, audio recordings, large print materials, and other auxiliary aids.

**Paperwork and Documentation**

Students who are seeking accommodation will need to fill out some forms (see items listed "Accommodations Packet" below) and review the seminary’s entire accommodation policy.

Documentation of the student’s condition, especially for hidden disabilities or chronic health conditions, must be current, completed, and signed by a professional such as a physician, psychologist, or rehabilitation counselor.

**Accommodations Packet**

- [Accommodations Overview and Application](#)
- [Accommodations Policy](#)
- [Condition Verification Packet](#)
  - The Conditions Verification Packet should be given to a licensed medical or health care professional who can verify the student's condition(s) and suggested accommodations.
OTHER STUDENT CONCERNS
Computer/Network Policy Access

As used herein, the term “resources” refers to any technology-related property including computer networks, desktop computers, workstations, servers, printers, software, documentation/manuals, or any data stored within any device.

Garrett-Evangelical Theological Seminary uses Northwestern University network resources to provide Garrett students with the operational network resources that are needed to attend the seminary. Northwestern strives to maintain the integrity of its computing resources and to provide an environment that reflects the seminary’s mission and heritage. Those who make use of computing and network resources are required to use them in a manner consistent with the school’s standard of conduct. Garrett-Evangelical Theological Seminary’s computing resources are available to current faculty, staff, students, and other authorized users. To ensure personal privacy, the seminary does not routinely examine files in user accounts. However, these resources are the property of Garrett-Evangelical Theological Seminary and the seminary does not waive any of its property rights regarding these resources and specifically reserves the right to examine such files as it, in its sole discretion, determines appropriate for it to carry out its mission and responsibilities as it perceives them. To protect the integrity of the systems and protect legitimate users from the effects of unauthorized or improper use of these facilities/resources, Northwestern and Garrett-Evangelical Theological Seminary maintain the authority to take any of several steps. These include, but are not limited to:

The authority to limit or remove any account holder’s access to computing resources.

The authority to inspect, copy, remove or otherwise alter any data, file, or system resources that may undermine the proper use of that system.

Any other steps deemed necessary to manage and protect the seminary’s computer resources.

This authority may be exercised with or without notice to the user. The seminary disclaims responsibility for any loss or damage to data or software or any other claimed losses or damages, and the user specifically waives any right to any and all losses and/or damages by using the seminary’s resources that results from its efforts to enforce these rules.
The following list suggests some of the responsibilities that you accept if you choose to use the seminary’s computing resources or network access that Garrett-Evangelical Theological Seminary provides:

You may not intentionally seek information about, browse, copy, or modify files or passwords belonging to other people, whether at Garrett-Evangelical Theological Seminary or anywhere else.

You are authorized to use only those resources to which you have specifically been granted access. If it is unclear whether you are authorized to access or use a particular resource, assume that you may not do so.

You are NOT authorized to grant others access to your resources, including username/password.

The seminary’s policies on harassment apply to electronic displays and communications with the same force as they do to more traditional means of display and communication.

You must not display, transmit, or store images, sounds or messages that are offensive or could create an atmosphere of discomfort or harassment for others.

Messages, sentiments, or declarations sent as electronic mail or other postings must meet the same standards for distribution or display as tangible documents.

You must not engage in activities that degrade computing or network performance in a manner that may prevent others from meeting educational or administrative objectives.

You must not create or willfully disseminate computer viruses. You should be sensitive to the possibility of spreading viruses and should take steps to insure your files are virus-free.

You may not use the seminary’s technology resources for private or commercial monetary gain.

Peer to Peer Software such as Limewire, Ares, KaZaA, Bittorrent or any other variation of P2P software is not allowed on campus. For purposes of this document, peer-to-peer applications include file-sharing programs designed to share large files, such as music and movies, among client computers anonymously. Although such applications can be used for legitimate purposes.
that do not violate copyright laws, they are often used to transmit copyrighted works without the permission of the owner or distributor and they make very heavy use of the seminary’s network resources to the possible detriment of others. It is against the seminary policy to download and/or distribute copyright-protected material.

The above statements are not intended to serve as an exhaustive list. Members of the seminary community are also expected to observe Federal, State and local laws, as well as the seminary’s other regulations and policies.

Violations of this policy may result in expulsion or termination of employment or such other action as the Northwestern and Garrett determines appropriate to the circumstances.

**Personal Assistance**

If a student experiences a crisis, illness, and/or family emergency, they should notify the Dean of Students as soon as possible. The Dean of Students notifies the Registrar, who then notifies appropriate professors. The Dean of Students will assist the student where possible and inform appropriate family members.

**Support for International Students**

It is the seminary’s intention to cooperate with churches in other countries by assisting in the theological preparation and the professional development of leaders from those countries. Visa, financial certification, and financial sponsorship for educational expenses, including an appropriate deposit, must be completed prior to the student’s date of enrollment in the seminary. Financial aid is provided on a limited basis to selected students applying by the announced deadline. Federal programs are restricted to US citizens and permanent residents.

The Dean of Students serves as the international student adviser. Matters related to travel, practical experience, permission to seek employment, bringing family members to the US, and less than full-time student status must be discussed with the Dean of Students prior to finalizing plans.

A variety of support systems are utilized to assist students in their adjustments to the seminary, the culture, and to the United States. These include:

An orientation program before the start of classes in the fall. This program is designed to begin to provide emotional, academic, and practical support.
Emotional support centers on connecting students with faculty and peers to promote friendship and minimize anxiety and isolation. The program provides academic support by familiarizing students with the seminary academic culture. Practical support is provided by taking students to various places to encourage them to practice their English and social skills.

A tutoring program to assist students with written English. Tutors have scheduled hours throughout the week.

International students are encouraged to enroll in the Theological Research and Writing course.

Regular meetings at Garrett-Evangelical to discuss concerns as well as current immigration policies.

**Student Government (StuCo)**

**Preamble**
In the course of life and study at an academic institution, there are often contributions to education originating outside the traditional classroom environment. Relationships, both platonic and professional, form, grow, and flourish. The rich diversity of the student body brings with it a number of resources, opportunities, and possibilities. The need for organization and oversight regarding resources and its distributions and applications being apparent, an organizational structure of the student body, by the student body, and for the student body is the natural product of these circumstances.

**Statement of Purpose**
It is the mission of Student Council (StuCo) to support and empower the student body and create community through, but not limited to: communication with the students, staff and faculty; prayers; guidance; and financial and hands-on support of student activities.

**Statement of Student Council Member Expectations**
The duties of the individual Council members and committees will been addressed elsewhere in this document and in the Student Council Constitution. Below are the expectations and responsibilities shared by all Council and committee members and of the Council as a whole.

**Student Council and its members are expected to:**

- Attend all meetings on time.
- Give reasonable advance notice, three (3) days is preferable, to the Co-chairs if an absence or tardiness is known to be impending.
Give due attention to others regarding Council matters or matters under the Council’s jurisdiction.

Show the utmost respect for all others, including other Council members, especially during the conducting of official business.

Be properly prepared for all meetings.

Give full attention to agenda items, input from the advisors, and the concerns of the student body or any other individual or group in a formal meeting with the Council.

Actively serve in all of one’s roles to the best of one’s abilities.

Above and beyond the duties specific to a given office, there are several committees and subcommittees among other opportunities in which volunteer effort is crucial to the success of the undertaking. Council members are expected to form these subcommittees and/or join these subcommittees and/or assist in meaningful, appropriate ways in the undertakings of various organizations and committees and subcommittees.

**Article I: Organizational Structure**

Student Council is a self-governing, organized body consisting of Garrett-Evangelical students with faculty and staff advisors. The Order of Succession for Student Council is as follows:

1) Co-Chair
2) Co-Chair
3) Secretary
4) Treasurer
5) Parliamentarian

In the event that all five (5) of these executive board members are in absentia at any given meeting, the meeting will be adjourned and rescheduled for a different time.

Should all five (5) of these executive board members be simultaneously unable to fulfill their responsibilities, the remaining voting Council members, assisted by the Dean of Students and the Faculty Advisor shall hold a general election, as detailed in in the Constitution, to replace the five executive board members.

**I) Executive Board**

The Student Council consists of five (5) executive board positions. Each executive member of the Council is elected near the end of the spring semester and holds office through the following school year. Every executive position has the right to vote in executive meetings. As a voting member of the Council the elected executive board should be present at all meetings. The title of each position and a brief description of his/her respective responsibilities are as follows:

a) **Two (2) Co-chairs, composed of different genders**

The two Co-chairs are the Chief Executive Officers of the Student Council. They also act as the face of the Council by directly interacting with students, faculty and staff on
behalf of the Council. The duties and responsibilities of the Co-chair positions include but are not limited to:

- Facilitating the Council by setting and distributing the agenda for meetings.
- Informing the Council of meeting times and places for executive meetings.
- Informing the Council and student body of meeting times and places for forum meetings.
- Encouraging Council members to be present at Council meetings.
- Ensuring that committee chairs (or other assigned persons) report to the Council and hold committee chairs (or other assigned persons) accountable for the tasks they have been assigned or undertaken.
- Drafting and sending Council emails that keep students, faculty, and staff apprised of important matters concerning the Student Council.
- Forming and/or leading task forces to carry out Council business.
- Any other duties or responsibilities needed for which the Council grants the Co-chair(s) the authority to undertake.
- In the absence of the Parliamentarian and the Faculty Advisor, to eject any Council member[s] or observer[s] from any meeting for any action[s] appearing to be committed in contempt of Council.

b) Secretary
The Secretary is the record keeper of the Student Council. This person’s record of meeting minutes is authoritative. The Secretary is responsible for the paperwork of the Student Council.

The duties and responsibilities of the Secretary position include but are not limited to:

- Recording meeting minutes or appointing another Council member to do so.
- Posting and distributing minutes of all Council meetings through the appropriate channels and media (such as email, message board, paper distribution, etc.).
- Maintaining the Council media (website, email, message board, etc.) or appointing another Council member to do so.
- Providing support and assistance to the Co-chairs, as appropriate.
- Facilitating meetings in the event that both the Co-chairs are not present.
- Participating on task forces created to carry out Council business.
- Any other duties or responsibilities needed for which the Council grants the Secretary the authority to undertake.

d) Treasurer
The Treasurer is the Chief Financial Officer of the Student Council. The duties and responsibilities of the Treasurer position include but are not limited to:

- Keeping and maintaining the Council’s financial records (including the budget).
- Keeping and maintaining documentation pertaining to check requests and account transfer vouchers.
- Providing support and assistance to the Co-chairs, as appropriate.
• Facilitating meetings in the event that both the Co-chairs and the Secretary are not present.
• Participating on task forces created to carry out Council business.
• Any other duties or responsibilities needed for which the Council grants the Treasurer the authority to undertake.

e) Parliamentarian
The Parliamentarian is the keeper of the constitution and bylaws. The Parliamentarian ensures that the Student Council is in compliance with the accepted procedures and constitution and bylaws. It is the responsibility of the Parliamentarian to ensure that proper procedures, protocols and accepted rules of order are followed. The duties and responsibilities of the Parliamentarian position include but are not limited to:
• Knowing and enforcing the rules of order, which are voted upon at the last meeting of the academic school year by the newly elected Council.
• Distributing a basic handout summarizing the rules of order to the entire Council no later than the first meeting of the academic school year.
• Enforcing the agenda set by the Co-chairs during all meetings.
• Enforcing the Constitution and Bylaws which have been ratified by the Council.
• Ensuring that discussions in all meetings stay on topic as defined by the agenda.
• Ensuring that general order is maintained in all meetings.
• Ejecting any Council member[s] or observer[s] from any meeting for any action[s] appearing to be committed in contempt of Council.
• Maintaining the official documents of Council, including the Bylaws and Constitution with amendments and adding ratified amendments to the respective documents.
• Providing support and assistance to the Co-chairs, as appropriate.
• Facilitating meetings in the event that both the Co-chairs, the Secretary, and the Treasurer are not present.
• Participating on task forces created to carry out Council business.
• Any other duties or responsibilities needed for which the Council grants the Parliamentarian the authority to undertake.

II) Student Activities Committees
The following four (4) committees focus on specific aspects of community life at Garrett-Evangelical Theological Seminary. Each committee is chaired by one (1) voting member of Student Council who is elected by the student body annually. As a voting member of the Council the elected chair of each committee should be present at all meetings. Additional committee members will not be present at the executive meetings without the permission of the Co-Chairs, but should be present at all forum meetings. The responsibilities of the committee chairpersons include chairing their respective committee meetings and reporting to the Student Council.
a) Student Life/University Relations Committee

This committee is concerned with organizing activities that will enhance the student life of the Garrett-Evangelical community. This committee is also concerned with the relationship between Garrett-Evangelical and Northwestern University. The committee focuses on communication, promotion, and encouragement of participation in the life of both campuses in the area of academics, campus ministry, and religious life. *The duties and responsibilities of the Student Life/University Relations Committee include but are not limited to:*

- Planning and organizing holiday events on campus.
- Cooperating with Northwestern University Campus Ministry for joint events.
- Participating on task forces created to carry out Council business.
- Any other duties or responsibilities needed for which the Council grants the committee the authority to undertake.

b) Spiritual Formation Committee

This committee is concerned with the sacramental, liturgical, devotional, and spiritual life of the Garrett-Evangelical community. The elected chair may also serve as a representative member to the faculty worship committee. *The duties and responsibilities of the Spiritual Formation Committee include but are not limited to:*

- Participating as the Student Representative on the Faculty Worship Committee.
- Providing devotions for all Student Council meetings, or in the event a pending absence or tardiness, appointing another Council member the responsibility.
- Offering spiritually formative opportunities to the Garrett-Evangelical community.
- Offering leadership and student representation for community spiritual formation events.
- Assisting the Council and other community leaders in creating an inclusive environment where all may grow in spiritually formative ways.
- Participating on task forces created to carry out Council business.
- Any other duties or responsibilities needed for which the Council grants the committee the authority to undertake.

c) First-Year Committee

The First-Year Committee consists of all first-year (or first-year transfer) students. This committee will bring forth the concerns of the first-year students as well as assist the other committees where needed. *The duties and responsibilities of the First-Year Committee include but are not limited to:*

- Acting as the voice and sole vote for all first-year students.
- Participating on at least one (1) task force created to carry out Council business.
- Any other duties or responsibilities needed for which the Council grants the committee the authority to undertake.
d) The Student Fund Committee
The Student Fund exists to assist students who experience an emergency which places them in unexpected financial need. Student Fund distribution is administered by the Student Fund Committee in a procedure that protects the anonymity of the applicants. Applications for funds may be obtained from the elected chair of the Student Fund Committee. This committee meets when applications are received to determine proper distribution. Due to the emergency nature of this committee, members must be willing and able to be in communication with the each other throughout their full term. The duties and responsibilities of the Student Fund Committee include but are not limited to:

- Participating on at least one (1) task force created to carry out Council business.
- Any other duties or responsibilities needed for which the Council grants the committee the authority to undertake.

III) Four (4) Student Representative Trustees
The Student Representative Trustees are voting members of the Council and are full-fledged members of the Board of Trustees at Garrett-Evangelical Theological Seminary. As a voting member of the Council the Student Representative Trustees should be present at all meetings. The duties and responsibilities for the Student Representative Trustees outside the Council are outlined by the Board of Trustees. The duties and responsibilities of the Student Representative Trustees appointed by the Council include but are not limited to:

- Acting as liaisons between the Council and the Board of Trustees and taking specific note of overarching Council and student body concerns and presenting them at the Bi-annual Board of Trustees meetings as appropriate.
- Participating in Council activities and events as the face of the Board of Trustees on campus.
- Participating in one of the Student Activities Committees if available.
- Participating on at least one (1) task force created to carry out Council business.
- Any other duties or responsibilities needed for which the Council grants the Student Representative Trustees the authority to undertake.

IV) Two (2) International Student Representatives
The International Student Representatives are voting members of the Council and will advocate for the International student population at Garrett-Evangelical Theological Seminary. “International Student”-status defined by student’s method of matriculation as defined by Garrett-Evangelical Theological Seminary’s Office of Admission standards. As voting members of the Council, the International Student Representatives should be present at all meetings.

a) Two (2) International Student Representatives: composed of different genders
The International Student Representatives are concerned with advocating the opinions, concerns, and voices of the International students at Garrett-Evangelical Theological
Seminary. They interact primarily with, but not restricted to, the International student communities at Garrett-Evangelical Theological Seminary. *The duties and responsibilities for the International Student Representatives outside the Council include but are not limited to:*

- Two (2) votes serve as the collective voice, representative of the International student community.
- Acting as liaisons between the Council and the International students, and vice-versa.
- Participating in Council activities and events as the face of the International Community on campus.
- Participating in one of the Student Activities Committees if available.
- Participating on at least one (1) task force created to carry out Council business.
- Any other duties or responsibilities needed for which the Council grants the Student Representative Trustees the authority to undertake.

**V) Additional Non-Voting Members of Student Council**

Members of the following groups should be present at all meetings and are able to voice their opinions but are not counted in quorum and are not given voting rights (voice, no-vote).

**a) Academic Programs Representatives Committee:**

This committee is concerned with all academic policies. The faculty director of each of the degree programs must appoint one (1) member to be a voice, no-vote to the Student Council in the fall of each school year. These members are the representative for their individual degree programs. The faculty director should contact the Faculty Advisor within the first month of the fall semester with his/her respective appointee. *The duties and responsibilities of the Academic Programs Representatives include but are not limited to:*

- Participating in one of the Student Activities Committees if available.
- Participating on task forces created to carry out Council business.
- Any other duties or responsibilities needed for which the Council grants the representatives the authority to undertake.

**b) Two (2) Advisors, the Dean of Students and one (1) active faculty member**

The Advisors are not controllers of the council. The role of the Advisors is to be minimal in order to allow the Council to grow and learn. Advisors are invited to be resource persons to the Council. The Advisors may be present at meetings and are able to voice their opinions but are not counted in quorum and are not given voting rights. The Advisors do not have to be present in order for Student Council to hold an official meeting.

*The duties and responsibilities of the Faculty Advisor include but are not limited to:*
• Serving as a voice, no-vote member of the Council. The Faculty Advisor may voice concerns or opinions during discussions as properly conducted through the rules of order. The Faculty Advisor does not have the right to interfere with the agenda or the rules of order.
• Determining whether the candidacy requirements for all nominated students are fulfilled.
• Determining whether elected members of the Council who are in absentia for more than fifty percent (50%) of the executive and forum meetings in the fall semester or who are in absentia for the first two (2) meetings in the spring semester should be removed from office.
• Providing assistance in the organizing and running of spring and fall nominations and elections.
• Conducting nominations and elections in the event that all executive board members are unable to fulfill their responsibilities or are removed in a general recall.
• Serving as guide regarding jurisdiction to ensure Student Council does not commit any unlawful acts or attempt to perform functions that are outside the bounds of Student Council’s power.
• In the absence of the Parliamentarian, to eject any Council member[s] or observer[s] from any meeting for any action[s] appearing to be committed in contempt of Council.
• Any other duties or responsibilities needed for which the Council grants the Faculty Advisor the authority to undertake.

Additional Note: The Faculty Advisor does not have the authority to dedicate the Student Council to events or financial burdens without the permission of a majority of the voting members of the Council.

The duties and responsibilities of the Dean of Students include but are not limited to:
• Serving as a voice, no-vote member of the Council. The Dean of Students may voice concerns or opinions during discussions as properly conducted through the rules of order. The Dean of Students does not have the right to interfere with the agenda or the rules of order.
• Presiding over impeachment proceedings against any member of the Executive Board.
• Assisting in conducting emergency elections in the event that all Executive Board members are unable to fulfill their responsibilities.
• Assisting the Faculty Advisor in any other nomination and election processes if deemed necessary.
• Maintaining contact with Council members and keeping them apprised of information and changes to situations and circumstances necessary for the proper functioning of their roles as Council members.
• Any other duties or responsibilities needed for which the Council grants the Dean of Students the authority to undertake.

Additional Note: Activities of the Office of Student Affairs are separate from those of the Council; therefore, the Dean of Students does not have the authority to dedicate the Student Council to events or financial burdens without the permission of a majority of the voting members of the Council.

**Article III: Committee Appointment**

I) **Student Activities Committees:**
Each of the following committees is chaired by one (1) voting member of Student Council who is elected by the student body annually. Each committee chair is empowered at their own discretion to form a committee to aid in their duties.

   a) **Student Life/University Relations Committee**
   This committee must include the elected chair, who is elected in the spring and holds office through the following school year. This committee must contain a minimum of three (3) additional students. The elected chair must inform the Council of the additional students in this committee.

   b) **Spiritual Formation Committee**
   This committee must include the elected chair, who is elected in the spring and holds office through the following school year. This committee must contain a minimum of three (3) additional students. The elected chair must inform the Council of the additional students in this committee.

   c) **First-Year Committee**
   This committee must contain one (1) elected chair and at least three (3) additional first-year students. The chair is nominated and elected in the fall semester and holds office until the following fall. The elected chair must inform the Council of the additional students in this committee.

   d) **Student Fund Committee**
   This committee must include the elected chair, who is elected in the spring and holds office through the following school year. For confidentiality purposes this committee must contain only three (3) additional students. The elected chair must inform the Council of the additional students in this committee.

II) **Academic Programs Representatives:**
The faculty director of each of the degree programs must appoint one (1) student in the fall of each school year (this student may be a first-year). At the beginning of the school year the Faculty Advisor should contact the degree representatives to remind them to appoint a
student. Each faculty director should then reply to the Faculty Advisor within the first month of the fall semester with his/her respective appointee.

Article III: Administrative Procedures

I) Definition of Quorum Law for Student Council:
   a) In order for Student Council to hold an official meeting, a majority of active voting members in good standing with the Constitution and Bylaws must be present. Council members are considered present and a part of the quorum to meetings if they are: physically at the meeting, are on a video chat with the Council, or are on a conference call with the Council. In the event that a quorum does not exist, the meeting will be immediately adjourned; no voting will occur, no meeting minutes will be made, and no official Council business will be accomplished.

   b) Voting may only occur if all Constitution quorum laws are followed. Voting may be done at any executive meeting and may not be done outside of meetings.

   c) When voting, a simple majority vote will be in consideration of the quorum and not the majority of voting members in good standing.

   d) The Council may choose to hold unofficial executive gatherings in which limited discussion and no voting occurs. These executive gatherings should not be considered towards the number of executive meetings required per semester.

   d) All committee reports will be voted on in council meetings after all reports have been given.

II) Notice and Distribution of Agenda
   a. All executive and forum meeting dates must be set and made known to the entire Council at least seven (7) days in advance of the meeting time.

   b. All forum meeting dates must be set and made known to the entire student body at least seven (7) days in advance of the meeting time.

   c. All agendas for executive and forum meetings must be distributed to the entire Council at least forty-eight (48) hours in advance. If the agenda has not been distributed by the day of the meeting, the meeting will be postponed until the agenda is set and an emergency meeting can be called.

   d. Agendas for forum meetings may be distributed to the student body by the Co-chairs. This is not required; however, if a member of the student body inquires after the agenda of the forum meeting, it should be distributed to that individual.
III) Types and Times of Meetings
   a) The official times and dates reserved for Student Council meetings is found within the Student Council Bylaws.

   b) The Student Council meets at least four (4) times per semester (typically once per month) in an executive meeting for the purpose of business and voting. These meetings are reserved for voting and voice, no-vote members of the Council; however, the Council may allow additional parties to be present in a no-voice capacity.

   c) Student Council meets at least twice per semester (typically every other month) in a forum meeting open to all students for the purpose of communication as a way for students to voice concerns to the Council. Voting will not occur at these meetings.

   d) Emergency executive meetings may be called at any time by the Co-chairs and are still governed by the law of the quorum. These meetings will be held at the discretion of the Co-chairs. The time and agenda of the meeting must be made known to the entire Council at least twenty-four (24) hours in advance of the emergency meeting time.

IV) The Last Meeting of the Academic School Year
The last meeting of the academic school year will be held after spring elections. At this meeting the current Council and newly elected Council members should all be present. The current Council members will pass on all documents and information to the newly elected Student Council members at that time.

Robert’s Abridged Rules of Order should be followed. The previous Parliamentarian must make the key points of these rules of order available to all members of the newly elected Student Council. The newly elected Council may choose to adopt different rules of order for the following academic school year with a majority vote. If this occurs, the Parliamentarian must distribute a basic handout to all newly elected Council members no later than the first meeting of the following academic school year.

It is of great importance for all elected members to understand the laws by which Student Council operates. To that end, the Constitution, Bylaws, and other pertinent documents will be distributed in a packet to each member of newly elected Student Council at their first meeting.

V) Amendments and Ratification
I) Constitution
   a) Ratification
   Ratification of the Student Council Constitution will occur by a majority vote of the entire number of the fifteen (15) voting members. A vote of eight (8) or more members in agreement will thusly ratify the Constitution. If ratification of the Constitution occurs, the Constitution will immediately go into effect.

   b) Amendments
Amendments to the Student Council Constitution can occur. Only voting members of the Council can propose amendments to the Constitution. Ratification of an amendment to the Student Council Constitution will occur by a majority vote of the entire number of the fifteen (15) voting members. A vote of eight (8) or more members in agreement will thusly ratify an amendment to the Constitution. If ratification of the amendment to the Constitution occurs, the amendment will immediately go into effect. An amendment to the Constitution will be added at the end of the constitutional document and will include the date on which it was ratified. Ratified constitutional amendments become permanent parts of the Student Council Constitution and cannot be removed. Ratified constitutional amendments can be counteracted by the ratification of another amendment.

II) Bylaws
   a) Ratification
   Ratification of the Student Council Bylaws will occur by a majority vote of the quorum at a meeting. In the event of a tie vote, ratification of the Bylaws will not occur. If ratification of the Bylaws occurs, the Bylaws will immediately go into effect.
   b) Amendments
   Amendments to the Student Council Bylaws can occur. Only voting members of the Council can propose amendments to the Bylaws. Ratification of an amendment to the Student Council Bylaws will occur by a majority vote of the quorum at a meeting. In the event of a tie vote, ratification of the amendment will not occur. If ratification of the amendment to the Bylaws occurs, the amendment will immediately go into effect. An amendment to the Bylaws will be incorporated into the bylaw document where deemed appropriate by the Parliamentarian and will not need to include the date on which it was ratified. Ratified bylaw amendments become permanent parts of the Student Council Bylaws and can only be removed, changed or edited by the ratification of another amendment.

Article IV: Budget (Funding from the Student Activity Fees)
The budget includes the five Student Council sub-committees, Garrett-Evangelical student organization funding, stipends for events sponsored by individual Garrett-Evangelical students, and general Student Council funding needs. The Student Council budget will be based on a 12-month schedule (May-May).

I) Setting the Budget
The spring-elected Treasurer will assess the budget beginning after the last meeting of the academic school year. From May to November, the budget will be in review and will be fully ratified at the November meeting. During this period of review, the full Council can modify the budget as needed.
   a) Student organization budget and funding
A minimum of twenty percent (20%) of collected student activity fees will be set aside for the exclusive use of the established student organizations, such as Beatitudes Society, YASN, etc.
To request funds, student organizations must submit a Grant Request Form to the Council for discussion and voting.

b) Funding for events sponsored by individual Garrett-Evangelical students

Individual students can request funding from the Student Council if the activity for which the funding is requested will benefit the larger Garrett-Evangelical community. To request funds, a student must submit a Grant Request Form to the Student Council for discussion and voting. Student Council funding for events sponsored by individual Garrett-Evangelical students will be taken out of the budget surplus.

c) General Student Council funding

Each year the Student council will budget a minimum of 10% of collected student activity fees for general StuCo needs (i.e. events, t-shirts, retreats, refreshment, etc.).

Article V: Interpretation

When a disagreement regarding the proper interpretation of the Constitution or Bylaws occurs, resolution of the agreement shall become an emergency agenda item, superseding others on the agenda. It shall be treated as any other agenda item with a vote of the Council determining the interpretation to be used. Upon completion of said vote, the Secretary shall document the interpretation and file it in the minutes.

If the discrepancy is in the Constitution, the Parliamentarian will then document the official interpretation voted on by the Council in an appendix to the Constitution. The entry shall include the date and an approximately one (1) paragraph length description of the section discrepancy and the official Council interpretation.

If the discrepancy is in the Bylaws, the Parliamentarian will edit the document to better explain the official interpretation voted upon by the Council. No appendix is needed and the date will not be included.

Article VI: Task Forces

The Council has the right to create task forces to address any issues that are brought to the Council. A task force consists of no less than three (3) Garrett-Evangelical students, one (1) of which must be a voting member of the Student Council. If the task force consists of only one (1) voting member of the Student Council, that voting member is the designated leader of the task force. If two (2) or more voting members of the Student Council are a part of the task force, the voting members must choose one (1) of the voting members to be the designated leader of the task force. The designated leader of the task force has the responsibility of reporting to the
Student Council about task force affairs, setting up task force meeting times, and sending task force related emails.

**Article VII: General Elections**

**I) Spring Elections**
The following thirteen (13) positions will be elected during the spring elections:
- Two (2) Co-chairs
- One (1) Secretary
- One (1) Treasurer
- One (1) Parliamentarian
- Three (3) Student Activities Committee Chairpersons
  - One (1) Student Life/University Relations Committee Chair
  - One (1) Spiritual Formation Committee Chair
  - One (1) Student Fund Committee Chair
- Three (3) Student Representative Trustees
  - One (1), Two (2)Year Position
  - One (1), One (1) Year Position
  - One (1), One (1) Year Position to be held by an MTS or MA student
- Two (2) International Student Representatives

**II) Fall Elections**
The following position will be elected by the first-year class during the fall election:
- One (1) First-Year Committee Chair

**III) Candidate Qualifications**

a) To be qualified as a candidate for spring elections a student:
- Must have completed or will have completed the equivalent of no less than one full-time semester at Garrett-Evangelical Theological Seminary by the day of election and who is not registered for graduation at the end of the current spring semester.
- Must be degree-seeking.
- Must be enrolled at least part-time at Garrett-Evangelical.
- Must accept the nomination for candidacy.
- Must not have filed for graduation in the current academic school year.
- Must be in good standing with the school as per the Faculty Advisor’s discretion. To be in good standing, the student must not be on academic probation, have been convicted of any form of academic dishonesty during his/her time enrolled in Garrett-Evangelical, have been convicted of any policy violation that constitutes a criminal offense, or have been found in violation of any other school policies which can be found in the Student Handbook.
- Must be able to be available at the designated time for Student Council meetings that is defined in the Bylaws.
b) A student will be disqualified as a candidate for spring elections if he/she:
   - Fails to meet the qualification requirements enumerated in the previous section.
   - Has been impeached and/or removed from his/her position as a Student Council voting member in the current academic school year.
   - Has resigned from his/her position as a Student Council voting membership in the current academic school year.
   - Has been a sitting member of a dissolved Student Council in the current academic school year.

c) To be qualified as a candidate for first-year fall election a student:
   - Must be in their first semester ever at Garrett-Evangelical Theological Seminary by the day of elections.
   - Must be a degree-seeking student.
   - Must be enrolled at least part-time at Garrett-Evangelical.
   - Must accept the nomination for candidacy.
   - Must be in good standing with the school as per the Faculty Advisor’s discretion. To be in good standing, the student must not be on academic probation, have been convicted of any form of academic dishonesty during his/her time enrolled in Garrett-Evangelical, have been convicted of any policy violation that constitutes a criminal offense, or have been found in violation of any other school policies which can be found in the Student Handbook.

d) A student will be disqualified as a candidate for first-year fall election if he/she:
   - Fails to meet the qualification requirements enumerated in the previous section.

IV) Nominations
a) Nominations for the spring elections will occur in the end of March.
b) Nominations for the first-year fall election will occur in the month of September.
c) Students nominated for more than one position must accept only one nomination and may not be on the ballot for multiple positions.

V) Suffrage
a) Those who meet all of the following criteria shall be given the opportunity to vote in all Student Council fall and spring elections:
   - Are at least part time students enrolled at Garrett-Evangelical Theological Seminary during the semester of election

VI) Voting
a) Voting for spring elections will begin no later than four weeks prior to the last day of the classes in the spring semester.
b) Voting for the first-year fall election will begin no later than four weeks after the first day of classes in the fall semester.
c) In the event of a tie, another election will be held in which the student body will vote for only the students nominated for that position who had the highest number of votes; all other students on that ballot who did not tie will be removed from the new ballot.
d) In the event that no one is nominated for a position, the position will be open for write-in votes on the ballot and the qualification rules will still apply for the elected person. If the person with the most write-in votes for a particular position chooses not to accept the position, the person with the next highest number of votes will be contacted. If that person chooses not to accept the position, the next people on the list will be contacted until the position is filled.
e) If on the rare occasion that someone is elected for more than one position by write-in, they will be given the option of which position to accept. No one can hold more than one position on the Student Council.

VII) Terms of Election
a) Newly elected members will take their positions 10 days after the closing of the ballots or sooner with the approval of the entire Executive Board.
b) Current members will remain in office until they are replaced by a newly elected member with the following exceptions:
   i. Student Representative Trustees who hold the rotational two (2) year position will be relieved of their voting rights on the Council after two (2) years.
   ii. The First-Year Committee Chair will be relieved of their duties after the completion of the academic school year in which they were elected.
   iii. After the spring elections, if there is not a newly elected member for a certain position, the current Council member will hold office until the end of the last day of the current spring semester, after which, the next year’s Council will appoint a person to the vacant position in emergency election proceedings.
c) No person shall fill the same office of Student Council for more than two consecutive terms.

Article VIII: The Gender/Ethnic Makeup of the Four (4) Student Representative Trustees

Of the four (4) elected Student Representative Trustees, the gender and ethnic dynamic must consist of at least one (1) female and one (1) male and must be no less than fifty percent (50%) from an ethnic minority (unless students nominated do not accept the nomination). Two (2) students will be elected for two (2) year terms on a rotational basis. Two (2) students will be elected for a one (1) year term one (1) of which must be held by an MTS or MA student.

Article IX: The Gender/Ethnic Makeup of the Two (2) International Student Representatives

Of the two (2) elected International Student Representatives, they must identify with different genders, and the ethnic dynamic must constitute neither representative having been born in the United States of America. If no student is able to fulfill these requirements, an election will be held in the fall.
**Article X: Relief of Office**

I) Resignation
All resignations of elected Council members must be submitted in writing or email to one of the Co-chairs. The Co-chairs must immediately inform the remaining members of the Council of the resignation[s]. In the face of the resignation of a Council member or members, the Order of Succession shall be used to maintain the stability of the Council. The Co-chairs have the authority to temporarily assign the duties of the resigned position to another member of the Council. The emergency election procedures will immediately go into effect.

II) In Absentia Removal
By accepting a position, all elected members understand the time commitments that their respective positions involve. If an elected member of Student Council is not present for at least fifty percent (50%) of the executive and forum meetings in the fall semester, the Faculty Advisor has the right to remove he/she from office. Additionally, elected members of Student Council who are in absentia for the first two (2) meetings in the spring semester may also be removed at the discretion of the Faculty Advisor. If the Faculty Advisor chooses to remove an elected member of the Council for being In Absentia, he/she should consult with the Parliamentarian to ensure that all laws are being followed and then inform the highest officer on the Order of Succession. If any position becomes vacant due to In Absentia Removal emergency election proceedings will begin to fill the vacant position.

III) Impeachment
Any elected Council member[s] may bring charges against any other elected member[s] for the purposes of initiating impeachment proceedings. The following procedures should be followed to initiate the impeachment proceedings:

a) A formal listing of charges shall be brought by the accusing party or parties to the Co-chair[s], the Dean of Students, and the Faculty Advisor.

i) No one person or group that does not hold an elected office shall be able to bring charges nor initiate impeachment proceedings against any elected member[s] of Student Council

ii) When charges are filed with the appropriate bodies, the charges stand and must be addressed by impeachment. Failure of the Council to hold an impeachment trial shall be grounds for a mandatory recall of all Student Council elected members.

b) The Co-chair[s] and Dean of Students will set a trial date for the impeachment proceeding. This proceeding is considered top priority; all reasonable efforts to begin said proceedings within a reasonable period of time must be taken. Failure to do so is also an impeachable offense.
c) The Dean of Students will preside over the impeachment proceedings.

d) During the proceedings the following will occur:

   i. A representative of the party bringing the charges shall state the case for impeachment. The defendant[s] shall state the case to the contrary. Questioning and cross-examination will continue in like manner at the Dean of Students’ discretion.

   ii) The defendant[s] have the right to refuse to answer self-incriminating questions and is not to be considered as an admission of guilt or innocence.

   iii) Upon completion of arguments, the accusing party and the defendant[s] shall each be given a maximum of two minutes for closing statements. The defendant[s] must have the last word.

   iv) With the exception[s] of the representative[s] of the accusing party or parties, the defendant[s], the presider[s], and any in attendance without voting rights, the remaining officers will vote to convict or acquit.

   e) Acquittal immediately returns the defendant[s] to the positions held prior to impeachment and returns all appropriate and associated authorities and responsibilities to the defendant[s].

   f) Conviction immediately removes the defendant[s] from office and strips all associated powers, authorities, and responsibilities from the defendant[s]. The office[s] becomes vacant and emergency election procedures should immediately begin.

   g) The record of the minutes of the impeachment proceedings including the result and the vote of each must be recorded, distributed to all Council members, and maintained by the Secretary.

IV) General Recall
Should a member or members of the general student body with suffrage for Student Council elections deem it necessary to recall from the current administration of the Student Council any or all elected officials, the following procedure shall be followed:

   a) A notice of intent to petition for recall shall be placed in a conspicuous location for a period of no less than seven (7) consecutive days and

   b) After the notice has been posting, a petition shall be created, carrying the legitimate signatures of no less than twenty percent (20%) of the eligible voting body.
c) All signatures must be collected within a period of fourteen (14) consecutive days from the creation of the petition.

d) If the required number of signatures on the petition has been legitimately reached, then upon completion of the petition’s fourteen (14) day circulation, the original and one (1) copy shall be turned in to the Dean of Students and Faculty Advisor respectively.

e) One (1) copy is to be retained by at least one member of the general voting student body, current Student Council officers excluded.

f) No less than seven (7) days after the first day of the petition’s distribution period, ballots shall be made available for all eligible voting student body members excluding current elected Student Council members, to cast a vote of confidence or no-confidence. The period to cast ballots shall be seven (7) days.

g) A simple majority of the eligible voting student body casting votes of no-confidence shall result in recall. The simple majority is fifty-one percent (51%) or greater of the total eligible voting student body excluding current elected Council members.

h) If a simple majority is not reached within the time frame allowed, the general recall process is ended and all elected members of the Student Council will remain in position.

i) If the simple majority is reached within the time frame allowed, the sitting Student Council has seven (7) days to bring all projects to an appropriate stepping away point to pass along for the new Student Council to address. Within seven (7) days of passing of the recall, the process of electing new Student Council members, led by the Faculty Advisor with assistance from the Dean of Students will occur. Until such time as a new operating Student Council has been duly elected and inaugurated, Student Council is vacant and in a state of suspended actions.

**Article XI: Emergency Election Procedures**

The following procedure should be followed in the event that an elected member of Student Council resigns or must be removed from office:

a) In the face of a vacant elected position of the Council at any time in the academic school year (with the exception of the First-Year Committee Chair until after the fall election has occurred for the current school year) the following procedures should be followed:

i) The Co-Chairs will maintain the vacant office until a new Council member is elected. Nominations will be reserved for voting members of the Council only.
Voting Council members should submit one (1) nomination to the Co-chairs no later than seven (7) days after the position becomes vacant.

ii) After the nominations have been submitted, the Co-chairs and Faculty Advisor will confirm the nominees are qualified. All unqualified nominees will be removed from the ballot at that time.

iii) After the Co-chairs have confirmed the nominees that are qualified for candidacy, the nominees will be contacted and asked to accept or reject their nomination within five (5) days of being contacted. All nominees who do not reply within five (5) days will not be on the ballot.

iv) If after the deadline no one has accepted the nomination the process of nominations will begin again.

v) Elections for those who have accepted the nomination should be held at the following executive meeting and follow the laws governed by the quorum. In the event of a tie, a revote will occur until one (1) person has been elected for the position.

vi) The newly elected voting member will take their position immediately and the student body will be informed of the election no more than three (3) days after the election.

**Article XII: Student Organizations**

All Student Organizations that comply with the Garrett-Evangelical Mission Statement should be approved by the Student Council. All Student Organizations must follow the rules and regulations found in the Garrett-Evangelical Student Council Constitution and the Garrett-Evangelical Student Life Handbook. If any Student Organization is found in violation of the rules or regulations mentioned above, or does not comply with the Garrett-Evangelical Mission Statement, the Student Council may recommend an investigation to the institution. Only the institution has the right to pursue disciplinary action against the offending Student Organization.

**I) Application for New Student Organizations**

The primary purpose of new Student Organizations applying to the Student Council is funding. In order for Student Organizations to be factored into the Student Council budget, the Student Council must approve that Student Organization.

To apply as a New Student Organization, a representative for the new organization must submit the following information to a member of the Student Council:

- Name of Organization
- Contact Information for the Student Leader[s]
Once this information has been submitted the Council will vote to approve or deny the formation of a new Student Organization. All new Student Organizations that have been approved will be placed under a probationary period for a minimum time of one (1) academic school year to a maximum of three (3) academic school years. After the probationary period is complete and the Student Organization is still functional, then they are considered a fully approved Student Organization and may be factored into the Student Council Budget.

II) Funding for Student Organizations
The Student Council allot a minimum of twenty percent (20%) of the yearly income from Student Activity Fees towards student organizations. By May 1st of each academic school year, all Student Organizations must submit their estimated spending cap for the following academic school year. This is then voted on by the incoming Student Council and the approved amount is entered into the Student Council Budget which is to be finalized by November 1st. This approved amount should be considered the maximum amount of money the Council is able to allot towards each individual Student Organization, but it is not required that the Student Organization spend their entire allotted amount. Throughout the following academic school year each organization must submit Grant Requests for each individual event in order to obtain their allotted funding. The Council will not disperse funding without a submitted and approved Grant Request Form. Event grant requests where the event takes place prior to November 1st, when the budget is set, must be voted on prior to the end of the previous school year (May 1st) by the incoming Student Council.

III) Standard Operating Procedures
In the beginning of April of each academic school year, the Council must distribute a packet to each of the Student Organizations, which must be completed and submitted by May 1st of the same year.
Included in this packet must be:
- Informational Sheet/Form Letter
- G-ETS Student Organization Form
- G-ETS Student Organization/Event Grant Request Form
It is highly recommended that the Student Council Secretary, Treasurer, Parliamentarian, and Student Activities/University Relations Chairperson work together on these packets. The Council should choose one person to be the contact person for all Student Organizations concerning this packet. The list of student organizations (approved and probationary) shall be maintained within the Student Council Bylaws.
Appendix
Interpretation of:
VII) Terms of Election:
   c) No person shall fill the same office of Student Council for more than two consecutive terms.

4/25/2017-Term is defined as academic year to academic year based on graduation date. 2016-2017 Student Council had a question regarding the interpretation of terms. Discussion was based on whether this is meant as semesters or years. The Student Council decided that term should be understood in years. A person can be on Student Council for two academic years in the same position.

Voter Registration

Illinois voter registration applications in English and Spanish are available in the office of the Dean of Students office. Applicants must be US citizens, have lived in their election precinct at least thirty days before the next election, and not claim the right to vote anywhere else. This form may be used to change one’s address or one’s name (change due to marriage, etc.) on the voter registration record. The application must be mailed 29 days before the next election.

Other

NU Net ID and Email

Policies governing the use of this system can be accessed at http://www.it.northwestern.edu/policies. The cost to students for this service is partially covered through the “Technology Fee”. If you lose your password or it expires, please visit the link below, enter your Net ID, and click “Forgot password?”: http://nuvalidate.northwestern.edu

E-mail Garrett-Evangelical uses Google Apps for Higher Education. This means that all Garrett-Evangelical students will enjoy the greater ease of use and enhanced features that come with G-mail and related services such as Calendar, Documents, Chat, etc. These services can be accessed at this link:

http://mail.garrett.edu

The format for all seminary email addresses is firstname.lastname@garrett.edu.

Students will be subscribed to the “Garrett Student listserv(s), but only through their “garrett.edu” email address (no foreign addresses allowed).
Students using other email services may continue to do so by forwarding Garrett email to another address. However, official seminary communication will only be sent to your Garrett email address.

If you lose your password, please send an email to garrett-admin@garrett.edu.

Publication Services (Student Use)

Student Use of Publications Services

Publication Services provides faxing, office supplies, photocopying, and layout services to seminary administrators, faculty and staff. However, within the policies outlined below, faxing and photocopying are also made available to seminary students. Administrative, faculty, and staff work takes priority over student requests. Faxing and photocopying are not available to students when the publications services employee is not in the office (including meetings, illness or vacation time). Office supplies, including paper, are not available for purchase by students.

Machines may not be operated by students for personal copying; all requests are completed by the publication services employee. Copies are available on 20#, 8 ½ x 11 paper and are very inexpensive. The minimum charge is for 35 copies, and payment must be made to the publication services staff member at the time of pick-up. A print request form, available in the publications services office, must be completed. Incomplete forms cause delay. Students must allow a minimum of two hours for the completion of a request, and this time may increase if the office workload is heavy or a copier is out of service. Original copy must be given to the publication worker no less than 24-hours before the desired copies are needed. The original must be on numbered 8 1/2 x 11 sheets of paper. Unnumbered originals may cause delay in completion time. A book may not be left as an original. A request will be declined if in violation of the copyright policy upheld by the publication services office (reference copy of policy available upon request). Even if the copier in the United Library is out of service these guidelines will remain in effect.

At Northwestern

Recreation (NU Gym)

Full-time and part-time students are eligible for the NU Gym Membership. The purchase of a NU Gym membership to the Henry Crown Sports Pavilion and Norris Aquatic Center provides access to the following facilities, programs, and services:
Facilities

Henry Crown Pavilion and the Norris Aquatics Center
Patten Gymnasium
Bloomquist Gymnasium
Outdoor tennis courts (at an additional charge)

Programs

Aquatics
Fitness
Group Exercise Classes
Tennis
Participation in intramural leagues
... and much much more!

Services

Massage services (additional charge)
Seating in the student section for home football and basketball games
Admission to student sponsored events
Contact the Membership/Registration Office at 847.491.4303 or email fitrec@northwestern.edu for more information on NU Gym Membership benefits.

Norris Center

Norris University Center (southeast of the seminary on the lakeshore), provides spaces, services and guidance to promote student learning, community engagement, and cultural inclusion at Northwestern University. This facility houses is a cafeteria, bookstore, game room, listening center, reading room, meeting rooms, sports equipment rentals, and theaters. Postage stamps, check cashing services, and an ATM are also available, as well as a US Bank branch. Federal Express Shipping can be done at the Pulse store inside Norris Center.
Additional information on activities and services is available at the Norris Information Desk (847-491-2300).

*The Pulse Copy and Technology Center*

Northwestern University operates a full-service copy, fax, and printing service that are available for use by the seminary community. It is located on the lower level of the Norris University Center and is open 8:30 am – 8:00 pm, Monday through Thursday, 8:30 am – 6:30 pm on Fridays, and 12:00 to 6:00 pm on Sundays during the school year and 9:00 am – 5:00 pm, Monday through Friday, during the summer.

For more information, call 847-491-2679.

*University Christian Ministries*

University Christian Ministries (UCM, located at 1834 Chicago Ave.) at Northwestern University provides a spiritual home for Northwestern University students. UCM programs include Bible study and discussion, fellowship activities, missions, and much more. UCM is a cooperative ministry of the United Methodist Church and the Presbyterian Church.

Contact Rev. Julie Windsor Mitchell for information at 847-864-2320.
GENERAL INFORMATION
PERSONS TO CONTACT

The persons whose names are listed below are those who will provide an initial response to your inquiry. When additional assistance is needed, they will either secure it for you or refer you to some other person.

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FREQUENTLY CALLED PHONE NUMBERS

COMMONWEALTH EDISON (utility co.) 800-334-7661
CHILD CARE NETWORK OF EVANSTON 847-475-2661
EVANSTON CITY COLLECTOR (auto sticker) 847-866-2926
EVANSTON HOSPITAL 847-570-2000
EVANSTON PUBLIC LIBRARY (main branch) 847-866-0300
HENRY CROWN SPORTS PAVILION 847-491-4300
MASS TRANSIT: CHICAGO TRANSIT AUTHORITY (CTA) 630/708/815/312-836-7000
REGIONAL TRANSIT AUTHORITY (RTA) 630/708/815/312-836-7000
NORRIS STUDENT CENTER 847-491-2300
NORTHERN ILLINOIS GAS (utility co.) 847-724-6704
NORTHWESTERN HEALTH INS. (appointments) 847-491-8100
NORTHWESTERN HEALTH INS. (claims or referrals) 847-491-2113
NORTHWESTERN IT HELP DESK 847-491-HELP (4357)
NORTHWESTERN LIBRARY 847-491-7658
PUBLIC HEALTH (immunization) 847-866-2948
PUBLIC SCHOOLS IN EVANSTON
   (district #65: grades K-8) 847-492-5986
   (district #202: grades 9-12) 847-492-3800
AT&T TELEPHONE (utility co.) 800-244-4444
SECRETARY OF STATE (Illinois driver’s license) 312-793-1010
SOCIAL SECURITY ADMINISTRATION 800-772-1213
UNITED LIBRARY (Garrett-Evangelical) 847-866-3909
UNITED STATES POST OFFICE 847-328-6201
VOTER REGISTRATION (City Clerk) 847-866-2925
EMERGENCY PHONE NUMBERS

Northwestern University Police 911

Northwestern University Police/Non-emergency 847-491-3254

Personal Concerns: Student Issues, Hospitalizations, Emergency Notifications, ETC.

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<td>2. Paul Ortiz</td>
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<td>3. Cheryl Larsen</td>
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</tbody>
</table>

FOR ALL EMERGENCIES

CALL & CALMLY STATE

♦ Your name

♦ The building and location of the emergency

♦ The nature of the emergency (sickness, bodily injury, fire, chemical spill, etc.)

♦ Hazards present that may affect responding emergency personnel

♦ A phone number near the scene where you can be reached.

♦ Wait for instructions from emergency response personnel.

♦ In the case of evacuation:

    Do not re-enter the building until told it is safe to do so.

After Hours Emergency Procedures: Fire Theft, Injuries or Vandalism

Step 1: Call 911 and give specific information of location and nature of call.

Step 2: Notify the Office of Building and Grounds by calling the following numbers, listed in order of succession, until you speak with someone. Remember to leave a message if there is no answer at each number so your call can be returned.
1. Cheryl Larsen 773-930-5220 cheryl.larsen@garrett.edu
2. Ed Canchola 847-691-4290 eduardo.canchola@garrett.edu
3. Zak Grahovac 847-800-9450 847-492-0502

**Step 3:** Return to the location of the emergency to be available for police, fire department, ambulance, etc. for further information. If possible, position another trusted person by the phone to relay or accept additional information from seminary, Northwestern University or City of Evanston personnel.

**Step 4:** Subsequently, be sure that an **Incident Report** is registered with the Buildings and Grounds and Business Affairs, especially when the emergency involved any injuries or damage. The **Incident Report form** can be found on **MyGets** under **Office of Student Life, All Forms and Handbooks**.

**Maintenance Concerns**

<table>
<thead>
<tr>
<th>Day Time</th>
<th>Office</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cheryl Larsen</td>
<td>847-866-3994</td>
<td><a href="mailto:cheryl.larsen@garrett.edu">cheryl.larsen@garrett.edu</a></td>
</tr>
</tbody>
</table>

**Extreme Emergency**

<table>
<thead>
<tr>
<th>Office</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cheryl Larsen 847-866-3994 773-930-5220</td>
<td></td>
</tr>
<tr>
<td>2. Paul Ortiz 847-866-3939 312-925-8087</td>
<td></td>
</tr>
<tr>
<td>3. CFO 847-866-3920 TBA</td>
<td></td>
</tr>
</tbody>
</table>

**Evenings – Emergencies Only**

<table>
<thead>
<tr>
<th>Home</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cheryl Larsen 847-866-3994 773-930-5220</td>
<td></td>
</tr>
<tr>
<td>2. Ed Canchola N/A 847-691-4290</td>
<td></td>
</tr>
<tr>
<td>4. Paul Ortiz 847-866-3939 312-925-8087</td>
<td></td>
</tr>
</tbody>
</table>
This is to acknowledge that I have received the Garrett-Evangelical Theological Seminary Student Life Handbook available at myGETS (under the Office of Student Life tab).

I have received the Student Life Handbook policies and procedures. I understand that I am responsible for and will abide by, all policies and procedures that have been set forth by Garrett-Evangelical Theological Seminary.

Student Signature

Please return this form to:

The Office of Student Life
Garrett-Evangelical Theological Seminary
2121 Sheridan Road – Room 306
Evanston, IL 60201
847-866-3948