



GARRETT-EVANGELICAL THEOLOGICAL SEMINARY

Office of Student Life

Handbook

2020-2021

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.



TABLE OF CONTENTS

GREETINGS FROM THE DEAN OF STUDENTS	<u>4</u>
PREFACE	<u>8</u>
NON-DISCRIMINATION STATEMENT	
ELEMENTS OF STUDENT LIFE	<u>9</u>
Student Organizations	<u>9</u>
Spiritual Life	<u>12</u>
Centers and Institutes	
CO-CURRICULAR SERVICES AND POLICIES	<u>16</u>
Housing	<u>16</u>
Parking and Towing	<u>34</u>
Hospitality	<u>38</u>
Health Care (Student Health Insurance) and Immunizations	<u>39</u>
Pastoral Care and Spiritual Direction	<u>41</u>
Child Care Grants	<u>42</u>
Vocational Networking	<u>42</u>
Tuition and Fees	<u>44</u>
Office of Business Affairs	<u>51</u>
Financial Aid	<u>50</u>
Safety and Security	<u>52</u>
<i>Including information on Sexual Misconduct, Non-discrimination, alcohol and drug use, etc.</i>	
Special Needs Policies and Procedures	<u>57</u>
Academic Accommodations for Disabilities and Medical Conditions	<u>60</u>
Student Concerns, Complaints, and Grievances	<u>61</u>
OTHER STUDENT CONCERNS	<u>63</u>
Computer/Network Policies	<u>63</u>
Personal Assistance	<u>65</u>
<i>Including support for International Students</i>	
Student Government (StuCo)	<u>66</u>
Voter Registration	<u>86</u>
NU Net ID and Email	<u>86</u>
Publication Services (Student Use)	<u>87</u>
At Northwestern	<u>88</u>
GENERAL INFORMATION	<u>90</u>
Persons to Contact	<u>90</u>
Emergency Phone Numbers and Procedures	<u>93</u>
Student Life Handbook Acknowledgment Form	<u>95</u>



A GREETING FROM THE DEAN OF STUDENTS

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

Even in a remote setting during this pandemic, the Garrett-Evangelical Office of Student Life (OSL) 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 a deeply caring and passionate Chaplain who has completed two degrees at Garrett-Evangelical, Rev. Dr. Karen Mosby; and the brilliant and talented Cassidhe Hart, a 2016 MDiv graduate, who serves as the Administrative Assistant to the Dean of Students and as a liaison between OSL and the Chapel.

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 2020-21 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 2020-2021. 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.

Bénédiction sur votre voyage,

Révérend Benjamin Ledell Reynolds

Dean of Students



환영합니다!

학생처장으로서 게렛신학교 2019-2020년도 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 2020-2021 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 and policies.
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 “plugin” 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 becoming familiar with and 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 actual or perceived race, color, religion, sex, age, national origin, disability, genetic information, military status, sexual orientation, gender identity, creed, ancestry, marital status, citizenship status, order of protection status, homelessness, arrest record, victim of domestic violence, common conditions related to pregnancy or childbirth, or any other characteristic protected by law in admissions, recruitment, financial aid, employment, housing, services, or in its educational programs or activities.

Elements of Student Life

Student Organizations

Co-ConSPIRiTors

Student Chair: Jenn Peterson

Advisor: Dr. Melanie Baffes

Co-ConSPIRiTors is a white affinity, anti-racist group for all community constituencies. The purpose of the group is three-fold: 1) educate white students to be anti-racists by developing authentic understandings of white privilege, white fragility, and white supremacy; 2) seek opportunities to take action for making change in the various spaces in which we live, study, worship, and work; and 3) foster racial humility and a commitment to an ongoing learning process. We have named the group “Co-ConSPIRiTors” to signify the spiritual and theological focus of our members and to reflect the idea of “co-conspiracy,” a move from passive allyship to active responsibility and collaboration in creating change.

Garrett-Evangelical Black Seminarians (G-EBS)

Student Chair: Gabrielle Clark

Faculty Advisor: Taurean Webb

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: Han Lee

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: Dr. 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 an 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: Lau Torres and Mack Owings

Faculty Advisor: Dr. Rolf Nolasco

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: TBD

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.

Spoon Collective

Student Contacts: Red Holdridge and Sara Miller

The Spoon Collective is a group of seminarians at Garrett-Evangelical who experience the effects of chronic mental or physical illness and/or disability, along with their allies. The Spoon Collective offers peer support, provides encouragement, promotes advocacy/education, elevates disabled voices, and challenges ableism.

Student Council (StuCo)

See page 72 for the constitution.

Student Co-Chairs: C J Woo and Amanda Holmes

Advisor: Dean Benjamin Reynolds

Faculty Advisor: Dr. Débora Junker

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 Fall for the first-year representative and in the Spring for the entirety of the council.

Student Life Committee

Chairperson: TBD

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

Spiritual Formation Committee

Chairperson: Monica Tzang

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

Student Fund Committee

Chairperson: Elizabeth Batten

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 on myGETS.

International Students Committee

Chairpersons: Toar Hutagalung and Ezechiel Habwawihe

This group is concerned with voicing the concerns of and organizing activities for members of the student community who identify as international students.

sustainGETS/Green Team

Student Contact: Jacqueline Anderson

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: Alexander Dungan

Faculty Advisor: Dr. 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

Office of the Chapel

Chair of the Chapel Advisory Committee: Dr. Andrew Wymer

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. twice a month

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 communions, 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 vulnerable humans, mysteriously graced, and blessed by the Spirit.

Communal Prayer – Wednesdays, 9-9:30am when there is no Community Worship

These brief times of prayer are there to allow students, staff, faculty, and family members grow as a worshipping community, as well as to intentionally experience the variety of ways God speaks to us in a 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.

Korean Choir

Director: Choeun Kim

The Korean Choir is open to all students but particularly to Korean-speaking students seeking a musical outlet. The ensemble rehearses once a week and sings several times a semester in Community Worship. Choir members may register for the for .5 credits each semester, but registration is not necessary for participation.

If you are interested in other musical leadership in worship, contact the chapel office.

Office of the Chaplain

Director: Rev. Dr. Karen Mosby

The Chaplain offers space and regular office hours for students seeking counseling, vocational discernment, spiritual accompaniment, crisis intervention, active listening, spiritual and faith formation resources, as well as connection to professional counseling and spiritual direction resources. The Chaplain also works in collaboration with the OSL to nurture an ecology of student wellness at G-ETS, e.g., serving on committees related to student life; participating in selected Chapel Services, resourcing student organizations and G-ETS Centers as needed. In addition, the Chaplain is working with the OSL to expand and diversify the availability of resources for students to proactively care for themselves, engage in peer-to-peer care, and to directly access professional counseling services on campus.

Institutional Centers and Institutes

Asian/Asian American Ministry and Theology 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.

Center for the 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 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: TBD

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

Housing

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

The residence halls 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 Housing and Events procedure manual will govern any decisions about eligibility and pricing for housing.

Garrett-Evangelical Student Housing Costs

Residence Halls

All residence halls require a one-time deposit of \$300 upon move-in.

Loder Hall single room, per semester	\$2,733
Loder Hall Tandem, per semester	\$2,449
Loder Hall double room, per semester (per student)	\$1,857

Off-Campus Apartments (for students enrolled at Garrett-Evangelical)

Efficiency (furnished, per month)	\$874-914
One bedroom (furnished, per month)	\$987-1058
One bedroom (unfurnished, per month)	\$1,003-1,099
Large one bedroom (unfurnished, per month)	\$1,111
Two-bedroom (unfurnished, per month)	\$1,230
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

Please note that if a vendor needs to be involved, the cost will be their invoice cost of materials and labor.

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 Housing and Events. Rates will be determined by the current Office of Housing and Events 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 is given to returning students 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 Housing and Events 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. While there is generally no undergraduate students housing in seminary housing, the Housing Office under special circumstances can make a determination under the guidance of Garrett leadership.

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

Type of housing	1 night/week	2 nights/week	3 nights/week
Loder Single	\$912	\$1,367	\$1,824

Leasing Dates

Standard lease agreements are for the academic year, unless otherwise arranged with the Director of Housing and Events. 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 Housing and Events.

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 unsubsidized 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. Any other arrangements must be negotiated with the Director of Housing and Events.

Residence Hall Contracts and Lease Agreements

All students are required to come into the Housing and Events 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, 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 will be a fee of \$50 levied for changing your apartment after move-in, depending on circumstances. Please note unit changes may be granted on a case-by-case basis.

Billing

Apartment monthly housing fee is due on the first business day 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. If the occupant moves in after the fifteenth of the month, a half month's fee will be charged. If payment is received after the 5th of the month, a late fee as listed in your lease agreement will be applied to your account. Additionally, if late for 3 or more consecutive months and/or a pattern of late payments is evident Garrett Housing may determine to terminate its housing agreement with said occupant.

Residence halls are billed each semester during the academic year and monthly for June, July, and August. The residence hall charge is due at the beginning of the term of the initial move-in date.

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 and Northwestern occupants may also pay online through their myGets account. Garrett Students and/or Northwestern occupants 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 by the student/occupant, if a lease agreement or residence hall 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 Housing and Events, the security deposit is not refunded. Prior to the end of an academic semester, housing charges may be refunded on a prorated basis.

Apartment leases may be terminated without penalty for the following reasons along with documentation that supports the 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 Garrett seminary-owned housing unit.
- When a sub-lease arrangement is proposed by a resident and is approved by the Director of Housing and Events.
- 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, the tenant must adhere to the terms of the lease agreement.

Reservation Deposit

Payment of a reservation deposit is required at least one month prior to move in date or the time the lease is signed whichever is first and returned to the Director of Housing and Events and is non-refundable if the lease is broken before occupancy. Upon occupancy, this fee becomes the move in 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 10:00 am and 2:30 pm. 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 Housing and Events. The office is open Monday through Friday from 8:30am to noon, and 1:00 pm to 4:30 pm 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 Housing and Events ahead of time. If you are locked out of your space and require assistance there will be a \$25 charge incurred beginning with the second and every consecutive lock out afterward. Additionally, verification of ID will be asked prior to reentry into unit.

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. 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 Housing Office and Buildings and Grounds Office must be notified immediately. 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. Mail should be sent to the following address:

Your Name
2121 Sheridan Rd.
Evanston, IL. 60201

The Garrett mailroom is staffed from 1:00 p.m. to 3:30 p.m. Monday through Friday. During that time Connie, who works in the mailroom, does spend some time delivering mail and packages to offices but spends the majority of her time in the mailroom. Connie picks up the mail from the Post Office once a day, around noon. All of the mail and packages we receive from the Post Office are sorted and distributed every day. Mail will be put in your student mailbox. For packages you will receive a numbered key that opens a parcel locker on the east side of the mailroom. The key stays in the parcel locker when you open it to pick up your package. If you receive a package that is too large for a locker you will receive a slip in your mailbox with the hours you can pick it up on it. Please return the slip when you pick up your package so we can reuse it. If you have a question about the mailroom please contact Connie when she is in or Cheryl at Cheryl.larsen@garrett.edu.

Packages – There are different options for ordering online. We hope the information below will be helpful as you make the best choice for your needs.

Amazon – Unless you specify a different delivery method most Amazon packages are delivered through the Post Office. If you are tracking the package you will receive an email from Amazon when it is delivered to the Post Office. The emails are worded in a way that it looks like the package has been delivered to our mailroom. That is not the case. It usually takes several days after you receive the email that the package has been delivered for the Post Office to include the package in the mail they give us so we can give it to you.

Amazon Prime – This is a subscription service for Amazon with extra perks. Amazon Prime packages are usually delivered to the front desk in the Main Building. Please see their website for details regarding how Amazon Prime works.

UPS – UPS delivers to Garrett once a day, usually in the late morning. Normally, they bring their packages to the mailroom in Loder and they are distributed from there.

Fed Ex – Fed Ex normally delivers to the front desk in the Main Building. We pick up the packages from there and distribute them from our mailroom.

Please consider the amount of time a particular delivery method will take when you place your order. If you need your package sooner, you may want to pay more and choose a quicker delivery method. If time doesn't matter as much as money then you may want to choose the least expensive, but slower method, that goes through the Post Office. All carriers also provide other locations you can have packages delivered to if that better meets your needs. Amazon has lockers at different locations, include Whole Foods. I was told there is a hotel in Evanston that has lockers which gives you 24-hour access to picking up your packages. You can find

locations in the area on the Amazon website. UPS and Fed Ex also offer other options for delivery locations which will be open at hours our mailroom is not if that meets your needs better. Please check their websites for options.

Mail Forwarding – When you move out of the dorms on campus you will need to take care of what happens with your mail. We are happy to forward first class mail for several months to give you time to change your address with those you receive mail from. You must provide us with self-stick labels if you would like your mail forwarded. You can get the form from Housing or Buildings and Grounds. We have a separate mail forwarding form for the summer which will be put in your mailbox in the first part of May which gives additional options for residents who are leaving for the summer but not moving out permanently.

Access to Premises

Garrett Seminary through its proper representatives shall have free access at all reasonable hours to the premises for the purpose of insuring compliance with all applicable laws and Garrett Seminary regulations, and examining the residence for cleanliness and upkeep, or making alterations and repairs, as well as for the purpose of exhibiting the residency to prospective residents. Garrett Seminary agrees to make every effort, when practical, to inform you in advance of any entry and examination; it being understood that nothing shall hinder Garrett Seminary's right to enter the residence during an emergency to protect life and property from imminent injury or to enter the premises to save me from serious inconvenience. Within 30-days of my move-out date, you agree to permit the on-site maintenance staff to make a pre-move-out inspection of the unit.

Maintenance

Building 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).

Repairs necessitated by your negligence or that of your guests will be made by Garrett Seminary. Any such costs will be chargeable to you upon written notice from Garrett Seminary and shall be payable no later than the due date of the next installment of room charges following such notice. Garrett Seminary reserves the right to bill you up to 60 days after my departure from the premises for any damages caused by you or your guests.

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 not permitted in seminary apartments; however it is permitted on the back porch area.

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 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 and smoking paraphernalia are not permitted on seminary grounds.

Residence Halls

Room Assignments

It is assumed that housing assignments will be maintained for the academic year unless notice is given to the Director of Housing and Events before the end of a given semester or term. If you move out of your room for one or more semesters, it will be reassigned if needed by another student. A room will not be held for your return. If you are not on campus, but leave items stored in a room, you will be charged for the rental of that room during that storage period.

- a) All requests for change in assignment received after the late registration deadline will be considered at semester breaks only, unless special circumstances are present, and a review is requested.
- b) Each spring, forms will be made available so that requests can be made for the coming academic year.
- c) You agree to vacate my room within 24-hours of my last final examination in May/June. You understand that unless formally released from this agreement by the Director of Housing and Events (see Residence Hall Policies and Procedures, you are responsible for the room rental charges and any applicable fees.
- d) Garrett reserves the right to relocate residents with prior written notice for the purposes of consolidation of residents. Such consolidation may be undertaken to promote individual or community health or safety, to reduce costs, or for such reasons as deemed necessary by the Director of Housing and Events.

Condition of Premises

You agree to accept and maintain the unit in its fully furnished condition throughout the duration on this contract. All furnishings, fixtures and equipment are to be kept in clean, sanitary, and working order. you shall return the premises in as good repair as when possession was taken, ordinary wear and tear excepted. If the premises are discovered to be in poor sanitary condition or in a manner that could lead to an unhealthy or unsafe environment for a suitemate or surrounding residents, you will be required to make the necessary changes and cleaning to the room or apartment at my expense. These changes must be approved by the Director of Housing and Events or designee. If you fail to make these changes within a reasonable amount of time, services will be provided to perform the necessary cleaning. You shall then be responsible for the payment of the provided services. you are at no time permitted to change the paint color in the room or apartment or make any physical alterations to the unit. Such action shall result in my being financially responsible for the work required to restore the unit to its original condition.

Business Use

You understand that you may not use your residence hall room or any Garrett Seminary housing facilities for commercial or business purposes. This includes, but is not limited to, use of phone, assigned bedspace or available community lounge, study or kitchen spaces, data, and cable TV lines, as well as voicemail and mailboxes to conduct or carry out any commercial business.

Resident Property

Garrett Seminary reserves the right to restrict the use of your furniture or other items if such use necessitates the removal of any of the Garrett Seminary's property from the unit or if such furniture or other items are a health or safety hazard or interferes with the provision of services to other residents of the building. Where your personal property is left on the premises for more than 7 days after you vacate upon expiration or termination of the agreement, Garrett Seminary shall have the right, at its sole option and without further notice, to either (a) dispose of such property, or (b) charge a reasonable storage charge for any such property. Washers, dryers, dishwashers, ceiling fans, window air conditioners, space heaters, large appliances, treadmills, either electrically or battery-operated or any other items that are considered by the Garrett Seminary to be a safety or health hazard, are not permitted.

Insurance and Release of Claims

Garrett Seminary does not assume any liability for the loss, damage, or theft of any personal property for any cause whatsoever; if protection from the possibility of such loss is desired, you should cover your own possessions with appropriate insurance. Further, you hereby release and hold the Garrett Seminary harmless for any liability to you or anyone claiming through you and Garrett Seminary shall not be legally responsible in any respect for any loss or damage which you or anyone claiming through you may sustain by reason of: a) Any strike, lockout,

work stoppage, or other disturbances, riot, civil commotion or Act of God affecting me or the demised premises or any resident therein; b) Theft or burglary in or about the premises; c) Fire, water, flood, rain, frost, snow, gas odors or fumes from any source whatever; d) Any injury to any person or damage to any property not caused by Garrett Seminary's direct negligence.

Surrender Of The Premises

At the expiration or other termination of this agreement, you shall surrender possession of the unit and shall return all keys to the unit to Garrett Seminary's designated agent. Failure to do so will constitute a default of this agreement as set forth in Section 8 and subject me to an obligation to pay the liquidated damages sum set forth in Section 8 for each day I continue to occupy the unit.

Default

You shall be considered in default of this agreement in the event you are in violation of any term or condition hereof, including but not limited to payment of room charges as provided herein. In the event of such default, the Garrett Seminary may, at its sole option, (a) re-enter and repossess the premises, or (b) require you to vacate the same within 30 days following written notice of default. Garrett Seminary may charge to your account all sums due and may, at its sole option (a) assess as liquidated damages the sum of \$75 per day up to 3 consecutive days of the continuation of such default and 100 per day thereafter until the default is corrected and (b) bring suit for and collect all damages it sustained because of your default, notwithstanding any re-entry or repossession by Garrett Seminary. No waiver of any breach of any part of this agreement shall be a waiver of any succeeding breach.

County/State/City Laws

You agree to observe, in your use of the residence hall premises, and to cause your guests to observe, all laws of the United States, state of Illinois, City of Evanston, and all Garrett Seminary rules and regulations, including those set forth in the Garrett-Evangelical Theological Seminary Handbook. You acknowledge receipt of a copy of the Residence Hall Policies and Procedures by reference herein and that the Residence Hall Policies and Procedures are made a part of this agreement. I understand that failure to comply with any of the terms of this agreement, including any Garrett Seminary rules and regulations, shall be a default as described above. Upon termination of this Contract for any reason, room charges will become immediately due and payable in accordance.

Relocation and Removal

Notwithstanding any other provisions of this contract, including but not limited to Sections Default and County/State/City Laws above, you acknowledge, understand, and agree to the following:

a) Relocation: At all times, Garrett Seminary reserves the right to relocate residents with or without prior written notice for any reason in its discretion. Such reasons may include, but are not limited to, space availability, community health or safety, to protect Garrett Seminary property, to restore operations, to reduce costs, or for such other reasons as deemed necessary by the Director of Housing and Events or designee.

b) Administrative Action: The Director of Housing and Events, or designee, may act administratively to maintain the residence hall living and learning environment by moving a student to a room other than the one to which he or she was initially assigned, by moving the student to another residence hall, or, when required in the best interests of Garrett Seminary as determined in the sole discretion of the Director of Housing and Events or designee, by removing a student from Garrett Seminary housing, either on an interim or permanent basis. These actions shall become effective immediately without prior notice, are considered final, and not subject to further review.

c) Housing Removal: Students removed from Garrett Seminary housing for disciplinary reasons may be held for the remaining room and board fees for the remaining portion of the contract term.

Student Status

You understand that to be eligible for residence, you must be enrolled at Garrett Seminary as a full-time degree candidate or as a special student; and that if such enrollment is terminated for any reason, you are no longer eligible for residence in the premises, you are responsible to advise the Department of Housing and Events immediately of such change in status, and you agree to vacate your room within 24 hours of such termination. You agree that you will not occupy nor reside in any space other than your assigned room except that you may have customary use of the common areas. You understand that this agreement is not assignable, that subletting is not allowed, and that only the persons assigned by the Department of Housing and Events may reside in your room at any time.

Keys

You will be given the necessary keys or keycard for the residence hall and your room. A charge of \$40 per key will be assessed if you lose your keys and if you fail to turn them in when you leave seminary housing. The residence halls are locked at night and on weekends and all residents always need to keep their exterior door keys with them. The public areas of Loder Hall are locked each evening at about 10:00PM. The Loder exterior doors are locked at 10:00PM on Friday and remain locked until approximately 7:30AM on Monday. Please be sure to keep the exterior door locked during these times. You should also keep your room door locked when you are not there. An unlocked door is an invitation to theft. If you are locked out of your space and require assistance there will be a \$25 charge incurred beginning with the

second and every consecutive lock out afterward. Additionally, verification of ID will be asked prior to reentry into unit.

Care of Rooms

You are expected to keep your room (and bathroom where applicable) clean. There are some very basic cleaning materials on each floor of the residence halls for this purpose. You are responsible for any damage you cause to your room, its furnishings, or equipment – including nails driven into the walls – and will be charged accordingly, (see #2 above).

- a) Cooking in rooms is absolutely prohibited. Inspections are made by the City of Evanston Fire Department and Health Department annually. Students who violate this regulation jeopardize the property and welfare of all students. If we fail to pass a fire inspection because of cooking equipment (microwaves, hot pots, etc...) in your room, you will be fined accordingly and the cooking equipment will be confiscated. Small refrigerators are permitted.
- b) Keeping a pet of any kind for any length of time in the dormitory is prohibited.
- c) Each room has been furnished. All items must remain in the room. Additional items may be added, provided they are reasonable in size and function.

Quiet Hours and Noise

Unreasonable noise is never acceptable in any residence hall or apartments. All residents are always expected to be courteous about noise and to respond appropriately to requests for quiet. In addition to courtesy hours, quiet hours are established and enforced according to the following procedures.

Establishing quiet hours: The hours cannot be less than Midnight to 8:00 a.m., Sunday through Thursday nights and 1:00 a.m. to 10:00 a.m., Friday and Saturday nights. Courtesy hours are 24 hours.

Additionally, during finals weeks, all residents are expected to comply with 24-hour quiet hours.

Care of Bathrooms

For the sake of others sharing these facilities, please leave things clean after each use. Nothing should be stored on the floor, windowsills, or other areas of the common bathrooms or hallways. If you have a private bath, you are responsible for keeping it clean. Bathrooms which are not cleaned for an entire quarter or semester will usually result in extra cleaning fees being deducted from your deposit.

Waste matter

Waste baskets in the rooms should be emptied in the large containers provided for this purpose in each entryway in Old Dorm or in the trash rooms on each floor of Loder. Bulky materials or

large amounts of refuse should be taken to the refuse containers at the rear delivery entrance of Loder Hall.

Guests

You are responsible for your guest(s) and their behavior within the residence hall and while on campus. You must notify the Housing Office if you have guests that are not students and they want to stay overnight. Guests are not allowed to stay more the three consecutive nights in a two-week period. If you have a guest that wanted to stay longer approved must be granted by the Housing Office. All guests must have government photo ID present on their person. If locked out of student's unit, guest will not be allowed back in unless verification can be given by the host of said unit.

Pets

Pets are not allowed in the residence halls.

Laundry Facilities

There is a coin-operated laundry in the basement of Loder Hall as well as each residential floor in Loder. You can also use the CSC Pay mobile app. Just download the app either through Android or iPhone app store and follow the instructions.

Student Kitchens

There are two fully equipped kitchens in the lower level of Loder Hall and on the 2nd floor of Loder for student use after hours and on weekends. You are responsible for cleaning up after yourself in the kitchen. No food items may be stored in the student lockers around the corner from the kitchen. Items left in the refrigerator without a name/date label or for an unreasonable length of time, whether labeled or not, will be discarded.

Lounges (Update: Unable to be used with COVID-19 guidance)

The lounges in Loder Hall are for use by dorm residents. No regular meetings or classes are scheduled so as to interfere with the rights of the residents to use the lounges. You are reminded that loud noise disturbances should terminate by 10:00 PM. There are vending machines and a microwave oven in the lower level of Loder as well. Problems with the functioning of the vending machines and/or replacement of lost change should be reported to Mechelle Moore in the Cashier's Office in the Main Building.

Resident Assistants (RAs)

Resident assistants are assigned to help with any problems or questions not covered in these regulations. If the RA is unable to handle the situation, he or she will direct you to the appropriate person. The contact information for the RA is located on each entry doorway of residential halls.

Inspections

The Director of Buildings & Grounds, the Director of Housing and Events, and/or personnel otherwise authorized by him or her or the President may examine a student's room for cooking materials and/or other violations. The acceptance of a room at Garrett-Evangelical gives the right to stated officials to make such inspections.

Termination

The seminary reserves the right to terminate a residence hall agreement if a resident does not pay statements in a timely manner or does not behave in a way that is consistent with the values of the seminary. Additionally, continual violation of housing regulations can result in termination of your housing agreement. A written warning will be issued first. If that is not heeded, a deadline for moving out of the residence hall will be issued. An appeal of these two actions may be made within ten (10) days to the Vice President for Administration and External Program, who will hear the appeal and make a final decision.

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 monthly housing fee. 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 a chair, couch, coffee table, end table, desk, desk chair, bookshelf, dinette table, and four chairs, a 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-bedroom 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. The 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. The 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. The 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 other housing in the community. Children's toys walkers/strollers and bicycles must be kept in apartments or storage areas, not in inner stairwells, hallways, or the courtyards, as they can be deemed impediments to egress, which is against city ordinance. Out of respect for all tenants, courtyards at the apartment buildings are not to be used as a playground or park.

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 Housing and Events 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. The seminary will not be liable for any lost, damaged, or stolen items from a person's living unit or within housing facilities.

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. The seminary will not be liable for any lost, damaged, or stolen items from a person's living unit or within housing facilities.

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 the 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 Housing and Events 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 Housing and Events 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

Some pets are permitted in housing, although any damage done to the apartment (including any furnishings provided) is charged to the occupant. An additional pet deposit of \$300 is required. If you are interested in having a pet please contact the Housing Office.

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, from 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 Housing and Events for permit costs for the 2020-2021 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 the Winter Quarter. Half the annual permit fee will be refunded from the fifth day of the 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 carpool 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 rearview mirror. (Failure to display the sign properly is a \$10.00 violation.)

Only two vehicles may be registered in one carpool.

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. The use of these one-day visitor permits by faculty, staff, or students is prohibited.

Metered spaces: Metered parking space is 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 a 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 through 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 an 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 a 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 Housing and Events 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-served 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 Housing and Events.

- **Commuter Refrigerator:** In the basement lounge of Loder Hall, there is a refrigerator that 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 Housing and Events. Students are expected to clean out their food. Periodic cleaning 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 Housing and Events. Each keycard will be a \$25 deposit.

Guest Rooms

Guest rooms may be rented (based on availability) on a daily or weekly basis in the Housing and Events 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.

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 2020-2021 is \$4,170. The effective coverage period is: 09/01/2020 to 08/31/2021. 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 \$688.00 with the same coverage period of 09/01/2020 to 08/31/2021.

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 \$708 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. Fees must be paid within 30 days of services rendered.
4. Any unpaid charges on a student’s account related to the NU Student Health Insurance Plan premium, the NU Student Health Clinic fee, or additional costs 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 an 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 Health Insurance Verification and Registration Form, along with a copy of the insurance card (or proof of premium payment) must be submitted to the Office of Student Life by October 1, 2020.
8. If a student is entering a degree program in January 2021 (Spring Semester) and has not submitted proof of outside insurance, there will be a charge of \$1,772.00 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 a 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 as Evanston or other area hospitals. Expenses 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 the exemption.

All students attending classes on campus must complete a Certificate of Immunity (found on myGETS) and return it to the Office of Student Life by October 1.

Records are audited annually by the state and must be in compliance by October.

Although it is not required at the present time, a recent intermediate strength tuberculosis skin test is encouraged.

Pastoral Care and Spiritual Direction

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, they 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 students 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 through 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 and on myGETS.

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.

Vocational Networking

The Office of Vocational Networking provides support to students as they discern and live into their vocation, equipping and preparing them to thrive upon graduation from Garrett-Evangelical. This office works in partnership with the Office of Student Life to provide holistic care to students. Programs and opportunities offered include:

- Mentoring through the Garrett-Evangelical Vocational Network. All interested students will be paired with an alum mentor according to shared vocational interests and gifts. Incoming students will receive an email during the summer inviting them to participate in the program. The mentoring relationship will last for the duration of the student's degree program. If a student has questions or concerns regarding the program or their mentor, they should notify the Director of Vocational Networking.
- The Ordination Support Group cares for and supports students at any point in the ordination process in The United Methodist Church. This group meets regularly throughout the academic years to work on required assignments and engage in group vocational discernment. Mock interviews are offered each spring. Individual support for non-UMC students on an ordination track is also available.
- Vocational Networking Lunches are held regularly throughout the academic year to introduce students to practitioners currently serving in a variety of ministry settings. These informal lunches allow students to hear about how religious professionals found their way into their current work, reflect on their own vocational calls, and receive practical advice on finding employment after graduation.
- Toolbox Workshops will be held once or twice a semester, offering teaching on skills and tools needed for fruitful and effective leadership and ministry that fall outside of the

scope of the academic curriculum. Previous workshops include: Grant Writing; Queering Your Ministry.

- Field Trips will be held once or twice a semester to introduce students to new forms of vocational ministry. Previous field trips include a visit to the Great Lakes Command Center to explore military and institutional chaplaincy.
- Representative visits from Annual Conferences of The United Methodist Church, inviting students to explore ministry opportunities (lay and clergy) for employment upon graduation. Students can schedule a time to meet with any visiting representative by contacting the Director of Vocational Networking.
- Traditional career services support – including help preparing resumes and cover letters, interview coaching and preparation, job placement assistance for graduating students, and other services as needed. Students are always welcome to contact the Director of Vocational Networking for a one-on-one meeting to discuss vocational goals.

Tuition and Fees for 2020-2021

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, please see the Affording Your Education page under Admissions on the Garrett-Evangelical website.]

Masters-Level and Non-Degree

Tuition	815	per credit hour
Tuition for Clinical Pastoral Education courses	100	per credit hour
MTS research fee (course #60-693)	1630	per term
MTS continuance fee (course #60-695)	815	per term
Audit Fee	75	per credit hour

Doctor of Ministry (DMin)

Tuition: Spiritual Direction	660	per credit hour
Tuition: Congregational Leadership	750	per credit hour
Tuition: Strategic Leadership for Black Congregations	750	per credit hour
Tuition: Community Organizing (Cohort 2019)	330	per credit hour
Tuition: Community Organizing (Cohort 2020)	660	per credit hour
Program Installment: Preaching as Leadership in Hispanic/Latinx Congregations (2018-19)	4850	1 of 6 installments for program
Program Installment: Strategic Leadership in Black Congregations (2018-19)	4850	1 of 6 installments for program
Program Installment: Spiritual Direction (Cohort 2018-19)	4140	1 of 6 installments for program
Pre-candidacy study (course #80-746)	660	per term (up to two terms)
Pre-candidacy study (course #80-748)	1980	per term (beyond two term)
Project research (course #80-795)	1980	per term
Project continuance (course #80-710)	660	per term (up to two terms)
Project continuance (course #80-720)	1980	per term (beyond two terms)

Doctor of Philosophy (PhD)

Tuition	1425	per credit hour
Examination preparation (course #90-980)	1425	per semester (up to two semesters)
Pre-candidacy study (course #90-985)	4275	per semester (beyond two semesters)
Research (course #90-990)	4275	per semester (year one)
Research (course #90-995)	1425	per semester (year two and three)
Research continuance (course #90-997)	4275	per semester (year four and five)
PhD extension (course #90-998)	1425	per semester (year six and seven)

STUDENT AND TECHNOLOGY FEES

Student Fee (if at 5 or more credit hours)	120	per term
--	-----	----------

Student Fee (if at 1-4 credit hours)	60	per term
Technology Fee (if at 5 or more credit hours)	280	per term
Technology Fee (if at 1-4 credit hours)	140	per term

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)	\$0-30 per item

Printing charge	b/w \$.05 b/w duplex \$.08 color \$.25 color duplex \$.48
PhD suite/study room key replacement	\$10

NU STUDENT HEALTH INSURANCE PROGRAM

NU Health Clinic (annual rate)	\$708
NU hospitalization insurance (\$4,100), including required clinic (\$708) annual rate	\$4,808
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:

Fall Term

September 30, 2020

January Term	January 31, 2021
Spring Term	February 28, 2021
Summer Term	June 30, 2021

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

Student financial accounts are maintained by the Bursar in the Business Office.

Payment Options

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; those submitted after 3pm are processed two business days after submission.

Phone

Students can call the Bursar 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 Director of Finance. Prior to scheduling an appointment with the Director of Finance, 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 no later than 4:00 pm April 16th, 2021, in order to graduate on May 14th, 2021. 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

Student employment opportunities are posted on the myGETS Student Worker Job Board and when a job is posted the Human Resources Office (HR) sends an email to students to make them aware of the opening. Students send their resume to the hiring manager as listed in the job posting and qualified candidates will be contacted by the hiring manager for an interview. Once the hiring manager selects a student to hire, the hiring manager notifies HR.

HR then contacts that student via their Garrett email address with the instructions for the steps they need to complete for onboarding. The process to onboard a student worker is completed electronically in ADP, our payroll and benefits system, and it includes completing several online forms (I-9, federal and state tax withholdings, direct deposit, emergency contact, etc.) and electronically signing employee policies (FERPA, HIPPA, Title IX, campus safety, etc.). Providing bank account information for a paycheck to be direct deposited is mandatory; we do not provide physical checks. A student should not begin working in the department until they are notified that they have completed the onboarding process.

The following guidelines apply to student workers:

- International students who are student workers cannot work more than 20 hours per week during the semester but can work up to 29 hours a week during breaks.
- Federal Work Study (FWS) student workers cannot work more than 20 hours per week during the semester but can work up to 29 hours a week during breaks. In addition, FWS students need to complete a form upon hire that can be found on this page of myGETS (https://mygets.garrett.edu/ICS/Employees/Human_Resources/Student_Workers/HR_F

[ederal Work Study Info/](#)). This link will be included in the initial email sent by HR. FWS student wages are exempt from FICA taxes.

- Student workers who are not international students nor receiving FWS, can work up to 29 hours per week.
- No student employee can work more than 29 hours per week.

Students are paid in arrears on a semi-monthly basis on the 15th of the month (or the Friday before the 15th if the 15th is on the weekend) and the last business day of the month. Arrears means that a student's first paycheck will be received a few weeks after the date(s) the student began work. For example, using the 2020-21 payroll calendar for reference, if a student works January 11-31, 2021, they will receive a paycheck for these dates of work in the February 15 payroll. Students can access the current year's payroll calendar, which shows when a student worker would be paid based on the dates they worked, on this page of myGETS:

https://mygets.garrett.edu/ICS/Employees/Human_Resources/Student_Workers/Payroll_and_ADP_User_Instructions/Payroll_Calendar.jnz

The best resource for student workers is the Student Worker section of the Human Resources area of myGETS. This section provides the Human Resource information relevant to students including instructions on how to use ADP (clocking in and out, changing your address, updating direct deposit or federal and state withholding, accessing pay statements and W-2s, etc.), access to the Federal Work Student (FWS) Form that FWS students must complete upon hire, and information on our Employee Assistance Program and other non-traditional benefits available to student workers. You will also find a link to this section in the Community Life section of myGETS.

https://mygets.garrett.edu/ICS/Employees/Human_Resources/Student_Workers/

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> at the bottom of the page in the lower left-hand corner.

Emergency Loans

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.

Campus Safety Policies and Procedures

Students are required to access and read the Garrett-Evangelical Theological Seminary Campus Safety Policies and Procedures found in the Campus Safety section of myGETS. Here is the direct link to latest version of this document on myGETS:

https://mygets.garrett.edu/ICS/icsfs/Campus_Safety_and_Security_Policies_Updated_08_202.pdf?target=ce4eaf5a-6b90-4018-ac86-ca6a6d28f2eb

The following are included in the Campus Safety Policies and Procedures:

- Civility, Mutual Respect, and Unacceptability of Violence on Campus
- Conduct or Behavior That May Pose a Threat
- Discrimination, Harassment, and Hate Crimes and Bias Incidents
- Abbreviated information on Sexual Misconduct and Title IX (see section below for where to access the full Sexual Misconduct Policy and how to report incidents)
- Prohibited Use of Electronic Resources for Threats, Harassment, and Pornography
- Alcohol and Other Drug Policies
- Missing Student Policy and Procedure
- Active Violence Procedures
- Bomb Threats and Suspicious Packages Procedures
- Natural Disaster Procedures
- Fire Safety Policies and Procedures
- Procedures for Reporting
- Crimes and Other Emergencies
- Crime Prevention and Safety Awareness
- Procedure for Timely Warning—Crime Alerts
- Responding to Emergencies and Emergency Preparedness

Sexual Misconduct and Title IX

The Seminary prohibits all forms of sexual misconduct, including but not limited to, sexual assault, sexual exploitation, stalking, dating or domestic violence, and sexual harassment. Such conduct violates the Seminary's values and disrupts the living, learning, and working environment for students, faculty, staff, and other community members. Garrett-Evangelical Theological Seminary's Sexual Misconduct Policy and Title IX resources can be found online at <http://www.garrett.edu/sexual-misconduct-and-title-ix>.

These policies apply equally to all regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved.

It is the policy of the Seminary to comply with Title IX of the Education Amendments of 1972 and its implementing regulations (and all other applicable laws regarding unlawful discrimination and harassment including, but not limited to, Title VII of the Civil Rights Act of 1964 and the Illinois Human Rights Act), which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the Seminary's educational programs and activities. It is also the Seminary's policy to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, as amended by the Violence Against Women Act (VAWA). The Seminary has designated the Title IX Coordinator, with assistance of the

Deputy Title IX Coordinators, to coordinate compliance with Title IX and VAWA and to respond to reports of violations.

Reporting to the Seminary

The Seminary encourages reporting of sexual misconduct. Members of the Seminary community who believe they have experienced sexual misconduct have the right to choose whether to report the incident to the Seminary or law enforcement and have the right to choose whether to engage with the Seminary once the Seminary receives a report. The information below is for individuals who wish to report incidents of sexual misconduct.

An individual who has experienced sexual misconduct may choose to report the incident to the Title IX Coordinator. Anyone wishing to make a report of sexual misconduct to the Title IX Coordinator may do so in person, by email, by regular mail, by phone, or electronically as explained below. While anonymous reports will be reviewed by the Title IX Coordinator, the Seminary's ability to address alleged misconduct reported by anonymous sources is significantly limited. Individuals impacted by sexual misconduct may contact the Title IX Coordinator to receive support, resources, and information even if they do not wish to move forward with pursuing a complaint.

The Title IX Coordinator and Deputy Coordinators identified below work with individuals who report or are accused of sexual misconduct and have knowledge about on- and off- campus resources, services, and options—including the availability of Supportive Measures.

Upon receipt of a report, a Title IX Coordinator or Deputy Coordinator will contact the person who may have experienced sexual misconduct and provide written notification of rights and options. The outreach from the Coordinator or Deputy Coordinators will generally include information about medical and confidential counseling and support resources; options for pursuing a complaint and/or reporting the incident to law enforcement; how to request a protective order or no-contact directive; how to request supportive measures from the Seminary; how to preserve evidence; and where to access more information. The outreach will also include an invitation to meet with or provide additional information to the Title IX Coordinator.

Title IX Coordinator and Title IX Deputy Coordinators

Erin Moore

Title IX Coordinator and Asst. VP of Human Resources and Employee Engagement

2121 Sheridan Road, Room 118
Evanston, IL 60201
847-866-3918
titlenine@garrett.edu

Staff Complaints: Title IX Coordinator, Erin Moore, Asst. VP for Human Resources and Employee Engagement, Main building in room 118, 2121 Sheridan Road, Evanston, IL 60201, 847-866-3918, or email titlenine@garrett.edu.

Faculty Complaints: Title IX Deputy Coordinator, Mai-Anh Le Tran, Academic Dean, Pfeiffer Hall in room 333, 2121 Sheridan Road Evanston, IL 60201, 847-866-3863, or email maianh.tran@garrett.edu.

Student Complaints: Title IX Deputy Coordinator, Benjamin Reynolds, Dean of Students, Main building in room 306, 2121 Sheridan Road, Evanston, IL 60201, 847-866-3936, or email benjamin.reynolds@garrett.edu.

A report may also be submitted online at

<https://www.garrett.edu/sexual-misconduct-and-title-ix>.

Substance-, Smoke-, Violence-, Threat-, and Weapons-Free Seminary

Garrett-Evangelical Theological Seminary is a substance-, smoke-, violence-, threat-, and weapons-free environment. A community member who has violated any of the following policies is subject to disciplinary action, which may include separation of the offending party from the Seminary, consistent with established disciplinary procedures outlined in Faculty, Employee, Student, Academic, and Degree Program handbooks.

Substance-Free

Being under the influence of alcohol or drugs may pose serious safety and health risks, not only to the user but to all those who work or encounter that individual. Therefore, the Seminary is committed to providing a substance- and drug-free environment that promotes health and safety.

Smoke-Free

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.

This means that the only approved smoking location is more than 25 feet west of the west exterior of the Main Building or Shaffer Hall, 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.

Violence-Free

Violence is behavior that causes harm to a person or damage to property or causes fear for one's safety or the safety of others. Examples of violent behavior include physical contact that is harmful and expression of intent to cause physical harm. Such behavior is unacceptable in the Garrett community.

Threat-Free

In this age of rapidly advancing technology, the lines of public and private communications are not always as clear as may be 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

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. The only exception to this policy are weapons carried by sworn police officers.

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).

Additional Substance-, Violence-, Threat-, and Weapons-Free Policies Contained in Campus Safety and Security Policies and Procedures

In addition to the information above, all Seminary constituencies are governed by these additional policies in the Campus Safety Policies and Procedures relevant to having a substance-, smoke-, weapons-, and violence-free Seminary

https://mygets.garrett.edu/ICS/icsfs/Campus_Safety_and_Security_Policies_Updated_08_202.pdf?target=ce4eaf5a-6b90-4018-ac86-ca6a6d28f2eb)

- Civility, Mutual Respect, and Unacceptability of Violence on Campus
 - o Expected behavior
 - o Unacceptable behavior
 - o Violence
 - o Weapons
 - o Responsibilities to act
 - o Orders of Protection
 - o Visitors
 - o Violations
- Conduct or Behavior That May Pose a Threat
 - o General Principles
 - o Potential Warning Signs and Violence-Related Behaviors
 - o Potential Imminent Warning Signs and Violence-Related Behaviors
 - o Potential Early Warning Signs and Risk Factors
 - o Precipitating Events, Pre-Disposing Factors, and Current Life Information
- Discrimination, Harassment, and Hate Crimes and Bias Incidents
 - o Discrimination
 - o Harassment
 - o Hate Crimes and Bias Incidents
 - o Reporting Discrimination, Harassment, and Hate Crimes and Bias Incidents
- Prohibited Use of Electronic Resources for Threats, Harassment, and Pornography
 - o Prohibited Activity
 - o Compliance with Northwestern University Policies
- Alcohol and Other Drug Policies
 - o Help with Drug or Alcohol Dependencies

Additional Violence- and Threat-Free Policies Contained in Sexual Misconduct and Title IX Policy

The Sexual Misconduct and Title IX Policy also governs the Seminary's commitment to be violence- and threat-free. Garrett-Evangelical Theological Seminary's Sexual Misconduct Policy and Title IX resources can be found online at <http://www.garrett.edu/sexual-misconduct-and-title-ix>.

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 one's 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 one's 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 ordination and commissioning agencies of the church for the determination of a 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 the special needs process except appeal to president and board.)

Advisor-Advisee Consultation

A special need is identified by the individual student, 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 needs.

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 needs.

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 them. 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) fails 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 needs. When in the judgment of the committee the process has met the student's needs, 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 (see 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.

Student Concerns, Complaints, and Grievances Policy

Concerns, complaints, and grievances, other than those addressed in the policies on sexual harassment, discrimination, and racism as set out in the Student Handbook, are received in several ways: informally through the Student Council and President's Listening Hours, and formally through direct consultation with the appropriate supervisor, office, or officer.

Students are encouraged to consult directly with the appropriate office/officer about any situation they feel may:

- a. affect negatively their study, work, residential or social environment in the school;
- b. pose a threat to the safety of people and property; or
- c. violate any school policies and procedures; accrediting agencies' regulations; state or federal laws.

Student workers are encouraged to speak directly to their supervisors or to the Director of Human Resources. *Teaching Assistants* should speak directly to their supervising faculty or to the director of the PhD program.

In addition to direct consultation, all concerns, complaints, and grievances also may be submitted through a [secure online form](#) found on the intranet portal myGETS, initiated either by the student or by the office/officer receiving the concern and distributed to the appropriate offices for response. The online form allows us to track and timestamp the entire process of complaint, response, and resolution. These offices will annually review concerns and responses and present a report to the President and leadership team.

All concerns will be handled as promptly and discreetly as possible, with facts made available only to those who need to know to investigate and resolve the matter. We are committed to safeguarding the confidentiality of individuals who submit reports. Due to the nature of certain claims, Garrett-Evangelical may be limited with respect to the action(s) it may be able to take in response to a report if the individual submitting the report does not wish to make his or her identity known.

Seminary policy prohibits the taking of any retaliatory action against anyone for reporting or inquiring about potential breaches of seminary policies or for seeking guidance on how to handle suspected breaches. However, 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 relationship to the Seminary, as the case may be.

The processes concerning violations of state or federal law are addressed under the G-ETS Whistleblower policy, as set out in the Student Handbook, p. 53. Substantive concerns related to accreditation regulations are addressed under the guidelines of the Higher Learning Commission, as set out at <https://www.hlcommission.org/Student-Resources/complaints.html>

In all cases our goal is to ensure that we:

- a. secure a safe environment where the integrity, dignity, rights, and safety of all people are protected;
- b. promote a culture of accountability among all members in the community;
- c. sustain a culture and practice of mediation in which reconciliation and reparation may be explored in cases of conflict; and
- d. provide response, resolution, and appeal systems that are clear, effective, fair/just, and assessed.

Appeals for review or reconsideration of any decision may be made to the appropriate Vice-President. Decisions may be further reviewed by the President and/or the Board of Trustees when appropriate.

Review

At least annually, the President, the Leadership Team, and the Title IX coordinator will review reports from the various offices regarding grievances and their adjudication a) to ensure that grievances and complaints have been addressed in a timely manner, b) to determine that responses are appropriate to and consistent with other institutional policies and procedures, and c) to determine when policies and procedures need to be revised. For this review, the appropriate vice-presidents and director of Human Resources will provide a summary report—issues raised, number of cases, character of responses, what has been discovered and any changes implemented as a result of the complaint. The purpose of this review is not to rehearse all details or to reconsider specific cases. A summary of complaints and how they have been addressed will be reported to the appropriate committees of the Board of Trustees and made available to the Institutional Assessment committee as needed for required reporting.

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 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/Student Council (StuCo) Constitution

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 be 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 though 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 the distribution of 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 of 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 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 representatives 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 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 II: 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 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 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 proceedings. 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]
- Faculty Adviser (if applicable)
- Regular Meeting Time and Location (if applicable)
- Purpose and Mission Statement
- Tentative Schedule of Events for the academic year
- Estimated Spending Cap for the academic year (if applicable)

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 allots 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 online:

<https://ova.elections.il.gov/>. 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.

NU Net ID and Email

NU Net ID

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 Microsoft Office 365. This means that all Garrett-Evangelical students will enjoy the greater ease of use and enhanced features that come with Microsoft 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 technology.support@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 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 another person.

Academic Accommodations	Krista McNeil	krista.mcneil@garrett.edu
Accessibility Concerns	Krista McNeil	krista.mcneil@garrett.edu
Admissions Questions	Jill Barker-Langford	jillian.barker@garrett.edu
Annual Conference Grants/Loans	Jason Gill	Jason.gill@garrett.edu
Campus Safety & Security Team	Erin Moore	erin.moore@garrett.edu
Chapel Questions	Renee Smithback	renee.smithback@garrett.edu
Chaplain	Karen Mosby	karen.mosby@garrett.edu
Chapel Advisory Committee Chair	Andrew Wymer	andrew.wymer@garrett.edu
Child Care Grant Application	Cassidhe Hart	cassidhe.hart@garrett.edu
Classes and Registration	Krista McNeil	krista.mcneil@garrett.edu
Community Activities	Benjamin L. Reynolds	benjamin.reynolds@garrett.edu
Drug-free Workplace	Benjamin L. Reynolds	benjamin.reynolds@garrett.edu
Emergencies	Benjamin L. Reynolds	benjamin.reynolds@garrett.edu
	Tulani Myers	tulani.myers@garrett.edu
Employment (On campus) and W-2 Tax Forms	Erin Moore	erin.moore@garrett.edu

Non-Employment Related Tax Forms (1098- T or 1099)	Mechelle Moore	mechelle.moore@garrett.edu
Events	Tulani Myers	tulani.myers@garrett.edu
Field Ed Stipends	Sara Williams	sara.williams@garrett.edu
Financial Aid	Jason Gill	Jason.gill@garrett.edu
Grants/Scholarships/Fell owships	Jason Gill	Jason.gill@garrett.edu
Health Insurance	Cassidhe Hart	cassidhe.hart@garrett.edu
Help Desk (Technology)	Technology Support	technology.support@garrett.edu
Housing Questions	Tulani Myers	tulani.myers@garrett.edu
Illness and Student Emergencies	Benjamin L. Reynolds	benjamin.reynolds@garrett.edu
Immunizations	Cassidhe Hart	cassidhe.hart@garrett.edu
Insect Control	Buildings and Grounds	maintenance@garrett.edu
International Student Affairs	Benjamin L. Reynolds	Benjamin.reynolds@garrett.edu
Keys	Tulani Myers	tulani.myers@garrett.edu
Library Accounts and Questions	Mary-Carol Riehs	847-866-3868
Loans - Emergency	Jason Gill	847-866-3987
Loans - Federal and Ecclesiastical	Jason Gill	847-866-3987
Mail	Cheryl Larsen	847-866-3994
Meal Plan Questions	Tulani Myers	tulani.myers@garrett.edu
Pastoral Care and Personal Support	Karen Mosby	karen.mosby@garrett.edu

	Benjamin L. Reynolds	benjamin.reynolds@garrett.edu
Parking	Tulani Myers	tulani.myers@garrett.edu
Payment of Tuition, Fees, etc.	Mechelle Moore	mechelle.moore@garrett.edu
Payroll (Student Workers)	Liz Lwanga	liz.lwanga@garrett.edu
Physical Property Concerns (Off Campus)	Josten Berczy	josten.bercy@garrett.edu
Physical Property Concerns (On Campus)	Cheryl Larsen	cheryl.larson@garrett.edu
Room Reservations (for events)	Tulani Myers	tulani.myers@garrett.edu
Sexual Harassment	Erin Moore	erin.moore@garrett.edu
Student Council and Elections	Benjamin L. Reynolds	benjamin.reynolds@garrett.edu
	Cassidhe Hart	cassidhe.hart@garrett.edu
Student Life	Benjamin L. Reynolds	benjamin.reynolds@garrett.edu
Student Organizations, Committees, and Groups	Benjamin L. Reynolds	benjamin.reynolds@garrett.edu
Student Services - General	Becky Eberhart	becky.eberhart@garrett.edu
Systems (IT) Administrator	Eric Albert	eric.albert@garrett.edu
Vocational Mentoring	Katye Chambers	katye.chambers@garrett.edu
Work Study	Jason Gill	jason.gill@garrett.edu
Writing Center	Melanie Baffes	melanie.baffes@garrett.edu

For staff and faculty office locations, please visit the directories on Garrett-Evangelical's website: <https://www.garrett.edu/about-us/directories>

EMERGENCY PHONE NUMBERS

Evanston Police Department Emergency: 911
Non-Emergency: 311 (within Evanston) or 847.866.5000

EMERGENCY PROCEDURES

Fire, Theft, Injuries, Vandalism, and Immediate Danger

Step 1: When you call 9-1-1, calmly answer the dispatcher's questions. Be prepared to provide:

- Your name
- The building and location of the emergency
- The nature of the emergency (sickness, bodily injury, fire, chemical spill, etc.)
- Any hazards present that may impact the emergency responders
- A phone number where you can be reached

Wait in a place the 9-1-1 dispatcher and you agree is safe for you to be and so that emergency responders (police, fire department, and/or ambulance) will know where to find you when they arrive. In the case of evacuation, do not re-enter the building until you are told it is safe to do so.

Step 2: After you dial and complete the call with 9-1-1 and are safe and able to do so, seek another trusted person to call the following numbers, listed in order of succession, until they speak with someone from Garrett-Evangelical. This will enable one person to be available to emergency responders and the other to relay or accept additional information from Garrett-Evangelical. If there is no one else with you, then after you dial and complete the call with 9-1-1 and are safe and able to do so, you can call the following numbers. Remember to leave a message if there is no answer at each number so your call can be returned.

1. Cheryl Larsen C. 773.930.5220 cheryl.larsen@garrett.edu
2. Josten Berczy C. 847.691.4290 josten.berczy@garrett.edu
3. Zac Grahovac C. 847.800.9450 zac.grahovac@garrett.edu

Step 3: When emergency responders arrive, follow the instructions you receive from them. In the case of evacuation, do not re-enter the building until you are told it is safe to do so.

PERSONAL CONCERNS

Student Issues, Hospitalizations, Emergency Notifications, etc. (Day and Evenings)

- | | | |
|----------------------|-----------------|-----------------|
| 1. Benjamin Reynolds | 0. 847.866.3936 | C. 312.780.9228 |
| 2. Tulani Myers | 0. 847.866.3939 | C. 262.885.2642 |
| 3. Cheryl Larsen | 0. 847.866.3994 | C. 773.930.5220 |

MAINTENANCE CONCERNS

During Buildings and Grounds Business Hours (Mon-Fri from 8 a.m. to 4 p.m.)

1. Josten Berczy C. 847.691.4290 josten.berczy@garrett.edu

2. Cheryl Larsen C. 773.930.5220 cheryl.larsen@garrett.edu

After Business Hours (Emergencies Only)

1. Cheryl Larsen C. 773.930.5220
2. Josten Berczy C. 847.691.4290
3. Zac Grahovac C. 847.800.9450

Extreme Emergency

- | | | |
|------------------|-----------------|-----------------|
| 1. Cheryl Larsen | C. 773.930.5220 | O. 847.866.3994 |
| 2. Josten Berczy | C. 847.691.4290 | O. 847.866.3995 |
| 3. Kevin Miller | C. 847.613.7010 | O. 847.866.3920 |

Student Handbook Receipt Form

Name: _____

Date: _____ Student ID:- _____

☐ I have received the Garrett-Evangelical Theological Seminary Student Life Handbook available at myGETS (under the Office of Student Life tab).

☐ I understand that I am responsible for and will abide by all policies and procedures that have been set forth in this handbook.

Student signature: _____

Please return this form to:

The Office of Student Life

Garrett-Evangelical Theological Seminary

2121 Sheridan Road – Room 306

Evanston, IL 60201

