



GARRETT-EVANGELICAL THEOLOGICAL SEMINARY

Office of Student Affairs

Student Handbook 2026-2027



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GREETINGS FROM THE DEAN OF STUDENTS



Garrett Seminary's Office of Student Affairs is at the heart of our unique and richly diverse community. Our faculty, staff and student body includes people from all over the country and the world—creating a learning community that gives rise to new traditions, new cultural connections, and new ways of thinking, learning and being. We aim to create a vibrant and thriving community life and student experience that will provide a model for seminarians to emulate in your own ministry contexts and communities. And we achieve this vision through a commitment to creating and facilitating effective programming and systems of support that address the holistic wellness of students from various contexts, in different learning modalities, and at various stages of the student experience. It is our hope that students who engage with Student Affairs programs, activities, services, resources and events will exhibit the following *learning outcomes*:

- **Personal Development:** Develop an integrated sense of personal identity, a positive sense of self, a personal code of ethics, and the tools needed to engage in the care of physical, financial, and mental health and wellbeing.
- **Interpersonal Relationships & Cross-Cultural Competence:** Develop healthy, respectful and collaborative interpersonal relationships and demonstrate cross-cultural competence.
- **Spiritual Formation & Vocational Clarity:** Develop spiritually and demonstrate vocational clarity and call and utilize these learnings in a ministerial or relevant context.
- **Sense of Belonging & Community Building:** Develop a sense of belonging within the Garrett community and engage in creating safe, healthy, and thriving communities in residential, hybrid, and online modalities.

In addition to myself, Student Affairs staff include an Assistant Director of Student Affairs, a Senior Administrator for Student Affairs, and a large team of student workers who serve across the areas within Student Affairs. On behalf of the Student Affairs team, I welcome you to Garrett Seminary and to the 2026-2027 academic year! We look forward to journeying alongside you during your time at Garrett Seminary.

Thehil Russelliah Singh
Dean of Students & PDSO

SCOPE & PURPOSE

The Student Handbook is for student use during the 2026-2027 academic year and reflects the practices, policies, and procedures in effect at the time of publication. The student handbook is designed to meet two major objectives:

PART A: Programs and Resources: Provide students with pertinent information about co-curricular programs, benefits, activities, services, and resources which enhance the student experience and are offered by the Office of Student Affairs or other campus partners.

PART B: Policies and Procedures: Provide students with pertinent information about non-academic policies and procedures.

The Student Handbook is available in electronic format on myGETS and the Garrett website. All students are responsible for becoming familiar with and adhering to the policies and procedures contained in the Student Handbook.

MISSION AND VALUES

Mission Statement: Garrett-Evangelical Theological Seminary forms courageous leaders in the way of Jesus to cultivate communities of justice, compassion, and hope.

Vision Statement: For the thriving of the Church and the healing of the world.

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.

PART A: PROGRAMS AND RESOURCES:

STUDENT LIFE

The Office of Student Affairs is committed to supporting the holistic wellbeing of Garrett Seminary students by providing resources that promote physical, environmental/residential, emotional/mental, academic/intellectual, financial, spiritual, social, and professional wellness.

The following student life benefits are available to all students while enrolled in Garrett degree programs. Additional eligibility requirements, application forms, and deadlines are available on [myGETS](#).

Child Care Grants

- **Purpose:** Garrett Seminary supports student parents by helping reduce the financial burden of childcare while pursuing their academic and vocational goals.
- **Eligibility:** Eligible students may apply for pre-school aged childcare programs for a maximum of \$300 per academic year.
- **How to Apply:** Submit the Child Care Grant application available on myGETS.
- **Additional Information:** Funding is limited and awarded according to eligibility requirements and available resources.

Community Awareness Resources

Garrett Seminary is committed to fostering an inclusive and welcoming space for all while recognizing that navigating the US today can be especially challenging for certain groups of people or individuals. The [Community Awareness Resources](#) page on myGETS provides resources for immigrants, refugees, international community members, and LGBTQIA+ community members.

Eliza's Kitchen & Closet

The cost of clothing and household items can add up quickly, especially for students who move to Evanston or Chicagoland to study as residential or commuter students. Additionally, each year we welcome new international students who are only able to travel with a limited number of personal belongings. To address the need for affordable necessities, Eliza's Kitchen and Closet is a campus thrift store that provides second-hand clothing and household items free of charge through donations by the Garrett community. You can learn more about the mission and work of [Eliza's Kitchen and Closet](#) on the Garrett website. Garrett community members are welcome to visit the store and access the resources they need.

[Eliza's Online](#) is an online store where community members can purchase Garrett swag. Garrett swag is also available for in-person purchase at Eliza's Kitchen and Closet.

Emergency Grants & Emergency Loans

- **Purpose:** Emergency financial assistance is available to students experiencing unexpected financial hardship.

- **Emergency Grants:** Provide limited financial assistance that does not require repayment.
- **Emergency Loans:** Interest free loans available to students who do not qualify for an Emergency Grant and require a signed repayment agreement.
- **How to Apply:** Complete the appropriate request form on myGETS.
- **Additional Information:** Requests are reviewed individually based on eligibility, demonstrated need, and available funding.

Food Pantry Partnership

The cost of living continues to increase and without discount grocery store chains in the Evanston area, food insecurity has been identified as a challenge experienced by graduate school students and seminary students. To address this concern, Garrett Seminary partners with Trinity United Methodist Church, Wilmette, IL. Students may visit the [Wilmette Food Pantry](#) on any Tuesday morning between 10:00am – 11:00am.

Pastoral Care, Counseling, Spiritual Direction & Mental Health

- **Purpose:** Garrett Seminary recognizes that emotional, mental, and spiritual wellbeing are essential to student success.
- **Eligibility:** Eligible students may receive reimbursement for up to six counseling sessions during their studies at Garrett, with reimbursement of up to \$75 per session.
- **How to Apply:** Complete the Mental Health Services Benefit Request form on myGETS and upload supporting documentation.
- **Additional Information:** Current eligibility requirements and reimbursement procedures are available on myGETS.

Physical Fitness Benefit

- **Purpose:** The Student Physical Fitness Benefit encourages students to prioritize their physical wellbeing through participation in fitness and wellness activities.
- **Eligibility:** Eligible students may receive reimbursement of up to \$150 per academic year toward an individual fitness membership, participation in a qualifying physical fitness program, or a family membership that includes the student.
- **How to Apply:** Complete the Student Physical Fitness Benefit Request form on myGETS and upload proof of payment for your fitness membership or program.
- **Additional Information:** Current eligibility requirements and instructions are available on myGETS.

For more information on how to access these resources, visit the [Student Wellbeing Resources](#) page on myGETS. You can also email student.affairs@garrett.edu for more information or with questions.

RESIDENTIAL LIFE/HOUSING

Garrett Seminary has a robust and thriving residential community. There are two main types of housing available to Garrett students, Garrett staff/faculty, and NU graduate students and visiting scholars:

Apartments

The Maple-Noyes apartment building is located at the corner of Maple and Noyes in Evanston, IL and approximately a 5 to 7-min walk from the main campus. The building offers furnished and unfurnished efficiency and 1-bedroom units for rent. Units are typically rented from August to May, with options for students continuing to extend their lease through the summer. Short-term rentals for visiting scholars are dependent on availability.

Residence Halls

The Loder residence hall is located on campus immediately behind and south of the Main building located at 2121 Sheridan Rd. Doubles, tandems, and singles are available for rent on a semester basis.

You can learn more about [Garrett Housing](#) and [apply](#) for one of the housing options on the Garrett website.

Short-term Guest Housing

Single and double occupancy guest rooms, as well as VIP suites, are rented on a space-available basis in Loder Hall. Garrett faculty, staff, students, trustees and alums are eligible for short-term guest housing. You can apply for [Short-term Guest Housing](#) here.

For more information on how to access residential life/housing resources, visit the [Housing](#) page on myGETS and the [Housing](#) page on the Garrett website. You can also email garrett.housing@garrett.edu for more information or with questions.

SPIRITUAL LIFE/CHAPEL

At Garrett Seminary, we understand the importance of feeding not just the mind but also the spirit. The chapel ministry at Garrett provides opportunities to praise and worship God, to grow spiritually, and to learn together about the ministries of preaching and worship. Our weekly 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. Worship services are facilitated in collaboration with faculty, centers and institutes, guest preachers, and senior students.

Chapel Time & Location

Community Worship is on Wednesdays from 11:30 am to 12:15 pm in person in the Chapel of the Unnamed Faithful and livestreamed online on the [Garrett YouTube channel](#).

Weekly community worship is immediately followed by community meal in Loder Dining Hall.

Community Worship Life Committee

The Community Worship Life Committee provides leadership and guidance to the community worship life experience and other spiritual formation activities of the seminary. The committee is chaired by the Dean of Students and comprises a Liturgical studies faculty member, staff members, and the student Chapel Coordinator and student Music Coordinator.

Worship Planning Team

The community worship life committee guides the student worship planning team. Garrett students take the lead in preparing liturgy and facilitating weekly community worship at Garrett. The Worship Planning team consists of the student Chapel Coordinator, student music coordinator, and a team of student workers to assist with audio, visuals, livestreaming, and other logistics.

For more information on how to access Spiritual Life/Chapel resources, visit the [Chapel](#) page on myGETS and the [Spiritual Life](#) page on the Garrett website. You can also email garrett.chapel@garrett.edu for more information or with questions.

EVENTS

Student Affairs Events

The office of Student Affairs organizes and facilitates many monthly, semester-based, and annual programs, activities, and events for student learning, wellbeing, enrichment, and support. These include but are not limited to the following recurring events:

- Fall and Spring Welcome Week
- Let's Talk Globally series
- Let's Talk Careers series
- Let's Talk Wellness series

A robust Student Affairs calendar of events also includes but is not limited to an international students led Christmas potluck and dance party, Host a Seminarian for Thanksgiving opportunities, Halloween costume celebration, Easter egg hunt, and several other special occasion-based programs and events.

Centers & Institutes

Student Affairs regularly collaborates with Garrett Centers and Institutes on student-facing events and programming:

1. Center for Asian/Asian American Ministry (CAAM)
2. Center for the Church and the Black Experience (CBE)
3. Center for Ecological Regeneration (CER)
4. Centro Raices Latinas (CRL)
5. Junius B. Dotson Institute
6. Rueben P. Job Institute
7. Stead Center for Ethics and Values
8. Styberg Preaching Institute

Visit the [Centers and Institutes](#) page on the Garrett website for more information on the work

and impact of Garrett's centers and institutes both within and beyond the Garrett community.

Institutional Events

Student Affairs also serves as the main coordinator of all institutional events and partners with offices across campus to ensure the success of all institutional events. See here for a full institutional [Calendar of Events](#).

For more information on who is eligible to host an event, and how to host an event on Garrett's campus, or make a room reservation for an event, visit the [Events](#) page on myGETS. You can also email events@garrett.edu for more information or with questions.

STUDENT COUNCIL & STUDENT ORGANIZATIONS

Student Council

The Student Council (StuCo) is comprised of an 11-member body of students elected from the various degree programs. The Council meets monthly to discuss issues of student and community concern and to strategize and partner with student affairs and other campus partners to promote holistic student wellbeing and thriving.

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

The following positions comprise the Garrett Student Council:

- Co-Chairs (2)
- Secretary (1)
- Treasurer / Student Fund Committee Chair (1)
- Parliamentarian/Spiritual Formation Committee Chair (1)
- Student Representative Trustees (2)
- Student Life/University Relations Committee Chair (1)
- International Student Representatives (2)
- PhD Student Representative (1)

Student Organizations

Both the number and the activity levels of each student organization change from year to year depending on student interest and availability of student leadership. The following are the active groups for 2026-2027 followed by a list of currently inactive groups.

1. African Student Association (ASA)

The purpose of the African Student Association is to provide a space for international students from Africa to interact, organize activities, discuss concerns, and foster African culture among African students at Garrett.

2. Garrett-Evangelical Black Seminarians (G-EBS)

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.

3. Korean Student Association (KSA)

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.

4. Sacred Worth

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.

5. sustainGETS

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.

6. Theta Alpha Kappa (TAK) Honor Society

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).

Inactive Student Groups

Student groups that are currently inactive include the following:

1. Co-ConSPIRITors

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.

2. Order of St. Luke

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.

3. Seminarians for Justice

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.

4. Seminarians in Service

Seminarians in Service is a student group that seeks to engage in service projects by partnering with local organizations and serving local communities. Seminarians in Service tries to identify service opportunities for Garrett students on a monthly or semester-based frequency.

5. Spoon Collective

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.

New 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.

For more information on the Student Council or Student Groups, visit the [Student Council and Student Organizations](#) page on myGETS and the [Student Organizations](#) page on the Garrett website. You can also email student.council@garrett.edu for more information or with questions.

INTERNATIONAL STUDENT SERVICES

Garrett Seminary is committed to the thriving of the Church and the healing of the world. As such, our learning community welcomes both in person/residential international students as well as international students who desire to remain in their own countries and enroll as online only students.

Acclimating to US Higher Education

A variety of support systems are utilized to assist international students in their adjustment to the seminary and higher education in the United States. These include a Summer Online Workshop (SOW) before the beginning of the Fall semester and prior to in person/residential students' arrival in the US. Additionally, New Student Orientation (NSO)

has specific sessions intended to help acclimate international students to Garrett Seminary.

Let's Talk Globally

Let's Talk Globally is a recurring monthly event series that highlights the expertise of international students and faculty, and centers on global concerns. It is a learning space that invites the community to grapple with issues and concerns from around the country and the world that do not always get media attention in the US.

Online International Students

Online international students can access all the programs, resources, benefits, and activities of their in person/residential peers. Online students are also invited to participate in an online international students WhatsApp group and Garrett Connect (internal social media platform) for community building and connection.

Residential/In-person International Students

The Dean of Students serves as the Primary Designated School Official (PDSO) along with two other DSOs including the Senior Director of Enrollment Management and the Director of Contextual Education.

Visa, financial certification, and financial sponsorship for educational expenses, including an appropriate international student's large deposit, must be submitted prior to the issuance of an I-20 document with which a student can apply for an F-1 student visa.

After arrival in the US, questions related to international travel, contextual education, on and off campus employment, bringing family members to the US, authorization for reduced course load, and authorization for CPT and OPT must be discussed with the PDSO or one of the DSOs prior to finalizing plans.

The Office of Student Affairs coordinates a variety of ongoing events, and programming intended just for international student community building, wellbeing, and support. These include the International Students Christmas Potluck & Dance party, a tax filing support workshop in the Spring, and Holding space events during times of immigrant/international policy uncertainty or changes/updates etc.

For more information, visit the [International Students](#) page on myGETS or the [International Students](#) page on the website. You can also email student.affairs@garrett.edu for more information or with questions.

VOCATIONAL DISCERNMENT & CAREER GUIDANCE SERVICES

The Office of Student Affairs in partnership with the office of Contextual Education provides support to students as they discern and live into their vocation, equipping and preparing them to thrive upon graduation from Garrett Seminary.

Programs and opportunities offered include but are not limited to:

Let's Talk Careers

Let's Talk Careers is an event series geared towards providing students with an additional vocational discernment and career guidance support space and providing them with important skills around navigating the job market in general, and for seeking out and landing ministry positions in particular.

Recruiter & Representative visits

Military Chaplain recruiters and representatives from UMC annual conferences occasionally visit campus during weekly community meals. Students can meet with recruiters/representatives in person or online (if option is provided) to discuss vocational goals during these campus visits.

Story Circles

Story Circles are student formation groups facilitated by a faculty-staff duo with the objectives of both vocational and spiritual formation. The Story Circles are voluntary, co-curricular groups which are currently available to first year students only. Story Circles are facilitated by the Office of Contextual Education and serve as preparation for degree required practical training that generally occurs in a student's second or third year.

Support Services

Traditional career services support – including help preparing resumes and cover letters, interview coaching and preparation, advice on navigating the job market for graduating students, and other services as needed. Students are always welcome to contact the office of Student Affairs and/or the office of Contextual Education to discuss vocational goals.

For more information and to access the external job board, visit the [Career Center](#) on myGETS. You can also reach out to student.affairs@garrett.edu or field.education@garrett.edu with questions.

SHARED SERVICES WITH NORTHWESTERN UNIVERSITY (NU)

Campus Recreation Center

At Northwestern Recreation (NU Gym) both full-time and part-time Garrett students are eligible for the NU Gym Membership. The purchase of an NU Gym membership to the Henry Crown Sports Pavilion and Norris Aquatic Center provides access to the following facilities, programs, and services:

Facilities include the Henry Crown Pavilion and the Norris Aquatics Center, Patten Gymnasium, Bloomquist Gymnasium and Outdoor tennis courts (at an additional charge). Programs include aquatics, fitness, group exercise classes, tennis, and participation in intramural leagues. Services include Massage services (additional charge), seating in the student section for home football and basketball games, and admission to student sponsored events

Contact the Membership/Registration Office at 847.491.4303 or email recreation@northwestern.edu for more information on NU Gym Membership benefits.

International Students Federal Tax Filing

The Office of Student Affairs partners with NU's [Office of International Students and Scholar Services \(OISS\)](#) to provide our in-person/residential F-1 international students with a free federal tax filing code with Sprintax. This allows Garrett international students to file federal taxes free of cost.

Norris University 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. Additional information on activities and services is available at the Norris Information Desk (847-491-2300).

Northwestern University Student Health Insurance Plan (NU-SHIP)

All residential and degree seeking Garrett students enrolled in 2 or more in person classes must submit proof of health insurance to the Office of Student Affairs each year. All degree seeking students are eligible to enroll in the Northwestern University Student Health Insurance Plan (NU-SHIP). Enrollment in NU-SHIP also provides access to NU's Student Health Center. See here for more information about NU-SHIP policies and procedures: [NU-SHIP Summary of Coverage](#). Use the annual health insurance verification form found on the [Health Care | Wellness and Health Care | myGETS](#) on myGETS to enroll each year.

University Christian Ministries

University Christian Ministries (UCM, located at 1834 Chicago Ave.) at Northwestern University provides a spiritual home for Northwestern University students, and Garrett students are also welcome to participate UCM programming. These 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 or julie.windsormitchell@garrett.edu

Other Shared Services

Garrett students have also been able to make use of other NU resources such as NU's [student clubs/organizations](#), the [Purple Pantry](#), the [NU Shuttle](#), and apply for NU's [on campus student worker positions](#). These shared services will continue to be negotiated and codified during the 2026-2027 academic year with the anticipation of more formal shared services language available in Fall 2027 and beyond.

COMMUNITY STANDARDS/STUDENT CONDUCT

As students of Garrett seminary and ministry practitioners who will be serving in a variety of care-filled ministry contexts, all Garrett students are expected to model exceptional conduct and character, in online, hybrid, and in person classrooms, in event and meeting spaces, on our physical campus or online spaces, in Garrett Housing, at contextual education sites, and in their everyday lives.

We maintain four distinct types of community standards process at Garrett Seminary. Each

process addresses a different student or institutional concern or type of policy violation.

Care & Concern

The Care & Concern process is intended to provide early intervention and support for students experiencing academic, personal, behavioral, or wellness concerns. *It is not a disciplinary process.*

Vocational Standards Process

The vocational standards process is used when there is a reasonable basis to believe a student may have violated vocational standards. See vocational standards policy and process in the academic catalog.

Title IX & Sexual Misconduct Process

The Title IX process is used where there is a reasonable basis to believe a student or community member may have violated Title IX or engaged in Sexual Misconduct.

Student Conduct Process

The Student Conduct process is used when there is a reasonable basis to believe a student violated the student code of conduct, housing policies, technology policies, or other non-academic seminary policies.

PART B: POLICIES AND PROCEDURES

STUDENT LIFE POLICIES

Health Insurance

All residential and degree seeking Garrett students enrolled in 2 or more in person classes must submit proof of health insurance to the Office of Student Affairs **each year**.

- All degree seeking students taking two or more in person courses are eligible to enroll in the Northwestern University Student Health Insurance Plan (NU-SHIP)
- F-1 international students and their F-2 dependents are also eligible to enroll in International Student Insurance (ISI)
- Certificate students, LDC students, and students who will be completing their degree programs fully online are not eligible for student health insurance through NU-SHIP or ISI.

The cost of the insurance will be billed directly to the student's Garrett student account.

Immunizations & Vaccinations

Newly admitted Garrett Seminary residential students and/or students registered for two or more in-person classes are required by Garrett Seminary and Illinois State Law to submit proof of immunizations and vaccinations.

Those born after January 1, 1957, must present proof of:

- Immunity to measles (live virus vaccination), rubella, and mumps
- A primary series of diphtheria-tetanus; and
- A diphtheria-tetanus booster within the last ten years.

Students born prior to January 1, 1957, must sign a form verifying the exemption.

Please obtain the required immunization records (e.g., Measles, Mumps, Rubella, Tetanus/Diphtheria/Pertussis, and TB test, if applicable) from your healthcare provider, previous institution or state registry, and submit a copy through the Health Insurance and Immunization Verification Microsoft Form on the [Wellness and Healthcare](#) page on myGETS.

All records must be submitted in English — a translation by the student with copies of the original records is acceptable. Vaccination dates should be listed in month/day/year format. Student immunization records will be kept confidential.

Fall Deadlines for Health Insurance and Immunization Submission:

- **Incoming students:** August 7
- **Returning students:** August 7

Spring Deadlines for Health Insurance and Immunization Submission:

- **Incoming students:** January 15

A hold will be placed on the student account of all residential and degree seeking students taking 2 or more in-person classes who do not submit required documentation by the deadlines specified.

You can be in touch with health.record@garrett.edu with questions.

Student Employment

Student employment opportunities are posted on the [Student Worker Career Center](#) on myGETS. Students can apply by uploading their resume and any other relevant application materials on ADP which will then be sent to the hiring manager listed in the job posting. 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 the selected 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; as we do not provide physical checks. A student should not begin working in the department until they are notified by HR 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 28 hours a week during breaks when they are not taking classes.
- Federal Work Study (FWS) student workers cannot work more than 20 hours per week during the semester but can work up to 28 hours a week during breaks. In addition, FWS students need to complete a form upon hire that can be found on the [Federal Work Study](#) page on myGETS. This link will be included in the initial email sent by HR. FWS student wages are exempt from FICA taxes.
- No student employee can work more than 28 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. Students can view the annual payroll schedule here: [Payroll Schedule](#).
- The best resource for student workers is the Student Worker section of the Human Resources area on 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: [Student Workers Human Resources](#)

STUDENT CODE OF CONDUCT

Garrett Seminary's student code of conduct has been adapted from Northwestern University (NU)'s student code of conduct. As NU and Garrett Seminary have an existing relationship and continue to expand our shared services, these prohibited behaviors and actions have been put in place to ensure the safety and wellbeing in our shared curricular, co-curricular, and other educational spaces in which both NU and Garrett community members engage with one another.

Overview

As students of Garrett seminary and ministry practitioners who will be serving in a variety of care-filled ministry contexts, all Garrett students are expected to model exceptional conduct and character, in online, hybrid, and in person classrooms, in event and meeting spaces, on our physical campus or online spaces, in Garrett Housing, at contextual education sites, and in their everyday lives. All students and residents in Garrett Housing are responsible for being aware of and upholding the guidelines laid out in the code of conduct.

Scope

The Student Code of Conduct applies to both degree seeking and non-degree seeking Garrett students. Residential and commuter student hosts are additionally responsible for the actions and behaviors of their on-campus guests. The Code of Conduct applies from the date a student receives notification of admission to Garrett Seminary and until a student graduates, withdraws, or is discontinued from the seminary. In addition to the student code of conduct, Garrett students are also responsible for adhering to all other Garrett Seminary policies and procedures

Reporting

The office of student affairs is responsible for addressing student conduct violations, housing violations, technology violations, and all other non-academic policy violations. Additionally, the office of student affairs administers both educational/interventional and disciplinary remedies. Depending on the nature and severity of the concern or violation, a student may be provided with supportive measures and/or disciplinary remedies for continued enrollment, and up to discontinuance (dismissal).

Garrett community members can report concerns, incidents, and violations of the student code of conduct [here](#).

Prohibited Conduct

1. Alcohol, Cannabis, and Other Drugs

a.) Alcohol Violations

Prohibited conduct pertaining to alcohol includes intoxication resulting in disruptive behaviors or concern for the student's or other community members' wellbeing. It also includes driving under the influence of alcohol or while intoxicated. Additionally, the sale and manufacture of alcohol on the seminary campus or distribution of alcohol (except when specifically authorized for specific Seminary events) is prohibited.

b.) Cannabis Violations

Prohibited conduct related to cannabis include possessing, distributing or cultivating cannabis on campus, in Garrett Housing, or at a Seminary event. Additionally, cannabis intoxication resulting in disruptive behaviors or driving under the influence of cannabis is also prohibited.

c.) Other Drug Violations

Prohibited conduct related to drugs and drug paraphernalia includes possession, use, misuse, manufacture or cultivation of illegal drugs or controlled substances (except as expressly permitted by all levels of legal authority) and driving under the influence of controlled substances. “Other drugs” include but are not limited to narcotics, cocaine, heroin, prescription medication etc.

2. Bias, Discrimination, Harassment, and Sexual Misconduct

Garrett community members are required to abide by Title IX, Title VI, and Garrett Seminary’s policies on bias, discrimination, harassment, and sexual misconduct. Behaviors in violation of federal civil rights laws and Garrett Seminary policies are prohibited.

3. Destruction of Property

Prohibited conduct related to seminary property includes destroying, damaging, defacing, tampering, or vandalizing Seminary property.

4. Disorderly Conduct and Disruption

Prohibited conduct pertaining to disorderly conduct or disruptive actions includes but is not limited to interfering with a seminary class, program, event, or regular functioning of the Seminary, or causing excessive noise or disturbance.

5. Endangering Self or Others

Prohibited conduct pertaining to endangering self or others includes but is not limited to self-injury, physical or verbal threats, physical or verbal assault or attack, endangerment, and neglect or abuse of minors.

6. Failure to Comply

All students are required to comply with the requests, directives, and instructions of Seminary officials acting in performance of their duties. Physically or verbally abusive words or actions taken against seminary faculty, staff, and leadership is prohibited.

7. Fire Safety Violations

Fire safety violations include actions taken to jeopardize the safety or security of the Seminary, the Seminary community, or any Seminary facilities, building, or premises.

8. Guests and Visitors

All students who visit campus in person (including residential and commuter students) must monitor and are responsible for the behavior and actions of their guests or visitors while they are on campus.

9. Hazing

Prohibited conduct classified under hazing include any intentional or unintentional situation created, or action committed, that causes mental, physical, or emotional discomfort, and is for the purpose of admission to, affiliation with, initiation into, or as a condition of continued membership in a student organization or group.

10. Housing

Prohibited conduct in Garrett Housing is described in the Housing Policies section of the Student Handbook.

11. Illegal Activity

Prohibited conduct includes all actions that violate federal, state, or local laws or ordinances.

12. Instructional Technology

Prohibited conduct in Instructional Technology is described in the Instructional Technology Policies section of the Student Handbook.

13. Intimidation

Prohibited conduct under intimidation includes abuse, harassment, and demeaning or humiliating behavior in person, online, or through a third party in such a way that it impacts another person's ability to learn, work and thrive in the Seminary community.

14. Solicitation

Any Garrett student or third party must obtain permission to solicit on campus. Permission must come from the events planning process in the office of Student Affairs and the appropriate seminary official responsible for the area or building where the solicitation occurs.

15. Student Conduct Process Violations

Prohibited conduct within the student conduct process, other community standards processes, or Title IX Compliance investigation, includes but is not limited to failure to cooperate, making false statements or misrepresenting information, filing a false or malicious (intending to hurt or harm) report or appeal, as well as any actions that retaliate, threaten, intimidate, or influence any persons involved in the conduct process or any seminary officials facilitating the process. Additionally, disclosure of confidential information or failure to comply with remedies is also prohibited within the student conduct process.

16. Theft

Prohibited conduct pertaining to theft includes but is not limited to taking or stealing property or services without the permission of the owner, embezzlement, and fraud.

17. Weapons

The possession of firearms, weapons, fireworks or explosive devices, or dangerous substances and materials on the Seminary campus or at Seminary activities or events is prohibited. The use of weapons, even if legally possessed with the intent to harm, cause fear, or endanger self or others is prohibited.

HOUSING POLICIES

About Garrett Seminary Housing

The primary purpose of Garrett Seminary housing is to provide safe, welcoming, and economical housing for Garrett degree-seeking graduate students, faculty, and staff. Garrett students will always have the right to first placement in Seminary housing.

Northwestern University graduate students and visiting scholars who are enrolled in at least one class at Northwestern's campus are also eligible for Seminary housing, if availability permits. Northwestern University graduate students may not receive an offer for renewal of their housing agreement if the space is needed for Garrett Seminary students.

Housing Policies and Procedures

The following housing policies and procedures have been adapted from Northwestern University (NU)'s Housing policies. As NU and the Garrett-Evangelical Theological Seminary ("Garrett Seminary" or "the Seminary") have an existing relationship and continue to expand our shared services, these guidelines have been put in place to ensure the safety and wellbeing of our shared curricular, co-curricular, and other educational and residential spaces in which both NU and Garrett community members engage with one another.

Contact Information

1. Evanston Police Department

- o Emergency: 911
- o Non-emergency: 847-866-5000

2. Northwestern University Police Department

- o Emergency: 911
- o Non-emergency: 847-491-3456

3. Poison Control

- o 1-800-222-1222

4. City of Evanston

- o 311

5. Resident Assistant (RA) on Duty

- o Phone: 847-745-8242

6. After-Hours Emergency Maintenance

- o Phone: 847-866-3941

7. Garrett Mailroom (for Loder Hall mail and packages)

- o mailroom@garrett.edu

8. Student Affairs

- o Email: garrett.housing@garrett.edu (for questions related to housing)

- o Email: student.affairs@garrett.edu (for other questions related to student affairs at Garrett)

Evanston Residential Landlord & Tenant Ordinance (ERLTO)

Garrett-Evangelical Theological Seminary housing is not governed by the Evanston Residential Landlord and Tenant Ordinance (ERLTO). This information may be found in Title 5, Chapter 3, of the City Code, known as the Residential Landlord and Tenant Ordinance (5-3-1, subsection D(2)).

Scope of Policies

The Garrett Seminary Housing Policies & Information applies to all occupants residing in or visiting Seminary housing, including faculty, staff, graduate students, partners/spouses, adult or minor children, all dependents, guests, and any additional occupant residing in Seminary housing, known or unknown.

The signatory to the housing agreement is responsible for the behavior of all additional occupants, guests, and visitors, known or unknown to the Seminary, in Seminary housing.

Housing Policies & Procedures

1. Air Conditioning and Heating

Loder Hall

Loder Hall provides central heating and central air conditioning.

Maple-Noyes and 916 ½ Noyes

Air conditioning is not provided in the Maple-Noyes and 916 ½ Noyes apartments. Residents must purchase their own personal air conditioning unit, if air conditioning is desired. Residents may only install one AC unit per apartment.

Heat in Maple-Noyes and the 916 ½ Noyes apartment are supplied by radiator. Radiator temperatures are centrally set. Residents may open windows to adjust room temperature, if desired.

AC Unit Installation and Operation

Residents in the Maple-Noyes and 916 ½ Noyes apartments are encouraged to work with Building & Grounds to install their window AC unit.

Building & Grounds will provide a one-time initial installation only; Building & Grounds will not remove or reinstall AC units on a seasonal basis. Residents must acquire and fit an insulated cover over the unit for the winter season.

Window AC units, including personal units in the Maple-Noyes apartments, may only be operated when outdoor temperatures are above 55°F (13°C). Running units in colder weather causes evaporator coils to freeze, leading to equipment failure and severe water damage to windowsills, walls, and flooring. Residents are financially responsible for any property damage caused by improper appliance operation or installation.

2. Access, Keys, and Garrett IDs

Building Access

Students are prohibited from entering vacated rooms, entering buildings during restricted times, entering other restricted areas, or entering or exiting through windows for any purpose except in case of emergency.

Keys, Access Cards, and Garrett IDs.

All keys, access cards, and Garrett IDs are the property of Garrett-Evangelical Theological Seminary.

Replacement Keys, Access Cards, and Garrett IDs

The first access card or Garrett ID provided to students, faculty, and staff is free. A second access card or ID will be provided at no cost if the first access card or Garrett ID is lost or damaged.

Residents who require additional access cards or Garrett IDs will be charged \$7.00 per additional replacement.

Residents will be charged for replacement building and unit keys at the following rates:

- 1) Building/entrance/stairwell key: \$50
- 2) Laundry room key: \$50
- 3) Apartment or Unit key: \$30

All replacement keys, access cards, or Garrett IDs must be obtained from the Office of Student Affairs.

Loaning and Duplicating Keys, Access Cards, or Garrett IDs.

Residents are prohibited from giving and/or loaning their keys, access card, or Garrett ID for any reason unless approved by the Office of Student Affairs.

The Seminary recognizes that residents may need to occasionally share keys with a non-resident for the purposes of pet or childcare. If a key must be shared with a non-resident for these purposes, the Seminary must be notified, and the name of the individual(s) authorized to enter the unit must be provided to the Office of Student Affairs.

Any duplication of seminary keys is strictly prohibited. Residents living in seminary apartments may request additional keys for approved occupants.

3. Breach of Contract and Policy Violations

Breach of Contract and/or violations of Seminary housing policies, the Garrett-Evangelical Theological Seminary Student Code of Conduct, technology policies, and/or the Northwestern University Student Code of Conduct may result in fines, ineligibility for renewal of a resident's housing agreement, or removal from Seminary housing.

Violations of the Garrett-Evangelical Theological Seminary Student Code of Conduct or the Northwestern University Student Code of Conduct may result in referral to the appropriate

Community Standards system. Please see Garrett's Community standards process in the Student Handbook. NU residents may be subject to both Garrett's as well as NU's community standards processes.

Residents will receive written notice documenting violations of their housing agreement and/or Seminary housing policies to their Garrett or Northwestern University email address.

4. Aggravated Arson

Under Illinois law, a person commits aggravated arson when, by means of fire or explosive, they knowingly damage, partially or totally, any building, and they know, or reasonably should know, that one or more persons are present therein.

Aggravated arson is a Class X felony; imprisonment of not less than six years, without probation, must be sentenced upon conviction.

5. Alcohol, Cannabis, and Other Substances

Alcohol Misconduct

Misconduct related to alcohol and alcoholic beverages includes the following:

- a. Use or possession of alcohol, or containers that previously contained alcohol, by individuals under the age of 21 (or the age of majority in the jurisdiction).
- b. Providing or distributing alcohol to individuals under the age of 21.
- c. Intoxication resulting in disruptive behaviors or concern for the student's wellbeing, regardless of age.
- d. Driving under the influence of alcohol or while intoxicated.
- e. Possession of open containers of alcohol in public buildings, parks, beaches, highways, streets, alleys, sidewalks, parkways, and public parking lots (except as specifically authorized by legal authorities).
- f. Possession of kegs or other large storage devices, quantity-dispensing containers, or common sources of alcohol regardless of age.
- g. Drinking practices or games that encourage participants to consume alcohol or promote intoxication and any paraphernalia that supports such activities, regardless of age.
- h. Possession of open containers of alcohol on Seminary property, in Seminary facilities, or in Seminary vehicles or transportation (except as specifically authorized by the Seminary).
- i. The use or possession of alcohol by students or their guests in any dry or alcohol-free areas on campus. This includes areas in administrative and academic buildings, as well as common spaces within on- and off-campus housing facilities.
- j. The sale of alcohol on campus or in off-campus housing at any time.
- k. Manufacturing alcoholic beverages on Seminary property, premises, or facilities or in the Maple-Noyes and 916 ½ Noyes apartments by individuals under the age of 21.
- l. Students living on campus who are 21 years of age or older may consume alcohol in the privacy of their personal rooms so long as the only individuals present are at least 21 years of age, with the exception of the student's roommate, or in the case of students in the Maple-Noyes and 916 ½ Noyes apartments, with the exception of family members. The

number of individuals present must not exceed the occupancy guidelines of the room.

Cannabis Misconduct

- a. Federal law prohibits the possession, use, manufacture, cultivation, distribution, and storage of cannabis for any purpose by students, faculty, staff, and visitors on all the Seminary's campuses and properties and at Seminary-sponsored events.
- b. Misconduct related to cannabis includes the following, regardless of age:
 - i. Possession, use, distribution, or cultivation of cannabis on campus or at a Seminary-sponsored event.
 - ii. Possession, use, distribution, or cultivation of cannabis in off-campus Seminary Housing.
 - iii. Cannabis intoxication resulting in disruptive behaviors or concern for the student's wellbeing.
 - iv. Being in the presence of the use of cannabis on campus or in off-campus Seminary housing.

“Other Drugs”

- a. “Other drug” means illegal drugs and controlled substances. Misconduct related to other drugs includes the following:
 - i. Possession, use, or misuse of illegal drugs or controlled substances (exact as expressly permitted by all levels of legal authority).
 - ii. Possession, use, manufacturing, or distribution of drug paraphernalia.
 - iii. Manufacturing, distribution, or cultivation of illegal drugs or controlled substances.
 - iv. Driving under the influence of any illegal drug or controlled substance.
 - v. Being in the presence of the use or misuse of illegal drugs or controlled substances on campus.

6. Bicycles and Personal Electronic Mobility Devices (PEMDs)

Bicycles

Bicycles may not be stored in any area of a Seminary housing building, either on- or off-campus, other than a resident's room/apartment or in an area specifically designated for such storage.

Residents in the Maple-Noyes and Noyes apartments may store bicycles on the bike rack in the Maple-Noyes laundry room or on the exterior bike rack in the Maple-Noyes courtyard.

Residents in Loder Hall may store bicycles in their room or on an exterior bike rack.

Personal Electronic Mobility Devices

Personal electric mobility devices (PEMDs), including but not limited to electric bicycles and electric scooters (but not electric/motorized wheelchairs), may not be stored, charged, or used in Loder Hall or the Maple-Noyes and 916 1/2 Noyes apartments at any time.

PEMDs, including E-bikes and E-scooters, cannot be stored on the bike rack in the laundry room of Maple-Noyes or exterior bike racks in the Maple-Noyes courtyard.

PEMDs present a substantial fire risk due to the lithium-ion batteries used in these devices. Additional safety risks occur if these devices are improperly operated, stored, and/or charged.

Confiscation, Removal, and Relocation

Bicycles and PEMDs that are inappropriately parked in common areas inside and surrounding Seminary housing, including but not limited to hallways and stairwells, are subject to immediate removal, relocation, or confiscation by Seminary staff.

Campus and City Resources

Residents are encouraged to register their bicycles with the [City of Evanston](#), [Northwestern University](#), and/or the [City of Chicago](#).

Residents are encouraged to [double-lock](#) their bicycles. A map of bicycle racks on Northwestern University's campus can be found [here](#).

Northwestern University's Evanston campus has several bike repair stations that can be used to put air in bicycle tires, adjust your seat height, and make other repairs to your bicycle. Please contact NU's Facilities Management Customer Service, 847-491-5201 or facilities@northwestern.edu for more information, or if you visit a bike repair station in need of maintenance.

7. Billing

Billing Schedule

Housing fees are billed to residents on or around the 1st of each month.

Garrett Seminary students residing in Loder Hall are billed by semester and by month during break periods (Winter Break, June, and July).

Garrett Seminary faculty and staff residing in Seminary housing, including Loder Hall, will be billed by month. Payment will be made via payroll deduction.

Northwestern University residents, including those residing in Loder Hall, will be billed by month.

Additional Fees

All residents are charged an annual administrative fee. This fee is charged when a housing contract is signed or renewed.

- a. Residents in Loder Hall will be billed an annual \$150 administrative fee at the signing of each housing agreement, including at the renewal of a housing agreement.
- b. Residents in Maple-Noyes or the Noyes apartments will be billed an annual \$250 administrative fee at the signing of each housing agreement, including at the renewal of a housing agreement.

Residents in the Maple-Noyes and Noyes apartments will be charged a monthly utility fee.

Residents with pets in the Maple-Noyes apartments will be charged a one-time \$300 pet fee.

Prorated Rent

Monthly rent is prorated on a 1/2 monthly basis. If a resident moves into their unit after the 15th of the month, they will be charged 1/2 the month's rent and 1/2 the month's utility fee, if applicable.

If a resident vacates their unit before the 15th of the month, they will be charged 1/2 the month's rent and 1/2 the month's utility fee, if applicable.

Rent paid by semester will be prorated on a case-by-case basis pending approval by the Dean of Students, the Assistant Director of Student Affairs, or designee.

Late Rent and Failure to Pay

Residents who pay rent after the 5th of the month will be charged a late fee of 5% of the late payment.

Residents who fail to pay rent are in default of their housing agreement. Penalties for failure to pay rent may include – but are not limited to – verbal and written documentation, fines, ineligibility for renewal of a resident's housing agreement, removal from Seminary housing and/or initiation of Collection proceedings.

8. Cancellation of Agreement

Housing agreements are a legally binding contract. Submitting a cancellation request is not an automatic release from a housing agreement, nor does it guarantee a release from a housing agreement. Each request is reviewed on a case-by-case basis.

Eligible reasons for cancellation of a housing agreement include:

- a. Discontinuance from the Seminary
- b. Marriage/civil union (for marriages/civil unions occurring after the date of contract)
- c. Induction into military service
- d. Denial of a visa when preparing to arrive in or return to the United States
- e. Housing agreements may be cancelled if a request is submitted within 5 business days of signing a housing agreement.
- f. The Dean of Students, Assistant Director of Student Affairs, or designee may approve the cancellation of a housing agreement for exceptional circumstances not otherwise described here.

9. Donations and “Free” Items

Donating Appropriately

Residents are not permitted to dispose of unwanted items, including clothing, perishable or non-perishable food items, or other goods by leaving items in public spaces. This includes common rooms in Loder Hall, the laundry room in 2215 Maple-Noyes, or the Maple-Noyes courtyard.

Food items left in public spaces (including outdoor spaces) attract rats, insects, and other pests and will be thrown away. Alternative locations for food donations include local food pantries and [Evanston community fridges](#).

Eliza's Closet

Donations of clean, new, or gently used items in good condition are welcomed at [Eliza's Closet](#). Specifically, clothing, linens, cookware, utensils, small appliances, and other household goods are invited. Donations may be made at any time and placed on the receptacle provided in Loder Hall outside of Eliza's Closet.

10. Facility Use

Sanitary Conditions

Rooms must be maintained in good sanitary conditions and free of any noxious odors. A noxious odor is any aroma of such intensity that it can be detected outside of the room. Any odor may become noxious or offensive when it is too strong.

Furniture and Fixtures

All seminary furnishings and fixtures must always remain in the room to which they are assigned. Furniture in lounges and common areas must not be removed from the space in which they are located. Furniture may not be removed from residence hall rooms or from furnished apartments.

Students are prohibited from any misuse or modification of a room, suite, building common area, and/or lounge in any Seminary housing facility.

Window screens and/or limiters designed to control how the windows open must be kept intact.

Solicitation

Seminary housing facilities may not be used for the sale and/or solicitation of goods and services, for the collection of information, or to gain support for organizations or causes without permission from Student Affairs.

Residents may not use their unit address, mail and package delivery services, desk services, phone number, data jacks, or wireless internet access for non-residential purposes. Any exception to this policy requires written approval from the Dean of Students or designee.

No one is permitted to place materials on, at, or under resident room doors unless the materials are communications from the Seminary or between known acquaintances.

Subletting, Purchasing, or Renting of Rooms

Subletting, purchasing, or renting of rooms to another individual outside of the assigned resident is always prohibited (e.g., Airbnb, HomeAway, etc).

Physical Activity

Engaging in physical activities of any kind outside of areas designated for physical activity in Seminary residential facilities is prohibited.

11. Fire Alarms, Sprinklers, Extinguishers, and Other Devices

Fire Alarms, Sprinklers, Extinguishers, and Other Devices

Fire alarms, automatic sprinklers, extinguishers, and other devices are provided for the safety of residents in case of fire.

Residents may not remove or tamper with smoke detectors or CO2 detectors in their units.

Any items must be stored at least 18 inches below a sprinkler head. The potential discharge spray pattern must not be obstructed for the sprinkler head; this applies to both side wall sprinklers and ceiling mount sprinklers. It is strictly prohibited to hang clothes from or attach anything to sprinkler heads or pipes.

Security and Fire Doors

Exiting through an alarmed security door (except in case of emergency) or propping open, disabling, or tampering with a fire door is prohibited. Tampering with these devices or using them for other purposes is prohibited.

False Alarms, Tampering with Devices, and Other Violations

Persons found to have sounded a false alarm, misused security or fire doors, or tampered with extinguishers, smoke or fire detection devices, or automatic sprinklers may be fined, and other disciplinary sanctions may be applied up to and including removal from Seminary housing.

12. Fire Safety

Fire Exit Drills

Fire exit drills for residence halls are required by Illinois and Evanston law. All occupants of a residence hall must leave the building during a fire alarm or exit drill.

After exiting the building for a fire alarm or drill, residents should remain clear of the building. Residents should not obstruct sidewalks or roadways that may be utilized by emergency services.

Residents must not reenter the building until permitted to do so by emergency services or an appropriate Seminary staff member.

Obstruction of Pathways

Obstruction of fire escapes, corridors, and stairways is prohibited. Residents may not place any furniture, decorations, or personal belongings in such a way that would prevent or obstruct a door from fully opening at a 90-degree angle, or from fully closing a door.

Open Flames

Open flames, including candles, incense, and burning of any object is prohibited in Seminary housing.

13. Garbage/Recycling

Maple-Noyes and 916 ½ Noyes

Residents in the Maple-Noyes and 916 ½ Noyes apartments must remove garbage and recycling from their units. Garbage and recycling bins are located behind the apartments.

Loder Hall

Residents in Loder Hall must place trash and recycling in the garbage and recycling room on their floor. Additional garbage and recycling bins are located behind Loder Hall.

Recycling

Recycling bins are reserved for specific materials, which include cardboard, glass, steel/aluminum containers, aluminum foil, and recyclable plastics. Information about waste and recycling services in the city of Evanston can be found [here](#).

Other Information

Residents may not leave garbage and recycling in the hallway at any time or for any length of time.

14. Graduation and Degree Completion

Residents are expected to vacate their units upon graduation or completion of their degree regardless of the end date of their housing agreement.

Spring Graduation

Residents who graduate in Spring semester must vacate their units no later than June 30 of their graduation year.

Residents who graduate in Spring semester are permitted to vacate their unit between May 1 - May 31 without penalty and may receive a prorated rate for the month of May, as applicable.

Fall Semester

Residents who graduate in Fall semester must vacate their unit before the Seminary closes for Christmas/Winter break. This date is subject to change based on the academic calendar.

One-Time Housing Agreement Extension

Graduating students may request a one-time extension for the duration of one-month following their graduation or degree completion. This request will only be granted in exceptional circumstances, and all requests must be approved by the Dean of Students, the Assistant Director of Student Affairs, or designee. No additional extensions will be granted.

Circumstances including but not limited to lack of immediate post-graduate employment, housing or travel plans (such as the date/time of a flight) do not qualify as exceptional circumstances. Extensions will not be granted for these circumstances.

Failure to Vacate

Residents who fail to vacate their unit following graduation will be subject to all penalties described in their housing agreement, including but not limited to fines and legal action.

15. Guests

A guest is defined as any person who does not have a contract to live in a given space or who is not an approved additional occupant in graduate housing.

Only residents assigned by the Seminary may reside in their assigned room/apartment. Residents may not invite or permit any other person to reside in their assigned room/apartment or in any other area of university housing.

Overnight Guests

A resident may have overnight guests, limited to one guest per resident at any one time with approval of all roommates/suitemates (if applicable).

Overnight guest privileges are limited to a maximum of three consecutive nights and a total of ten nights per resident per semester.

Residents who intend to host a guest for more than three consecutive nights, or for more than a total of ten nights per semester, must notify and receive approval from the Dean of Students, Assistant Director of Student Affairs, or designee. The guest must pass a background check prior to their visit, which will be charged to the hosting resident.

A resident may host non-overnight guests at any time with approval of all roommates/suitemates. All guests who are not residents of the building must always be escorted by an official resident who is aged 21 or over.

16. Housekeeping Services

Loder Hall

Hallways and common areas (including washrooms) in Loder Hall are cleaned daily.

Residence hall kitchens are deep cleaned twice a year. Residents are expected to clean after using the kitchen.

- g. Cleaning includes washing all personal and communal dishes, wiping down surfaces, and removing any food scraps or other waste from the sink.
- h. Sponges, dishwashing liquid, and other cleaning supplies are not provided. Residents should plan to purchase these items for personal use.
- i. Residents are expected to label all food stored in communal fridges with their name and current date.
- j. Items left dirty or unmaintained may be discarded without notice.
- k. Unlabeled or undated food may be disposed of to maintain safety and health standards.

Items that are left dirty or unmaintained (including but not limited to small appliances, pots and pans, dishware, or personal care items) will be discarded without notice.

Unlabeled or undated food will be disposed of to maintain standards of health and safety.

Occupied Units

Occupied apartments, sleeping rooms, and private bathrooms will not be cleaned by housekeeping services. Residents in these spaces are responsible for their own cleaning.

17. 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, residents should purchase appropriate renter's insurance. Residents are strongly encouraged to purchase renter's insurance.

18. Mail and Package Delivery

Garrett Mailroom and Address Information

The Garrett mailroom, located in Loder Hall, is staffed from 10:00 am to 2:00 pm Monday-Friday. These hours are subject to change.

Student mailboxes are in the lower level of Loder Hall. All students residing in the residence halls will be issued a campus mailbox.

Mail should be sent to the following address:

Resident Name
2121 Sheridan Rd.
Evanston, IL. 60201

Loder Hall Mail and Package Delivery

Mail and packages received from the United States Postal Service are sorted and distributed daily. Mail will be delivered to student mailboxes.

Residents who receive packages will receive a numbered key placed in their mailbox; the key will open a parcel locker on the east side of the mailroom. This key should be left in the locker after picking up packages

Packages that are too large for a storage locker will remain in the mail room. Residents will receive a notification in their mailbox sharing the hours that packages may be picked up. The notification slip should be returned to the mail room when packages are received.

Packages for on-campus residents may be delivered to the Main Building front desk. These packages will be relocated to the mail room for student delivery.

Maple-Noyes and 916 ½ Noyes Apartments

The seminary is not responsible for mail and packages delivered to the Maple-Noyes and 916 ½ Noyes apartments. Residents should contact the United States Postal Service (USPS) or the appropriate delivery company, such as Amazon, FedEx, UPS, etc.

Mail Forwarding

Residents must forward their mail after vacating their assigned unit.

Residents in the Maple-Noyes and 916 ½ Noyes apartments should forward their mail through the official USPS change-of-address form.

Residents residing in Loder Hall cannot forward their mail through USPS. First-class mail will be forwarded from the Garrett mailroom for a brief period following move-out or graduation.

Residents in Loder Hall must update their addresses. Examples of cases where residents will need to update their addresses include (but not limited to) banks, credit card companies, auto registration, voter registration, and with any friends or family members who send mail to Garrett.

19. Maintenance Services

Maintenance Requests

Requests for maintenance services and pest control should be made through maintenance.garrett.edu. All maintenance services must be provided by or organized through Building & Grounds.

Residents will not be reimbursed if residents use an outside vendor to address maintenance concerns. Residents will be held responsible for any damages caused by outside vendors. Residents will not be reimbursed for any items purchased to address maintenance concerns.

Building & Grounds will not remove Seminary provided furniture from rooms or apartments and will not make cosmetic upgrades to units while they are occupied.

Pest Activity

If pest activity or an infestation is determined to be the result of resident negligence or non-compliance (such as improper food storage or poor sanitation), the cost of pest control services will be charged to the resident.

Residents should take active steps to reduce the risk of pest activity, including maintaining a sanitary space, promptly removing trash and other waste from their unit, and storing food appropriately. Residents are strongly discouraged from furnishing their units with furniture or other items found in alleyways and in other outdoor spaces. More information about preventing pests can be found on the [Cook County's Public Health website](#).

20. Occupancy

Seminary housing is limited to Garrett Seminary students, faculty, and staff, Northwestern University graduate students and visiting scholars (who are enrolled in at least one course), and approved additional occupants.

End of Eligibility

Any student whose enrollment at Garrett Seminary or Northwestern University is terminated or

concluded for any reason (including dissertation defense and graduation) is no longer eligible for Seminary housing and must vacate their unit within 24 hours unless otherwise approved by the Dean of Students or their designee.

Any resident whose employment at Garrett Seminary is concluded for any reason (including resignation or termination) is no longer eligible for Seminary housing. Non-employees who need additional time to move out of Seminary housing can petition the Office of Human Resources for a short-term stay beyond their last day of employment.

The Office of Student Affairs must be notified immediately of any change of status that impacts a resident's eligibility to be housed in the Seminary housing.

Northwestern University Resident Eligibility

Beginning on July 1, 2026, only Northwestern University graduate students and visiting scholars will be eligible for new housing agreements with Garrett Seminary housing.

Northwestern undergraduate students, faculty, and staff, including postdoctoral scholars, will not be offered new or renewed housing agreements.

Northwestern University visiting scholars who are enrolled in at least one class at Northwestern University will be eligible for short-term housing agreements as availability permits. These residents will not be eligible for the renewal of their housing agreement unless their status changes to an enrolled Northwestern University graduate student.

Additional Occupants

Eligible additional occupants include partners/spouses and approved direct relatives and/or dependents. All approved additional occupants, including minor children/dependents, must be named on the housing agreement.

Approved additional occupants are not signatories to the housing agreement. Only the Garrett Seminary graduate student, faculty, or staff member, or the Northwestern University graduate student or visiting scholar, will be a signatory to the housing agreement.

If the signatory to the housing agreement is required to vacate a unit, for reasons including but not limited to the end of their housing agreement's leasing period, or the academic, disciplinary, or other removal of the signatory from the Seminary or from Northwestern University, approved additional occupants will not be permitted to remain in Seminary housing.

Background Checks

All prospective occupants aged 18 or older must complete a background check prior to approval for initial occupancy and before each renewal of the housing agreement, if applicable. All background checks will be reviewed and housing applications approved on a case-by-case basis.

Garrett Seminary students, faculty, and staff receive a background check as a condition of their acceptance to/employment at the Seminary.

Northwestern University affiliates and all additional occupants will receive a background check

after a housing agreement is signed. They will be responsible for the cost of the background check, which will be billed with their first monthly rent charge.

Residents and additional occupants who have arrived in the United States for the first time with legal status have received a background check as part of their visa process.

Any applicants with a criminal record will be reviewed on a case-by-case basis to determine if they may be placed in Seminary housing.

Occupancy Limits

Residents or guests may not occupy or sleep in common areas of Seminary housing.

Residents may not host an event in a sleeping room where the number of individuals exceeds double the occupancy of the room.

Residents may not reside in any space other than their assigned room/bed space or apartment.

Residents in a double or tandem unit may not utilize space that would be assigned to a second resident.

For example, residents may not utilize both bedrooms in a Loder Hall tandem. Residents may not utilize the second bed and furniture in a Loder Hall double. Spaces should always remain available for an incoming roommate.

21. Personal Property

Common Areas *(Including Hallways, Stairwells, Bathrooms, and Lounges)*

Residents may not store personal property in any common areas that are not designated for that purpose and may not leave, store, or place personal property, including but not limited to floor mats, shoes, or umbrellas in hallways, stairwells, bathrooms, or other common spaces.

Seminary staff will attempt to notify residents and request that they remove personal property from common spaces but may, at their discretion, immediately dispose of any personal property found in common spaces. Residents will not be reimbursed for personal property that is removed from common spaces and disposed of by Seminary staff.

Move-Out

Residents must remove all personal property from their assigned unit at the time they vacate the unit upon expiration or termination of their housing agreement.

Personal property left in units after the time the resident vacates their unit may be disposed of within 24 hours of the resident's departure. If such property is not disposed of, Garrett Seminary may charge a reasonable storage fee for any such property, or reasonable fees to cover the cost of additional cleaning and removal of bulk items.

Donations and "Free" items

Residents are not permitted to dispose of unwanted items, including clothing, perishable or non-perishable food items, or other goods by leaving items in public spaces. This includes common rooms in Loder Hall, the laundry room in 2215 Maple-Noyes, or the Maple-Noyes courtyard.

Food items left in public spaces (including outdoor spaces) attract rats, insects, and other pests and will be thrown away. Alternative locations for food donations include local food pantries and [Evanston community fridges](#).

Donations of clean, new, or gently used items in good condition are welcomed at [Eliza's Closet](#). Specifically, clothing, linens, cookware, utensils, small appliances, and other household goods are invited. Donations may be made at any time and placed on the receptacle provided in Loder Hall outside of Eliza's Closet.

22. Pets and Other Animals in Seminary Housing

Pet Policies

All animals, including emotional support animals, service animals, and pets, in Seminary housing must be approved by and registered with the Office of Student Affairs.

Residents must follow all provisions of the Garrett-Evangelical Seminary Pet Policy and Addendum. All provisions of the pet policy apply to service animals and emotional support animals unless otherwise required by law.

Residents will receive and sign a copy of the Pet Policy and Addendum when they sign their housing agreement or when an animal is first registered to their unit. Owners are responsible for the actions/behaviors of the animal and responsible for ensuring the animal is only present in approved locations.

Service and Emotional Support Animals

Residents who plan to bring a service or emotional support animal to reside in Seminary housing should contact the Office of Student Affairs for information about the housing accommodation process.

Loder Hall

No pets or animals of any kind except those otherwise allowed by law (such as service animals and emotional support animals) are permitted in Loder Hall at any time for any reason.

Maple-Noyes and 916 ½ Noyes

Residents in Maple-Noyes and 916 ½ Noyes are permitted to maintain either one cat or one dog in their unit. Only one pet is permitted per unit unless otherwise approved by the Dean of Students, Assistant Director of Student Affairs, or designee.

23. Prohibited Items

Bedrooms/Sleeping Rooms

The Evanston housing code (City of Evanston (Ordinance 5-1-3)) prohibits the use or storage in sleeping rooms of any appliances for cooking, preparation, or heating of food or beverages, including, but not limited to: microwaves, hot plates, crock pots, coffee pots, blenders, toaster ovens and toasters, water heaters (electric kettles), rice cookers, air fryers, and plug-in and self-heating hot pots.

Loder Hall

Refrigerators (other than those provided by the Seminary in shared common areas and sleeping rooms) are prohibited from Loder Hall.

Room Decorations: The following room decorations are prohibited in Loder Hall:

- a. Any decoration that covers more than 50 percent of the wall or window space (International Fire Code (Section 807.2, Exception 2)); including peel-and-stick wallpaper
- b. Combustible decorations (including but not limited to those made from paper, fabric, wood, and plastics) placed or stored on or near heat sources such as radiators or light bulbs;
- c. Live holiday trees of any size
- d. Artificial holiday trees larger than 18 inches (the seminary may place artificial trees in common areas)
- e. Dart boards
- f. Decorations (such as mounted TVs, posters, framed pictures, etc) that create holes in or mark walls, doors, furnishings, or woodwork
- g. Decorations may not be hung or draped from a window or doorway, from the ceiling, or from exposed pipes or sprinklers
- h. Signs or posters in the windows or on doors must have the approval of all roommates and are subject to the approval of the Seminary
- i. Candles, candle warmers, incense, and open flames are prohibited.

Weapons and Hazardous Materials: The possession or use of firearms or other weapons of any description and for any purpose is prohibited.

- a. Airsoft guns, pellet guns, and other plastic guns/weapons, whether real or fake, are prohibited.
- b. Knives that are used for cooking purposes, and pocketknives with blades less than three inches are allowed, while all others, including hunting, combat, and switchblades, are prohibited.
- c. Fireworks, explosives, and incendiary materials are prohibited. Flammable items, such as lighter fluid, charcoal, gasoline, and propane, cannot be stored in Loder Hall.

Appliances, Furniture, and Room Safety:

- a. The installation of air conditioners or possession of space heaters (that have not been provided by Building & Grounds) by residents in Loder Hall is prohibited.
- b. The building, installation, or use of “lofts,” or any structures used to increase the height, width, or length of the bed, including but not limited to, cinder blocks, wooden platforms, and bed rises or extenders, is prohibited.
- c. The use or possession of items containing large amounts of water that could pose a safety and facilities hazard such as aquariums, water beds or inflatables (hot tubs, pools, etc.), washers, and dishwashers are prohibited.
- d. Large electric appliances such as clothing dryers are prohibited.
- e. Outside furniture (media stand, bookcase, nightstand, etc.) in which the total dimensions of each piece exceed 80 inches is prohibited in the residence halls. Total inches can be calculated by adding the longest width, the longest height, and

- the longest depth together when fully extended (such as legs or sides)
- f. Items must not block any room vents or ventilation.
- g. Items must not prevent or obstruct doors (including the exterior room door and interior room doors, such as the door to the bathroom) from opening at a 90-degree angle.
- h. The Dean of Students, Assistant Director of Student Affairs, Director of Building & Grounds, or designee may instruct residents to remove furniture or other personal belongings if it is determined that the items present a health and safety risk or if the location of the items impacts the building of Seminary staff, including Building & Grounds, from performing necessary tasks or maintenance.
- i. No cameras or recording devices may be installed in any public area of Seminary housing or in any sleeping room. Cameras and/or recording devices may not be installed in on-campus housing.

24. Quiet Hours and Noise

All residents are expected to be courteous with regards to noise at all times and to respond appropriately to requests for quiet.

Quiet Hours identify times when quiet is essential and required. Generally, during quiet hours, any noise that prevents a resident (who is in their room with the door closed) from sleeping or studying is unreasonable.

Courtesy Hours: All other times are considered courtesy hours. During courtesy hours, residents may ask another resident to lower the volume of noise of their activity if it is disturbing their sleep or studying.

Enforcing Quiet and Courtesy Hours: Residents are expected to talk directly with people causing noise and respectfully ask them to reduce the noise. If a resident does not honor a reasonable request to reduce the noise, a Resident Assistant should be contacted for assistance.

25. Room Change Requests

Residents may request a room change by emailing garrett.housing@garrett.edu. Requests will be granted as availability permits. Residents will be required to sign an updated housing agreement prior to moving to the new space.

Room Change Request Due to Resident Conflict

Residents who wish to move spaces due to a conflict with a roommate or suitemate must make a good-faith effort to resolve the conflict prior to approval of the room change request.

Good-faith effort may consist of the following action steps:

- j. Completion or revision of a roommate/suitemate agreement
- k. Mediated conversation between roommates/suitemates with the assistance of a Resident Assistant or Resident Life Assistant, the Assistant Director of Student Affairs, or designee.
- l. Participation in the Community Standards process as outlined in the Student Handbook.

26. Roommates

Residents may not unreasonably refuse to accept a roommate or hinder the Seminary in the assignment of or occupancy by a roommate.

If any resident unreasonably refuses to accept a roommate or hinders the Seminary in the assignment of or the occupancy by a roommate, the Seminary may, at its discretion, require that resident to be responsible for the total rent for the room.

27. Relocation and Removal

At all times, the 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 Seminary property, to restore operations, to reduce costs, or for other such reasons as deemed necessary by the Dean of Students, the Assistant Director of Student Affairs, the Seminary, or designee.

Residents may be removed from housing as a disciplinary remedy, if a resident is found responsible for violations of the Seminary housing policies, violations of the Seminary's or Northwestern University's Student Code of Conduct, and/or for breach of terms established in the housing agreement.

28. Residency Limitations

Graduate student occupancy is limited to eight years (96 months) total. Residents are required to vacate their assigned unit following graduation or degree completion.

Garrett students who begin a second degree at Garrett Seminary may, at the approval of the Assistant Director of Student Affairs, the Dean of Students, or designee, extend their residency beyond eight years.

29. Security

The exterior doors to residence halls and the Maple-Noyes and Noyes apartments are always locked. This is for the safety and security of all residents. Apartment and residence hall bedroom doors and doors of egress/ingress should always be locked.

Exterior doors and interior fire doors must not be propped open at any time.

Do not allow people you don't know to enter the building either by opening the doors or allowing them to follow you through the doors.

The Maple-Noyes and Noyes apartments are equipped with an intercom system. Do not "buzz" people you don't know into the building.

30. Smoking

Smoking, including but not limited to cigarettes, e-cigarettes, and hookas, is prohibited in all areas of Seminary housing buildings, including but not limited to sleeping rooms, lounges, dining rooms, corridors, stairwells, courtyards, washrooms, and within 25 feet of any entrance, open window, ventilation intake, or similar feature of a Seminary housing building.

31. Storage

Loder Hall

Residents in Loder Hall may store small cooking appliances and cookware in the Loder Hall kitchens. Residents in Loder Hall and short-term intensive housing residents may store their belongings in the Loder Hall lockers in the basement of Loder Hall. Residents must provide their own locks and log their locker use.

Maple-Noyes and 916 ½ Noyes

Residents in the Maple-Noyes and 916 ½ Noyes apartments may store their belongings in storage cages in the basement of 2215 Maple and 916 ½ Noyes.

Storage cages are not provided for every unit. Residents may utilize storage cages as availability permits. To allow for as many residents as possible to utilize the storage cages, residents are limited to the use of one storage cage per apartment.

Residents must label their storage cage with their name, unit number, and the date. Tags are provided on the cage for this purpose. Residents must provide their own locks.

Residents may be issued a key to the storage room on request. Residents who would like to request use of a storage room should contact the Office of Student Affairs for availability.

32. Unit Inspections/Unit Entry

Unit Inspections

The Seminary reserves the right to enter and inspect resident for reasons including to inspect rooms for health or safety reasons, for fire safety, during an emergency, to protect life or property from imminent threat to health or safety, when there is a reasonable belief of a policy violation, or to provide repair or maintenance.

Absent an emergency or imminent threat to health or safety, no search of the contents will be made without either consent of a resident of the room or a search warrant, except as otherwise permitted by law.

Residents must correct any hazardous conditions or policy violations noted during any inspection after receiving notification from the Office of Student Affairs. The Seminary may, at its discretion, correct any hazardous condition noted during safety inspection by removal of personal belongings or other forms of redress.

NORTHWESTERN UNIVERSITY RESIDENTS

The Relationship Between Garrett Seminary and Northwestern University

As Northwestern University (NU) and the Garrett-Evangelical Theological Seminary (“Garrett Seminary” or “the Seminary”) have an existing relationship and continue to expand our shared services, these guidelines have been put in place to ensure the safety and wellbeing of our shared curricular, co-curricular, and other educational spaces in which both NU and Garrett community members engage with one another.

While Garrett Seminary is located on Northwestern University’s campus, Garrett Seminary and Northwestern University are fully separate educational institutions.

Northwestern University graduate students who reside in Garrett housing should be fully aware of Garrett Seminary’s policies and procedures, which may differ from Northwestern University’s policies and procedures.

Northwestern University Student Handbook

Violations of Applicable Northwestern University policies

Northwestern University graduate students and visiting scholars residing in Garrett Housing are subject to both the Seminary’s code of conduct and housing policies as well as NU’s code of conduct and housing policies.

Violation of Garrett Evangelical-Theological Seminary policies may result in a referral to the Northwestern University Office of Community Standards, if the policy violation also represents a violation of the Northwestern University Student Code of Conduct.

For more information regarding the Northwestern University Student Code of Conduct, please visit <https://www.northwestern.edu/communitystandards/student-handbook/>.

Violations of Garrett Seminary policies

In a case where a Garrett-Evangelical Theological Seminary policy is violated, but there is not a violation of the Northwestern University Student Handbook, the Northwestern University student will still be held responsible for the violation of Seminary policies.

Violations of Seminary housing policy will be documented and treated as a violation of the housing agreement. Violations of the housing agreement may result in fines, removal, reassignment, and/or eviction from Seminary housing.

Residents may both be referred to the Northwestern University Office of Student Conduct and be treated as violating Seminary conduct and/or housing policies.

Violations of Seminary code of conduct or housing policy will be documented and treated as a violation of the housing agreement. Violations of the housing agreement may result in fines, removal, reassignment, and/or eviction from Seminary housing.

Proof of current connection with Northwestern University

All Northwestern University housing applicants and residents are required to show proof of their status as a current graduate student (or visiting scholar enrolled in at least one graduate class) at Northwestern University.

Approved forms of documentation are a letter from one's department, official or unofficial transcript, advising report, class registration, or some other Northwestern official documentation.

This documentation must be current and must be supplied each time a student wishes to renew their housing agreement.

If a resident cannot supply current documentation, or if the resident's enrollment at or affiliation with Northwestern University ends for any reason, the resident will not be able to extend their housing agreement and will be required to immediately vacate their unit.

Housing Assignments

Northwestern University graduate students and visiting scholars (enrolled in at least one course) will be placed in Garrett Seminary housing as availability permits.

Garrett Seminary students, faculty, and staff have first priority placement over Northwestern University graduate students, including during renewal of housing agreements.

Housing agreements may not be renewed if Garrett Seminary has determined that spaces will be needed to house Garrett Seminary students for the upcoming academic year.

Billing and Payment

Northwestern University graduate students must make all payments through Garrett Seminary's billing portal.

Northwestern University graduate students cannot pay Garrett Seminary directly from their Northwestern University student account, and financial aid is not directly applied to the resident's account at Garrett.

Northwestern University graduate students are required to pay on a monthly schedule.

Residents who fail to pay rent are in default of their housing agreement. Penalties for failure to pay rent may include – but are not limited to – verbal and written documentation, fines, ineligibility for renewal of a resident's housing agreement, removal from Seminary housing and/or initiation of Collection proceedings.

Residency Limitations

Northwestern University graduate student occupancy is limited to eight years (96 months) total. This is in alignment with Northwestern University's graduate housing residency limitation, which limits occupancy to eight years (96 months) from the original date of admission to a graduate program. Visiting scholar (who are enrolled in at least one course at Northwestern University) occupancy is limited to one academic year.

GARRETT SEMINARY FACULTY, STAFF, AND VISITING SCHOLARS

Violation of Seminary Housing policy

Violations of Seminary housing policy may be referred to the Office of Human Resources, if appropriate.

Violations of Seminary faculty/staff conduct or housing policy will be documented and treated as a violation of the housing agreement. Violations of the housing agreement may result in fines, removal, reassignment, and/or eviction from Seminary housing.

Eligibility

Eligibility for Seminary housing is dependent on employment at the Seminary.

If that employment is terminated for any reason, the resident is no longer eligible for Seminary housing and must vacate their unit within 24 hours of such termination, unless otherwise permitted by the Vice President for Academic Affairs and Academic Dean, the Dean of Students or their designee.

Visiting Scholars hosted by the Seminary are eligible for Seminary Housing if such housing is approved by the Academic Dean, Dean of Students, Assistant Director of Student Affairs, or designee.

For the purposes of their housing agreement, Visiting Scholars will be treated as employees of the Seminary. At no point will this entitle a Visiting Scholar to other benefits of Seminary employment.

Housing Assignments

Garrett Seminary faculty and/or staff will be placed in Seminary housing as availability permits. Garrett Seminary students will have first priority placement over Garrett Seminary faculty and/or staff.

Billing and Payment

Garrett Seminary employees must make payments for rent, utilities, administrative fees, and any other fee including but not limited to penalties, damages to the unit, replacement of keys, access card, and/or door lock changes by payroll deduction.

Garrett Seminary employees residing in a residence hall, who would normally be billed by semester, will be billed monthly. The monthly cost will be determined by the semester cost of their housing as determined by their housing agreement divided by the length of the semester in months. This process has been established so that employees are not required to pay for a full semester's rent in one month.

Short Term/Guest Housing for Garrett Seminary Faculty and Staff

Short-Term Guest Housing

Garrett Seminary faculty and staff who normally work and teach remotely, and who are

required to periodically be on campus for in-person classes, are eligible for short-term guest housing in Garrett Seminary housing as availability permits and with the approval of the President and/or Academic Dean.

New Hire Offer-Contingent Housing

New Garrett Seminary faculty and staff may be provided New Hire Offer-Contingent Housing in Seminary apartments as part of their offer of employment.

Housing is not guaranteed to be provided as part of an offer of employment. It is offered at the discretion of the supervisor/hiring manager, with the approval of the President, and contingent on availability.

Such faculty and staff will be required to sign a housing agreement and are required to follow all Seminary housing policies and procedures.

As availability permits, such faculty and staff may sign a housing agreement for their or another unit following the end of their short-term housing agreement. Such faculty and staff will be charged the faculty/staff rate for their unit.

Violations

Violations of housing policies will result in community standards proceedings and may result in verbal and/or written warnings, and up to temporary or permanent loss of access to Seminary housing, expulsion, termination of employment, or other actions that the community standards process determines appropriate to the violations.

INSTRUCTIONAL TECHNOLOGY (IT) POLICIES

Purpose

The Seminary provides students and guests access to several forms of electronic media and services. These include computers, e-mail, telephones, voicemail, online services, intranet, the Internet, and other services. Electronic media and other services provided by the Seminary are Seminary property and their purpose is to facilitate and support learning at the Seminary. All users have the responsibility to use these resources in a professional, ethical, and lawful manner.

For purposes of this policy, the term “users” shall refer to any student, faculty, staff or guest who makes use of equipment or access electronic media and services provided by or under the auspices of the Seminary.

The following are guidelines and general principles for using the Seminary’s electronic media and services. This is intended to be a guideline and not an exhaustive list of all possibilities. When in doubt, seek guidance.

Compliance with Northwestern University Policies

The Seminary relies on a partnership with Northwestern University to provide access to the Internet, libraries, wireless, and other services. The Seminary also relies on the University’s IT system to provide the first line of security to the Seminary’s network and its operation. It is the

responsibility of all Seminary IT users to respect the University's policies and utilize the system in a manner that contributes to the safe and secure operation of the system, maintaining the integrity of the Seminary's and University's policies. Additional information regarding Northwestern University's policies, practices and procedures is located at [NU Technology policies](#)

The following IT policies have been adapted from Northwestern University (NU)'s technology policies. As NU and the Garrett Seminary have an existing relationship and continue to expand our shared services, these guidelines have been put in place to ensure the safety and wellbeing of our shared curricular, co-curricular, and other educational and residential spaces in which both NU and Garrett community members engage with one another.

Prohibited Activity

1. Electronic media cannot be used for knowingly transmitting, receiving, retrieving, or storing any communication that is:
 - Discriminatory or harassing
 - Derogatory to any individual or group;
 - Defamatory or threatening;
 - In violation of any license governing the use of software; or
 - Engaged in for any purpose that is illegal or contrary to the Seminary's business interests or policy or the policy of Northwestern University.
2. Unauthorized use of facilities, services, equipment, account numbers, listservs, or files, including but not limited to using Seminary listservs for personal business ventures or pranks, using a NetID or account assigned to another user, or providing another user with access to your NetID or account.
3. Additions to, modifications of, and unauthorized connections to existing Seminary or University electrical, telephone, data, wireless access points, routers, or television/radio signal wiring and distribution systems, which will be removed at the student's expense.
4. Reading, copying, changing, deleting, tampering with, or destruction of another user's files, software, programs, and accounts (including monitoring another user's data communications) without permission of the owner.
5. Use of Seminary or University resources to interfere with the work of another student, a faculty member, or a Seminary or University official, or that otherwise interferes with normal operation of Seminary or University systems.
6. Use of computing facilities and resources in violation of copyright laws (including unauthorized downloading or sharing of copyrighted files).
7. Students must also abide by other Seminary policies regarding computers, networks, or electronic communications.

Access to User Communications

Users should not assume electronic communications are completely private. The Seminary generally does not review electronic information created and/or communicated by users including e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, but reserves the right to access these and other services based on the sole digression of the Seminary to protect the integrity of the systems and protect legitimate users from the effects of unauthorized or improper use of these facilities/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.

Use of Artificial Intelligence Tools

Regarding AI tools, including generative AI, users are responsible for:

1. Following the AI use guidelines set by individual instructors, programs, or degree requirements.
2. Not entering confidential, personally identifiable, or Seminary-restricted information into AI tools that are not approved by the Office of Instructional Technology.

Security and Appropriate Use

Users must respect the confidentiality of other individuals' electronic communications. All users are prohibited from engaging in, or attempting to engage in:

1. Monitoring or intercepting the files or electronic communications of employees or third parties.
2. Hacking or obtaining access to systems or accounts they are not authorized to use.
3. Using other people's logins or passwords.
4. Breaching, testing, or monitoring computer or network security measures.
5. Any other circumvention or misuse of systems.

Student Workers

Student workers should refer to the Employee Technology Policy and ensure they comply with it.

Violations

Violations of this policy will result in the initiation of a community standards process and may result in verbal and/or written warnings, loss of access to Seminary systems, expulsion, termination of employment, or other actions as the community standards processes determine appropriate to the violations.

COMMUNITY STANDARDS POLICIES AND PROCEDURES

Submitting a Report

Garrett Seminary encourages all community members—students, faculty, staff, residents in Garrett Housing, contextual education site supervisors, and senior leadership—to report concerns when they believe a student may need support or when behavior may violate Seminary policy.

We use one general form for reporting concerns/incidents/violations of seminary policies and community standards. Using the [Care, Concern, and Conduct Report](#), members of the Garrett community can submit the following:

1. **Care and Concern Report:** Select when you have concerns about a student's academic

success, wellbeing, or overall welfare and believe they may benefit from early intervention, support, or resources.

2. **Conduct Incident Report:** Select when a student may have violated the student code of conduct, housing policy, technology policy, or other non-academic seminary policies or when there is a concern involving bias, discrimination, harassment, retaliation, or other prohibited conduct involving a student. Please review the student code of conduct and other policies above.
3. **Vocational Standards Incident Report:** Select when a student's behavior causes a concern associated with their readiness for ministry/vocational practice. Students may review the vocational standards policy in the academic catalog.
4. **Title IX and Sexual Misconduct:** Reports involving sexual misconduct or other conduct covered by the Seminary's Title IX Policy should be submitted separately through the Title IX reporting process [Sexual Misconduct and Title IX Report](#).

Student and/or Resident Conduct Review Process

The Office of Student Affairs handles all student conduct violations, housing violations, technology violations as well as other non-academic policy violations. The Dean of Students or designee may be directly involved in all steps of the student conduct and/or housing, technology, or other seminary violation process except if there is an appeal to the Academic Dean. Upon report of a student conduct, housing or other seminary policy violation, the following procedures are to take place:

1. Initial Review

Any member of the Garrett community can report a violation of the student code of conduct, housing policies, technology policies, or other seminary policies using the [care/concern/conduct report form](#).

Upon receipt of the form, the office of Student Affairs will review the report and engage in a preliminary inquiry. If further action is determined to be warranted, the office of Student affairs will notify the student, and convene a consultation meeting with the student and at least two student affairs or academic affairs staff members.

The student may bring a support person to the initial review, such as another member of the Garrett community (faculty/staff/student), a pastor/counselor, or a family member. However, the support person is not permitted to speak or provide any evidence during the consultation.

Following the initial review, the student will be notified of the next steps, including any associated remedies.

2. Interim Actions

If there is reason to believe that the safety and wellbeing of a Garrett community member or other vulnerable persons in the student's home or care are at risk, the Dean of Students may impose interim actions prior to or after the initial review, including but not limited to no contact orders, removal from seminary housing, removal of access to campus, class, or a program/activity, as well as notification to relevant site supervisors, employers, and/or provided emergency contacts as allowed by the law.

3. Expanded Consultation (if necessary)

If the initial review, consultation, and associated remedies do not adequately resolve the initial violation, an expanded consultation may be arranged. The expanded consultation may include other Garrett faculty or staff members as warranted.

Following the expanded consultation, the student will be notified of the next steps, including any associated remedies.

4. Remedies

The office of student affairs will engage in a thorough analysis of the available evidence and speak to any relevant witnesses before deciding and imposing any remedies. The standard of proof shall be the preponderance of evidence, which is when a claim is more likely true than not, and greater than 50% probable.

Remedies can include educational/interventional remedies, such as participation in a class, seminar, workshop etc., or mental health assessment and treatment, and restorative actions such as developing a plan for apologizing and acknowledging the harm, and a plan for restoration and reintegration.

Remedies can also include disciplinary remedies, such as issuance of a conduct warning along with temporary or permanent disciplinary actions, including but not limited to temporary or permanent removal from seminary housing, temporary or permanent reassignment of a housing unit, temporary or permanent removal from student leadership or student worker positions, and temporary or permanent removal of access to an individual/group, class, program, or activity.

If the student is not discontinued, most commonly, both educational/interventional and disciplinary remedies will be imposed.

5. Resolution

The student conduct review process will be deemed resolved following the initial or expanded consultation meeting with the student, and successful completion of the educational/interventional and disciplinary remedies within the established timelines as determined by the Dean of Students and in consultation with the Academic Dean.

All confirmed violations associated with the student conduct review process will be notated in the student's record.

6. Discontinuance

Depending on the nature and severity of the violation, it may be determined in consultation with the Academic Dean that the student must be discontinued.

Readmittance to the seminary for student conduct-based discontinuance is determined on a case-by-case basis.

7. Appeal Process

A student who has been sanctioned with disciplinary remedies or discontinuance may submit one formal appeal to the Academic Dean (or designee) if they have cause and can provide evidence that indicates remedies are not appropriate to the violation. The Academic Dean's decision after an appeal is final.

STUDENT COUNCIL POLICIES & PROCEDURES

Preamble

During 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.

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 while conducting 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:

- Co-Chair
- Co-Chair
- Secretary
- Treasurer
- 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 the Constitution, to replace the five executive board members.

Executive Board

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

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, the Dean of Students, 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.

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.

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.

Parliamentarian

The Parliamentarian is the keeper of the constitution and bylaws. The Parliamentarian ensures that the Student Council is in compliance with the accepted procedures and constitution and bylaws. It is the responsibility of the Parliamentarian to ensure that proper procedures, protocols and accepted rules of order are followed. The duties and responsibilities of the Parliamentarian position include but are not limited to:

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

Two (2) 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 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 Trustees** outside the Council are outlined by the Board of Trustees. The duties and responsibilities of the **Student Trustees** appointed by the Council include but are not limited to:

- Acting as liaisons between the Council and the Board of Trustees.
- 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.

Two (2) International Student Representatives: composed of different genders

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.

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.

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).

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 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 will not dedicate the Student Council to events or financial burdens without the permission of the Co-Chairs 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 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 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 requests the Dean of Students to undertake.

Additional Note: Activities of the Office of Student Affairs are separate from those of the Council; therefore, the Dean of Students will not dedicate the Student Council to events or financial burdens without the permission of Co-Chairs of the Council.

Article II: Committee Appointment

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.

- **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.
- **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.

- **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.
- **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.

Article III: Administrative Procedures

Definition of Quorum Law for Student Council:

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, or are on a video or 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.

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.

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

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.

Notice and Distribution of Agenda

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.

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.

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.

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.

Types and Times of Meetings

The official times and dates reserved for Student Council meetings is found within the Student Council Bylaws.

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.

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.

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.

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 provided to each member of newly elected Student Council at their first meeting.

Amendments and Ratification

Ratification of the Student Council Constitution will occur by a majority vote of the entire number of the fifteen (11) voting members. A vote of six (6) or more members in agreement will thusly ratify the Constitution. If ratification of the Constitution occurs, the Constitution will immediately go into effect.

Constitution 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 eleven (11) voting members. A vote of six (6) 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.

Bylaws 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.

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 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).

Setting the Budget

The spring-elected Treasurer will assess the budget beginning after the last meeting of the academic school year. The Student Council budget comes from the Student Activity fee and consists of \$15 for each enrolled student. From May to November, the budget will be reviewed and will be fully ratified at the November meeting. During this period of review, the full Council can modify the budget as needed.

Student Organization Budget and Funding

Student Council will inform student organizations of an annual budget per organization within which student organizations may carry out the objectives of their organization.

Funding for Events Sponsored by Individual Garrett Seminary Students

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

General Student Council Funding

Each year the Student Council will budget a minimum for general StuCo needs (i.e. events, t-shirts, retreats, refreshment for the student lounge, 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

Spring Elections

The following eleven (11) positions will be elected during the spring elections:

Two (2) Co-chairs

One (1) Secretary

One (1) Treasurer

One (1) Parliamentarian

One (1) Student Life/University Relations Committee Chair

Two (2) Student Trustees, each for a one-year appointment.

Two (2) International Student Representatives

One (1) PhD Representative

Fall Elections

The following position will be elected by the first-year class during the fall election:

One (1) First-Year Committee Chair

Candidate Qualifications

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 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.

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.

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 seminary policies which can be found in the Student Handbook.

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.

Nominations

Nominations for the spring elections will occur in March.

Nominations for the first-year fall election will occur in September.

Students nominated for more than one position must accept only one nomination and may not be on the ballot for multiple positions.

Suffrage

Those who meet all 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

Voting

- Voting for spring elections will be completed by the end of March.
- Voting for the first-year fall election will begin no later than four weeks after the first day of classes in the fall semester.
- 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.
- 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.

- 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.

Terms of Election

Newly elected members will take their positions after the end of the last day of the Spring semester.

No person shall fill the same office of Student Council for more than two consecutive terms.

Terms are defined as academic year to academic year based on graduation date.

Article VIII: The Gender/Ethnic Makeup of the Two (2) Student Representative Trustees

Gender, racial, and ethnic parity should be a priority in the selection of the two (2) Student Trustees, in keeping with the core values and commitments of the seminary. Two (2) students will be elected for a one (1) year term

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

Gender, racial, and ethnic parity should be a priority in the selection of the two (2) Student Trustees, in keeping with the core values and commitments of the seminary. 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

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.

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.

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 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.

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

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.

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.

The Dean of Students will preside over the impeachment proceedings.

During the proceedings the following will occur:

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.

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.

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.

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.

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].

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.

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.

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 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 after the notice has been posted, a petition shall be

created, carrying the legitimate signatures of no less than twenty percent (20%) of the eligible voting body.

All signatures must be collected within a period of fourteen (14) consecutive days from the creation of the petition.

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.

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

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.

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.

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.

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:

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:

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.

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.

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.

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

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.

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 Student Council Constitution and the Student Handbook. If any Student Organization is found in violation of the rules or regulations mentioned above or does not comply with the Garrett Seminary Mission Statement, the Student Council may recommend an investigation to the seminary. Only the Seminary has the right to pursue disciplinary action against the offending Student Organization.

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 student.council@garrett.edu:

- Name of Organization
- Contact Information for the Student Leader[s]
- Faculty Advisor
- 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.

Funding for Student Organizations

The Student Council allots a minimum of the yearly income from Student Activity Fees towards student organizations. By October 1st of each academic school year, the Student Council will determine the spending cap for each student organization for the 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 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.

Standard Operating Procedures

In the beginning of each academic school year, the Council must distribute a packet to each of the Student Organizations, which must be completed and submitted by October 1 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.

INTERNATIONAL STUDENTS POLICIES AND PROCEDURES

Designated School Officials (DSOs)

Garrett Seminary has three Designated School Officials (DSO). These are individuals at educational institutions who are authorized to work with international students on F-1 and M-1 visas. DSOs help students maintain their visa status by advising on F-1 regulations, updating records, and recommending necessary actions. The DSOs at Garrett Seminary are:

Primary Designated School Official (PDSO):

Thehil Russelliah Singh, Dean of Students

Designated School Official (DSO) for initial I-20 creation:

Katherine Fahey, Senior Director of Enrollment Management

Designated School Official (DSO) for Curricular Practical Training (CPT):

Lisl Heymans Paul, Director of Contextual Education

Maintaining F-1 status

F-1 students must take several actions to maintain their F-1 visa status upon arrival, during studies, and upon completion while studying in the US. These actions include:

Arrival

- Enter the US no more than 30 days before the program start date on your I-20
- Contact your PDSO soon after you enter the US. You must be registered in the SEVIS system within 30 days of your program start date.

Education

- Attend all classes and make satisfactory academic progress.
- Maintain a full course of study as determined by the school (in general, 9 credits for master's level and 6 credits for PhD students) in Fall and Spring semesters.
- Take no more than one online course per semester
- SEVIS check-in/ Registration in January and Summer terms is not required
- Apply for a reduced course load if a full course of study is not possible during a given semester. Confirm eligibility requirements for a reduced course load before dropping a class.

- Take a maximum of 1 online course per semester.
- If the program is not completed by the end date listed on the Form I-20, the student must file an Extension of Stay (EOS) request with USCIS.

Completion

Upon degree program completion, take one of the following actions:

- Apply for post-completion Optional Practical Training (OPT)
- Transfer I-20 to another school for a higher-level degree program
- Apply to change to another visa status
- Return home within 30 days of the program end date listed on the I-20

Other times to contact the P/DSO

- Applying for CPT
- Applying for pre- or post- completion OPT
- Taking a leave of absence
- Traveling outside the US (travel signature on I-20 required)
- Moving to a new address
- Transferring to another school

Practical Training Opportunities

Garrett Seminary encourages all international students to engage in practical training opportunities. Practical training can enhance, integrate, and enrich the international educational experience that students come to the US to experience. There are many ways international students can participate in volunteer and paid practical training. The following policies and procedures outline how international students at Garrett Seminary are authorized to participate in practical training.

On Campus Employment

Starting in their first year, international students on an F-1 visa are eligible to work for up to 20 hours per week with on campus employment opportunities. Students are encouraged to pursue at least one on campus position during their studies at Garrett.

Living & Learning Covenant

Living & Learning is an opportunity for international students on F-1 visas to reside in the parsonages of local congregations to observe, experience, and volunteer in ministry practice. Students' volunteer hours cannot exceed five (5) to -seven (7) hours of service each week. Both students and church representatives must sign a Living and Learning Contract, and churches must provide students with a housing lease. F-1 students are eligible for living and learning opportunities starting in the first year of their program.

Curricular Practical Training (CPT)

International students who are studying under F1 visa status are eligible to engage in degree required internship/practical training opportunities under a program called Curricular Practical Training (CPT), administered through the United States Department of Homeland Security. These opportunities must be required by the degree and specific to curricular learning outcomes.

Parameters for Eligibility

The parameters laid out by the Department of Homeland Security for CPT are as follows:

- F1 Student must have been in residence in the United States and completed a full academic year prior to beginning a CPT authorized internship/practical training.
- Training is required by the student's degree program
- Training is an integral part of the school's established curriculum.
- Designated School Official (DSO) authorizes CPT in SEVIS, and the authorization prints on the student's Form I-20.
- Occurs before the student's program end date on the Form I-20.
- Authorization is for one specific employer and for a specific period of time.
- Student must secure the training opportunity before CPT can be authorized.
- CPT must be authorized before the student can begin work.
- Student can have more than one CPT authorization at the same time.
- CPT positions cannot exceed more than twenty (20) hours per week during the academic year. Full-time CPT is possible when school is not in session.
- One year of full-time CPT eliminates a student's eligibility for OPT. Part-time CPT does not currently impact OPT.

Process for Authorization

The process for students who would need CPT approval in order to complete degree required practical training is as follows:

- F1 students must have been in residence in the United States and completed a full academic year before being eligible to begin a CPT authorized internship/practical training.
- Student consults with Director of Contextual Education and the Primary Designated School Official (PDSO) before seeking internship/practical training approval.
- Student is responsible for finding potential internship/practical training opportunities. The Director of Contextual Education and the PDSO/DSOs are NOT responsible for finding practical training positions for students. All internship/practical training opportunities must be vetted and approved by Director of Contextual Education before student applies for/accepts any positions.

Approval parameters:

- Internship/practical training position must be required by the student's degree program.
- Students must comply with the Student Handbook, Code of Conduct, and other seminary policies, and be in good academic standing. Students in violation of any of the above will only receive CPT approval and authorization pending satisfactory resolution associated with the code of conduct violation(s) and/or upon returning to good academic standing.
- Internship/practical training site must provide appropriate supervision to student throughout CPT period. Any changes to supervision must be communicated to Director of Contextual Education before changes occur.
- CPT positions for full-time F1 visa students cannot exceed 20 hours per week during the Academic Year.
- Any compensation/scholarship related to CPT positions can be paid directly to students. Students must have in place a way to receive payments and sites must work with students to ensure payment is received. Students are responsible for any taxes associated with receiving payment.

- The Office of Contextual Education will do regular check-ins of sites and students to ensure students are receiving agreed upon payments.
- CPT authorization is at the discretion of the Primary and other Designated School Officials.
- Once approved, an authorized CPT will be filed and updates to student's Form I-20 will be made. CPT must be authorized before student begins internship/practical training.
- The PDSO or DSO will email confirmation of authorization to the student, along with a copy of the updated Form I-20.
- The PDSO or DSO will inform the Registrar of the student's CPT authorization to be included on the student's transcript.
- The PDSO or DSO will upload the CPT master list/files and include copies of any documents in the student's file.

Parameters for Non-Approval or Termination

Parameters of non-approval and non-authorization of CPT request or termination of CPT:

- Students are expected to adhere to the standards, policies and procedures set forth in the Student Handbook, Code of Conduct, and under Title IX law. Any violation of the above may result in the denial of authorization or termination of CPT and other further action as determined by Garrett Seminary Officials.
- Garrett Seminary is committed to a safe and healthy environment and, as such, does not tolerate sexual misconduct in any form, including but not limited to, sexual harassment or sexual assault, gender harassment, discrimination based on pregnancy and prenatal status, stalking, and dating or domestic violence. Such conduct violates the community values and principles of our institution and disrupts the living, learning, and working environment for students, faculty, staff, and other community members, including, but not limited to those persons connected with Field Education Placement Sites.

Optional Practical Training (OPT)

During or after completing studies, an international student on an F-1 visa may engage in a work/training experience that furthers their educational goals. F-1 students can engage in pre-completion OPT prior to completing their program and post-completion OPT after Graduation. OPT allows F-1 students completing OPT will receive an EAD card and an OPT authorization on their I-20.

Parameters for Eligibility

- The student has been a full-time student for one academic year
- The student's proposed employment relates to the student's major area of study.
- The student has not used all optional practical training available at the current level of study.
- The student has not been authorized for 12 months or more of full-time Curricular Practical Training (CPT).

Process for Authorization

The process for students who would like OPT authorization while at Garrett-Evangelical Theological Seminary is the following:

- Student follows school processes to submit an OPT request to the P/DSO, such as, the student communicates in writing to the P/DSO their desire to pursue either pre-completion or post-completion OPT.
- For post-completion OPT, students can be authorized in the SEVIS system as early as 90 days before the program end date and no later than 60 days after.

- OPT authorization will only be granted by the P/DSO in person.
- DSO confirms eligibility, enters the request in SEVIS, and issues the Form I-20, usually during the Spring SEVIS check-in.
- Student signs the Form I-20 and completes an Application for Employment Authorization (Form I-765).
- The Form I-765, fee, and supporting documentation must be filed with USCIS within 30 days of the P/DSO's recommendation.
- The Form I-765 is available on the USCIS website <http://www.uscis.gov/i-765>. The website provides submission instructions.
- Upon receipt of the Form I-765, USCIS issues a Receipt Notice (Form I-797) that contains the receipt number assigned to the case.
- If USCIS needs more information, the student will receive a Request For Evidence (RFE), which states what information is needed and the deadline for submitting it. The student must respond by the deadline.
- USCIS then makes a decision on the application: If the application is approved, USCIS issues an EAD. If the Form I-765 is denied, the student receives a communication from USCIS regarding their denial.
- If approved, student receives the EAD and can begin work once the authorized date arrives.
- When the student is hired, the student reports the employer information to the P/DSO using the [F-1 OPT information form](#).
- While on OPT, the student must report to the P/DSO within 10 days any changes in the student's name or address, and employment information.
- The P/DSO will update SEVIS within 21 days with the employment information and any name or address changes.
- The P/DSO will send the updated I-20 to the student.

Approval parameters:

- Internship/practical training position must directly relate to student's major area of study at Garrett Seminary.
- Students must comply with the Student Handbook, Code of Conduct and be in good academic standing. Students in violation of any of the above will only receive OPT approval and authorization pending satisfactory resolution associated with the code of conduct violation(s) and/or upon returning to good academic standing.
- Internship/practical training site must provide appropriate supervision to student throughout OPT period.
- Any compensation/scholarship related to OPT positions can be paid directly to students. Students must have in place a way to receive payments and sites must work with students to ensure payment is received. Students are responsible for any taxes associated with receiving payment.

Changes and Challenges

Students engaging in any of the above practical training opportunities are required to adhere to the following policies regarding changes or challenges in their practical training placement.

Changes in Placement Information

The student should make the Director of Contextual Education immediately aware of changes at their practical training site. This includes phone, email, and address changes as well as changes that would affect their supervision.

Placement Challenges

At any time during the student's practical training placement, the student may request a conference with the Director of Contextual Education to discuss problems and challenges. If such a conference is requested, the student should contact the Office of Contextual Education to coordinate schedules and make arrangements.

Termination of Placement

In rare and extreme cases, the Office of Contextual Education will consider the termination of a practical training placement. Before this option is considered, the student should contact the Office of Contextual Education at the first sign of concern that the placement could result in termination. The contracts related to practical training are mutually binding and should not be terminated unilaterally. The Director of Contextual Education will consult with the parties and work toward a mutual course of action.

If termination is determined to be the best course of action, the Director of Contextual Education, with the possible addition of Garrett-Evangelical Theological Seminary officials, will set the terms of the termination. These will include the conditions under which the student will cease practical training at the placement, the requirements for the student completing or repeating the contextual education requirement (if applicable), and the status of the placement as a practical training partner. A termination document will be entered into the student's file, with a copy given to the placement.

IMPORTANT NOTE: If a student is utilizing a student pastorate under episcopal appointment, then the termination procedures are primarily determined by the polity under which the appointment was made. The Director of Contextual Education may become involved as counselor to either party or as determined by the appropriate denominational representatives. The Director of Contextual Education reserves the right to determine the integrity of the placement (particularly as it relates to Title IX law) to be able to meet the standards of an approved practical training placement at any time and disengage the placement from the program whether the appointment is terminated or not.

Posting Practical Training Opportunities

For sites seeking to engage F1 visa students in practical training, positions may be posted on Garrett's Career Center for external jobs by sending job listing to student.affairs@garrett.edu. The Director of Contextual Education and Primary Designated School Official will provide administrative oversight to all internship/practical training sites.

GENERAL INFORMATION

For staff and faculty office locations and contact information, please visit the [Faculty and Staff Directory](#) on the Garrett website.

EMERGENCY PHONE NUMBERS

Evanston Police Department

- Emergency: 911
- Non-emergency: 847-866-5000

Northwestern University Police Department

- Emergency: 911
- Non-emergency: 847-491-3456

Poison Control: 1-800-222-1222

City of Evanston: 311

EMERGENCY PROCEDURES

Fire, Theft, Injuries, Vandalism, and Immediate Danger

Step 1: When you call 911, 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 911 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 911 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 Seminary. This will enable one person to be available to emergency responders and the other to relay or accept additional information from the Seminary. If there is no one else with you, then after you dial and complete the call with 911 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.

- **Thehil Russelliah Singh** (she/her)

Dean of Students & PDSO

Thehil.russelliahsingh@garrett.edu

847.866.3945

- **Kristen Beck** (they/them)

Assistant Director of Student Affairs

Kristen.beck@garrett.edu

847.866.3939

- **Josten Berczy** (he/him)

Senior Director of Buildings & Grounds

Josten.berczy@garrett.edu

847.866.3995

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.

Contact the following individuals in case of any of the above.

Thehil Russelliah Singh (she/her)
Dean of Students & PDSO
Thehil.russelliahsingh@garrett.edu
847.866.3945

Kristen Beck (they/them)
Assistant Director of Student Affairs
Kristen.beck@garrett.edu
847.866.3939

MAINTENANCE CONCERNS

During Business Hours (Mon-Fri from 8 a.m. to 4 p.m.)
Submit a work ticket: **maintenance.garrett.edu**

After Hours Emergency Maintenance:
Resident Assistant (RA) on Duty: 847-745-8242
After-Hours Emergency Maintenance Phone: 847-866-3941