CONTENTS

Mission Statement .......................................................... 5
Welcome ................................................................. 6
Worship ................................................................. 7
Hours of Interest .......................................................... 8
Daily Class Schedule ..................................................... 9
Academic Calendar ......................................................... 10
Emergency/Disaster Instructions ..................................... 12
Campus Closing Policy ................................................... 14
Whom to See for What .................................................... 16
Office Phone Numbers ..................................................... 18
Where to Go for What ..................................................... 21
  Campus Chaplain ....................................................... 21
  Residential Services .................................................... 21
  Health and Wellness Center ........................................ 21
  On-Campus Employment ............................................. 22
  Mail Room .............................................................. 22
  Food Bank .............................................................. 22
  Re-Sell It Shop ........................................................ 22
  Campus Store ........................................................ 23
  Food Service .......................................................... 23
  Benidt Center Community Room ..................................... 23
  Library ................................................................. 24
  Sign School ............................................................ 25
  Lost and Found ........................................................ 25
Institutional Policies and Procedures ............................... 26
  Drug and Alcohol Policy ............................................. 26
  Sexual Harassment Policy and Grievance Procedure ...... 29
  Student Insurance ..................................................... 33
  Technology Services .................................................. 34
  Campus Parking Regulations ....................................... 37
  Scheduling Meetings and/or Events .............................. 40
  Room Reservations/Event Space Requests ..................... 40
Student Life Policies and Procedures ............................... 43
Residential Life .................................................. 43
Housing Policies/Legal Residence ................................. 44
Marriage Policies .................................................. 52
Students with Disabilities .......................................... 52
Tutors .............................................................. 53
Applying for Financial Aid ........................................ 53
Class Attendance .................................................. 56
Absence from Class ................................................ 57
Academic and Behavioral Standards,
Dismissal, Withdrawal and Leave of Absence .................... 57
Academic Grievance Procedure ................................... 59
Official Acts – Pastoral Students ................................... 59
Official Acts – Deaconess Students ................................. 61
Presupposition for Placement ...................................... 63
Vicarage/Internship .................................................. 63
Placement ............................................................ 63
Ordination, Commissioning and Initial Installation ............... 65
Assignment of First Calls .......................................... 66
Deferral of the Certification Process ............................... 67
Ending Deferred Status ............................................. 68

Miscellaneous Policies and Procedures ............................ 69
Publications ......................................................... 69
Recycle ............................................................... 69
Organ/Pianos ......................................................... 69
Bulletin Boards ....................................................... 69
Selling on Campus .................................................. 70

Sports Information .................................................. 70
Intercollegiate Varsity Team Coaches ............................... 70
Intramural Sports ................................................... 70
Sports and Athletic Venues ......................................... 70
Fitness Center Hours ................................................ 71

Bylaws of Student Association ...................................... 72
Campus Map ........................................................ 84
Dear Seminarian,

Sniff the culture, sense it, feel it. Every place has its own culture, the attitudes and characteristics that make a place what it is. It’s like the air you breathe. Every congregation has its culture; some offer inviting, nurturing cultures but others, sadly, have cultures that put people off. Concordia Seminary strives to be a culture that you’ll love and will want to foster when you are a servant-leader in a congregation.

This Student Handbook has rules and guidelines, necessary parts of any institution where people live and work together. We pray that it will all be filled with the Gospel that makes this community special. The Good News that Jesus came, Jesus comes, and Jesus will come again suffuses our life together with joy. Our first president, C.F.W. Walther said,

I wish to talk the Christian doctrine into your very heart, enabling you to come forward as living witnesses with a demonstration of the Spirit and of power. I do not want you to be standing in your pulpits like lifeless statues, but to speak with confidence and cheerful courage, offering help where help is needed. (Law and Gospel, p. 9)

The word “culture” comes from the Latin word “colere,” to tend, cultivate and to worship. Our campus culture grows out of the faith given by God and celebrated by us daily. “Not that we lord it over your faith, but we work with you for your joy, for you stand firm in your faith.” (2 Corinthians 1:24) Helpers of Joy! Sense it, nurture it, share it!

Dale A. Meyer
President
Dear Seminary Student,

Welcome to our beautiful campus and to the great city of St. Louis, a.k.a. Cardinal Nation. Every year, when I meet our new students and listen to your stories of how you came to be here, I am renewed in my belief that the Holy Spirit is still powerfully at work in the hearts and lives of His people. I listen to the experiences that many of you have had, the paths your lives have taken, and I am humbled by your faith and your passion to share the Gospel with those who do not know Jesus.

You have come here because you love the Word, and you desire to know Jesus more deeply and speak His Truth faithfully. We are grateful that we will be walking with you on this part of your journey. In the few short years that you will spend with us, you will make many friends that will enrich and encourage you. You will together share exciting and challenging experiences. You will be shaped and formed – influenced – by your classes, your reading, your field-work, your vicarage/internship, and who knows what else. But in all of it, you can be sure that the Lord is in control, and His love for you will never end.

I hope that this Student Handbook will prove useful to you. In it you will find helpful resources regarding campus policies and services, as well as the Student Association Bylaws. Don’t forget that one of the main sources of information for our campus is the *Daily Announcements*, which is sent to your Seminary email account every day. Your spouse and other members of your family can subscribe to the *Daily Announcements* as well. The *Daily Announcements* will keep you up-to-date on important events happening on our campus and around St. Louis.

If you have any questions, or if there is anything I can ever help you with, please feel free to get in touch with Deb Roediger, my Administrative Assistant (roedigerd@csl.edu), and she will be happy to help you. I wish you God’s richest blessings on your journey. Enjoy the ride!

In Christ’s name,
Tim Saleska
Associate Prof of Exegetical Theology
Dean of Ministerial Formation
Coach of Preacher Basketball
MISSION STATEMENT
Concordia Seminary serves Church and world by providing theological education and leadership centered in the Gospel of our Lord Jesus Christ for the formation of pastors, missionaries, deaconess, scholars, and leaders in the name of The Lutheran Church – Missouri Synod.

Vision Statement
Concordia Seminary will be the world leader in Lutheran ministerial formation, scholarship, and theological resources.

Core Values
Centered in the Gospel of Jesus Christ, we, at Concordia Seminary value:

Faithfulness to the Scriptures and Confessions – demonstrating the identity of the Seminary as both Lutheran and evangelical, concerned for both the pure and bold proclamation of Christ;

Servanthood to Christ and His church – defining the focus of our activities and the attitude with which we carry out these activities;

Responsiveness to the contemporary context of the world – embodying our attitude toward the church and the world; and

Excellence in our endeavors – acknowledging the standard by which we fulfill our mission.
Welcome to International Students
Seminary and graduate students from around the world make a welcome and significant contribution to Seminary life. For questions concerning non-immigrant student (F-1) status, international students should consult the Registrar.

Welcome to Spouses
Spouses are an important part of the Seminary community and are cordially invited to participate in community life. Many events on campus are planned especially for Seminary spouses: Seminary Women’s Association activities, Seminary Women’s Classes, choral and instrumental groups, intramural activities, and many other routine and special occasions. Spouses are encouraged to participate in as many Seminary-sponsored events as time, energy, and family responsibilities allow. Involvement in campus activities can be a real blessing to a family’s stay at Concordia Seminary. For campus activities for spouses, go to www.csl.edu, click on “Current Students,” then “Women & Families” and also subscribe to the Daily Announcements. Also women can join the facebook group Women of Concordia Seminary STL to share information with other Concordia Seminary women.

Welcome to Children
Children are an important part of our Seminary community as well. Throughout the year, special age-appropriate events are planned and enjoyed. Of particular interest are the free and family-oriented events and museums in the St. Louis area.
THE CHAPEL OF ST. TIMOTHY AND ST. TITUS

In our daily chapel services, we rejoice to receive the gifts that God gives us in His Word and Sacrament. Daily chapel is viewed as part of the student’s formation for the ministry. Campus offices are closed during chapel time.

Dean of Chapel – Kent J. Burreson
Director of Music Ministry – David Johnson

Chapel Services
Monday-Friday . . . . 9:35 – 9:55 a.m.
Wednesday . . . . . . . . . 9:35 – 10:25 a.m. (except on Feast Days)
  Holy Communion (sponsored by an LCMS congregation)

Confession and Absolution by Chaplain
  Please watch Daily Announcements for times.

Prayer requests to be included in chapel service may be submitted by filling out a prayer request form on SemNet (semnet.csl.edu) under “Resources, Chapel, Prayer Request”.

Audio recordings of chapel sermons are available on the Seminary website www.csl.edu or on “Concordia Seminary on iTunesU” at itunes.csl.edu.

For more information on the chapel visit http://www.csl.edu/chapel/
HOURS OF INTEREST

Campus Chaplain Days and times will be posted in the Daily Announcements

Campus Store Monday-Friday 8:00 a.m. – 5:00 p.m.
Saturday 11:00 a.m. – 3:00 p.m.

Copy Center Monday-Friday 7:30 – 9:30 a.m.
1:00 p.m. – 2:30 p.m.
3:30 p.m. – 5:00 p.m.

Fitness Center Monday-Friday 6:00 – 9:00 a.m.
Noon – 6:00 p.m.
Saturday Noon – 4:00 p.m.
Sunday Closed

Food Bank Shopping days are two Saturdays a month from 9:00 a.m.–
Noon and two Tuesdays a month from 3:00 – 6:00 p.m.

Food Service Monday-Thursday
Lunch 11:30 a.m. – 1:00 p.m.
Dinner 5:00 – 6:30 p.m.
Friday
Lunch 11:30 a.m. – 1:00 p.m.
Saturday
Brunch 11:30 a.m. – 1:00 p.m.

Library Monday-Thursday 7:30 a.m. – 10:00 p.m.
Friday 7:30 a.m. – 4:30 p.m.
Saturday 1:00 – 5:00 p.m.
Sunday 6:00 – 10:00 p.m.

During Quarter Breaks
Monday-Friday 8:00 a.m. – 4:30 p.m.
Closed Weekends

Mail Room Monday-Friday 7:30 – 9:30 a.m.
3:30 – 5:00 p.m.
CPH Truck  Monday/Wed./Friday  After 2:00 p.m.

Re-Sell It Shop  Tuesday  3:00 p.m. – 6:00 p.m.
Saturday  9:00 a.m. – Noon
Volunteer Hours  Thursday/Saturday  1:00 – 3:30 p.m.

Welcome Center  Monday-Friday  7:00 a.m. – 6:00 p.m.*
*Closed for Chapel
Saturday  8:00 a.m. – 1:00 p.m.
Sunday  1:00 – 4:00 p.m.

Please watch Daily Announcements for changes regarding any hours of operation for each area. Modified hours for holidays and breaks between quarters will be posted in Daily Announcements. Usually Daily Announcements run Monday, Wednesday and Friday during summer classes. No Daily Announcements run during break periods.

DAILY CLASS SCHEDULE
Class  8:00 – 9:25 a.m.
Chapel  9:35 a.m.
Coffee  9:55 a.m. (Wednesday – 10:25 a.m.)
Class  10:25 – 11:50 a.m. (Open Hour Wednesday)
Lunch  Noon – 1:00 p.m.
Class  1:00 – 2:25 p.m.
Class  2:35 – 4:00 p.m.
### ACADEMIC YEAR 2014-15

#### FALL QUARTER

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>14</td>
<td>Monday</td>
<td>Web Registration for Fall Quarter begins</td>
</tr>
<tr>
<td>July</td>
<td>18</td>
<td>Friday</td>
<td>Web Registration for Fall Quarter closes</td>
</tr>
<tr>
<td>September</td>
<td>2</td>
<td>Tuesday</td>
<td>Orientation for All New Ministerial Formation Students begins</td>
</tr>
<tr>
<td>September</td>
<td>5</td>
<td>Friday</td>
<td>Opening Service</td>
</tr>
<tr>
<td>September</td>
<td>8</td>
<td>Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>September</td>
<td>23</td>
<td>Tuesday</td>
<td>Theological Symposium begins; no classes Tuesday and Wednesday</td>
</tr>
<tr>
<td>September</td>
<td>25</td>
<td>Thursday</td>
<td>Classes resume</td>
</tr>
<tr>
<td>October</td>
<td>20</td>
<td>Monday</td>
<td>Web Registration for Winter Quarter begins</td>
</tr>
<tr>
<td>October</td>
<td>24</td>
<td>Friday</td>
<td>Web Registration for Winter Quarter closes</td>
</tr>
<tr>
<td>November</td>
<td>14</td>
<td>Friday</td>
<td>Quarter ends after classes</td>
</tr>
</tbody>
</table>

#### WINTER QUARTER

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>1</td>
<td>Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>December</td>
<td>19</td>
<td>Friday</td>
<td>Christmas recess begins after classes</td>
</tr>
<tr>
<td>January</td>
<td>5</td>
<td>Monday</td>
<td>Classes resume; Ph.D. Short Courses begin</td>
</tr>
<tr>
<td>January</td>
<td>16</td>
<td>Friday</td>
<td>Ph.D. Short Courses end</td>
</tr>
<tr>
<td>January</td>
<td>19</td>
<td>Monday</td>
<td>D.Min. Courses begin</td>
</tr>
<tr>
<td>January</td>
<td>26</td>
<td>Monday</td>
<td>Web Registration for Spring Quarter begins</td>
</tr>
<tr>
<td>January</td>
<td>30</td>
<td>Friday</td>
<td>Web Registration for Spring Quarter closes</td>
</tr>
<tr>
<td>January</td>
<td>30</td>
<td>Friday</td>
<td>D.Min. Courses end</td>
</tr>
<tr>
<td>February</td>
<td>20</td>
<td>Friday</td>
<td>Quarter ends after classes</td>
</tr>
</tbody>
</table>
### SPRING QUARTER

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>9</td>
<td>Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>April</td>
<td>1</td>
<td>Wednesday</td>
<td>Easter recess begins after classes</td>
</tr>
<tr>
<td>April</td>
<td>7</td>
<td>Tuesday</td>
<td>Classes resume</td>
</tr>
<tr>
<td>April</td>
<td>20</td>
<td>Monday</td>
<td>Web Registration for Summer Quarter begins</td>
</tr>
<tr>
<td>April</td>
<td>24</td>
<td>Friday</td>
<td>Web Registration for Summer Quarter closes</td>
</tr>
<tr>
<td>April</td>
<td>29</td>
<td>Wednesday</td>
<td>Call Day</td>
</tr>
<tr>
<td>May</td>
<td>5</td>
<td>Tuesday</td>
<td>Day of Exegetical Reflection</td>
</tr>
<tr>
<td>May</td>
<td>6</td>
<td>Wednesday</td>
<td>Day of Homiletical Reflection</td>
</tr>
<tr>
<td>May</td>
<td>21</td>
<td>Thursday</td>
<td>Quarter ends after classes</td>
</tr>
<tr>
<td>May</td>
<td>22</td>
<td>Friday</td>
<td>Commencement – 7:00 p.m.</td>
</tr>
</tbody>
</table>

### SUMMER QUARTER

**9/10-week Terms**
- Term X – Mon., June 8, through Fri., August 7
- Term L – Mon., June 15, through Fri., August 21

**4-week Terms**
- Ph.D Short Courses – Mon., July 6, through Fri., July 24
- Term II – Mon., July 13, through Fri., August 7

**2-week Terms**
- Term A/D.Min 1 – Mon., June 8, through Fri., June 19
- Term B/D.Min 2 – Mon., June 21, through Thurs., July 2
- Ph.D. Short Courses – Mon., July 8, through Fri., July 19
- Term C/P-1 – Mon., July 13, through Fri., July 24
- Term D/P-2 – Mon., July 27, through Fri., August 7
- Term P-3 – Mon., August 10, through Fri., August 21
EMERGENCY/SECURITY/DISASTER INSTRUCTIONS

Security
Security is managed through Facilities Planning. To reach the Watchman on duty, call the cell phone at 314-565-4690. If no response, call Security Officer at 314-302-9017. For all emergencies, call 911 first, then notify Campus Security. (Whenever possible utilize a campus land-line when calling 911, as this helps identify your location).

Maintenance
Maintenance emergencies in dormitories or Seminary-owned married student housing should be brought to the attention of the Environmental Services Office (Maintenance Shop, 314-505-7333) during normal working hours. At all other times, emergency situations should be brought to the attention of Campus Security (314-565-4690). If no response contact the On Call Security Officer at (314-302-9017).

Emergencies/Disaster Instructions
In case of an emergency, dial 911. (Whenever possible utilize a campus land-line when calling 911, as this helps identify your location). In the case of theft/crime, after calling Clayton Police, please call Campus Security, 314-565-4690. If no answer, please call the Security On-Call Officer at 314-302-9017.

Clayton Police 314-645-3000
Ambulance 314-768-1212
Campus Security 314-565-4690
314-302-9017

Respond to sirens and alarms from outside or inside of buildings. Please do not assume the alarm is false. Consider what you should do in case of an emergency before one occurs.

In case of fire, remain calm and act quickly. If you hear a smoke detector or fire alarm, exit the building quickly. Once you are outside, do not re-enter the building until given the okay by Fire Department personnel. As a safety measure, check your smoke detector regularly.

In case of a tornado, seek shelter immediately. The safest place is in a basement. If there is no basement, seek shelter in a small interior room in the middle of the building on the ground floor, i.e. a closet or a bathroom. Stay away from large open rooms and from outside walls and windows. Lie low with hands covering the back of your head. If you are in a car, get out. Seek
a safe structure or lie down in low areas with your hands covering the back of your head. Keep alert for flash floods that often accompany such storms.
In case of an earthquake, stay where you are when the shaking begins. If you are outside, stay outside. Get away from trees, buildings and utility lines. If you are inside, get under a desk, bed or within a doorway. Stay away from heavy objects, windows, and exterior doors that may fall on you. If you are driving, stay away from underpasses or overpasses. Stop in a safe area and remain in your car.

**Building Emergencies**
Between 6:00 a.m. and 4:00 p.m. on weekdays: 314-505-7333 or ext. 7333. At all other times, call Campus Security at numbers listed above. Campus Security phones are monitored during off duty times. Campus Security is off-duty from 3:00 a.m. to 6:00 a.m. daily and from 6:00 a.m. to 1:00 p.m. Sunday.

**Other Services**
For other questions, call the Welcome Center at 314-505-7000. Please note the Welcome Center hours on page 9. The Welcome Center is closed on campus holidays.
CAMPUS CLOSING AND PROCEDURES POLICY

The following policy pertaining to the closing of the Concordia Seminary campus due to weather conditions or other incapacitating circumstances was approved by the Concordia Seminary Governance Team on December 20, 2006.

Once the decision to close the campus has been made by the President or anyone he designates:

1. Multiple and redundant means will be employed to communicate the message, including:
   a. Via the Emergency Notification System, an email, text message, and phone message will be sent to all faculty, staff, and students who have signed up with the Emergency Notification System.
   b. KMOX (1120 AM) radio station, KMOV-TV (Ch. 4, CBS) television station, Fox (Ch. 2) television station, and KPLR (Ch. 11) news station, and KSDK (Ch. 5, NBC) television station will all carry Concordia Seminary closure information, as will their respective Web sites: www.kmox.com; www.kmov.com; www.fox2now.com; www.kplr11.com and www.ksdk.com.
   c. A designated Concordia Seminary phone line will carry an announcement regarding the open/closed status of the Seminary. To access the recorded announcement, call 314-505-7080.

2. “Closed” will mean “closed for all” – staff, classes (students and faculty), and all Seminary-sponsored events/activities.

Missing Persons Procedures
Concordia Seminary will endeavor to identify students that are missing without known cause, and assist to determine their location.

If a student is missing for 24 hours without known cause, report of that circumstance can be made to any of the following Campus departments:

<table>
<thead>
<tr>
<th>Campus Security</th>
<th>Security Manager</th>
<th>565-4690</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Services</td>
<td>Administrator, Residential Services</td>
<td>505-7324</td>
</tr>
<tr>
<td>Ministerial Formation</td>
<td>Dean of Ministerial Formation</td>
<td>505-7130</td>
</tr>
</tbody>
</table>

Report of a missing student must be immediately referred to Campus Security. Campus Security will investigate. Within 24 hours if a determination of whereabouts is unsuccessful, the following actions must be taken:

1. Clayton Police must be notified and a report filed.
2. If the student has designated an emergency contact that person must be notified.
Students need to provide emergency contact information through www.sem-net.csl.edu by clicking on the Profile tab, selecting “Campus Notifications”, “Add My Numbers to Campus Notifications”, and filling out the form. A student may update their Emergency Notification information by reentering the Campus Notification section and clicking the Edit icon located prior to their P-Number. This information is available only to FERPA trained campus officials.

These being:
Security Manager
Health and Wellness Assistant
Registrar
Dean of Ministerial Formation
Senior Administrative Assistant for Ministerial Formation

If the investigation is turned over to Clayton Police the emergency contact information will be provided to them at that time.
WHOM TO SEE FOR WHAT

Got a question? Here are the first people you should contact. Please consult the directory of students and faculty and staff directory for contact information. If the person listed or the administrative assistant does not have an immediate answer, they will direct you to the best resource. Your concerns are important to us. We promise to help you in any way we can.

Academic Programs

Ministerial Formation: Dr. Timothy Saleska, Dean
- Master of Divinity/Residential Alternate Route: Dr. Rick Marrs
- Center for Hispanic Studies: Dr. Leopoldo Sanchez
- Deaconess Studies: Dr. Gillian Bond
- Deaf Institute of Theology: Dr. Timothy Saleska
- Ethnic Immigrant Institute of Theology: Dr. John Loum
- Specific Ministry Pastor Program: Dr. Andrew Bartelt, Director
  - Dr. Wally Becker, Assistant Director
- Resident Field Education: Rev. Todd Jones
- Mission Shift: Rev. Jeff Thomodson
- Vicarage and Internship: Dr. Glenn Nielsen
- Personal Growth/Leadership Development: Dr. Mark Rockenbach
- Families in Transition: Mrs. Celina Haupt

Academic Advisor of first year students: Prof. Tom Egger
Certification: Prof. William Carr
Placement: Rev. Wayne Knolhoff

Advanced Studies: Dr. Gerhard Bode, Dean
- Graduate School: Dr. David Maxwell, Deaconess Ruth McDonnell
- Doctor of Ministry Program: Dr. Wally Becker

Registrar (Academic Records): Mrs. Beth Menneke

Spiritual Life

Chapel: Dr. Kent Burreson, Dean
- Music and Choirs: Prof. David Johnson
- Spiritual Counseling: Chaplain Jonathan Stein

Community Life

Student Association: Mr. Thomas Schlund, President
Seminary Wives Association: Mrs. Amber Ferry, President
Athletic Director: Ms. Courtney Hendrickson
Health and Wellness: Ms. Courtney Hendrickson
Residential Services: Mrs. Kim Chapman
**Food Bank and Re-Sell-It-Shop:** Mrs. Kim Chapman
**Tech Help Desk:** Ms. Joan Becker
**Security:** Ms. Kathy McMeans

**Student Accounts and Support:**
- **Financial Aid:** Ms. Laura Hemmer
- **Student Accounts Receivable:** Mrs. Brenda Podry
- **Student Employment:** Mr. Thomas Myers
- **Adopt-A-Student:** Ms. Jenny Wagener

### FACULTY OFFICE PHONE NUMBERS*

*All phone numbers, unless specifically stated start with 505-extension.

#### Department of Exegetical Theology
- Adams, David: 7144
- Bartelt, Andrew: 7013
- Carr, William: 7111
- Egger, Thomas: 7368
- Gibbs, Jeffrey: 7110
- Kloha, Jeffrey: 7566
- Lewis, David: 7387
- Oschwald, Jeffrey: 7146
- Raabe, Paul: 7128
- Raj, A.R. Victor: 7116
- Saleska, Timothy: 7130
- Schuchard, Bruce: 7103
- Voelz, James (*chair*): 7138

#### Department of Historical Theology
- Bode, Gerhard: 7391
- Dost, Timothy: 7142
- Elowsky, Joel: 7106
- Hermann, Erik: 7389
- Robinson, Paul: 7133
- Rosin, Robert: 7134
- Schumacher, William (*chair*): 7112

#### Department of Practical Theology
- Cook, Anthony: 7774
- Johnson, David: 7020
- Jones, Todd: 7113
- Marrs, Richard: 7287
- Meyer, Dale: 7011
- Nielsen, Glenn: 7211
- Peter, David (*chair*): 7101
- Rockenbach, Mark: 7109
- Schmitt, David: 7137

#### Department of Systematic Theology
- Arand, Charles: 7125
- Biermann, Joel: 7567
- Burreson, Kent: 7569
- Maxwell, David: 7385
- Okamoto, Joel (*chair*): 7152
- Sánchez M., Leopoldo: 7273

#### Emeritus Faculty
- Berger, David: 7040
- Brauer, James: 7022
- Graudin, Arthur: 7153
- Hartung, Bruce: 7105
- Kolb, Robert: 7115
- Manteufel, Thomas: 7135
- Rossow, Francis: 7154
- Rowold, Henry: 7136
- Warneck, Richard: 7140
- Weise, Robert: 7141
- Wollenburg, David: 7139
<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Service</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advisor (YR 1)</td>
<td>7368</td>
<td>Emergencies</td>
<td>911</td>
</tr>
<tr>
<td>Academic Advisor (2-4)</td>
<td>7107</td>
<td>Environmental Services</td>
<td>7330</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>7012</td>
<td>EIIT Program</td>
<td>7076</td>
</tr>
<tr>
<td>Accounting</td>
<td>7309</td>
<td>Exegetical Department</td>
<td>7138</td>
</tr>
<tr>
<td>Admissions/Recruiting</td>
<td>7200</td>
<td>Fieldhouse</td>
<td>7215</td>
</tr>
<tr>
<td>Alumni Relations</td>
<td>7370</td>
<td>Financial Aid</td>
<td>7206</td>
</tr>
<tr>
<td>Archivist</td>
<td>7391</td>
<td>Financial Planning and Admin.</td>
<td>7304</td>
</tr>
<tr>
<td>Athletics</td>
<td>7215</td>
<td>Food Bank</td>
<td>7029</td>
</tr>
<tr>
<td>Campus Chaplain</td>
<td>7288</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>314-303-3780</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Events/Services</td>
<td>7336</td>
<td>Food Services</td>
<td>7321</td>
</tr>
<tr>
<td>Campus Store</td>
<td>7319</td>
<td>Graduate School</td>
<td>7102</td>
</tr>
<tr>
<td>Campus Security</td>
<td>7088</td>
<td>Grounds</td>
<td>7341</td>
</tr>
<tr>
<td>Office voicemail</td>
<td>7088</td>
<td>Guest Housing Resv.</td>
<td>7336</td>
</tr>
<tr>
<td>On-Duty Cell</td>
<td>314-565-4690</td>
<td>Health &amp; Wellness</td>
<td>7332</td>
</tr>
<tr>
<td>Cardio Room</td>
<td>7275</td>
<td>Historical Department</td>
<td>7112</td>
</tr>
<tr>
<td>Center for Care of Creation</td>
<td>7125</td>
<td>Housefellow</td>
<td>7021</td>
</tr>
<tr>
<td>Center for Hispanic Study</td>
<td>7273</td>
<td>Housing (off-campus)</td>
<td>7336</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Human Resources</td>
<td>7329</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Information-Welcome Ctr</td>
<td>7000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inst. For Mission Studies</td>
<td>7112</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inst. for Reformation Research</td>
<td>7134</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kitchen</td>
<td>7320</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Library Circulation</td>
<td>7030</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lost and Found</td>
<td>7000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mail Room</td>
<td>7310</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maintenance</td>
<td>7331</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MissionShift Institute</td>
<td>7108</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Music Center</td>
<td>7118</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Personal Growth/</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Leadership Development</td>
<td>7109</td>
</tr>
<tr>
<td>Copy Center</td>
<td>7310</td>
<td>Physical Plant</td>
<td>7330/7331</td>
</tr>
<tr>
<td>CSL Today</td>
<td>7362</td>
<td>Placement</td>
<td>7370</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Practical Department</td>
<td>7101</td>
</tr>
<tr>
<td>Curricular Design and Development</td>
<td>7774</td>
<td>President’s Office</td>
<td>7010</td>
</tr>
<tr>
<td>Daily Announcements</td>
<td>7381</td>
<td>Pulpit Supply</td>
<td>7023</td>
</tr>
<tr>
<td>Deaconess Studies</td>
<td>7114</td>
<td>Purchasing</td>
<td>7312</td>
</tr>
<tr>
<td>Dean of Min. Formation</td>
<td>7130</td>
<td>Recruitment</td>
<td>7200</td>
</tr>
<tr>
<td>Distance Education</td>
<td>7114</td>
<td>Registrar’s Office</td>
<td>7107</td>
</tr>
<tr>
<td>D. Min Program</td>
<td>7201</td>
<td>Academic Affairs</td>
<td>7775</td>
</tr>
</tbody>
</table>

*OFFICE PHONE NUMBERS*

*All phone numbers, unless specifically stated start with 505-extension.*
<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>7338</td>
</tr>
<tr>
<td>Admissions</td>
<td>7220</td>
</tr>
<tr>
<td>Advancement</td>
<td>7356</td>
</tr>
<tr>
<td>Alumni Relations</td>
<td>7229</td>
</tr>
<tr>
<td>Campus Operations</td>
<td>7335</td>
</tr>
<tr>
<td>Campus Services</td>
<td>7331</td>
</tr>
<tr>
<td>Campus Store</td>
<td>7314</td>
</tr>
<tr>
<td>Communications</td>
<td>7356</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>7393</td>
</tr>
<tr>
<td>Distance Education</td>
<td>7781</td>
</tr>
<tr>
<td>Environmental Services</td>
<td>7335</td>
</tr>
<tr>
<td>Facilities</td>
<td>7335</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>7220</td>
</tr>
<tr>
<td>Finance and Administration</td>
<td>7001</td>
</tr>
<tr>
<td>Food Services</td>
<td>7328</td>
</tr>
<tr>
<td>Graduate School and Advanced Studies</td>
<td>7014</td>
</tr>
<tr>
<td>Health and Wellness Center</td>
<td>7220</td>
</tr>
<tr>
<td>Housing Office</td>
<td>7331</td>
</tr>
<tr>
<td>Human Resources</td>
<td>7001</td>
</tr>
<tr>
<td>Library</td>
<td>7046</td>
</tr>
<tr>
<td>Maintenance</td>
<td>7335</td>
</tr>
<tr>
<td>Ministerial Formation</td>
<td>7124</td>
</tr>
<tr>
<td>Mission Shift</td>
<td>7124</td>
</tr>
<tr>
<td>Placement</td>
<td>7229</td>
</tr>
<tr>
<td>President’s Office</td>
<td>7002</td>
</tr>
<tr>
<td>Provost’s Office</td>
<td>7004</td>
</tr>
<tr>
<td>Purchasing</td>
<td>7001</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>7345</td>
</tr>
<tr>
<td>Residential Field Education</td>
<td>7124</td>
</tr>
<tr>
<td>Residential Services</td>
<td>7220</td>
</tr>
<tr>
<td>Technology Services</td>
<td>7232</td>
</tr>
<tr>
<td>Theological Research and Publication</td>
<td>7393</td>
</tr>
<tr>
<td>Vica rage</td>
<td>7124</td>
</tr>
<tr>
<td>Welcome Center/ Switchboard</td>
<td>7331</td>
</tr>
</tbody>
</table>

**FAX NUMBERS**

*All phone numbers, unless specifically stated start with 505-extension.
STUDENT ASSOCIATION OFFICERS 2014-15

President: Tom Schlund
Vice President: Rob Bailey
Secretary: TBD in the Fall
Controller: Wayne Miller
Publications Chairman: TBD in the Fall
Social/Cultural: Erin Matheny
Athletic Chairman: Sam Pitsch
Spiritual Life Chairman: Micah Bauer
Students in Mission: TBD in the Fall
Sacristan: TBD in the Fall
Housefellow: Wayne Miller

SEMINARY WOMEN’S ASSOCIATION OFFICERS 2014-15

President: Amber Ferry
Vice President: Lisa Wright
Secretary/Treasurer: Liz Huff
Spiritual Growth: Jenny Maske
Newsletter: Gayle Leech
Publicity: Anna Davis
Sonshine Coordinator: Heather Giardin
Special Projects: Anna Noble and Lindsay Letsche
Welcome Coordinator: Jen Stransky
SWA Advisor: Diane Meyer
Faculty Wives’ Liaison: Renee Gibbs

RESIDENT ASSISTANTS

Nathan LeGreco
Kevin Richter
Andrew Lehenbauer
Tom Schlund
Nathan Spaulding (starting in Winter Quarter)
WHERE TO GO FOR WHAT

Campus Chaplain
Jonathan Stein, campus chaplain, has his office in G-14. He is responsible for providing a pastoral presence for the campus community. He offers spiritual support, guidance, and counseling for individuals and groups. He offers opportunities for private confession and absolution both informally by appointment or formally on a weekly basis in The Chapel of St. Timothy and St. Titus. Because he is not part of the academic or placement track, he provides a safe place for people to share their concerns and needs. Chaplain Stein's hours are posted on his office door. Contact him at the following numbers: (314) 505-7488 (office); (618) 622-3472 (home); or (314)303-3780 (cell).

Residential Services
The Residential Services Office is located on the second floor of Stoeckhardt Hall in office E-26A. Kim Chapman is available to all prospective students (and their spouses/families along with current and returning students) to assist with the many and varied issues that may arise during a move or their time at the Seminary. For assistance, call (314) 505-7324, or email residencialservices@csl.edu. Additional information is available at www.csl.edu. Go to “Become a Student,” then “Relocation Information.”

Health and Wellness Center
The Health and Wellness center is located on the second floor of Stoeckhardt Hall in room E-27. The focus of the health and wellness center is on staying fit, and developing healthy living lifestyles. The Seminary urges students to take responsibility for their health and be proactive in decisions affecting their personal health habits. Our Health and Wellness Assistant, Courtney Hendrickson, offers wellness education as well as dietary and exercise consultations.

Students are encouraged to consult with Concordia Plans at 888-927-7526, or their personal health provider for referrals of in-network physicians and dentists in the local area or for general questions regarding the health insurance coverage.

Before the beginning of classes, all students are required to fill out and submit a student information form, a personal health history, a vaccination form which must be completed by their personal physician, and also submit a TB test which is not older than 12 months prior to their first day of class. All of these requirements are required to be sent to the Seminary by July 31st. Returning Vicars are to submit a follow up TB test to the health and wellness office upon their return from their vicarage church. Students may opt out of receiving the meningitis vaccine by completion of the Meningitis Waiver Form which is also included with the students welcome packet.
On-Campus Employment
Student employment opportunities are available through the Health and Wellness office located in Stoeckhardt Hall. Pay rates vary depending on the type of work performed. Students are notified of their work-study eligibility in their initial Financial Aid Award Letter. Students may hold no more than 4 jobs at any one time and may work up to a total of 18 hours per week while they are actively in class. While on quarterly breaks, or on summer break and not taking classes, but enrolled in a program, students may work up to a maximum of 40 hours per week. Also, students are reminded to dress for the particular job they are performing. If working outside, be sure to wear durable shoes and proper safety equipment. If working in-doors, please be sure to follow the dress guidelines set forth by that particular department. When in doubt, please do not hesitate to contact your supervisor. For more information, visit Student Employment on the Seminary website at www.csle.edu/admissions/campus/jobs. Time cards: All hours worked must be recorded in a timely manner in the ADP timekeeping system. Timesheets must be submitted no later than 11:59 p.m. every Saturday.

Mail Room
The Mail Room is in the lobby of the Student Services Building. Window hours are 7:30 a.m. to 9:30 a.m., 1:00 p.m. to 2:30 p.m., and 3:30 p.m. to 5:00 p.m. on weekdays. Students may send out mail that has proper postage and can collect incoming packages during window hours. Stamps for purchase are available at the Library.

Food Bank
The Food Bank is made available to all students and their families in order to help supplement grocery needs while at the Seminary. There is no cost for these items, as they are given to the Seminary through donations and then passed on to the students and their families. All students are highly encouraged to donate time to the Food Bank on a regular basis, as this is what helps the Food Bank operate. In addition, students are encouraged to write thank you notes to donors. The Food Bank is located in the lower level of Wartburg Commons in the Benidt Center. The Food Bank is open two Saturdays and two Tuesdays each month unless otherwise advertised. Food Bank hours are generally sent out via the Daily Announcements and Food Bank Facebook page.

Re-Sell It Shop
The Re-Sell it Shop is located in the lower level of Wartburg Commons in the Benidt Center. It is an on-campus store where all students (and families) may purchase new and used clothing, accessories, housewares, small appliances, linens, books and clerical supplies for a minimal charge. The Re-Sell It Shop is open every Tuesday and Saturday, unless otherwise advertised.
Volunteers are encouraged to help out at the shop. The Re-Sell It Shop has a closed Facebook group. If you want to join please go to https://facebook.com/groups/121949704602781/.

**Campus Store**
The Campus Store is located in Lange Hall across from the Chapel. The Campus Store offers a variety of items including Concordia Seminary logo ware, cards, books, devotionals and an assortment of gifts. It also offers a wide variety of food items including simple breakfast items, fresh coffee, sandwiches, ice cream, soda, juice and other snack items all at a reasonable price. You can also special order clergy shirts in the store. Please look for any special notices in the Daily Announcements. Please watch for special hours posted in the Daily Announcements.

**Food Service**
Campus Food Service is available in Wartburg Commons according to the following schedule when classes are in session.

<table>
<thead>
<tr>
<th>Day</th>
<th>Meal</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>Lunch</td>
<td>11:30 a.m. to 1:00 p.m.</td>
</tr>
<tr>
<td>Monday to Thursday</td>
<td>Dinner</td>
<td>5:00 p.m. to 6:30 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>Brunch</td>
<td>11:30 a.m. to 1:00 p.m</td>
</tr>
</tbody>
</table>

**Benidt Center Community Room**
The Community Room is for use by all students of Concordia Seminary. Accordingly, students may use all of the resources found in the Community Room. It is expected that all students using the room will clean up after themselves.

1. The kitchen in the Community Room is for the use of any student who wants to use it. First come, first serve. This is a privilege which can be revoked if the kitchen is not kept clean. Any food items kept in the refrigerators must have the owner’s name written on them and the date they were put in the refrigerator. Anything without identification or older than seven days will be thrown out.

2. All students of CSL are free to have gatherings, meetings and parties. Beer and wine may be consumed. Please refer to “Campus Drug and Alcohol Policies” in the Student Handbook.

3. If you are planning an event with more than 15 people, please make a reservation at tiny.cc/benidt. You will need to use a google account to make the reservation. Please schedule your function at least one week in advance. The Secretary will post the upcoming event at each entrance to the Community Room (this does not guarantee privacy for the function – it is simply a courtesy notification).

4. The Student Association reserves the right (with a week’s notice to the students) to close the Community Room to open usage in the event of a special function specifically designed by the Student Association Senate.
Library
The Seminary Library is located in Fuerbringer Hall. It has over 250,000 catalogued items, more than 1,000 journal subscriptions, standard reference works, microfilm, video recordings, sound recordings, music, and other resources. The catalog is available in the library or via the Internet: http://bridges.searchmobius.org/search~S11. Information on special hours and events can be found on www.csl.edu/library, Daily Announcements, and on the bulletin board inside the Library’s main doors.

Hours

When classes are in-session
Monday-Thursday 7:30 a.m. – 10:00 p.m.
Friday 7:30 a.m. – 4:30 p.m.
Saturday 1:00 p.m. – 5:00 p.m.
Sunday 6:00 p.m. – 10:00 p.m.

During academic breaks
Monday-Friday 8:00 a.m.-4:30 p.m.

Contact
Circulation Desk, ext. 7030
www.csl.edu/library
librarycirc@csl.edu

Lending Periods
1 year (M.A., STM, Ph.D.)
Non-Book Formats: 7 days
Reserve Books: 2 hours
Non-Circulating: Rare books, reference books and periodicals
Fines: $.10 book/day
$.50/hour Closed Reserves
$.50/day all others

Copy Services
$.10/image – cash or check
$.07/image – copy card
Copy cards can be purchased at the front desk in increments of $10.00
**Curriculum Lab:** Informal group study areas available on a first-come first-served basis.

**Individual Student Carrels:** Applications taken at the circulation desk and are assigned in the fall.

**Conference Room/Buszin Room:** Only available through reservation with Campus Services.

**Scholar Stations:** Computers with advanced research tools; and for writing, printing and internet access.

**Sign School**
Sign School provides classes for the Seminary students and families for a small amount. Sign language is now offered as a cross-cultural course (spring quarter) in the Seminary curriculum through the Field Education office. Seminary students are taught and prepared to learn basic sign skills to enable them to communicate with the deaf in their future congregations (98% of deaf people do NOT know the Word of God). Contact Kara Simmons, Director of the Sign School, office 314-505-7120, cell 618-978-6240, or signschool@csl.edu.

**Lost and Found**
Lost and found is located in the Welcome Center. Lost articles should be turned in by the finder and sought by the owner. Items will be held for 90 days and, if unclaimed, will be donated to the Re-Sell It Shop.
INSTITUTIONAL POLICIES AND PROCEDURES

Drug and Alcohol Use and Abuse Policy Statement
Concordia Seminary is committed to maintaining a safe and healthy environment for members of the Seminary community by promoting a drug-free environment as well as one free of the abuse of alcohol. Concordia Seminary strictly prohibits the unlawful manufacture, sale, distribution, dispensation, possession, or use of controlled substances or alcohol on Seminary property or as a part of any Seminary activity. All faculty, staff, and students must comply with this policy as a condition of their employment or enrollment.

Faculty and staff members are prohibited from reporting to work under the influence of alcohol, chemicals, or drugs, including legally obtained prescription drugs, that impair the employee’s ability to perform normal work duties. When a reasonable suspicion exists that an employee may be under the influence of illegal drugs or alcohol, the Seminary reserves the right to (1) require the employee submit to a drug and/or alcohol test, and (2) inspect the employee’s workspace and the employee’s property that is on the Seminary’s campus.

Students are prohibited from reporting to class or other educational activities on the Seminary’s campus under the influence of alcohol or illegal drugs. When a reasonable suspicion exists that a student may be under the influence of illegal drugs or alcohol, the Seminary reserves the right to (1) require the student submit to a drug and/or alcohol test and (2) inspect the student’s property that is on the Seminary’s campus.

Our drug-free workplace policy applies whenever any employee is representing or conducting business for the Seminary, on Seminary property, or at a Seminary sponsored event. This policy applies during all working hours.

Campus social events at which alcohol may be served must adhere to the Campus Event Guidelines available on SemNet under the Campus Services document library and from the Campus Events and Conference department. The Drug Free Workplace Act requires that a faculty or staff member who is convicted of any criminal drug statute occurring in the workplace or while conducting Seminary business must notify their immediate supervisor(s) and the Director of Human Resources within five (5) days of the conviction. Within ten (10) days after receiving that notification of a conviction, the Seminary will notify appropriate federal contracting agencies of such conviction as required by law. The Seminary will fully cooperate with law enforcement officials.
Within 30 days after receiving such notice, the Seminary will take appropriate personnel action against such employee up to and including termination and/or to require the employee to participate in a drug abuse assistance or rehabilitation program.

**Health Risks**
The Drug Uses and Effects chart published by the U.S. Department of Justice’s Drug Enforcement Administration and located on SemNet under the Human Resources document library outlines the health risks associated with drug abuse.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants may have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than other children.

**Treatment**
Concordia Seminary recognizes that alcohol and drug abuse and addiction are treatable illnesses and that early intervention and support improves the chances of successful rehabilitation. Faculty, staff, and students are encouraged to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem. Faculty and staff are encouraged to contact the Employer Assistance Program for assistance. Additional local resources may be found on SemNet.
Legal Sanctions
The manufacture, possession, sale, and distribution, of controlled substances and the use of controlled substances without a prescription is a violation of federal, state, and local laws. Punishments range from fines to life imprisonment. Missouri statutes make it a Class A felony to distribute or deliver controlled substances on or near Seminary property. Persons convicted of this offence can be sentenced to imprisonment for not less than 10 years. A detailed description of the penalties associated with illegal drug trafficking is provided on SemNet under the Human Resources document library in the chart, Federal Trafficking Penalties, published by the U.S. Department of Justice's Drug Enforcement Administration. Missouri’s Liquor Control Law makes it illegal, among other things, for a person under the age of 21 years to purchase, attempt to purchase, or possess any intoxicating liquor. Violation of this provision can result in fines and/or imprisonment.

Disciplinary Action
Faculty, staff, and students who violate this policy will be subject to disciplinary action following applicable disciplinary procedures as outlined in the employee or student handbook. Disciplinary action may include, among other things, reprimand, warning, suspension, probation, expulsion, or termination. The Seminary reserves the right to refer faculty, staff, and students to an appropriate rehabilitation program as appropriate. In addition, the Missouri Workers’ Compensation Act provides for a reduction in benefits or compensation when an employee is injured while using alcohol or non-prescribed controlled drugs. Moreover, when the use of alcohol or non-prescribed controlled drugs is the proximate cause of the employee’s injury, the Act requires the forfeiture of benefits or compensation otherwise payable to any employee.

Drug and Alcohol Educational Resources and Services
Concordia Seminary Employee National Institute on Drug Assistance Program Abuse
www.cignabehavioral.com/wwwnida.nih.gov

Partnership for Drug-Free Parents – The Anti Drug America
www.theantidrug.com/www.drugfree.org

ALCOHOLICS ANONYMOUS
www.aa.org
www.aastl.org
Email: alano@aastl.org
14 Sunnen Drive, Suite 144, St. Louis, MO 63143
Hours: Monday-Friday 8:30 a.m. – 5:00 p.m.
Wednesday 8:30 a.m. – 7:00 p.m.
Saturday 9:00 a.m. – Noon
(314)647-3677

AL-ANON
www.al-anon.alateen.org
Services Offered: Informal group discussions for friends and relatives involved in any way with alcoholism.
14 Sunnen Drive, Suite 144
St. Louis, MO 63143 (314)645-1572

Sexual Harassment Policy and Grievance Procedure Concerning Students
Concordia Seminary seeks to maintain a learning environment free from sexual harassment. Sexual harassment of any student or applicant for admission to Concordia Seminary is strictly prohibited. Sexual harassment is contrary to the religious and moral tenets of Concordia Seminary. In addition, such harassment can negatively affect a person's sense of well-being, dignity, and academic performance.

It is a violation of Seminary policy for any student or any other person, including, without limitation, faculty, administrators, staff, and any person conducting business with Concordia Seminary to sexually harass any student of or applicant for admission to Concordia Seminary.

Concordia Seminary defines sexual harassment as including the following behavior:
1. Unwelcomed sexual advances; requests for sexual favors; unwelcoming touching, fondling, and all other verbal or physical conduct of a sexual nature, when:
   a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s grade, recommendation, or participation in any educational program or opportunity.
   b. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual’s grade, recommendation, or participation in any educational program or opportunity; or
   c. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive learning environment, or unreasonably interfering with an individual’s academic performance, or adversely affecting a student’s academic performance, academic studies, or other educational opportunities.
Whether conduct constitutes sexual harassment will vary depending upon the particular circumstances. Sexual harassment is not limited to physical acts and includes all acts of offensive, particularly when it recurs or one person has authority over the other, may include actions such as veiled suggestions of sexual activity; offensive comments, jokes, innuendos, and other statements of a sexual nature; or the use of risqué jokes, stories, or images. Sexual harassment could include inappropriate personal attention given to a student or applicant by a teaching assistant, an instructor, a professor, or any other member of the faculty, any officer, or any other person who is in a position to exercise authority over such a person.

Sexual harassment may arise in a sexual relationship, whether or not perceived to be consensual, between a student or applicant and any person who determined such student's grade or such applicant's admission, or who could otherwise effect his or her academic performance or professional future. This would apply to any person in a supervisory position, including teaching assistants, professors, and other members of the faculty and teaching staff whose evaluation of or assistance to a student could affect his or her professional life. Concordia Seminary expressly prohibits such relationships.

Any student or applicant who feels that he or she has been the victim of sexual harassment, and any employee, student or other person witnessing an incident of sexual harassment is encouraged to report the incident immediately. Reports, complaints, problems, grievances, and questions should be reported to the Seminary personnel listed below.

All reports of sexual harassment will be promptly investigated. Additionally, if the complainant does not wish his or her identity to be revealed to the alleged offender, the Senior Vice President, the Director of Human Resources, and others involved in investigating the complaint will strive to maintain confidentiality. Substantiated complaints of sexual harassment will be effectively and promptly redressed. If the result of the investigation does not substantiate the complaint, both the complainant and alleged offender will be so advised. The Seminary shall take such action it deems appropriate, depending upon the circumstances and degree of authority it has over the offender and in accordance with the disciplinary policies and procedures applicable to the person who committed the act of harassment. A written description of the procedures for the resolution of sexual harassment complaints is available upon request from any of the personnel listed below.
The Seminary expressly prohibits any form of retaliation against any person for filing a complaint under this policy or for assisting in a complaint investigation. Any person who desires to file a complaint or discuss this policy may contact the following persons:

Chad Cattoor  
Senior Vice President  
Concordia Seminary  
801 Seminary Place  
St. Louis, MO 63105  
(314) 505-7304

Tom Myers  
Director of Human Resources  
Concordia Seminary  
801 Seminary Place  
St. Louis, MO 63105  
(314) 505-7329

If the Senior Vice President is the offending party, or if the student is uncomfortable reporting the incident to him, or if it would be inappropriate to discuss the matter with him, it should be reported to the Director of Human Resources. If the Director of Human Resources is the offending party, or if the student is uncomfortable reporting the incident to him, or if it would be inappropriate to discuss the matter with him, the complaint should be reported to the Senior Vice President.

**Student Sexual Harassment Investigation Procedure**

Each member of the faculty, administration, and staff is responsible for creating an atmosphere free of sexual harassment and for reporting any incidents or harassment he or she observes or which otherwise comes to his or her attention. Further, faculty, employees, and students are responsible for respecting the rights of others within the campus community.

Any student of or applicant for admission to Concordia Seminary should initiate complaints under the following procedures if he or she believes that he or she has been a victim of sexual harassment. The procedure that follows is intended to discourage sexual harassment in Concordia Seminary programs and activities, including admissions, and to encourage any person who has suffered sexual harassment to initiate a complaint so that corrective action can be taken on behalf of the victim and Concordia Seminary. Concordia Seminary wants to assure all students and applicants for admission that it does not and will not take lightly any instances of sexual harassment.

**How to Initiate a Complaint**

A student of or an applicant for admission to Concordia Seminary who feels that he or she is or has been the object of sexual harassment or any person witnessing any harassment should promptly report the incident. Reports, complaints, problems, grievances, and questions should be reported to the Senior Vice President or the Director of Human Resources, whose names, addresses, and telephone numbers are listed in the Sexual Harassment Policy.
Concordia Seminary prohibits any form of retaliation against any person for filing a complaint under this policy or for assisting in a complaint investigation.

Filing of Reports of Complaints
The Senior Vice President or the Director of Human Resources shall prepare a written summary of the reported incident or incidents based on discussions with the complainant. The complainant will be asked, but not required, to initial that summary as a means of verifying the facts. Additionally, if the complainant does not wish his or her identity to be revealed to the alleged offender, the Senior Vice President, the Director of Human Resources and others involved in investigating the complaint will strive to maintain confidentiality.

Action Pending Investigation of a Complaint
Upon receipt of a sexual harassment complaint, the Senior Vice President or the Director of Human Resources shall, if the alleged offender is a Seminary employee, notify the supervisor of the alleged offender or the Department Chair, in the case of a faculty member. These persons should be notified that a sexual harassment complaint has been received and will be investigated in a confidential manner. Depending on the seriousness of the complaint, interim measures, including suspension of the alleged offender from work with pay, or from attendance in class, if determined by the Senior Vice President or the Director of Human Resources to be appropriate, may be taken before the complaint is fully investigated. All persons notified will be asked to maintain confidentiality. In addition to the above temporary actions, the administrative staff of Concordia Seminary and all faculty members and instructors shall comply with any reporting and other requirements of federal, state, and local laws and regulations.

Investigation of Complaint
The Senior Vice President, the Director of Human Resources, if applicable, or a designated management employee will investigate the complaint by questioning the alleged offender and any witnesses identified by the complainant. After a thorough investigation, the investigator will prepare a written report, stating the investigator’s conclusions. That report will include the complainant’s name, a copy of the complaint, the names of any witnesses and their testimony, the name of the alleged offender, and the investigator’s ultimate determination and recommended disposition of the complaint, including any corrective action.
Action on Investigative Findings
If the investigation substantiates the complaint, corrective action will be taken. This may include, but is not limited to: warning, reprimand, expulsion, dismissal, demotion, or transfer of the offender, or a disciplinary notice in the personnel file of the offender.

Prior to the implementation of any such corrective action, the offender will be given the opportunity to rebut the investigation findings in an interview conducted by the investigator, and which also may include the Senior Vice President or the Director of Human Resources and the supervisor of the offender, if an employee. In addition, any corrective action shall be taken only following any hearing and appeals procedures that apply to the individual offender and the action to be taken. If the results of the investigation do not substantiate the complaint the complainant and the alleged offender will be so advised.

Recording of Investigative Materials
The personnel or student file of the alleged offender will state that an investigation was made and indicate the final outcome of the investigation. In addition, a confidential file shall be established for every sexual harassment complaint made. It should include:

- The complainant’s name, an initialed copy of the complaint as described by the complainant, the names of witnesses and their testimony, and the name of the alleged offender;
- A copy of the Investigative Report and determination of fact and recommendations made;
- An indication of the disposition of the complaint, including any appeal process findings and disposition.

A copy of the policy prohibiting sexual harassment which informs the student and applicant for admission of his or her right to raise and how to raise the issue of sexual harassment shall be posted in a conspicuous place for inspection and shall contain a statement that a copy of the policy will be furnished to any student or applicant for admission upon his or her request.

Student Insurance
The Seminary Board of Regents requires each full-time student to verify existing health care coverage in a group health plan. The Board also encourages each student to secure adequate health insurance coverage for his/her dependents. A student classified as non-resident alien is required by the Board of Regents to have adequate health coverage for himself/herself and his/her dependent(s). Ordinarily, this coverage is provided by enrollment in the Seminary’s health plan.
The Seminary utilizes Concordia Plan Services to administer its health insurance through Anthem Blue Cross/Blue Shield of Minnesota. Open Enrollment for students and their dependent family members who previously declined coverage may enroll between generally August 1 and September 1 of each year. Students may opt-out to a comparable group health plan; a plan through their parent’s or spouse’s employer, military or other government plan, excluding plans sponsored through the Affordable Care Act. Students and/or dependent family members of students who desire to enroll in Concordia Plans outside of the Open Enrollment window will need to meet Special Enrollment criteria before being allowed into the plans. In these circumstances Concordia Plan Services has the final say who meets this criteria. Forms and brochures are primarily available on-line through www.concordiaplans.org. These forms may also be picked up through the Health and Wellness Office.

Seminary insurance coverage is from September 1, 2014 to August 31, 2015. If the student and/or family are enrolling in Concordia Plan Services, their student account will be billed monthly. The Seminary charges an $8.00 administrative fee on top of the listed premiums in the Concordia Plans informational brochure. Coverage is world-wide and includes Dental and Vision benefits as well as preventative health programs.

Technology Services

Student Access to Concordia Seminary Network Policy

This policy shall be considered as an extension to and subject to the terms of the Technology and Privacy of Information Policy as established and adopted by the Board of Regents on January 23, 1999.

1. Concordia Seminary does not assume responsibility for installation, maintenance, and/or repair of student computers and software.

2. All students desiring access to Concordia Seminary’s network shall be subject to the following terms and conditions:
   a. Students are responsible for insuring that their equipment and software is compliant with the terms and conditions set out below and will do no harm to the Seminary network.
   b. Concordia Seminary’s policy states that for any machine or device that connects to the CSL network, a supported and up-to-date anti-virus program must be installed, as well as published updates for their particular operating system. This policy is enforced by the Cisco Clean Access Agent (provided by Concordia Seminary).
      i. When on campus, students are required to download and install the Cisco Clean Access Agent (CCA) before connecting to the network.
      ii. The student shall ensure that current and active antivirus software is properly installed and configured with full protection.
iii. It is the student’s responsibility to make sure that his or her computer has the required Microsoft updates. In the event any of the above terms and conditions are not met, Technology Services reserves the right to refuse network access.

c. Technology Services reserves the right to monitor network activity on any student equipment or programs connected to the Seminary’s network.

d. All unauthorized equipment (such as tablets, laptops, desktops, routers, switches, etc.) shall be immediately disconnected from the network. Failure to do so may result in financial and/or other reasonable penalties to be assessed against the student by the Seminary.

3. Students who knowingly or unknowingly engage in inappropriate or excessive network activity shall be subject to the following:

a. Technology Services reserves the right to monitor all network traffic on the Concordia Seminary network.

b. When Technology Services identifies activity which it deems to be inappropriate or excessive, including but not limited to virus-like activity, Technology Services shall identify the source of the offending activity and cause the connection to be terminated.

c. Technology Services shall make reasonable attempts to contact the person to whom the equipment or connection is registered, and inform him/her of the action taken.

d. The connection will be reactivated only upon acceptable proof that proper steps have been taken to insure that the offending equipment or programs have been repaired, modified, or deleted to the satisfaction of Technology Services.

e. In the event that the offending equipment or programs cause temporary or permanent harm to the Seminary network or causes the Seminary to expend substantive resources to locate and isolate offending equipment or software, financial and/or other reasonable penalties may be assessed by the Seminary.

**Username and Password**

All registered students will be given a username and password when they arrive on campus. All passwords must meet the following criteria:

- Be at least seven characters in length;
- Contain one or more lowercase letters;
- Contain one or more capital letters;
- Contain one or more special characters (!@#$%^&*());
- Contain one or more digits 0-9.
Passwords cannot contain any string of characters related to the login name. For example, John Smith logs in as “smithj” and therefore cannot have “smith” or “john” anywhere within the password. Passwords must NOT be identifiable words. Choose words that cannot be identified by a spell check program. The following is an example of a valid password that meets the established criteria: “Sem1n@ry”.

**Email**
The Concordia Seminary email system is the official method of communication to Seminary students; therefore, the Seminary provides a secure email account to all registered students. Concordia Seminary’s email address policy is last-name-first-initial@csl.edu. For example, Martin Luther’s email address would be lutherm@csl.edu. You can access your email account via the internet using Microsoft Outlook Web Access at https://mail.csl.edu.

If you prefer to use a personal account instead, the Helpdesk can assist you in forwarding your CSL account to your personal address. Directions can also be found on Concordia Seminary’s SemNet (https://semnet.csl.edu). If you forward your CSL email to a personal account, please remember that all Seminary communications will be still sent to your CSL account; it is the responsibility of the student to ensure emails are forwarded as desired.

**Internet Access**
Concordia Seminary provides internet access to students by either a physical (wired) or wireless connection. A connection to the internet through the Concordia Seminary network assumes that you have read and agreed to abide by the Acceptable Use Policy found on SemNet. Students living in the dorms are provided with a network jack in each room. Public wireless access is also available on the Seminary’s campus in Sieck Hall, Loeber Hall, the Library and Benidt Dining Complex. The network name (sometimes called an “SSID”) is CSLWiFi.

Students who live in the dorms will have internet connectivity through the Seminary’s network. Students who live in the campus apartments will not have a connection to the Seminary’s network while in the apartments. Charter communications supplies phone, television, and internet connection services in the apartments. A fee for these services is included in your apartment’s monthly rent.

Should you have any questions, the Technology Services Helpdesk is staffed Monday thru Friday from 7:30 a.m. to 9:30 a.m. and 10:30 a.m. to 4:30 p.m. The Helpdesk is located at the east end of the lower level in Sieck Hall and can be reached by phone at 866-333-2064 or 314-505-7231, or by email at helpdesk@csl.edu.
Electronic Communications –
Include Websites, Facebook, Twitter, and Blogs

All electronic communications are subject to the Eighth Commandment, as are communications of all forms. Electronic means of communication can be used in positive ways, including proclamation of the Gospel. However, these means can also be used to damage yourself or others. They are often difficult to retract and can be disseminated beyond the intended recipient. Therefore, students are encouraged to be very careful with their electronic communications, including blogs, emails, text messages, voice mail, instant messaging, Facebook, Twitter, and other forms of electronic posting and publishing. They are reminded to speak the truth in love and to explain everything in the kindest way, so as to uphold their reputation and that of their neighbor. Additionally, students are encouraged to be good stewards of their time with regard to their studies and the use of electronic means of communication.

Use of Offices and Equipment on Campus

Personal use of Seminary offices and equipment (including computers) by students is not permitted. If there is a valid reason for use of offices and equipment, especially during times when offices are closed, prior approval must be obtained in each case from the appropriate department manager.

Telephone Services

Phones are currently active for local calling in all apartments, classrooms and dorm lounges. If you desire long-distance service for an apartment unit, Concordia’s long-distance service provider is Charter Communications. The long distance rate will vary. Any long-distance charges will appear on your monthly Concordia Seminary Billing Statement. If a phone is shared, one person will need to be the responsible party for that phone. We cannot individually bill long distance charges that are charged to the same phone number.

Campus Parking Regulations

The policies and regulations for parking have been developed to maintain adequate control and supervision over roads and parking areas on campus as well as hinder auto break-ins and theft. Everyone driving on campus is required to comply with the driving and parking regulation.

Faculty, staff, commuters, and all apartment residents are permitted to register two (2) vehicles a year. Dormitory residents are permitted to register one (1) vehicle a year. The permit must be permanently affixed to the lower left-hand corner of the vehicle’s rear window.
Regulations which all students, faculty and staff who drive cars are asked to respect are:

1. Regulations are in effect at all times including weekends, holidays, vacations, and quarter breaks.

2. The campus speed limit is 15 miles per hour.

3. No parking is permitted at any time in the following areas:
   a. Luther Lot – reserved for visitors and guests and special permits
   b. Chapel parking spaces marked for visitors and handicapped
   c. In sections marked with yellow curbs
   d. In front of walks, walkways, or courtyards
   e. In fire lanes
   f. In loading zones or on lawns
   g. On North or South Seminary Terrace – for residents only
   h. Along Founders Lane or the Athletic Field
   i. On campus roadways – temporary parking for loading and unloading is permissible if headlights or blinker are left on (day or night)
   j. Between Fritz and Mezger Halls – temporary parking for loading and unloading is permissible if headlights or blinker lights are left on (day or night).
   k. On the driveway leading to Cotta Hall

4. Reserved Parking – 6:00 am – 6:00 pm Monday through Friday for faculty and staff
   a. Sieck Hall Lot A – 1st row north of the building.
   b. Lot B south of Koburg Hall
   c. Lot D south of Concordia Historical Institute
   d. Maintenance Shop

5. Parking for Visitors and Handicapped
   a. Student Services Building Lot
   b. Luther Lot
   c. Chapel parking spaces as marked

6. Student Parking – (Resident and commuting) Only cars, vans, and trucks which are operable, have a currently valid and visible state vehicle license, are insured, and display a valid Concordia Seminary parking permit are permitted to park on Seminary Parking lots. The Seminary assumes no liability for theft, damage, or other loss to a vehicle parked on Seminary-owned and operated lots. Designated parking lots for students are:
   a. Lot A – North of Sieck Hall
   b. Lot C – South and east of the Library (three areas available)
   c. Lot G – South of Founders Hall (ISO Lot)
   d. Lot E – South of the tennis courts
   e. Lot F – West of the Pederson Fieldhouse
   f. South Seminary Terrace Drive – west of the chapel
   g. Handicapped students must apply for special needs parking assignments.
7. Vehicles not permitted to be parked or stored on campus:
   a. Trailers, campers/trailers, boats/trailers, and recreational vehicles.
   b. Cars, vans, and trucks which are not operable, do not have a currently valid and visible state license plate, and are not insured.
8. Motorcycles – Must be registered and may park in areas assigned for vehicles. Motorcycles are NOT allowed in building hallways, stairwells, or on walkways.
9. Bicycles – must be registered and are parked in bicycle racks provided by the Seminary located throughout the campus. Bicycles are not allowed in building corridors, stairwells, or chained to campus light posts.
10. Changing oil – This may be done at a local service station. There are no facilities on campus for this purpose.
11. When moving on or off campus, Clayton's Parking Regulation code allows standard (1) ton trailers to park on campus for a maximum of (72) hours in any (7) day period, as long as the vehicle does NOT impede traffic flow.

Campus Security reserves the right to temporarily close any campus parking lot, suspend its assigned parking privileges, and designate it for special event parking. Notices will be sent to the Seminary community through csl.edu email of alternative parking locations.

Registration of Vehicles
Seminary students, faculty and staff are required to register their vehicles, display a valid permit, and park in designated spaces. Permits are issued at no cost. Registration is on-line via SemNet under My Profile. The parking permit will be mailed to students, staff, or faculty within one week via campus mail.

To register Vehicles:

• Open PowerCAMPUS Self Service at https://semnet.csl.edu/selfservice/home.aspx
• Enter your User Name
• Enter your Password
• Click the My Profile tab
• Click Vehicle Registration
  • The Campus Security Parking Registration table will open
• Click Register a Vehicle
• Fill out the Parking Registration Table
• Click OK
  ✓ Be sure to enter your P-Number correctly
  ✓ Enter your current Seminary address
  ✓ If you live on campus, please be sure to add your dorm room number or apartment in the address box.
Permit types:
• Apartment Residential permits are the Married Student Housing
• Commuter permits are for anyone who does not live on campus
• Dormitory Residential permits are for students living in the dorms

Be sure to properly enter your vehicle make, model and license plate number

Scheduling Meetings and/or Events
The Campus Events Coordinator manages events directly with a designated event host. The event host may start the process by logging onto SemNet and following the steps for requesting a space.

Room Reservations/Event Space Requests
Event hosts may reserve a room/space by logging onto the CSL SemNET and clicking on Resources and then Campus Services and then Room Request:
1. Go to https://semnet.csl.edu
2. Enter username and password
3. Click on “Resources”
4. Click on “Services”
5. Click on “Campus Services”
6. Click on “Room Request”
7. Choose what type of request you would like to place, or edit an existing order. Please note that you do have the option of requesting a multi-day, multi-space event. If you have problems submitting this type of request, please contact the Events Coordinator.
8. Follow the instructions/prompts to request a space. Please note, step 4 of the reservation process is where you will find specific equipment and staffing needs.

Reservation(s) for your event will be confirmed/denied via email by the Events Coordinator once you have submitted the request. For questions, contact the Events Coordinator.

Event Guidelines
At all events where alcohol is served:
• There may be no charges or admission fees
• Alcohol service must be in a controlled area (e.g., inside a building, behind a serving table barricade, etc.)
• Alcohol may not be freely accessible to guests. The sponsoring host organization must hire a Campus Services student bartender to serve alcohol and to check each individual served for identification of legal age.
• One drink only served at a time.
• Signs must be prominently posted at the serving areas. Minimum dimensions of signs shall be 24” high by 30” long, and must say: YOU
MUST HAVE PROOF OF LEGAL AGE TO BE SERVED. One sign per serving area.

- Individuals furnishing proper proof of legal age may have hands stamped by a representative of the host organization to indicate that proper identification has been checked. Ink stamps are required. Markers or pens may not be used.
- Alcoholic beverages may not be taken from the area of the event.
- Rules requiring proper presentation of identification apply to both “open” and “closed” events.
- The patrol persons shall check for Concordia Seminary identification at the entrance to the event. Representatives of the host organization shall check for proof of legal age at the point of distribution.
- All BYO beverages at “closed” events must be kept at the controlled point of distribution, and are subject to the above rules.

Host Responsibility
Host individuals or organizations are responsible for compliance with this policy. Sober, responsible individuals must be present during the entire event at which alcohol is served. They must be readily available to the Campus Security or other Seminary representatives. It is the responsibility of host organizations and Campus Service student bartenders to insure that intoxicated persons are not served alcoholic beverages.

Clean Up and Maintenance
It is the responsibility of host organizations to clean up any party area or Seminary property within 8 hours of the conclusion of the event. Trash must be bagged and in or near appropriate containers.

The Seminary reserves the right to assign maintenance personnel to clean an area not properly policed by the host organized and to bill the organization.

Inappropriate Alcohol Consumption
Alcohol consumption in some parts of campus and at some events, regardless of the legal age of the individual, is prohibited.

Alcohol at athletic events is prohibited. Alcohol in classrooms, lectures, or public events is prohibited.

Assistance
Staff of the Human Resources and the Office of Residential Services will assist any student by clarifying provisions of this policy. This policy may be modified or amended without prior notice.
Other Limitations
Other restrictions on the possession or serving of alcoholic beverages may exist for certain buildings or events, either on campus or associated with sponsored activities. Please consult with the office of Human Resources or Residential Services for further information.

Liability
While we can never totally eliminate our liability exposure, we must be sure that those sponsoring activities be aware of the potential for liability and that they make every effort to reduce the exposure and have a safe activity. Sound judgment is key to this effort.
STUDENT LIFE POLICIES AND PROCEDURES

Residential Life

Our Objectives
Specifically, the objectives of the Residential Services office are to provide appropriate housing facilities for students and their families; create and maintain an environment conducive to academic, social, physical, and interpersonal growth and development; and provide regularly maintained and serviced facilities.

Guidelines for Community Living
1. First and foremost, accept responsibility for own behavior.
2. Respect the physical and emotional well-being of fellow residents.
3. Recognize and respect the mission of the Seminary.
4. Exercise care and consideration when using Seminary facilities.
5. Be concerned with own personal development and purpose for residing in the community.
6. Respect others regardless of their race, gender, national or ethnic origin, or disability.
7. Allow others to read and study without interference, unreasonable noise, and other disturbances.
8. Maintain everyone’s personal privacy.
9. Maintain a clean environment.
10. Allow everyone to be free from intimidation, physical, or emotional harm.
11. Provide respect for belongings and personal property of others.

Children and Families on Campus
Living together in community has its blessings as well as its challenges. For the safety of the children on campus, and because of liability concerns, residents are expected to observe and to educate their children about the following rules:
1. Children should not climb trees, buildings, or other fixtures, or use facilities in any way other than their intended purposes.
2. Hot grills should be attended until cool (children should not climb on grills).
3. Respect the property of others. Do not remove or use items from other’s patios, porches, or other living space without their permission.
4. Teach your children to have respect for other individuals, the property of others, and Campus Security.
5. Remove toys and equipment from the parking lot, park areas, road way and front of apartment buildings entrances.
6. Children, ages 16 and under, are not allowed in academic buildings (including the library), dormitories, and Chapel unless accompanied by an adult.
7. Children under the age of 18 are not allowed to use the Benidt Center unless accompanied by an adult.
8. The Fitness Center is always staffed during open hours, but parents must provide proper supervision for children 16 and under.

**Housing Policies**
An important part of theological education and pastoral and deaconess formation comes through the give and take of conversation with the brothers and sisters. The Seminary recognizes the value of these important relationships and encourages fellowship as time and other commitments allow. It is assumed that seminarians are responsible people and rules for on-campus living are limited. The following rules and regulations have been established for the safety and general welfare of the residential community.

**Access to Residences/Inspections**
The Seminary respects the right to privacy. However, the Seminary reserves the right to enter student residences to provide maintenance; to ensure personal health, safety and security of all residents; and to make routine inspections. Although the Seminary reserves the right to make unannounced inspections of residences when it is deemed to be appropriate and necessary, residents will generally be notified in advance of safety inspections. Residential Services, Maintenance and Security personnel may enter a residence without notification in order to address routine, requested maintenance needs, or in the case of critical maintenance issues.

**Alcohol**
Moderation is the rule for the use of alcoholic beverages at the Seminary. Excess is the cause for Christian admonition and may result in dismissal from the Seminary. The serving of alcoholic beverages at student functions on campus is limited to Prof-N-Stein, Oktoberfest, and Springfest, and in no way is to be advertised to the general public. The use of illegal drugs is prohibited. The Alcohol Policy is located under SemNet, Campus Services, Document Library https://semnet.csl.edu/selfservice/csl/resources/Operations/CampusServices/Documents/files/Campus%20Events/Alcohol%20Policy.pdf.

**Appliances**
Electrical appliances must be limited in the residence halls because of the wiring and the possibility of fire. The Clayton Fire Marshal permits only self-regulated coffee pots in the rooms. Small refrigerators (4.0 cubic feet or smaller) may be used, but care should be taken to ensure that electric circuits are not overloaded with a number of other appliances. Microwave ovens are not permitted in rooms, but they are provided in common areas for resident use. Microwaves are the only appliance allowed for common use in the residence
halls. Cooking is strictly prohibited in residence hall rooms. All renovated dormitory rooms are wired and equipped to handle computers and internet service. Apartment residents are allowed to provide electrical appliances, but they are urged to exercise caution in their use, being careful not to overload circuits or to leave items on and plugged in when not in use.

**Application Process**

All residents must re-apply for housing every year if they want to be considered for on-campus housing. Residents of residence halls will sign an agreement upon check-in that will specify move-in/move-out dates and resident responsibilities. Apartment residents must be current on their rent and in good standing with the Seminary before a new lease will be offered. The Seminary will consider the preferences of students, but no guarantee will be made to provide students with their preferred room or apartment choices. Students will be assigned on-campus housing based on availability. Students are expected to adhere to dates specified for return of applications, acceptance forms and deposits.

**Check-In/Check-Out**

All students awarded on-campus housing should make every effort to schedule a check-in or check-out during business hours (Monday-Friday: 8:00 am – 4:30 pm) with a Residential Service staff member. Check-in times are established and scheduled when students accept their housing assignment. At the time of check-in a Residential Services staff member or student worker will review the condition of the unit with the student, and will complete a “Residence Hall/Apartment Condition Report”, which will be signed by the student. In the event that a student cannot check-in during normal business hours Security personnel will check the student in accordingly; and the student will be asked to review the pre-completed “Residence Hall/Apartment Condition Report” and return it to the Office of Residential Services.

A student’s residence hall room or apartment unit must be completely clean, with all personal items and trash removed from the unit, nearby hallways or public spaces, and storage spaces. When the student checks out, the “Residence Hall/Apartment Condition Report” will be used to assess any damage to the unit or its furnishings, and appropriate costs/fines will be determined within five (5) business days by the Administrator of Residential Services. These costs are deducted from the security deposit/binders fee which is also held until all utility bills and charges are finalized. In the event that a student cannot check-out during normal business hours the student will be instructed to place his/her key in the drop box located outside of the Welcome Center, and a residential staff member will inspect the student’s unit the following business day. As a result of checking out after normal business hours the student waives his/her rights to dispute any charges that may be assessed due to damage.
Common Areas
Lobbies, lounges, and hallways are to be treated with respect. Common areas in married student residences are to be maintained by the residents. Stairways and hallways are to be swept and mopped regularly. Students living in residence halls are responsible for keeping lounges and kitchenettes clean and in good order.

Conduct
All residents are expected to demonstrate appropriate conduct, and to respect the rights and privileges of their fellow residents as specified in the Guidelines for Community Living. The following behaviors are specifically prohibited:

- Violation of any local, state, or federal law shall constitute violation of the conduct code.
- Loud, indecent, or obscene conduct is forbidden in the residential community. This includes loud music, stereos, and shouting out of or into windows. Musical instruments and equipment should be used in a way that does not disturb others.
- Physical, mental, or sexual harassment in any form is prohibited. This includes practical jokes aimed at another student or his/her property, and harassing phone calls, emails, or other communications.

Decorating and Painting of Residences
We invite students to make the residence their home. However, no Seminary-owned residence is to be painted by the resident. Failure to comply will result in the resident paying for the cost of repainting the unit. Ceiling fans, air conditioners, light fixtures, or other appliances are prohibited. Students should not utilize nails for hanging pictures and posters in residences. Doors are not to have anything nailed or tacked to them.

Resident Assistants
For the enhancement of residence hall living conditions, Resident Assistants (RAs) are appointed. RAs are pre-vicarage and concluding year students who work to increase fellowship and communication among dorm residents, promote group devotional opportunities, provide resources for new students, provides access when students are locked out and act as liaisons with the custodial department. Their responsibilities also include the encouragement of spiritual life and growth through the planning and implementation of devotions, Bible studies, etc. RAs also facilitate students and Seminary personnel with day-to-day communications that are appropriate and assist residents to follow the policies established by the Seminary.
Emergencies
Concordia Seminary has established a protocol for responding to emergencies such as criminal activity, intruders on campus, maintenance and weather-related emergencies. Residents are urged to read the Emergency Procedures signs posted in all residences. Apartment residents are also encouraged to meet with their families to plan on how to respond in case of emergencies. The Seminary uses various means to inform residents of emergency conditions, including television, radio, email, and phone messages.

Fire Safety
All residents share responsibility for preventing fire in on-campus residences and grounds. These responsibilities include, but are not limited to, the following:

- Exercise caution in using outdoor grills. Dispose of ashes properly. DO NOT take grills indoors or on the second floor balconies.
- Firepit in East Courtyard of Benidt Dining Center to be utilized only on pavers.
- Check fire extinguishers regularly to ensure that they are ready to use.
- DO NOT smoke in campus residences (apartments or dorms) and exercise caution in disposing of cigarettes when smoking outside.
- Dorm residents must not cook in rooms, and should never leave food cooking in common areas unattended.
- Refrain from using space heaters or other prohibited items (see list below) in or around residences and common areas.

Furniture
Each residence hall room is equipped with a standard complement of furniture. Residents may furnish additional pieces if the room accommodates it. Seminary furniture is not to be removed from residence hall rooms or transported to any other room, hallway, or storage space. Residents will be charged for any damaged or missing furniture upon check-out. Apartments are not furnished, and residents are reminded that all furniture brought into the apartments must be removed and properly discarded upon check-out. Failure to do so will result in damage fines.

Keys
Each resident is issued a key for his/her residence. Apartment residents are issued one key per adult occupant. The replacement fee for any lost key is $50. Keys and keypad combinations may not be copied or loaned to any other resident or other member of the community.
Locked Out? Residents who are locked out of their residence hall room should contact a Resident Assistant (RAs); if no response contact Residential Services to gain access. Apartment tenants should contact Residential Services if locked out. Resident Assistants (RAs) will not, under any circumstances, provide any student or other member of the community access to another person’s room or apartment.

Prohibited Items
In order to ensure a safe environment for all residents, the Office of Residential Services does not permit certain items to be brought into residence halls and/or apartments, including, but not limited to:

- Dangerous materials, including fuels, fireworks, chemicals, or other items which present a risk to the health and safety of residents.
- Drugs/Drug paraphernalia
- Firearms or other dangerous weapons
- Halogen lamps or sun lamps
- Kitchen appliances such as toasters, toaster ovens, mini-grills (in dorms only)
- Pets
- Space heaters
- Waterbeds
- Weight lifting or other bulky exercise equipment, when use may cause damage to floors or other surfaces.

Property Use
Seminary-owned housing is designed as a residence for full-time students and their families. The following guidelines apply to use of on-campus residences:

- Fire safety equipment should not be altered or tampered with in any way. Disarming or covering smoke detectors, fire alarm stations, or other fire safety equipment is strictly prohibited, and may result in dismissal from Seminary housing.
- Public spaces may not be converted to private use. Residents should refrain from storing personal items in stairwells, landings, or other areas that are designed for public access. Furthermore, apartment residents may not convert for regular use ANY area of basements. Basements may be used for storage and laundry ONLY.
- Residences may not be loaned, sublet, or assigned to anyone else.
- Residents should refrain from installing any permanent fixtures or otherwise altering walls or surfaces.
- While home-based enterprises (e.g. Mail-order sales) may be conducted, residents may not convert any part of leased property for exclusive commercial use.
Residents may not install new or additional locks or tamper with or disable Seminary-owned locks.

Windows, screens, and doors should not be removed or tampered with.

**Safety**

Although the Seminary campus is a safe environment, residents should nevertheless take precautions to ensure their safety and the safety of their property:

- Keep doors locked at all times.
- Do not leave valuables in plain sight (utilize a lock for your bicycles).
- Record serial numbers of valuable items and photograph them for identification.
- Teach children about roadway safety, and make sure that they do not play outside after dark.
- Teach children to use the “buddy system” when playing outside and not talk to strangers.
- Walk with a companion or in a group.
- Inform others of your whereabouts and expected time of return.
- Do not prop exterior access doors.
- Register your vehicle.

**Security Deposit**

**Residence Halls:** A security deposit is required of all dormitory residents. (This deposit is included in the $200 binders fee.) See “Financial Information” in the Academic Catalog. When a student checks into his/her room at the beginning of the school year, an inspection of the room will be made and its condition noted in writing. During the course of the school year, any condition of the room, furniture, or appointments requiring repair or replacement should be brought to the attention of the physical plant personnel. The student should refrain from making material alterations to his/her room, painting the walls, taping, nailing or fastening pictures or decorations to the walls or doing anything to damage or deface the premises.

When the student checks out of his/her room at the end of the school year, the room will be re-inspected. Charges against the security deposit will be made for excessive dirtiness of the room, return of unauthorized items of furniture, loss of or damage to furniture, repair or repainting of the ceiling, walls, or woodwork necessitated by anything other than ordinary wear and tear, and loss of room key. The balance is refunded to the student by mail approximately 30 days after check-out.

**Married Student Housing:** A security deposit is required of all apartment residents. The security deposit is equal to one month’s rent and is due prior to or at the time of checking into Seminary-owned apartments. Students are required to pay a binder fee of $300 as a portion of their security deposit.
upon acceptance of married student housing. This amount will be credited to the student’s security deposit upon move-in. Damage done to the unit in excess of ordinary wear and tear will be charged against the security deposit. The security deposit is held until all utility accounts and charges are finalized (approximately 30 days), and any balance remaining is mailed to the student.

Smoke-Free Housing
All on-campus housing (dormitories and apartments), including halls, stairways, restrooms, and lounges, are smoke-free. Smoking is not permitted in any dormitory rooms, shared spaces in dormitories, or married student apartment buildings. It is the responsibility of all students, faculty, and staff to seek conformity with the Seminary’s smoke-free policy.

Storage and Removal of Personal Property
The Seminary has limited space available for storage, use of storage areas is strictly controlled and subject to approval of the Residential Services Office at a rate of $75 per month. Failure to adhere to the storage use guidelines as enunciated below will result in forfeiture of property that is not stored properly and/or fines for moving and/or disposal of items as well as fees for uses of storage space. The Seminary also reserves the right to deny storage of certain materials, including, but not limited to, tires, gasoline, empty boxes, motorized vehicles or equipment, flammable/dangerous materials or chemicals, or other bulky items.

Removal of Personal Property: All personal items must be completely removed from Seminary-owned property and disposed of properly upon check-out. Under no circumstances may items be left behind for later pick-up or left for others to claim. Residents who fail to completely remove all personal property and trash from assigned housing or grounds will be charged for costs associated with storage, removal, and/or disposal of items. Residents are not permitted to dump bulky items or large amounts of trash in Seminary-owned or leased dumpsters.

The Seminary may provide dumpsters for such use on a seasonal basis. Location and periods of use for these dumpsters will be announced. The dumpsters for student use will be marked as such. Residents are expected to dispose of large items (furniture or appliances), or other materials such as computers, auto parts, or other potentially hazardous refuse off campus. The City of Clayton periodically offers disposal services/events, and residents will be informed of these opportunities as they arise.
Apartment Storage: Storage space is designated in each apartment building for use by current residents only. All items in storage should be clearly marked with the resident’s name. Residents are expected to use only the amount of space specifically allocated for their use, and to refrain from storing items in any other area of the basement, stairwells, or grounds. Items that are improperly stored, not identified, or which present a hazard are subject to removal and disposal. All items in storage must be removed upon check-out.

Fee Storage: The Seminary has limited space available for paid storage, for use by current residents or for those who are temporarily away from campus (summer vacation, Vicarage, etc.). Fees for paid storage spaces are $75 per month.

Thefts on Campus
All thefts should be reported to Campus Security immediately. The Seminary assumes no responsibility for theft or loss of personal property and cannot reimburse students or their families for loss. The Seminary recommends that students purchase renter’s insurance to cover any loss due to theft.

Visitors
The dormitories are communal living quarters for men and are not the appropriate place to entertain visitors of the opposite sex. Visiting students’ rooms, except for after campus functions, is not encouraged and should be the exception rather than the general practice. However, when students invite a personal guest to their dormitory room, all are expected, as mature and responsible Christians, to be obedient to the Lord and considerate of other residents.

Housing
Residential Services is responsible for the operation and management of student residential facilities. Kim Chapman, Administrator of Residential Services makes assignments for residence halls and married student housing units. Both the offices of Residential Services and Director of MDiv/RAR work closely with resident assistants (RAs) to ensure that students are provided a safe and pleasant place to live.

Single Student Housing Exception Policy
In the interests of treating all of our students equally and promoting a greater sense of unity on our campus, single students will have the option of living in a dormitory or seeking off-campus housing. For those students who choose to live on campus, a meal plan will offer the current six lunches per week plus four evening meals, Monday through Thursday. For helpful information and what housing options are available, go to http://www.csl.edu/admissions/campus/housing/changes2013/. 
Legal Residence
These are general principles. Both married and single students face the question of where to establish legal residence. There are implications for taxes, car licensing, and voting. The attorney for the Seminary comments as follows: “A student does not necessarily establish residence by living in an apartment or dormitory. A student may maintain a residence in another place (parents’ home, spouse’s parents’ home, or some other locations with which he/she has sufficient contact). The student should be consistent. If he/she elects to maintain legal residence (domicile) in another place, he/she should register to vote in that place, pay appropriate license fees of the city and state and personal property tax, and get a driver’s license in that state. (Most local municipalities require a city auto sticker. Check the city hall in that locality.)

Marriage Policies
Unmarried students who plan to marry – Upon his/her decision to marry, the student shall notify the appropriate program director by submitting an “Engagement Notification Form” (available on SemNet under “Academic,” “Ministerial Formation,” “Document Library”).

Spouses living together: A married student who enters Concordia Seminary or a student who marries while at the Seminary will be expected to live with his/her spouse in residence or at the site of ministry in the case of distance education students and during his/her vicarage/internship year. No exceptions will be made to the vicarage/internship requirement. Special permission for exceptions while a residential student is taking coursework must be obtained from the appropriate program director.

Non-Lutheran spouses: As a result of consultations between the two seminaries and the Ministerial Placement Committee of the Council of Presidents, it was decided that a student whose spouse belongs to a church body other than The Lutheran Church – Missouri Synod (LCMS) or a church in fellowship with the LCMS shall not be placed. Therefore, Concordia Seminary will not place any student on vicarage/internship nor will the student be certified for placement as a pastor or deaconess whose spouse is not yet a member of a congregation in either The Lutheran Church – Missouri Synod (LCMS) or a church in fellowship with the LCMS.

Students with Disabilities
Concordia Seminary, St. Louis (CSL) is committed to providing an accessible and supportive environment for students with disabilities. Equal access for qualified students with disabilities is an obligation of CSL under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of
1990. CSL is committed to insuring that no otherwise-qualified individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids or other appropriate services; however, accommodations cannot result in an undue burden to CSL or fundamentally alter the requirements essential to a program of instruction. Accommodations for disabilities at CSL are individualized to meet the needs of the specific student. For specific accommodations, please contact the Ministerial Formation office.

For information about buildings on-campus that are handicap accessible contact the Campus Operations Office.

Students with physical disabilities and/or visual impairments may be assigned to mailboxes specifically located on the first floor of Loeber Hall and accessible at all times. Students needing such a mailbox should request one from the Mailroom Administrator at ext. 7312.

Students who require handicap accessible housing should contact Residential Services at ext. 7324.

**Tutors**

Tutors are provided to students taking Greek or Hebrew language classes at no charge. For information about getting a tutor contact the Ministerial Formation Office. A recommendation from the professor teaching the course is required before assigning tutors to students. For those students interested in tutoring other students contact the First Year Academic Advisor for information.

**Applying for Financial Aid**

In January of each year, a packet of financial aid forms is mailed to all returning vicars and all prospective students and put into the campus mail box of continuing students for the upcoming fall term.

**For M.Div., M.Deac and Residential Alternate Routes students, it includes:**
1. The FAFSA (Free Application for Federal Student Aid)
2. District Application Form (including a list of district contacts)
3. Concordia Seminary’s Financial Aid Application

**For M.A., S.T.M., and Ph.D. students, it includes:**
1. The FAFSA (Free Application for Federal Student Aid)
2. Concordia Seminary’s Financial Aid Application
Important: Students must submit all financial aid applications each spring for the following academic calendar year, even while on vicarage or internship, in order to be considered for the tuition grant. Please obtain applications from the Financial Aid Office or online at www.csle.edu. Go to “Current Students,” then “Financial Aid.”

March 1 is the deadline for M.A., S.T.M., and Ph.D. students, and March 31 is the deadline for M.Div., Residential Alternate Route, and M.Deac. students. Late submissions of applications are subject to reductions in the amounts of financial aid awarded.

The FAFSA (Free Application for Federal Student Aid) must be completed by all students in order to be considered for a tuition grant. It is also required for Campus Work Study or any Federal Student Loans. The student may submit this application online at www.fafsa.ed.gov or by email. Concordia Seminary’s school code is G02427. The Financial Aid Office needs this information in order to complete the district application and to process the student’s financial aid award.

The District Application has three sections. The student must fill out the first section and obtain his/her home pastor’s signature. Upon completion, this form must be returned to the Financial Aid Office. Be sure to check the district contact list, as some districts require an additional application and have specific instructions. The Financial Aid Office will forward the form to the district after receiving all necessary financial aid applications. All M.Div., Residential Alternate Route, and M.Deac. students are encouraged to complete a district application.

The Seminary’s Financial Aid Application must be completed by all students to be considered for any aid through the Financial Aid Office. This information is used to compute the total cost of attendance for the academic calendar year, in addition to giving us personal information such as the student’s home congregation and expected course of study.

Outside grants and scholarships are available based on individual eligibility requirements. Obtain information regarding outside scholarships in the Paying for Seminary section of the Seminary’s website (www.csle.edu). While application for outside financial assistance is the student’s responsibility, the Financial Aid Office will assist in any way to help find additional aid for which the student may be eligible.
Policy on Adopt-A-Student Program
Your tuition will be supported by many different sources. One of these sources is through the Adopt-A-Student Program. Adopt-A-Student sponsors willingly make a financial commitment to help students with tuition assistance. The funding that you receive from this program will apply directly to your student account.

If you are matched by the Seminary Advancement Office with an Adopt-A-Student sponsor, they will provide you with that donor’s name and address along with a request to communicate with the donor regularly (at least once per quarter after you receive their name and address). The Seminary Advancement Office will also ask for photocopies of any correspondence you have with the donor.

A student who does not respond in a timely manner and/or is unwilling to communicate with a donor after repeated requests/reminders from the Seminary Advancement Office negatively impacts the future availability of financial aid for all students, and jeopardizes her/his own eligibility for the future funding through the Adopt-A-Student Program. The Seminary Advancement Office will inform the Director of Financial Aid and the Director of MDiv/RAR when the absence of communications from a student is confirmed by the donor.

Questions or concerns regarding the expectations of the Seminary Advancement Office should be addressed to the Director of the Sustaining Fund. Resources and time-saving tips for meeting these expectations are also available from the Advancement staff.

Guidance and Discipline
Concordia Seminary assumes two things about students preparing for the ministry: (1) that he/she will live among us as a Christian person and (2) that he/she is growing toward qualification as a member of the Lutheran ministry or deaconess roster. When either assumption is brought into question, guidance and counseling is brought into play in whatever way and by whomever is in the best position to be helpful. In most instances, this approach is effective. If a problem persists (e.g. continued bad grades, inimical behavior), additional resources may be employed to adjudicate the matter or bring about necessary change. The interest of the program directors, Dean of Ministerial Formation, or any other concerned person is pastoral in nature. As far as is possible, guidance is informal and flexible in its approach.
On rare occasions, more structured action may be necessary, for example, in serious discipline cases.
The faculty has adopted the following guidelines:

1. Discipline policies are recommended and adopted by the faculty.
2. The policies are applied by the Dean of Ministerial Formation.
3. The Dean of Ministerial Formation will act in consultation with the appropriate program director and the Ministerial Formation Student Consultation Committee.
4. Reports are made to the faculty by the appropriate program director or by the Dean of Ministerial Formation as cases are determined.
5. If a student or a faculty member is not satisfied with the decision of the Dean of Ministerial Formation he/she may, together with the Dean of Ministerial Formation, consult with other members of the faculty in an effort to reach a satisfactory resolution.

Class Attendance
Concordia Seminary seeks to provide the environment and direction which best helps each student to develop most fully his/her Christian and professional capabilities. Since its students have a vocational commitment, the Seminary assumes that each student is dedicated to the goals and objectives of the campus community. The Seminary class attendance policy endeavors to provide an opportunity for the student to demonstrate this dedication by developing self-discipline, responsible stewardship attitudes, and concern for the welfare of all.

Since the classroom at Concordia Seminary structures the necessary participation of students and instructors, class attendance is an essential part of the educational process. Attendance in class and punctuality in meeting classes not only promotes educational growth but also demonstrates commitment and individual responsibility. Classroom involvement by means of discussion and exchange between students and instructors is a contribution to the learning and the teaching process and promotes the welfare of the whole class, as well as that of the individual. The involvement is a joint concern of students and instructors.

It is assumed that registration for a class contracts the parties, student and instructor, to an agreement for participation and interaction. Any infringement on that agreement is the mutual concern of the student and the instructor. Problems of infringement which are not solved to the mutual satisfaction of instructor and student should be referred to adjudication through the appropriate program director. Students should understand that class absences and/or tardies are subject to compensatory work at the professor’s discretion.
Absence from Class
Students who will be/have been absent from class must use the Student Absence Notification found under “Academic” “Ministerial Formation” “Document Library”.

1. All planned absences are to be discussed with the instructor prior to the absence.

2. In case of illness or other emergency (e.g., sudden death of a family member), submit the above mentioned form to the Ministerial Formation office, or call or email the Ministerial Formation office (314-505-7123, ministerialformation@csl.edu). Please provide the following information when calling or emailing: reason for missing class; date you will miss class; and a list of instructors. This notification is provided as a courtesy to the student and his/her instructors and is not to be construed as automatically “excusing” the absence. The student is still responsible for following up with the instructor to make up the missed class time.

Academic and Behavioral Standards, Dismissal, Withdrawal, Leave of Absence
Students are expected to maintain the highest level of scholarship of which they are capable and to meet the standards set by the faculty of Concordia Seminary. A student whose curriculum GPA falls below 2.35 or whose grade point average in any quarter (term curriculum GPA) falls below 2.00 will be placed on academic probation. The probationary status serves as a warning that the student is not making satisfactory progress and, unless improvement is achieved, will be subject to dismissal from the Seminary. The Director of the M.Div./RAR or Deaconess program and/or the Dean of Ministerial Formation will meet with the student to identify factors which may have contributed to the unsatisfactory academic performance and to help establish strategies for improvement. Ordinarily, a student who continues on academic probation for two consecutive quarters will be dismissed because of academic deficiency.

Dismissal may also occur in response to behaviors that are deemed ethically unfitting for a seminarian or deaconess student. Dismissal is the responsibility of the Dean of Ministerial Formation acting in consultation with the appropriate program director and the Ministerial Formation Student Consultation Committee. A student may appeal his/her dismissal to the President of the Seminary for his decision. The President’s decision is final.

Concordia Seminary assumes that a student is mature enough to decide when activity other than class work is beneficial and when it is harmful to his/her formation progress. Such activity may involve participation in an extracurricular activity or athletic activity on campus, in social or civic groups off
campus, or in working at a part-time or full-time job. The Dean of Ministerial Formation and the program directors are available for consultation should the student desire assistance in determining which activity might be discontinued because of interference with his/her formation progress.

**Student Withdrawal**
A student who wishes to withdraw from any pastoral or deaconess preparation program must consult with their program director before withdrawing. After this meeting, the student will complete a withdrawal form (available on SemNet) and submit a letter explaining the nature and cause of his/her request to withdraw from Concordia Seminary. To withdraw as a student in good standing, the student must have a satisfactory conduct record and must have satisfied all obligations to the school.

**Student Leave of Absence**
A student may request a leave of absence (LOA) from enrollment at Concordia Seminary, Saint Louis, for a time period the length of which is determined in consultation with the director of the program in which the student is enrolled. In turn, the director will be in consultation with the Dean of Ministerial Formation. A decision to grant the LOA rests with the Dean of Ministerial Formation. If an absence longer than the agreed upon time frame is needed, the student will need to either: a) consult with the director of his/her program for further time, or b) withdrawal from enrollment.

The following are the conditions of the LOA:
- A completed LOA form (found on SemNet – under “Resources” “Academic” “Ministerial Formation” “Document Library”) is received from the student prior to the LOA. The request must include the reason for the leave and the length requested.
- A conversation, either in person or by telephone, must occur with his/her program director concerning the LOA.
- There is a reasonable expectation that the student will return to CSL.
- The student will be permitted to resume and complete the coursework for the program in which he or she was enrolled.
- The student will not be charged any Seminary educational fees during the course of the LOA.
- Subsequent to being granted the LOA and its announcement, the student is responsible for contacting the Registrar’s Office, Accounting, Financial Aid, and Residential Services for help in negotiating the particulars of his/her situation.
**Academic Grievance Procedure**

Concerns or complaints about academic policies or procedures for all Ministerial Formation departments are first voiced to the program director and then to the Dean of Ministerial Formation following an initial discussion with the instructor. Final adjudication of any grievance will be made by the Dean of Ministerial Formation.

**Official Acts – Pastoral Students**

In carrying out the responsibilities given it by the Synod and in the interest of maintaining good order, the Council of Presidents and the seminary faculties have adopted the following policies governing participation by pastoral students in the official acts of the parish or other church groups.

The guidelines proceed on the following three major considerations.

1. In general, the pastor loci should conduct all official acts because of his continuing and responsible pastoral relation with his people, deeper pastoral insights into their spiritual needs, and his valid call. “Official acts” include the following: conducting, and participating in the conduct of, public services of the church; preaching at such services; performing Holy Baptism; pronouncing Holy Absolution; consecrating the elements at Holy Communion; distributing the consecrated elements; pronouncing blessing; administering confirmation; solemnizing marriages; participating in ordinations; installations, and commissions; and conducting funerals and interments.

2. The doctrine and practice regarding the Holy Ministry, specifically Article XIV of the Augsburg Confession: “Of Ecclesiastical Order they teach that no one should publicly teach in the Church or administer the Sacraments unless he be regularly called.” While the church grants to the pastoral students, as part of the process of their training, the right to preach, and teach under supervision, in no case may the student be considered by the congregation, pastor, or student as being regularly called to the pastoral ministry; “Pastoral student” is herein understood as any unordained person under the academic control of the Seminary, including residential students in their first, second, third (vicarage) and fourth years of academic theological work, Colloquy program, all Distance Education programs and graduates of the Seminary who are on the deferred candidates list and have not yet been ordained. It is to be understood that no pre-seminary student is to participate in any capacity in these official acts of the church.

3. The student during his training is under the supervision of the faculty. His participation in the official acts of the congregation must be within the limits of the policies set down by the Seminary and approved by the Council of Presidents of Synod. These policies in turn grow out of three premises:
a. A student must have studied the relevant doctrinal material before undertaking a given phase of the pastoral ministry.

b. The student must be mature, i.e., have demonstrated sufficient stability, ability to handle responsibilities, and vocational conviction to assume one or the other phase of the ministry.

c. In the best interests of the congregation, the Seminary, and the student alike, it is desirable that the student assume the privileges and duties of the pastoral ministry gradually and progressively, in correlation with the curriculum and the student's own growing maturation and pastoral insights.

Therefore, the general policy shall be that, with prior consent of the Seminary, a student participates in the official acts of the church upon specific authorization of the congregation and under the responsible supervision of the pastor. A student who terminates his relationship with the Seminary in any other way than entering the ministerium of the church has the same relation to the official acts of the church as does any other lay member in the church. The policy shall be applied to specific cases as follows:

1. Students may preach, conduct services, and assist in the distribution of the Lord's Supper after licensing by the Seminary. Ordinarily, this will occur upon completion of the initial homiletics course and liturgics orientation seminar, the only exceptions to be at the discretion of the instructor. Generally, sermons must be submitted to the responsible pastor far enough in advance to permit him to read the manuscript and suggest any necessary changes. Where this procedure is not possible, sermons must be read and approved in advance by a faculty member or another pastor.

2. Students may not consecrate the elements at, or pronounce Holy Absolution in connection with, services of Holy Communion. This provision is not designed to prevent a student from saying the declaration of the grace nor in any way to inhibit him in the exercise of the consolation of members of the Christian community in private.

3. Students may not administer the rite of confirmation, conduct funerals, or solemnize marriages (even where this is legally possible).

4. Students may not administer the Sacrament of Holy Baptism, except in case of emergencies.

5. Although students may participate in the service, they should not assist in the actual rite of ordination and installation of pastors and teachers.

6. When students say the blessing at the end of a service, they should put the object in the first person plural, e.g., “The Lord bless us and keep us.” Matins and Vespers should end with the Benedicamus – that is, the blessing “The grace of Our Lord Jesus Christ” should be omitted when the officiant is not ordained.

When the congregation and supervising pastor believe that an exception to
the above policy is necessary, approval from either the Director of Resident Field Education (in the case of field work) or the Director of Internship/Vicarage and the District President must be secured in advance. Exceptions also must take into account the emergency nature of the individual situation as well as the maturity and qualifications of the individual person.

**Official Acts – Deaconess Students**

Students and supervising pastors frequently ask what the boundaries are for the student; what can the student do and what can the student not do, at the parish or institution. A set of guidelines established by the Council of Presidents and the seminaries provided below gives both the rationale and the limitation of student participation.

In carrying out the responsibilities given it by the Synod and in the interest of maintaining good order, the Council of Presidents and the seminary faculties have adopted the following policies governing participation by the seminary deaconess student in the official acts of the parish or other church groups.

The guidelines proceed on the following two major considerations:

1. In general, the pastor loci should conduct all official acts because of his continuing and responsible pastoral relation with his people, deeper pastoral insights into their spiritual needs, and his valid call. “Official acts” include the following: conducting, and participating in the conduct of, public services of the church; preaching at such services; performing Holy Baptism; pronouncing Holy Absolution; consecrating the elements at Holy Communion; distributing the consecrated elements; pronouncing blessing; administering confirmation; solemnizing marriages; participating in ordinations and conducting funerals and interments.

2. The student during her training is under the supervision of the faculty. Her participation in the official acts of the congregation that are available for the office of deaconess must be within limits of the policies set down by the Seminary and approved by the Council of Presidents of Synod. These policies in turn grow out of three premises:
   a. A student must have studied the relevant doctrinal material before undertaking a given phase of diaconal ministry.
   b. The student must be mature, i.e., have demonstrated sufficient stability, ability to handle responsibilities, and vocational conviction to assume one or other phase of diaconal ministry.
   c. In the best interest of the congregation or institution, the seminary, and the student alike, it is desirable that the student assume the privileges and duties of the deaconess ministry gradually and progressively, in correlation with the curriculum and the student's own growing maturation and diaconal insights.
Therefore, the general policy shall be that, with prior consent of the Seminary, a student participates in all appropriate official acts of the Church or institution available for the office of deaconess upon specific authorization of the congregation or institution and under the responsible supervision of the pastor or deaconess supervisor.

A student who terminates her relationship with the Seminary in any other way then entering the diaconal service of the church has the same relation to the official acts of the church as does any other lay member in the church. The policy shall be applied to specific cases as follows:

1. Participation in home and hospital visits, evangelism, congregational social ministry and outreach programs, congregational board meetings is encouraged.

2. Teaching Bible study classes: Students may teach Bible study classes. Generally, lessons must be submitted to the responsible pastor or deaconess far enough in advance to permit him/her to read the lesson plan and suggest any necessary changes. Where this procedure is not possible, lessons must be read and approved in advance by a faculty member or another pastor.

3. Teaching confirmation classes: students should observe the confirmation classes and after a time and with appropriate preparation time, may teach the classes under the supervision of her pastor or deaconess supervisor.

4. Responsibilities with the congregation’s youth ministry programs: students may assist the assigned congregational youth ministry directors with activities and education of the youth as a member of the youth ministry team. However, she should not be solely or directly responsible for the youth ministry program.

5. Students may not administer the Sacrament of Holy Baptism, except in the case of emergencies.

6. Participation in the public worship service: because the office of deaconess is not oriented to the official acts of the pastoral office, participation in public worship should follow the guidelines of lay involvement established by congregational custom and policy (e.g. lay readers, children’s message). Congregational custom and policy notwithstanding, deaconess students should not lead the liturgy, the public prayers, or assist in the administration of the Sacrament of the Altar.

When the congregation and supervising pastor or deaconess believe that an exception to the above policy is necessary, approval from the Director of Resident Field Education, (in the case of field work) or Director of Internship/Vicarage (in the case of internship) in consultation with the Director of Deaconess Studies. Exceptions must also take into account the emergency nature of the individual situation as well as the maturity and qualifications of the individual student.
Presupposition for Placement
It is assumed that students offering themselves for vicarage/internship assignment or candidate placement will be able in the processes described below to assert their complete commitment to the public doctrine and churchly practice of The Lutheran Church – Missouri Synod. If a student is aware of any potential inability to make such a commitment with complete integrity, he/she should promptly divulge his/her concern to the appropriate program director so that the concern may be resolved as soon as possible.

Vicarage/Internship
As a climax to his/her field education experience, the student engages in a year of vicarage/internship. Here the student engages in ministerial diaconal activities under the direction of a qualified supervisor. Prerequisites for vicarage/internship are the following:
1. The student should manifest conviction in the faith.
2. The student should be doctrinally sound.
3. The student should lead a wholesome and upright life.
4. The student should give evidence of a desire to serve people in a capacity to which the church calls him or her.
5. The student should demonstrate a capacity for outgoing involvement with people in sensitivity and love.
6. The student should give evidence of sufficient skills in the various areas of ministry to undertake the tasks of the vicarage/internship at a satisfactory level.
7. The student should be sufficiently sound of mind and body to do the work of the vicar/intern.
8. The student’s class and field education programs should fulfill the Academic Catalog prerequisites for vicarage/internship.
9. The student should have achieved a quality grade point average of at least 2.35.

Placement
1. The policy of the Synod concerning placement is found in the Synodical Handbook, 2.7:

Eligibility for Individual Membership
a. A graduate of an authorized educational institution of the Synod must be declared qualified for a first call and recommend by the faculty of the respective educational institution before the effective date of the first call to service in the church, as assigned by the Council of Presidents acting as the Board of Assignments as provided in Bylaw section 2.9.
b. Candidates who have satisfactorily completed an approved colloquy program of the Synod for the ordained or commissioned ministry
must be declared qualified for a first call and be recommended by the appropriate colloquy committee (see Bylaws 3.10.2 and 3.10.3.2) before the effective date of the first call to service in the church as assigned by the Board of Assignments as provided in Bylaw section 2.9.

C. Candidates who have satisfactorily completed an approved educational program of the Synod for the ordained or commissioned ministry involving extensive use of distance learning and/or mentoring system must be declared qualified for a first call and recommended by the faculty of one of the seminaries, colleges, or universities of the Synod before the effective date of the first call to service in the church as assigned by the Board of Assignments as provided in Bylaw section 2.9.

d. Graduates of one of the colleges, universities, or seminaries of the Synod who desire to continue their professional studies after they have completed the prescribed undergraduate curriculum, or who for any other valid reason are not ready for first calls to service in the church, shall continue to be eligible for unqualified recommendation for first calls as long as they can be recommended by the faculty of the educational institution of the Synod from which they have graduated. The respective faculty shall annually ascertain through personal interviews with the candidate or through satisfactory testimonials that each candidate so classified is still qualified for recommendation for a first call to serve in the church.

2. A candidate qualifies for placement into the ministry of The Lutheran Church – Missouri Synod when he or she successfully completes the prescribed courses of study, expresses his/her readiness to serve the Church and to accept his/her initial call from the church through the Board of Assignments, and personally fulfills the aims of Concordia Seminary which require the candidate to:

a. Display the gifts which the Holy Spirit has endowed him or her by reverence for God, faithful use of Word and Sacraments, and the diligent pursuit of opportunities for study and growth, for development of personal qualities and skills, and for increase in the grace to edify one's fellow Christians, to serve people in their need, and to witness to all nations, races, and peoples as a person of good reputation;

b. Accept without reservation the scriptures of the Old and the New Testament as the written Word of God and the only rule and norm of faith and of practice and all the symbolical books of the evangelical Lutheran church contained in the Book of Concord as a true and unadulterated statement and exposition of the Word of God (Constitution of the LCMS, Article II, Sections 1 and 2);

c. Manifest an appreciation and comprehensive understanding of the theology of the Bible and the skill to interpret the Holy Scriptures
(in the case of residential pastoral candidates, on the basis of the Bible's original languages) and in accordance with sound hermeneutical principles;
d. Manifest an understanding and appreciation of the church's formulation of scriptural doctrine in the light of its varying needs and the skill to present such doctrine clearly;
e. Manifest an understanding and appreciation of God's guidance in the life of the church and the skill to investigate the church's past and to interpret it to the present generation;
f. Manifest an understanding of the pastoral office as the ministry of proclaiming God's Word to human need within discipline of preaching, worship, teaching, and pastoral care and counseling for the edification of God's people, enabling them to carry on the mission of the church in the world of diverse cultures and traditions, and manifest an understanding of the diaconal office as assisting in many of these functions.
g. Indicate a complete dedication to the ordained or diaconal ministry and the readiness to accept a call extended to him or her by the Board of Assignments (Synodical Handbook, 2.8).

3. The faculty recommends the candidates to the Board of Assignments. The Director of Certification is to explore, together with the faculty, each candidate's readiness to accept and to comply with the prerequisites for ordination or commissioning as set forth by the Synod (Synodical Handbook, 2.10).

**Ordination, Commissioning and Initial Installation**

a. Prerequisites. Candidates for the offices of an ordained or commissioned minister shall have:

i. Been declared to be qualified as provided by Bylaw sections 2.7 and 2.8;

ii. Received and accepted a call through an assignment by the Board of Assignments pursuant to Bylaw section 2.9;

iii. Submitted a request for ordination or commissioning to the respective district president, who shall grant the request and schedule the ordination or commissioning when he is satisfied that all requirements for such have been fulfilled; and

iv. Evidenced an intent to accept membership in the Synod promptly after the assignment of the first call and prior to ordination or commissioning by signing and filing with the president of the district in which membership will be initially held a statement to be supplied by the district president which acknowledges subscription to the Constitution of the Synod and which, upon installation and following ordination or commissioning, shall be deemed equivalent to the member having signed the Synod's Constitution.
b. Rites of ordination or commissioning. The president of the district which the calling congregation is a member or in which the eligible calling agency is located or with which it is otherwise identified shall be responsible for the rites of ordination and commissioning of candidates for the ministry called to that congregation or agency.
   i. The rite of ordination or commissioning should normally take place in the presence of the congregation or other agency to which the candidate has been called.
   ii. In the case of missionaries called by the Synod, members of a faculty of an institution of the Synod, or institutional chaplains, the rite shall take place in a setting approved by the district president.
   iii. If an unusual circumstance warrants it, the appropriate district president may authorize that the rite take place in the home congregation of the candidate, or other appropriate congregation, with the permission of the calling congregation.
   iv. A service of celebration on the part of the candidate's home congregation is encouraged.
   v. The district president shall issue a diploma of ordination or commissioning.

c. Forms and practices. The rites of ordination and commissioning and the rites of installation should be in accordance with forms and practices developed by the Synod for that purpose, and in all events the minister shall be solemnly pledged to the Scriptures as the inspired and inerrant Word of God and the Symbolical Books of the Lutheran Church as a true exposition of the Scriptures. The Synod accepts the candidates for assignment to work in the church (Synodical Handbook, 2.8).

**Assignment of First Calls**

The Council of Presidents, acting as the Board of Assignments, shall regularly assign to qualified graduates of educational institutions of the Synod and workers available from colloquy programs as “first calls” those calls that have duly extended to fill active member positions as identified in Bylaw 2.11.1 for ordained and commissioned ministers if positions for which candidates are qualified are available.

   a. The placement officers of the respective institutions shall be consulted before assignments are made.
   b. The president of the district in which a candidate is to be placed shall be consulted, and his suggestions and recommendations shall be part of the final recommendation to the Board of Assignments.

The Placement Committee, representing the faculty, recommends candidates and vicars/interns for specific service in specific places.
4. The Dean of Ministerial Formation is responsible for the total formation development of the student by helping the program director guide students through their formation process. The program director and the Ministerial Formation Student Consultation Committee determine the degree to which each candidate meets the requirements of the faculty.

5. The Director of Certification shall:
   a. Receive from the Dean of Ministerial Formation names of those students who are ready to begin the certification process;
   b. Report to the faculty the results of the certification process, either 
      (1) for the faculty to declare the students qualified for a first call, or 
      (2) to recommend further formation or growth for the students, or 
      (3) to recommend that the student not be certified at the present time.

6. The Director of Placement shall:
   a. Counsel with all candidates for placement regarding the procedure of assignment and with individuals who have particular concerns regarding their assignment;
   b. By means of personal interviews gather necessary data regarding each candidate for placement, which will serve properly in advising the Board of Assignments toward the assignment of graduates to their first call;
   c. Meet with the Placement Committee to review concerns regarding placement procedures and secure advice on the necessary action in special cases;
   d. Review the call data as submitted by the District Presidents to the Board of Assignments and compile the necessary information which the Board of Assignments will use in the regular assignment procedures (at the spring meeting) of the Council of Presidents;
   e. Report to the faculty on all assignment made;
   f. Administer the regular placement procedures with the assistance of the members of the Placement Committee and in conjunction with the Board of Assignments of the Synod (normally this action takes place at the annual spring assignment);
   g. With the assistance of the Director of Vicarage/Internship Program and the Placement Committee, and in conjunction with the Board of Assignments, implement the necessary procedures for the placement of vicars and interns;
   h. Carry out in conjunction with the Placement Committee and the Interim Board of Assignments the necessary action to implement the interim placements.

**Deferral of the Certification Process**
A student may not desire to enter the certification process and receive a first call. In such a case the student shall notify his/her appropriate program direc-
tor and the Dean of Ministerial Formation. The following steps are to be taken before the student is granted deferred status.

1. Upon recommendation of the student’s appropriate program director, the student will submit to the Dean of Ministerial Formation a “Deferred Candidate Status” form (available on SemNet, under “Resources” “Academic” “Ministerial Formation” “Document Library”) which will include a brief description of the student’s program, including location and expected termination date.

2. The Dean of Ministerial Formation will present the student’s desire to be a deferred candidate to the Ministerial Formation Student Consultation Committee.

3. After approval from the Ministerial Formation Student Consultation Committee, the student’s name is presented to the faculty for approval.

**Conditions for deferred status are:**
- Approved of deferred status is for one year.
- Applications for renewal may be made.
- Ordinarily deferred status is limited to three years.
- A deferred candidate is considered affiliated with the Seminary and has the same privileges as a Seminary student.
- Deferral is from entrance into the certification process. It is not deferral from call or from placement since you are not yet moving into these stages.
- At the end of his/her program, or when the possibility of a call arises, the candidate shall so notify the Dean of Ministerial Formation. An “Ending Deferred Candidate Status” form is available on SemNet.

**Ending Deferred Status**

**Steps to end Deferred Status:**


2. After you have notified the Dean of Ministerial Formation, you are free to contact the Placement Office. (An official notification will be sent to the Placement Office by Ministerial Formation.)

3. After the above steps have been completed, you will be placed into the certification process:
   - Your name is presented to the Ministerial Formation Student Consultation Committee (MFSCC).
   - Once approved by the MFSCC, your name is forwarded to the Director of Certification.
   - The Director of Certification informs you of any requirements needed to meet Certification.
   - The Director of Certification will notify the Faculty.
   - Your name is presented to the Faculty for Certification.
PUBLIC POLICIES AND PROCEDURES

Publications
News of the Seminary community is communicated through the Daily Announcements. Announcements pertain to course information (e.g., registration, changes in class schedules), details about upcoming speakers and events, official notices and links to important information. To submit an announcement, go to SemNet (“Resources” “Campus Life” “Submit Announcement”) and complete the appropriate form (4:00 pm submission deadline). Each announcement may run for three days per week and should be less than 50 words in length.

*Around the Tower* is the campus newspaper. It features articles and columns written by students, faculty, and their immediate family members. Topics covered in each issue range from current news to a wide variety of theological and contemporary issues. This publication is a resource for students, faculty, and their families to learn more about the Seminary campus and community.

1. Students can access current and previous *Around the Tower* in one or two ways:
   a. Go to the SemNet page. Click on “Student Resources,” the “Student Publications.”
   b. Go to www.csl.edu. Click on “Resources,” then “Publications,” then “Student Publications.”

2. If you would like to submit an article for *Around the Tower*, please contact the Student Publications Chairman at studentpub@csl.edu. Normally, students and their spouses are compensated for any published article, column, photo, and cartoon. The Student Publications Chairman will provide you with specifics on the compensation and any other terms and conditions for publishing your submission.

Recycle
We recycle here on campus. Items that can be recycled include plastic containers, fiber, and metal containers. Look for recycle containers around campus.

Organ/Pianos
Arrangements for the use of the Seminary-owned organ or pianos may be made through Dr. Kent Burreson, Dean of The Chapel of St. Timothy and St. Titus. All those conducting private lessons must complete a registration form with the chapel office.

Bulletin Boards
Bulletin boards are reserved for academic and student activity announcements. The use of the campus bulletin boards is under the general supervision of the Ministerial Formation Division, please come to either the Admissions
or Ministerial Formation office to have what is to be posted approved. Posters displayed on campus must be approved by one of these offices and removed following the event. No signs may be taped to any doors or windows. Signs may not be posted on bulletin boards designated to specific departments without the permission of the department.

**Selling on Campus**
Students and their spouses may set up agencies to sell merchandise or services. For the sake of order and protection, permission must be obtained first from Residential Services. Outsiders are not ordinarily allowed to solicit on campus. Notify Security or the Residential Services Office if you are approached by someone from off campus or suspect someone of fraudulent or misleading enterprises.

**SPORTS INFORMATION**

**Intercollegiate Varsity Team Coaches:**
Dr. Timothy Saleska, Varsity Preachers Basketball Coach
Rev. Ron Rall of Timothy Lutheran Church, Assistant Basketball Coach
Dr. Richard Marrs, Varsity Tennis Coach
Dr. James Voelz, Varsity Golf Coach and Varsity Soccer Coach

Students who participate in intercollegiate sports are required to maintain a GPA of at least 2.5.

**Intramural Sports**
Intramural Sports is a student run organization. Teams are formed in the fall and compete in various indoor and outdoor activities throughout the academic year. Equipment may be checked out of the fieldhouse with a student ID. Generally the gymnasium is reserved Tuesdays and Thursday afternoons for intramural team events. Please see the Daily Announcements for more information as it become available.

**Sports and Athletic Venues**
The Seminary athletic facilities include the Pedersen Fieldhouse (home of preacher basketball); the outdoor athletic fields just west of the main campus; Ted Drewes Memorial tennis courts; and a sand volleyball court. The fieldhouse is available to all seminarians, their spouses, and their children. All patrons must be at least 16 years of age in order to use any equipment without parental supervision. During your initial visit to the facility, you will be required to fill out an “Assumption of Risk” agreement to have on file for the year.
Fitness Center Hours

Monday-Friday  6:00 a.m. – 9:00 a.m.
       Noon – 6:00 p.m.
Saturday     Noon – 4:00 p.m.
Sunday       Closed

Please watch the Daily Announcements for changes to hours of operation for each area. Modified hours for holidays and breaks between quarters will be posted in the Daily Announcements. During the summer months the Daily Announcements run on Mondays, Wednesdays and Fridays.
BYLAWS
STUDENT ASSOCIATION OF CONCORDIA SEMINARY

In accordance with God’s purpose of doing all things in good order, we, the students of Concordia Seminary, St. Louis, Missouri, hereby form ourselves into an association subject to the following regulations and bylaws.

Article I: NAME
The official organization of the student body of Concordia Seminary, St. Louis, shall be named the Student Association.

Article II: OBJECTIVE
The objectives of the Student Association of Concordia Seminary, St. Louis shall be:
1. To govern its members and component organizations by Christian principles and common sense.
2. To regulate matters pertaining to the student life of its members that do not fall under the exclusive jurisdiction of the Seminary administration, faculty, and staff.
3. To further in every way the Christian unity among the community of the Seminary.

Article III: MEMBERSHIP
The membership of the student body shall consist of all local, full-time students (hereafter called residential students) of Concordia Seminary, St. Louis, as determined by the Office of the Registrar.

Article IV: THE STUDENT ASSOCIATION
Section 1 - Composition
1. The Student Association shall be the governing unit of the student body and shall consist of the following voting members:
   a. President, Vice President and Spiritual Life Chairman
   b. Five Representatives: Post-Vicarage Representative, Pre-Vicarage (Non-First Year) Representative, First-Year Representative, Deaconess Representative and Grad School Representative.
2. The Student Association also recognizes the following to be non-voting members of the Student Association:
   a. Social Cultural Chairman
   b. Intramural Chairman
   c. Around the Tower Editor(s)
   d. SWA President or Representative
   e. Resident Assistants
   f. Four First Year Class Representatives (Single Off-Campus, Single On-Campus, Married Off-Campus, and Married On-Campus)
g. A representative from each of the officially recognized organizations of the Student Association.

Section 2 – Special Representative
In an effort to ensure that the voices of our single and married students are equally represented, an additional representative will be added to the Student Association.

1. At the time of election, if four or more M.Div. members of the Student Association (President, Vice President, Spiritual Life Chairman, Post-Vicarage Rep, Pre-Vicarage Non-First Year Rep, and First Year Rep) are classified as single as determined by the Office of Ministerial Formation, an additional married representative from the M.Div. program shall be appointed by the President of the Student Association as a voting member and shall be called the Married Representative.

2. At the time of election, if four or more M.Div. members of the Student Association (President, Vice President, Spiritual Life Chairman, Post-Vicarage Rep, Pre-Vicarage Non-First Year Rep, and First Year Rep) are classified as married as determined by the Office of Ministerial Formation, an additional single representative from the M.Div. program shall be appointed by the President of the Student Association to serve on the Student Association as a voting member and shall be called the Single Representative.

Section 3 – Qualifications of Student Association Members

1. The President of the Student Association shall be a Post-Vicarage member of the student body enrolled in the Master of Divinity program by the beginning of his term. The President of the Student Association cannot serve as the Post-Vicarage Class Representative.

2. The Vice President of the Student Association shall be a member of the student body enrolled in the Master of Divinity program and shall not be a member of the first year or post-vicarage classes during his term as Vice President.

3. The Spiritual Life Chairman shall be a post-vicarage student enrolled in the Master of Divinity program. The Spiritual Life Chairman cannot serve as the Post-Vicarage Class Representative.

4. The Post-Vicarage Representative shall be the President of the Post-Vicarage class. If no President is selected by the Post-Vicarage class by October 1, then a member of the post-vicarage class enrolled in the Master of Divinity program shall be appointed by the President of the Student Association to fill the position of Post-Vicarage Representative.

5. The Pre-Vicarage (Non-First Year) Representative shall be pre-vicarage student enrolled in the Master of Divinity program who is not a member of the First-Year Class.
6. The First-Year Representative shall be a first-year student enrolled in the Master of Divinity program.
7. The Deaconess Representative shall be a student enrolled in the Deaconess program at Concordia Seminary, St. Louis.
8. The Grad School Representative shall be a student enrolled in the Graduate program at Concordia Seminary, St. Louis.
9. The Social-Cultural Chairman shall be a pre-vicarage or pre-internship student enrolled in the Master of Divinity or Deaconess program who is not a member of the First-Year Class.
10. The Intramural Chair shall be a Post-Vicarage member of the student body enrolled in the Master of Divinity program by the beginning of his term.
11. Around the Tower editors must be currently enrolled, residential students.
12. The Seminary Women’s Association (SWA) shall notify the President of the Student Association of the SWA Representative selection prior to the beginning of the Fall Term.
13. The Director of MDiv/RAR shall notify the President of the Student Association of the Resident Assistant selection prior to the beginning of the Fall Term.
14. All members of the Student Association must be approved by the Ministerial Formation Student Consultation Committee (MFSCC) to serve on the Student Association prior to election for the purpose of ensuring members of the Student Association are in good academic standing with Concordia Seminary.
15. Classification is determined by the Office of the Registrar.
16. All members of the Student Association shall be full-time residential students of Concordia Seminary, St., Louis.

Section 4 – Determination of Offices and Responsibilities of the Student Association

1. The following offices and responsibilities will be determined at the meeting of the voting members of the Student Association prior to the first meeting following the Fall Elections and will be filled by the newly elected Student Association representatives for the remainder of their term:
   a. Officers:
      i. Secretary
      ii. Controller
   b. Responsibilities
      i. Additional responsibilities shall be assigned to Student Association officers and members in accordance with the Student Association policies.
2. A representative may not be selected to serve in an additional office or take on an additional responsibility until all representatives have already been assigned a minimum of one office or responsibility.
Section 5 – The Executive Committee of the Student Association

1. Composition
   a. The Executive Committee of the Student Association shall consist of all officers of the Student Association: the President, the Vice President, the Secretary, the Controller, and the Spiritual Life Chairman.

2. Duties
   a. The President of the Student Association
      i. The President of the Student Association shall be the official representative of the student body and shall be acknowledged as head of the student body in all student relations with the faculty and administration of the Seminary.
      ii. The President shall call and preside over all meetings of the student body as described in Article IV.9.A.
      iii. The President shall call and preside over all meetings of the Student Association as described in Article IV.9.B. but shall have no vote unless the Student Association is equally divided.
      iv. The President shall call, at his discretion, open forums for the discussion of matters pertinent to the membership of the student body.
      v. The President shall be responsible to the student body for the proper administration of the total program conducted by the Student Association.
   b. The Vice-President of the Student Association
      i. The Vice President of the Student Association shall assist the President in the administration of the Student Association.
      ii. The Vice President shall be directly responsible to the President of the Student Association.
      iii. The Vice President of the Student Association shall assume all duties of the President in the absence of the President. In the case of a vacancy in the office of the President, the Vice President shall assume the presidency until a new President is elected.
   c. The Spiritual Life Chairman
      i. The Spiritual Life Chairman shall seek, through regular and consistent programming each academic term, to create a healthy atmosphere of Christian fellowship at Concordia Seminary, St. Louis.
      ii. The Spiritual Life Chairman, shall provide moral and spiritual guidance for Student Association dealings.
      iii. The Spiritual Life Chairman shall lead devotions and prayer at meetings of the Student Association.
      iv. The Spiritual Life Chairman shall assist and coordinate with
the Campus Chaplain and the Dean of the Chapel to improve student spiritual life.

v. The Spiritual Life Chairman shall be directly responsible to the President of the Student Association.

d. The Secretary
   i. The Secretary shall be responsible for notifying the Student Association of all meetings of the Student Association, maintaining minutes of all meetings of the Student Association and filing all reports presented to the Student Association.
   ii. The Secretary shall be directly responsible to the President of the Student Association.

e. The Controller
   i. The Controller shall monitor and account for all funds under the control of the Student Association.
   ii. The Controller shall keep an accurate and current record of all disbursements and receipts of the Student Association's funds and shall continually audit the expenditures of the Student Association against the approved budget.
   iii. The Controller shall provide current written purchasing guidelines to persons responsible for the disbursements of Student Association funds at the beginning of each academic term.
   iv. The Controller shall obtain financial reports from all organizations and chairpersons receiving allotments from the Student Association and present them along with the Controller's report to the Student Association at the close of each academic term.
   v. The Controller shall notify the organizations and chairpersons of the date the financial reports are due at least two weeks in advance and shall withhold allocations until satisfactory reports for the previous term have been received.
   vi. The Controller shall submit a budget request for the Student Association each fiscal cycle at the time that all departmental requests are submitted. All budget requests from organizations funded by the Student Association shall be submitted by the Controller.
   vii. The Controller shall be directly responsible to the President of the Student Association.

Section 6 – Duties of the Student Association

1. The Student Association shall uphold the policies outlined in the Student Handbook of Concordia Seminary, St. Louis.
2. The Student Association shall establish, by a two-thirds vote, a set of policies not inconsistent with the Student Handbook of Concordia Seminary, St. Louis.

3. The Student Association shall establish, through its policies, all committees and boards which it deems necessary, and authorize all such committees and boards to establish policies.

4. The Student Association shall allocate and appropriate the Student Association funds and allocate the funds, as it deems necessary, for any committees and boards established in its policies.

5. The Student Association shall remove from office by a two-thirds vote any officer of the Student Association or any representatives of the Student Association who fails to fulfill the responsibilities of his or her office.

Section 7 – The Advisor to the Student Association
The Director of MDiv/RAR by virtue of his duties and responsibilities shall appoint a staff member to be an advisory member of the Student Association and its committees who shall be consulted concerning all major regulations and procedures.

Section 8 – Tenure of Office
1. The incoming President of the Student Association, Spiritual Life Chairman, and Intramural Chairman shall assume their position at the conclusion of their vicarage and will serve until the conclusion of the Spring term of the current academic year.

2. The Vice-President of the Student Association and the Social Cultural Chairman shall assume their position at the conclusion of the Spring term following their election and will serve one year.

3. All Representatives shall assume their positions at the time of their election and shall serve until the conclusion of the Spring term following their election.

Section 9 – Meetings
1. Of the Student Body
   a. One meeting of the student body shall be called by the President each quarter.
   b. Additional meetings must be called by the President upon a fifty-one percent affirmative vote of the student body at a meeting of the student body or upon petition presented to him of ten percent of the members of the student body.
   c. Meetings of the student body shall be held on regular school days.
   d. Ten percent of the members of the student body shall constitute a quorum.
   e. The members of the student body currently serving as vicars shall
not be included in the calculation of quorum or the determination of majority in voting.

f. Notice of all meetings of the student body shall be publicized through email and on the Intramural Bulletin Board at least five school days before each meeting by the President of the Student Association. The notice shall include: meeting time, place, and proposed agenda items.

g. Any member shall have the right to attend any such meetings and to introduce resolutions.

h. If any resolution is approved by a majority vote of the members present and is not acceptable to the Student Association, the Student Association shall submit the matter to the entire membership of the student body by referendum as provided in Article IV of these by-laws.

i. All voting and non-voting members of the Student Association, outlined in IV.1 of these Bylaws, must attend each of these meetings.

2. Of the Student Association
   a. The Student Association shall meet monthly at a regularly scheduled time.
   b. Additional meetings must be called by the President upon a fifty percent affirmative vote of the Student Association or upon petition presented to him of sixty percent of the members of the Student Association.
   c. Only voting members of the Student Association are required to attend the meetings, but all members of the student body are welcome to attend.
   d. The Student Association must review submitted reports of the non-voting members of the Student Association.
   e. The Student Association reserves the right to request the presence of any non-voting member of the Student Association at their monthly meeting.

3. Of Organizations of the Student Body
   All organizations, boards, and committees within the student body shall meet in accordance with the provisions of their individual charters.

Article V: ELECTIONS
Section 1 – General Proceedings
1. In all elections the student garnering a majority of the votes cast shall be declared the winner of the contest for which the student was nominated.
2. If a student does not garner a majority of the votes cast, a runoff election shall be held. The student who garnered the lowest amount of votes will be
removed from the ballot and another election will be held with the remaining candidates names on the ballot.

3. Every member of the student body shall be entitled to vote in the elections.

4. No voting by proxy shall be allowed.

5. The Graduate Representative need not be elected in conjunction with other Student Association elections.

6. All positions for which monetary compensation is available shall be opened to all interested applications and must be advertised to the student body.

7. The Elections Board shall determine the method for collecting votes.

Section 2 – Constituency

1. The President, Vice-President, Spiritual Life Chairman, and Intramural Chairman shall each be chosen by a vote of the entire student body.

2. The Post-Vicarage Representative shall be elected at large by all students of the Post-Vicarage Class enrolled in the Master of Divinity program.

3. The Pre-Vicarage (Non-First Year) Representative shall be elected at large by all Pre-Vicarage students enrolled in the Master of Divinity program who are not a member of the First-Year Class.

4. The First-Year Representative shall be elected at large by all students of the First-Year Class enrolled in the Master of Divinity program.

5. The Deaconess Representative shall be elected at large by all students enrolled in the Deaconess program at Concordia Seminary, St. Louis.

Section 3 – Spring Election

1. A general election shall be held and completed by April 14 during the spring term at which the following offices will be elected by the student body to serve in their post-vicarage year:
   a. President of the Student Association
   b. Spiritual Life Chairman
   c. Intramural Chairman

2. This general election will also include an election of the Vice-President of the Student Association who will serve one full year following the completion of the Spring term in which he is elected.

3. The Social Cultural Chairman, who will serve one full year following the completion of the Spring term in which he is selected, will be selected prior to April 14 as well.

4. The dates of this election shall be determined by the Elections Board in accordance with the provision of these Bylaws.

Section 4 – Fall Elections

1. A general election shall be held and completed by the conclusion of the third week of the Fall term at which the following representatives will be elected to serve until the conclusion of the Spring term of the current academic year:
a. The Pre-Vicarage (Non-First Year) Representative  
b. The First-Year Representative  
c. The Deaconess Representative  

2. The dates of this election shall be determined by the Elections Board in accordance with the provision of these Bylaws.

Section 5 – Procedure for Filling Vacancies on the Student Association
Any officer of the Student Association or representative to the Student Association whose term of office is terminated for any reason prior to the beginning of the spring term shall be replaced within three weeks of the termination. The President of the Student Association shall appoint the student who received the second largest number of votes in the previous election for the vacant position to the office. If the runner-up is unavailable, the President of the Student Association shall appoint a replacement at the approval of the Student Association.

Section 6 – Special Elections
All elections pertaining to the Student Association not outlined within the By-Laws or Policies of the Student Association are subject to the Elections Board Chairperson of the Student Association.

Article VI: THE ELECTIONS BOARD
Section 1 – Function
1. The Student Association shall make suitable arrangements for the conduct of elections by the appointment of an Elections Board and shall also appoint its chairperson. This committee shall function in accord with the provisions established by the Student Association for its functioning and shall be charged with the proper conduct of the Student Association elections and nominations and with the supervision of the pools by responsible persons.
2. The Elections Board is authorized to draw up, subject to ratification of three-fourths of the Student Association, a set of policies not inconsistent with these Bylaws for holding of elections. These policies may only be amended unanimously.

Section 2 – Composition
The Elections Board shall consist of the following
1. The Chair of the Elections Board  
2. The President of Student Association  
3. The Spiritual Life Chair  
4. The Advisor of the Student Association
Section 3 – The Chair of the Election Board
The Secretary of the Student Association shall serve as the chair of the Elections Board.

Section 4 – Duties of the Election Board
1. The Elections Board shall establish, by a two-thirds vote, a set of policies not inconsistent with the Student Handbook, these bylaws, or the policies of the Student Association.
2. The Elections Board shall be responsible for the election of all Student Association officers and representatives to the Student Association. The Elections Board shall regulate the method of voting as well as oversee the counting of the ballots.
3. The Elections Board shall be responsible for the election of all additional positions established in the Bylaws of the Student Association or the policies of the Student Association.
4. The Elections Board shall collect the names of all candidates for the elections of Student Association officers, Student Association representatives, and additional posts and publicly present these names to the appropriate constituency prior to elections.

Article VII: PETITION, REFERENDUM, AND RECALL
Section 1 – Procedure for Petitioning the Student Association
1. The petition for a referendum other than those for the election of the post-vicarage class president or for an amendment to these Bylaws shall require the signatures of ten percent of the student body of any segment thereof to which the referendum would be administered exclusively. Petitions for referendum must allow at least two weeks for preparation of the referendum. Any petition for referendum which meets the above requirements shall be binding on the Student Association.
2. Any student petitions to the Student Association other than petitions calling for a referendum shall not be binding on the Student Association, but shall be presented in a regular meeting of the Student Association and shall be entered along with the pursuant discussion in the minutes of that meeting.

Section 2 – Procedure for Recalling an Officer of the Student Association or a Representative to the Student Association
1. An officer of the Student Association may be removed from office by three-fourths vote of those voting in a recall referendum of the student body.
2. A representative to the Student Association may be removed from office by a three-fourths majority vote of those voting in a recall referendum of the representative’s constituency.
3. Written notification of the reason why a vote for recall is being called should be submitted to any officer or representative two weeks prior to the intended vote.

**Article VIII: AMENDMENTS**

1. If twenty percent of the student body petitions the Student Association to call a general election for a vote upon an amendment to the Bylaws of the Student Association, the election shall be held within two weeks of the date of the submission of the petition for amendment. This procedure shall be known as a referendum, and no approval of the Student Association shall be necessary.

2. An amendment to the Bylaws of the Student Association originating in the Student Association must pass that body by a two-thirds vote of quorum. Having passed the Student Association, the amendment shall be published at least one week before the vote of the student body is taken.

3. All amendments to the Bylaws of the Student Association must be passed by a two-thirds majority of the student body voting on the proposal.

4. Changes in the language of the Bylaws of the Student Association for the purpose of clarifying but not changing its meaning or intention may be made by a two-thirds vote of the Student Association without the approval of the student body.

**Article IX: RATIFICATION**

These Bylaws shall become effective immediately upon approval of the Student Association by a two-thirds majority of the student body voting on the ratification.

Adopted: May 1, 2013
HANDBOOK DISCLAIMER OF CONTENT

The information and polices contained in this handbook are presented as a matter of information and are not intended as a contract or offer to contract. Concordia Seminary reserves the right to alter or change information or conditions contained in this publication without notice. Changes to this handbook will normally be announced via Daily Announcements.
1. Buenger Hall-Dorm D
2. Brohm Hall-Dorm C
3. O. Fuerbringer Hall-Dorm B
   Dorms B, C, D; “Isolation”
4. Luther Statue
5. Luther Tower
6. Walther Arch
7. Stoeckhardt Hall
   Placement and Alumni Relations
   Admissions/Recruitment
   Student Services
   Financial Aid
   Parish Nurse
   Residential Services
8. Johann Hinrich Benidt Seminary Center
   Koburg Dining Hall
   Kitchen
   Wartburg Commons
   Food Bank
   Re-Sell It Shop
9. Guenther Hall - J
   Faculty Offices
   Graduate School
   Advanced Studies
   Doctor of Ministry
10. Lang Hall-Dorm K
    Campus Store
11. Grabner Hall-Dorm I
12. Craemer Hall-Dorm H
13. Brauer Hall-Dorm G
14. Schaller Hall-Dorm F
15. Pritzlaff Hall
    Vicarage and Internships
    Personal Growth
    Ministerial Formation
    Presidents Room
16. Werner Auditorium
17. Wynken Hall
    Classrooms
    Distance Education
    Sign School
    Faculty Offices
    Deaconess Studies
    Field Education
    Center for Hispanic Studies
18. Pieper Hall
    Administrative Offices
    Registrar
    Board Room
    President’s Office
19. Sieck Hall
    Faculty Offices
    Classrooms
    Concordia Journal
    Continuing Education
    Theological Research and Publication
    Technology Services
20. L. Fuerbringer Hall-Library
21. Fountain
22. Student Services Building
    Mail Room
    Copy Center
    Welcome Center
    Campus Services
    Housing Office
    Financial Planning and Administration
    Human Resources
    Accounting
23. Loeber Hall
    Guest Housing
    Student Mailboxes
    Seminary Advancement
    Creative Services
    Laundromat
24. Metzger Hall
    Dormitory
25. Fritz Hall
    Married Student Residences
26. Eldon E. Peterson Fieldhouse
27. Ursula Cotta Hall
    Married Student Residences
28. Ted Drewes Tennis Courts
29. Power House
30. Environmental Services Building
    Maintenance
    Security
31. Athletic Field
32. Chapel of St. Timothy and St. Titus
33. Log Cabin
34. Faculty Homes 1-21
35. Radio Station KFUO
36. Concordia Historical Institute
37. Concordia Woods
    Married Student Residences
38. Playscape
39. Main Quadrangle

P. Parking