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Dear Seminarian,

Welcome to the 2013-2014 academic year, Concordia Seminary’s 175th anniversary! “Light from Above” is our motto and you’ll hear it many times throughout the year. Concordia Seminary is all about following our Lord Jesus Christ. “I am the light of the word,” He says. “Whoever follows me will not walk in darkness, but will have the light of life.” (John 8:12)

Enabling that grand theme is another, one you’ll also hear over and over this year. This theme is community, life together. Why is community important? One reason is biblical, that we are the Body of Christ and individually members of it. A second reason is the old Beatles’ song, “We get by with a little help from our friends.” On campus and later in ministry, we need support, advice and encouragement from one another. A third reason: Christian community is counter-cultural witness. American society is so individualistic that some fellow citizens will become curious when they see us love one another selflessly.

Community gives the Spirit of God a place to shine the “Light from Above.” In this Student Handbook you’ll find the policies that help guide our life together. Of the billions of Christian in today’s world, how many receive the blessing of Seminary life? Very, very few. Life at Concordia Seminary is a gift, worthy of our best community stewardship and one unique and blessed opportunity to receive “Light from Above.”

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 Christ 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, 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 wives 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
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, Community Nights in the dining hall, 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.

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

Chapel Services

Monday - Friday . . . . . 9:35 – 9:55 am
Wednesday . . . . . . . . . . 9:35 – 10:25 am (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 the Seminary’s Portal site (portal.csl.edu) under “Chapel, Prayer Request” or on paper found on the shelf near the men’s restroom in the narthex of the chapel.
   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.*

<table>
<thead>
<tr>
<th>Campus Store</th>
<th>Monday –Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8:00 am – 5:00 pm</td>
<td>11:00 am-3:00 pm</td>
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</tbody>
</table>

**Copy Center**

<table>
<thead>
<tr>
<th></th>
<th>Monday-Friday</th>
<th>Monday-Friday</th>
<th>Monday-Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8:00 am – 9:30 am</td>
<td>1:00 pm – 2:30 pm</td>
<td>3:30 pm – 5:00 pm</td>
</tr>
</tbody>
</table>

**Food Service**

**Monday - Thursday**

<table>
<thead>
<tr>
<th></th>
<th>11:30 am – 1:00 pm</th>
<th>5:00 pm – 6:15 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Friday**

<table>
<thead>
<tr>
<th></th>
<th>11:30 am – 1:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch</td>
<td></td>
</tr>
</tbody>
</table>

**Saturday**

<table>
<thead>
<tr>
<th></th>
<th>11:30 am – 1:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brunch</td>
<td></td>
</tr>
</tbody>
</table>

**Food Bank**

Shopping days are 2 Saturdays a month from 9:00 am-12:00 pm and one Tuesday a month from 3:00 – 6:00 pm.

**Library**

<table>
<thead>
<tr>
<th></th>
<th>7:30 am – 10:00 pm</th>
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</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 am – 4:30 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>1:00 pm – 5:00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>6:00 pm – 10:00 pm</td>
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</tbody>
</table>

**During Breaks**

<table>
<thead>
<tr>
<th></th>
<th>8:00 am – 4:30 pm</th>
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</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td></td>
</tr>
</tbody>
</table>

**Mail Room**

<table>
<thead>
<tr>
<th></th>
<th>8:00 am – 9:30 am</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td></td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>3:30 pm – 5:00 pm</td>
</tr>
</tbody>
</table>

**Re-Sell It Shop**

<table>
<thead>
<tr>
<th></th>
<th>3:00 pm – 6:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 am – Noon</td>
</tr>
</tbody>
</table>

**Volunteer Hours**

<table>
<thead>
<tr>
<th></th>
<th>Thursday 1:00 pm- 3:30 pm</th>
<th>Saturday 1:00 pm - 3:30 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Welcome Center**

<table>
<thead>
<tr>
<th></th>
<th>7:00 am – 6:00 pm*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td></td>
</tr>
<tr>
<td>*Closed for Chapel</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00 am – 1:00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>1:00 pm – 4:00 pm</td>
</tr>
</tbody>
</table>
Fitness Center Hours
  Monday-Thursday – 6:00 am-9:00 am & 2:00 pm-9:00 pm
  Friday - 6:00 am-9:00 am & 2:00 pm-6:00 pm
  Saturday 8:00 am – 6:00 pm
  Sunday 2:00 pm – 6:00 pm

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 they are Monday, Wednesday and Friday during summer classes.

**DAILY CLASS SCHEDULE**

8:00 – 9:25 am  - Class
9:35 am – Chapel
9:55 am (Wednesday – 10:25 am) – Coffee
10:25-11:50 am – Class (Open Hour Wednesday)
12:00 -1:00 pm – Lunch
1:00 – 2:25 pm – Class
2:35 – 4:00 pm – Class
### ACADEMIC CALENDAR – 2013-14

#### FALL QUARTER

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>July</td>
<td>15</td>
<td>Monday</td>
<td>Web Registration for Fall Quarter begins</td>
</tr>
<tr>
<td>July</td>
<td>19</td>
<td>Friday</td>
<td>Web Registration closes for Fall Quarter</td>
</tr>
<tr>
<td>September</td>
<td>4</td>
<td>Wednesday</td>
<td>Orientation for All New Students begins</td>
</tr>
<tr>
<td>September</td>
<td>6</td>
<td>Friday</td>
<td>Opening Service</td>
</tr>
<tr>
<td>September</td>
<td>6</td>
<td>Friday</td>
<td>Registration for All New Students</td>
</tr>
<tr>
<td>September</td>
<td>9</td>
<td>Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>September</td>
<td>24</td>
<td>Tuesday</td>
<td>Theological Symposium begins; No classes Tuesday and Wednesday</td>
</tr>
<tr>
<td>September</td>
<td>26</td>
<td>Thursday</td>
<td>Classes resume</td>
</tr>
<tr>
<td>October</td>
<td>21</td>
<td>Monday</td>
<td>Web Registration for Winter Quarter begins</td>
</tr>
<tr>
<td>October</td>
<td>25</td>
<td>Friday</td>
<td>Web Registration for Winter Quarter closes</td>
</tr>
<tr>
<td>November</td>
<td>15</td>
<td>Friday</td>
<td>Quarter ends after classes</td>
</tr>
</tbody>
</table>

#### WINTER QUARTER

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>2</td>
<td>Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>December</td>
<td>20</td>
<td>Friday</td>
<td>Christmas recess begins after classes</td>
</tr>
<tr>
<td>January</td>
<td>6</td>
<td>Monday</td>
<td>Classes resume; Ph.D Short Courses begin</td>
</tr>
<tr>
<td>January</td>
<td>17</td>
<td>Friday</td>
<td>Ph.D. Short Courses end</td>
</tr>
<tr>
<td>January</td>
<td>20</td>
<td>Monday</td>
<td>D.Min. Courses begin</td>
</tr>
<tr>
<td>January</td>
<td>27</td>
<td>Monday</td>
<td>Multi-Ethnic Symposium begins, no classes Monday and Tuesday</td>
</tr>
<tr>
<td>January</td>
<td>27</td>
<td>Monday</td>
<td>Web Registration for Spring Quarter begins</td>
</tr>
<tr>
<td>January</td>
<td>31</td>
<td>Friday</td>
<td>D.Min. Courses end</td>
</tr>
<tr>
<td>January</td>
<td>31</td>
<td>Friday</td>
<td>Web Registration for Spring Quarter closes</td>
</tr>
<tr>
<td>February</td>
<td>21</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>10</td>
<td>Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>March</td>
<td>17-19</td>
<td></td>
<td>Higher Learning Commission Accreditation Visit</td>
</tr>
<tr>
<td>March</td>
<td>24-27</td>
<td></td>
<td>Association of Theological Schools Accreditation Visit</td>
</tr>
<tr>
<td>April</td>
<td>16</td>
<td>Wednesday</td>
<td>Easter recess begins after classes</td>
</tr>
<tr>
<td>April</td>
<td>22</td>
<td>Tuesday</td>
<td>Classes resume</td>
</tr>
<tr>
<td>April</td>
<td>22</td>
<td>Monday</td>
<td>Web Registration for Summer Quarter begins</td>
</tr>
<tr>
<td>April</td>
<td>25</td>
<td>Friday</td>
<td>Web Registration for Summer Quarter ends</td>
</tr>
<tr>
<td>April</td>
<td>29</td>
<td>Tuesday</td>
<td>Call Day</td>
</tr>
<tr>
<td>May</td>
<td>6</td>
<td>Tuesday</td>
<td>Day of Exegetical Reflection</td>
</tr>
<tr>
<td>May</td>
<td>7</td>
<td>Wednesday</td>
<td>Day of Homiletical Reflection</td>
</tr>
<tr>
<td>May</td>
<td>22</td>
<td>Thursday</td>
<td>Quarter ends after classes</td>
</tr>
<tr>
<td>May</td>
<td>23</td>
<td>Friday</td>
<td>Commencement – 7:00 p.m.</td>
</tr>
</tbody>
</table>
SUMMER QUARTER 2014

9/10-week Terms  Term X-Monday, June 9, through Friday, August 8
                 Term L-Monday, June 16, through Friday, August 22

4-week Terms    Term I-Monday, June 9, through Thursday, July 3
                 Term II-Monday, July 14, through Friday, August 8

2-week Terms     Term A/D.Min. 1-Monday, June 9, through Friday, June 20
                 Term B/D.Min.2-Monday, June 23, through Thursday, July 3
                 Ph.D. Short Courses – Monday, July 8, through Friday, July 19
                 Term C/P-1-Monday, July 14, through Friday, July 25
                 Term D/P-2-Monday, July 28, through Friday, August 8
                 Term P-3-Monday, August 11, through Friday, August 22
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/Alternate Route: Dr. Rick Marrs
   Resident Field Education: Rev. Todd Jones
   Vicarage: Dr. Glenn Nielsen
   Center for Hispanic Studies: Dr. Leopoldo Sanchez
   Deaconess Studies: Dr. Timothy Saleska
   Ethnic Immigrant Institute of Theology: Dr. John Loum
   Specific Ministry Pastor Program: Dr. David Wollenburg
   Academic Advisor of first year students: Prof. Jeff Gibbs
   Placement: Rev. Wayne Knolhoff

Advanced Studies: Dr. Bruce Schuchard, Dean
   Graduate School: Dr. David Maxwell, Mrs. Ruth McDonnell
   Doctor of Ministry Program: Dr. Wallace Becker

Registrar (Academic Records): Mrs. Beth Menneke

Spiritual Life:

Chapel: Dean Kent Burreson
Music and Choirs: Prof. David Johnson
Spiritual Counseling: Chaplain Jonathan Stein
Community Life:

**Student Association:** Seminarian Weston Wildauer
**Seminary Wives Association:** Mrs. Patti Martinal
**Athletics:** Mr. Edde Morgan
**Health and Wellness:** Nurse Carla Hagan
**Residential Services and Food 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:** Mrs. Kerry Hallahan
**Student Accounts Receivable:** Mrs. Brenda Podry
**Student Employment:** Mr. Tom Myers
**Adopt-A-Student:** Ms. Jenny Wagener

**HANDBOOK DISCLAIMER OF CONTENT**

The information and policies 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.
CAMPUS CLOSING POLICY

Policy and Procedures Concerning the Closing of the Concordia Seminary Campus

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.
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 Supervisor at 314-302-9017.

Clayton Police 314-727-4130
Ambulance 314-768-1212
Nurse 314-505-7205
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.

Other Services
For other questions, call the Welcome Center at 314-505-7000. When the Welcome Center is closed please call Campus Security at the numbers listed above. Please note the Welcome Center hours on page 6. Campus Security is off-duty from 3:00 a.m. to 8:00 a.m. daily and from 6:00 a.m. to 1:00 p.m. Sunday. The Welcome Center is closed on campus holidays.
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>Department</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Security</td>
<td>Security Manager 505-7088</td>
</tr>
<tr>
<td>Residential Services</td>
<td>Administrator, Residential Services 505-7324</td>
</tr>
<tr>
<td>Ministerial Formation</td>
<td>Senior Administrative Assistant of Ministerial Formation 505-7123</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 have an option to provide emergency contact information to Admissions when applying to become a student. Once they become a student, they can update this information through written or electronic correspondence with the registrar. This information is available only to FERPA trained campus officials. These being:

Security Manager
Campus Nurse
Registrar
Senior Administrative Assistant of Ministerial Formation

If the investigation is turned over to Clayton Police the emergency contact information will be provided to them at that time.
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 (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.**

### 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 “portal”. The parking permit will be mailed to students, staff, or faculty within one week via campus mail.

**To register Vehicles:**

- Go to [https://portal.csl.edu/](https://portal.csl.edu/)
- Enter your username@csle.edu
- Enter your password
- Click on the (+) to expand the section **Community Links**
- Click **Campus Security**
- A pop-up box will appear. Log-in with your username@csle.edu and password again
- When the page loads, click **Register a Vehicle**

This will open the Parking Registration Table Form

- Please fill in all required fields
- Verify that your P-number is correct. Without it your request will not be processed.
- If you live on campus, please be sure to add your dorm or apartment in the address box.
- Select the appropriate Permit Type:
  - Apartment Residential permits for students in married housing
  - Dormitory Residential permits for students living in the dorms
  - Commuter permits for all students, faculty and staff who do not live on campus.
  - Be sure to properly enter your vehicle make, model and license plate number.
Parking Regulations

Regulations which all students, faculty and staff who drive cars are asked to respect are:

1. Regulations 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 handicap
   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. Lot B south of Koburg Hall
   b. Student Services Building Lot – for visitors and handicapped parking
   c. Lot D south of Concordia Historical Institute
   d. Maintenance Shop
5. 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. Designated parking lots for student 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.
6. 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.

7. Motorcycles – Must be registered and may park in areas assigned for vehicles. Motorcycles are NOT allowed in building hallways, stairwells, or on walkways.

8. 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.

9. Changing oil – This may be done at a local service station. There are no facilities on campus for this purpose.

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.
**FACULTY OFFICE PHONE NUMBERS***

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

<table>
<thead>
<tr>
<th>Department of Exegetical Theology</th>
<th>Department of Practical Theology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, David</td>
<td>Cook, Anthony</td>
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<td>Bartelt, Andrew</td>
<td>Hartung, Bruce</td>
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<td>Gibbs, Jeffrey</td>
<td>Marrs, Richard</td>
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<td>Kloha, Jeffrey</td>
<td>Meyer, Dale</td>
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<tr>
<td>Oschwald, Jeffrey</td>
<td>Peter, David (chair)</td>
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<tr>
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<td>Schmitt, David</td>
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<td>7128</td>
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<tr>
<td>Raj, A.R. Victor</td>
<td>Warneck, Richard</td>
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<td>Saleska, Timothy</td>
<td>Weise, Robert</td>
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<td>Schuchard, Bruce</td>
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<td>Voelz, James (chair)</td>
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<tr>
<th>Department of Historical Theology</th>
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<tr>
<td>Bode, Gerhard (chair)</td>
<td>Arand, Charles</td>
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<td>Dost, Timothy</td>
<td>Biermann, Joel</td>
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<td>Hermann, Erik</td>
<td>Burreson, Kent</td>
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<td>Robinson, Paul</td>
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<tr>
<td>Rosin, Robert</td>
<td>Okamoto, Joel (chair)</td>
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<td>Schumacher, William</td>
<td>Sanchez M., Leopoldo</td>
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**Emeritus Faculty**

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Berger, David</td>
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<td>Brauer, James</td>
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<td>Graudin, Arthur</td>
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<td>Kolb, Robert</td>
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<td>Manteufel, Thomas</td>
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<td>Rossow, Francis</td>
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<td>Rowold, Henry</td>
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<td>Warneck, Richard</td>
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<td>Wollenburg, David</td>
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</tbody>
</table>
OFFICE TELEPHONE NUMBERS*

Academic Advisor (YR 1) 7368
Academic Advisor (2-4) 7762
Academic Affairs 7012
Accounting 7309
Admissions/Recruiting 7200
Alumni Relations 7370
Athletics 7215
Campus Chaplain 7488

314-303-3780

Campus Events 7336
Campus Store 7319
Center for Hispanic Study 7273
Chapel 7569
Communications 7379
Concordia Arch. Inst. 7144
Concordia Journal 7117
Cont. Ed & Parish Srv 7286
Copy Center 7310
Custodial Services 7333
Daily Announcements 7381
Deaconess Studies 7389
Deaf Inst. Of Theology 7120
Dean of Min. Formation 7130
D. Min Program 7100
Emergencies 911
Environmental Services 7330
Exegetical Department 7138
Faculty Dir. Of Deaconess Studies 7130
Fieldhouse 7215
Financial Aid 7202
Financial Planning and Administration 7312
Fitness Center 7275
Food Bank 7029

314-303-5976

Food Services 7321/7322
Graduate School 7102
Grounds 7341
Guest Housing Resv. 7336
Health & Wellness 7204/7205
Historical Department 7391
Housefellow 7021
Housing (off-campus) 7324

Human Resources 7312
Information-Welcome Ctr 7000
Inst. For Mission Studies 7114
Institute on Lay Vocation 7238
Institute for Reformation Research 7134
Jobs (off-campus) 7324
Kitchen 7320
Library Circulation 7030
Library Secretary 7038
Lost and Found 7000
Mail Room 7310
Maintenance 7331
Music Center 7020
Parish Nurse 7204
Personal Growth 7105
Physical Plant 7330/7331
Placement 7370
Practical Department 7101
President’s Office 7103
Pulpit Supply 7023
Purchasing 7312
Registrar’s Office 7107
Re-Sell It Shop 7209
Resident Field Ed 7111
Residential Services 7324
Security
Office voicemail 7083
On-duty cell 314-565-4690
Cell 314-565-8861
Seminary Magazine 7379
Seminary Relations 7365
Sign School 7120
Student Employment 7329
Student Publications 7208
Systematic Department 7152
Technology Services 7231
866-333-2064
Tours 7319
Vicarage 7210
Weight Room 7275
Welcome Center 7000
Werner Auditorium 7770
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<td>Graduate School and Advanced Studies</td>
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<td>Health and Wellness Center</td>
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<td>Housing Office</td>
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<td>Technology Services</td>
<td>7232</td>
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<tr>
<td>Welcome Center/Switchboard</td>
<td>7005</td>
</tr>
</tbody>
</table>
STUDENT ASSOCIATION OFFICERS 2013-14

President     Weston Wildauer
Vice President     Lee Hopf
Secretary     Holly Lustila
Controller     Daniel Potts
Publications Chairman     Jon Kuehne
Social/Cultural Chairman     Timothy Roth
Athletic Chairman     Anthony Gerber
Spiritual Life Chairman     Lucas Witt

Athletic Director     Edde Morgan
Students in Mission     Lucas Witt
Sacristan     Paul Albers
Housefellow     Steve Roma

SEMINARY WOMEN’S ASSOCIATION OFFICERS 2013-14

President     Patti Martinal
Vice President     Alex Vang
Secretary/Treasurer     Martha Peters
Spiritual Growth     Pam Wilshusen
Newsletter     Jennifer Bartholomew
Publicity     Rachel Schmidt
Sonshine Coordinator     Erica Eden
Special Projects     Trista Bodin
Welcome Coordinator     Sarah Weider
SWA Advisor     Diane Meyer
Faculty Wives’ Liaison     Renee Gibbs

RESIDENT ASSISTANTS

Ryan Duerr     Andrew Howe
Kevin Duff     Chris Howell
Lee Hopf     Matt Schiemann
WHERE TO GO FOR WHAT

On-Campus Employment
Student employment opportunities are available through the Human Resources Department. 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 20 hours per week. For more information, visit the Student Employment section of the Current Student section on the Seminary Web site at www.csl.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 8:00 am to 9:30 am and 3:30 pm to 5:00 pm 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
A 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 one Tuesday 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. Students may contact the Re-Sell It Shop Coordinator when furniture is needed, as the Coordinator will assist if feasible. The Re-Sell It Shop is open every Tuesday and Saturday, unless otherwise advertised. Volunteers are encouraged to help out at the shop.
SPORTS INFORMATION

Athletic Director
Edde Morgan, the Athletic Director, administers the intramural, intercollegiate, and club sports programs as well as the Fitness Center activities. This includes reserving the campus athletic venues for the various campus and community events.

Varsity Team Coaches
Dr. Timothy Saleska is the Preachers’ basketball coach; he is assisted by Reverend Ron Rall from Timothy Lutheran Church. Dr. Richard Marrs is the varsity tennis coach. Dr. James Voelz is the varsity golf and soccer coach; and Dr. Jeffrey Kloha is the varsity cycling coach.

Coaching Staff – Club Sports
Soccer, cross country & baseball teams are offered as club sports teams. Appointments of student coaches for these teams are yet to be determined. These coaching appointments will be posted in Daily Announcements.

Intramural Sports Chairman
A Seminarian will coordinate the intramural sports program. There are approximately 35 sports and activities in the intramural program. Please watch the Daily Announcements for more information.

Fitness Center Coordinator
Coordinates the day to day operations of the Fitness Center.

Sports and Athletic Venues
The Seminary athletic facilities include the historic Eldon Pederson Fieldhouse, home of Preacher basketball; the intramural athletic fields; the Ted Drewes Memorial tennis courts; and the sand volleyball court. Reservations for the use of any of these facilities are made through the athletic office.

The baseball team plays their games in Forest Park. The golf team practices in Forest Park at the Norman K. Probstein Golf Courses. The tennis team practices and plays their home matches on the Seminary’s Ted Drewes Memorial tennis courts. The tennis CIT is held at the Seminary’s Ted Drewes Memorial Tennis Courts.
Fitness Center

The Fitness Center in Pederson Fieldhouse is available to all seminarians, their spouses, and their children ages 12 and older. The Fitness Center is staffed daily, but parents must provide proper supervision for children ages 12 to 18. The Fitness Center includes a full complement of strength training and aerobic equipment and is staffed by seminarians trained in proper and safe usage. Lockers are available in the fieldhouse but must be reserved through the Athletic Director’s office.

Intramural and Intercollegiate Team Sports

The Seminary sponsors intercollegiate sports teams in basketball, tennis, golf and cycling. The students and Seminary co-sponsor club sports teams in soccer, cross country, and baseball. To participate on these sports teams a student must be full time (at least nine credit hours per semester), maintain a satisfactory academic and field education record (minimum GPA of 2.5), and may not be employed for more than 20 hours per week. Intramural team sports are usually played throughout the year on Tuesdays (3:30-6:00 p.m.) and Thursdays (3:30-6:00 p.m.)

Club Sports

<table>
<thead>
<tr>
<th>Sport</th>
<th>Season</th>
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</thead>
<tbody>
<tr>
<td>Soccer</td>
<td>Fall</td>
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<tr>
<td>Cross Country</td>
<td>Fall</td>
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<tr>
<td>Baseball</td>
<td>Summer</td>
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Intercollegiate

<table>
<thead>
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<th>Sport</th>
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<tbody>
<tr>
<td>Basketball</td>
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<tr>
<td>Tennis</td>
<td>Fall &amp; Spring</td>
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<tr>
<td>Golf</td>
<td>Fall &amp; Spring</td>
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<tr>
<td>Cycling</td>
<td>Fall &amp; Spring</td>
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Youth Sports

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Soccer</td>
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<tr>
<td>Basketball</td>
<td>Winter</td>
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Intramural Season Schedule

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<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
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<tbody>
<tr>
<td>Ballroom Dance</td>
<td>Ballroom Dance</td>
<td>Academic Bowl</td>
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<tr>
<td>Chess</td>
<td>3-Point Shoot Out</td>
<td>Badminton</td>
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<td>Community Event</td>
<td>Basketball</td>
<td>Ballroom Dance</td>
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<tr>
<td>Dodge Ball</td>
<td>Basketball (3 on 3)</td>
<td>Community Event</td>
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<td>Flag Football</td>
<td>Basketball (Monday)</td>
<td>Foosball</td>
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<td>Foosball</td>
<td>Community Event</td>
<td>Frisbee Golf</td>
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<td>Horseshoes</td>
<td>Freethrow Shoot Out</td>
<td>Sand Vball (4 on 4)</td>
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<td>Racquetball</td>
<td>Pool</td>
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<td>Sand Volleyball</td>
<td>Racquetball</td>
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<td>Ultimate Frisbee</td>
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Official Intramural rules can be found on www.csl.edu Select “Current Students,” then “Athletics” and click on “Intramurals.”
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.

**Library**

**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 7030
- www.csl.edu/library
- librarycirc@csl.edu

**Lending Periods**
- Books: 4 weeks (M.Div., Alt. Route, M. Deac.)
  - 1 year (M.A., S.T.M., 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 Study Carrels**: Applications taken at the circulation desk and are assigned in the fall

**Conference Room and Buszin Room**: Only available through reservation with Campus Events

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

Campus Food Service is available in Wartburg Commons according to the following schedule: Please watch Daily Announcements for more information.

- **Monday to Friday**  
  - Lunch 11:30 a.m.-1:00 p.m.
- **Monday to Thursday**  
  - Dinner 5:00 p.m.-6:15 p.m.
- **Saturday**  
  - Brunch 11:30 a.m.-1:00 p.m.

Campus Store

The Campus Store is located in Lange Hall across from the Chapel. The Campus Store offers a variety of things 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.

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 designated by the Student Association Senate.
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, campus menus and pulpit supply information. To submit an announcement, go to the Concordia Seminary Portal found at www.csl.edu and complete the appropriate form (5:00 p.m. submission deadline). Each announcement may run for three days per week and should be less than 50 words in length.

Concordia Student Journal is a theological journal that contains a collection of works written by students for academic classes and recommended by campus faculty for publication. The purpose of the journal is to help mentor students by showcasing outstanding theological thinking from their peers. Additionally, the publication shows the church the depth and richness of theological training students receive at Concordia Seminary.

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 campus 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 and Concordia Student Journal in one of two ways:
   a. Go to the Portal page. Click on “Student Resources,” then “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.

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.
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.

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.

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 and adopted by it 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.
   c. Technology Services reserves the right to refusal network access.
   d. 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 Portal (https://portal.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. The Library and assigned study rooms also have physical connections for student use. 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 8:00 a.m. to 5:00 p.m. and located at the east end of the lower level in Sieck Hall. The Helpdesk can be reached at extension 7231 (On Campus), 314-505-7231 or 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.

**Uses 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.

**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 Portal and clicking on Room Request:

1. Go to [https://semnet.csl.edu](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.
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 Supervisor of Campus Security (314-565-8861), or the Director of Facility Planning (314-574-9443).

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 7312.

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

Physical and Athletic Facilities

The physical and athletic facilities are available to all seminarians, their spouses, and their children. Each quarter, the hours are displayed and published in Daily Announcements indicating the location of the facilities and those times, including evenings, when the facilities are available to the Concordia Seminary community for individual fitness workouts and informal activities. Parents must provide proper supervision for their children. The facilities include tennis courts, a sand volleyball court, gymnasium, and a fitness center. The fitness center includes a full complement of strength training and aerobic equipment and is staffed by seminarians trained in proper and safe usage. Personal programming
also is available upon request. Normally, Tuesday afternoons from 3:30 p.m. to 6:00 p.m. and Thursday afternoons from 3:30 p.m. to 6:00 p.m. are reserved for intramural team sports and activities throughout the year. The Seminary sponsors intercollegiate team sports. Students are required to maintain a GPA of at least 2.5 to participate on these teams. Contact the Athletic Department at ext. 7215 for further information or specific needs.

Health and Wellness Center
The emphasis of the center is on health and wellness, and the prevention and early detection of disease. The Seminary urges students to take responsibility for their health and be proactive in decisions affecting their personal health habits. The campus nurse, Carla Hagan offers health and wellness education, as well as care for ongoing medical issues and referrals to medical providers in the St. Louis area. Other services available are blood pressure screening, dietary and exercise consultation, doctor and dental referrals. The nurse’s office is located in Stoeckhardt Hall, Room E-27.

All new students must provide documentation of receiving a PPD (skin test for Tuberculosis) and Meningitis vaccine. All returning vicars are required to have a PPD. Students may opt out of receiving the meningitis vaccine by completion of a waiver also obtained from the nurse’s office.

All new students are required to complete a Health History and Immunization form prior to beginning classes. All new and returning students are required to visit the Health Center for a brief check of weight and blood pressure.

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 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 Anthem Blue Cross/Blue Shield of Minnesota. Open Enrollment for students and their families who previously declined coverage may enroll between August 1 and September 15, 2013. Students may opt-out to a comparable group health plan; a plan through their parent’s or spouse employer, military or other government plan. Families interested in dependent coverage on the Seminary student insurance plan may enroll. Students wishing to enroll outside of Open Enrollment will need to meet Special Enrollment guidelines. Forms and brochures are available in the Health and Wellness Center or by accessing www.concordiaplans.org.
Seminary insurance coverage is from September 1, 2013 to September 1, 2014. If the student and/or family are enrolling in Concordia Plan Services, their student account will be billed monthly. Coverage is world-wide and includes Dental and Vision benefits as well as preventative health programs.

**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); (314) 3030-3780 (cell).

**Residential Services**
The Residential Services Office is located on the second floor of Stoeckhardt Hall. 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 chapmank@csl.edu. Additional information is available at www.csl.edu. Go to “Become a Student,” then “Relocation Information.”

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

**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 parent’s 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.) State income tax, however, is paid where one works, not where one lives."

**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.

**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 call 911, as this helps identify your location).

**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.

**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 organization 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.

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 building entrances.

6. Children, ages 16 and under, are not allowed in buildings on campus (including the library) unless accompanied by an adult.

7. Children, ages 18 and under, are not allowed to use the Benidt Center unless accompanied by an adult.

8. Children, ages 11 and under are not permitted to use the Fitness Center. Children 12-18 must be accompanied by an adult.

**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 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. Refer to the Drug Free Campus section on Portal for further information.
Appliances

Electrical appliances must be limited in the dorms 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 dormitories. Cooking is strictly prohibited in dormitory 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. Dormitory residents 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 residents are required to check in and check out with a member of Residential Services (during business hours) or Campus Security staff (after business hours). Failure to do so will result in an improper check-in/check-out fine deducted from the security deposit. Check-in times are established and scheduled when residents accept housing assignments. For check-outs, residents should contact the Office of Residential Services in advance via email at chapmank@csl.edu to schedule an appointment. Generally, check-ins and check-outs are performed during business hours, although special needs will be considered if planned in advance. At check-in time the staff will review the condition of the unit with the resident and will complete a Room Condition Report, which will be signed by the resident. At check-out time the residence must be completely clean, with all personal items and trash removed from the unit, nearby hallways or public spaces, and storage spaces. When the resident checks out, the Room Condition Report will be used to assess any damages to the unit or its furnishings, and appropriate costs/fines will be determined within 10 business days by the Administrator of Residential Services. These costs are deducted from the security deposit, which is also held until all utility accounts and charges are finalized.
Generally, the balance of the security deposited is refunded by mail approximately 30 days after check-out.

**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 dormitories are responsible for keeping lounges 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 dormitory 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 the 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 dormitory 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 dormitory rooms or transported to any other room, hallway, or storage space. Dorm 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. Dormitory students are issued the number of keys required to gain entrance to dormitory hallways and room. 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 dormitory may contact a Resident Assistant (RAs); if no response contact Campus Security to gain access. Apartment tenants should contact Campus Security if locked out. Resident Assistants (RAs) and Security personnel 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 Residential Services office 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 for use solely 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 other 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
Dormitories: 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 portion of their security deposit upon acceptance of married student housing. A binder fee of $300 is due within two weeks of written notification of 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, and 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 or 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.

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

**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 Alternate Route 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.csl.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., 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 mail. Concordia Seminary’s school code is G02457. 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., 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.csl.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/AR when the absence of communication 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-savings tips for meeting these expectations are also available from the Advancement staff.

CAMPUS DRUG AND ALCOHOL POLICIES

Concordia Seminary Drug and Alcohol Use and Abuse Policy
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 Portal 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 Portal 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 Employee Assistance Program for assistance. Additional local resources may be found on Portal.

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 offense 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 Portal 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

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

ALCOHOLICS ANONYMOUS
www.alcoholics-anonymous.org
Services Offered: Daily meetings at 8:00 p.m.; Saturday meetings at 10:30 a.m. and 8:00 p.m.; Sunday meeting at 10:30 a.m. Open to anyone with a desire to stop drinking.

Southern Illinois Chapter Central Services of A.A.
www.aa-sil18.org/www.aastl.org
(618) 234-8335 Email: alano@aastl.org
Answering service: (618) 398-9544
2683 S. Big Bend Blvd., Room #4, St. Louis, MO 63143
Hours: 10:00 am – 10:00 p.m. 24-Hour Hotline Numbers: (314) 647-3677
(314) 647-3677 or (618) 397-3666 TDD (314) 647-3683
AL-ANON
www.al-anon.alateen.org
Services Offered: Informal group discussions for friends and relatives involved in any way with alcoholism.
2683 S. Big Bend Blvd., Room 17
St. Louis, MO 63143
(314) 645-1572

SEXUAL HARASSMENT

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. Unwelcome sexual advances; requests for sexual favors; unwelcome 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 harassment based upon a person’s sex. Behavior that may be experienced as intimidating or 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 Executive Vice President/Chief Operating Officer, 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 complaint investigation.
Any person who desires to file a complaint or discuss this policy may contact the following persons:

Mike Louis  
Executive Vice President  
Chief Operating Officer  
Concordia Seminary  
801 Seminary Place  
St. Louis, MO 63105  
(314) 505-7301

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

If the Executive Vice President/Chief Operating Officer 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 Executive Vice President/Chief Operating Officer.

**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 Executive Vice President/Chief Operating Officer or the Director of Human Resources, whose names, addresses, and telephone numbers are listed in the Sexual Harassment Policy.
If the Executive Vice President/Chief Operating Officer 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, it should be reported to the Executive Vice President/Chief Operating Officer.

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 Executive Vice President/Chief Operating Officer 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 Executive Vice President/Chief Operating Officer, 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 Executive Vice President/Chief Operating Officer 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 Executive Vice President/Chief Operating Officer 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 Executive Vice President Chief/Operating Officer, 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 Executive Vice President /Chief Operating Officer 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, both 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 LIFE POLICIES**

**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.
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 minimum cumulative grade point average of 2.0 is required for the M.Div., and M.Deac. degrees, and Pastoral Certificate Program but a minimum of 2.35 is required for vicarage and internship, and for certification and conferral of the theological diploma.

A student whose current grade point average for a quarter falls below the minimum standard of 2.0 is put on academic probation and is offered counsel by the student’s program director. Procedures may be suggested for improving the student’s academic probation. The probationary status serves as a warning that the student is not making satisfactory progress and that, unless the quality of work improves, he/she is subject to academic dismissal from the Seminary. Ordinarily, a student whose cumulative grade point average is below 2.0 for two consecutive quarters will be dismissed because of academic deficiency.

Dismissal may also occur in response to behaviors that are deemed ethnically 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.

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.

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 “Academics” Document Library” “Ministerial Formation”) 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.

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 education 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 “Student Resources” on Portal (portal.csl.edu).

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.

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 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.
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/.

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 then 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 and liturgics courses, 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 Residential 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 limitations 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 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 personal 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**

I. 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 recommended 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.

II. 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 Testaments 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 a 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).

III. 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:

1. Been declared to be qualified as provided by Bylaw sections 2.7 and 2.8;
2. Received and accepted a call through an assignment by the Board of Assignments pursuant to Bylaw section 2.9;
3. 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
4. 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.
1. 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.

2. 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.

3. 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.

4. A service of celebration on the part of the candidate’s home congregation is encouraged.

5. 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.

IV. The Dean of Ministerial Formation is responsible for the total formation development of the student by helping the program director guide students in 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.

V. The Director of Certification shall:
   a. Receive from the Dean of Ministerial Formation names of those students who are deemed adequately prepared and formed for their certification interview;
   b. Arrange and oversee certification interviews of these students by teams of faculty members for the purpose of hearing the students’ good confession of Lutheran faith and practice;
   c. Report to the faculty the results of the certification interviews, 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.

VI. 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 regularly 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 Placement Committee and 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 assignments 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 the 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 director 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 “Academics.” “Ministerial Formation”) 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 of deferred status are:**

- Approval 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.

**Steps to end Deferred Status**

1. Complete the “Ending Deferred Candidate Status” form and return to Ministerial Formation (Pritzlaff 101).

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 will notify the Faculty.
- Your name is present to the Faculty for Certification.
GUIDANCE AND DISCIPLINE

Concordia Seminary assumes two things about students preparing for 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 ministerium 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.
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. Dormitory Counselors
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 Masters 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 Masters 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 Masters 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 Masters 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 Masters 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 Masters 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 student enrolled in the Masters of Divinity 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 Masters 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/AR shall notify the President of the Student Association of the Dorm Counselor 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 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

Director of MDiv/AR by virtue of their 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 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 Masters of Divinity program.
3. The Pre-Vicarage (Non-First Year) Representative shall be elected at large by all Pre-Vicarage students enrolled in the Masters 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 Masters 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
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.