



Franciscan School of Theology  
at the UNIVERSITY OF SAN DIEGO

# Student Handbook

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## INTRODUCTION

The Franciscan School of Theology brings together three important words: Mission, Franciscan, and California. The Franciscans have provided theological training in California since the beginning of the state's history and have worked with California's diverse population since then.

In 1854 Mission Santa Barbara was chartered as an apostolic college and continued in that capacity until 1885. From 1869 to 1877, it also functioned as a college for lay men. In 1896, it began a four-year high school seminary program. The high school became a separate institution in 1901, and the college department became a separate institution at San Luis Rey, California in 1929. Over the course of the years, the college department expanded into a four-year accredited liberal arts college.

Mission Santa Barbara remained the center for theological studies and continued to operate as a seminary until 1968 when the theological school moved to Berkeley, California as the Franciscan School of Theology, a member school of the Graduate Theological Union, an ecumenical consortium of nine theology schools.

In academic year 2013-2014, the Franciscan School of Theology moved to Old Mission San Luis Rey, Oceanside, California, and entered into a service and curricular affiliation with the University of San Diego, San Diego, California, a private Catholic institution of higher learning. In 2019, FST moved onto the campus of USD. FST's ministerial degree students, both professional and academic, benefit from exposure to USD's graduate programs in peace and justice, non-profit management, counseling, secondary education, global education, leadership studies, and allied fields. The Franciscan School of Theology maintains its autonomous corporate and canonical structure, as well as its accreditation.

As our history indicates, once we were a seminary preparing men for service as priests; now we are a seminary and a theology school preparing lay women and men, religious and clergy for shared ministry in the Roman Catholic Church. Once we were one of a number of Franciscan seminaries in the United States; now we are the only Franciscan seminary/theology school whose mission it is to prepare professional ministers for work in the Church and the society.

From its earliest history, the Franciscan School of Theology has responded to the changing cultural, social, and religious realities of California and the West. We find inspiration in the long history of the Franciscan tradition around the world and in the Americas. Like the students who journey with us in their preparation for ministry, the history of the Franciscan School of Theology is a story in progress.

Guided and governed in its educational mission, community life, and degree programs by the Order of Friars Minor's *Ratio Studiorum*, "*In notitia veritatis proficere*" (Rome, GSFS, 2001), the Franciscan School continues to bring the questions of contemporary culture, society, and Church into dialog with the ever-ancient and ever-new Word of the Gospel.



## ADMINISTRATION, STAFF, AND FACULTY

The Franciscan School of Theology (FST) is owned by the [Franciscans of the Saint Barbara Province](#). The operation of the School flows hierarchically from the Board of Trustees, to a Board of Regents, to the officers of the School with specific responsibilities delineated as follows:

- **Board of Trustees.** The Board of Trustees of the Franciscan School of Theology is the Provincial Board of the Franciscan Province of Saint Barbara and holds fiduciary responsibility for the School. It has certain reserved powers outlined in its bylaws pertaining to the School's mission and philosophy, selection of faculty, approval of the annual operating budget, and final approval of new regents. The Board of Trustees has the power to appoint and dismiss faculty members, approve initial contracts of all regular faculty, approve tenure of all regular faculty, approve promotion to the rank of full professor, open new faculty positions, and nominate Franciscan friars as candidates for faculty positions. The Board of Trustees is the final authority in disputes between faculty and students, and has representation on the Board of Appeals for disputes between faculty and administration.
- **Board of Regents.** The Board of Regents of the Franciscan School of Theology constructs the annual budget, approves faculty sabbaticals, and is the final voice in faculty contract renewals and promotion in rank from Assistant Professor to Associate Professor. The Board of Regents also recommends to the Board of Trustees the opening of regular faculty searches, hiring of new faculty, the movement of faculty to tenure, and the promotion of faculty from Associate to Full Professor.
- **President.** The President, a Franciscan, is the chief executive and administrative officer of the School and sets the tone for its educational direction. The primary internal goal of the President of the Franciscan School of Theology is to work closely with the administration in the day-to-day shepherding of the School so that the community of teachers and learners might further the mission.

The President, *ex officio*, is a member of the faculty and the Board of Regents. In addition, the President initiates and oversees hiring, contract renewals, promotions, and suspension of faculty. The President is to maintain harmonious working relationships with the faculty, staff, and students, striving for participatory involvement in institutional decision-making.

- **Vice President for Academic Affairs.** The role of the Vice President is integral to the life of the School because it affects the lives of both students and faculty. The Vice President is directly responsible to the President for the academic programs, the morale and development of the faculty, and student academic advising. The Vice President is an *ex officio* member of the faculty and is its administrative officer.

The Vice President's general duties and responsibilities as they pertain to the faculty are: to work in concert with the President on all matters pertaining to the academic life of the School; provide academic leadership; formulate the agenda for and preside at faculty meetings; establish academic standards and policies; implement and coordinate evaluative structures of academic programs, teaching, and performance; coordinate the orientation and student advising programs; make final student curriculum decisions in cooperation with a student's faculty advisor; chair the Admissions



Committee, and the Faculty Recruitment and Appointment Committee; teach and engage in research; plan FTS's annual graduation ceremony; coordinate FTS's academic programs with USD programs; develop long-range academic programs with the President and other FST faculty; cooperate with Student Leadership; and serve on the Academic Committee of the Board of Regents.

- **Chief Financial Officer.** The Chief Financial Officer is responsible for the collection and disbursement of school funds, investments, and personnel matters.
- **Faculty.** The primary role of FST Faculty is instructional; however, they also act as academic advisors to FST students. All faculty (full- and part-time) are available to FST students by appointment.
- **Director of Student Services and Spiritual Formation.** The Director of Student Services and Spiritual Formation plans new student orientation in the Fall and Spring, and serves as the administrative liaison to Student Leadership. The Director of Student Services and Spiritual Formation also administers FTS's Spiritual Formation program. The program, which is viewed through the lens of Franciscan spirituality, includes faith sharing groups, retreats, liturgical prayer, and referrals for spiritual direction. The Director of Student Services and Spiritual Formation advises students about individual programs for formation that will nourish spiritual growth, a spirit of justice and peace, and the relationship between culture and faith.
- **Director of Enrollment Management.** The Director of Enrollment Management recruits quality candidates for admission to the School. He or she develops and implements a comprehensive recruitment strategy including representing FST at religious education conferences, communicating and meeting with prospective students, and preparing reports on recruitment status for administration and the Board of Regents.
- **Director of Development.** The Director of Development works with the President in his role as chief development officer to seek sources of funding for the School, and to develop and implement a comprehensive development strategy including seeking grants and endowment monies from foundations and individuals.

## STUDENT LEADERSHIP

Student Leaders host school events, and act as the conduit between the student body and the administration of the School. Student Leadership meets at least once a month during the school year. All students are welcome at these meetings.

### Mission of Student Leadership

The mission of Student Leadership is adapted from the mission of the School:

- To develop academically and spiritually for professional ministry
  - To promote the Gospel message, following the examples of Francis and Clare



- To ensure FST is a welcoming community to students and visitors
- To recognize and embrace diversity
- To reach beyond the walls of the School in service, peace and justice
- To represent students in academic, administrative, and strategic School policy
- To identify and address the needs of the student body
- To facilitate communication to, from, and among students
- To lead the student body in FST's common mission

## Student Leadership Positions

There are four Student Leadership positions, some rotated and some permanent:

- **Convener.** The primary responsibility of the Convener is to coordinate and facilitate student leadership meetings. Specific responsibilities include: scheduling meetings, preparing the agenda, opening the meeting with prayer, and facilitating the meeting itself. This position may be permanent or rotated depending on the preference of the group.
- **Co-Convener.** The Co-Convener primarily acts as another voice in preparing the agenda and facilitating student leadership meetings, if the Convener is unable to do so. The Co-Convener is responsible for the meeting's closing prayer. This position may be permanent or rotated depending on the preference of the group.
- **Secretary.** The Secretary's primary responsibilities are to take meeting minutes, distribute them to each student leader before the next meeting, and to file approved minutes. This position may be permanent or rotated depending on the preference of the group.
- **Treasurer.** The Treasurer administers student leadership funds and keeps records for Student Leadership. Specific responsibilities include the preparation of a budget report for Student Leadership at each meeting and maintaining student association ledgers. In the interest of continuity, this position should not be rotated.

## Student Leadership Committees

The collaborative model that Student Leadership employs deliberately leaves many detailed activities to committees. These committees do not require a student leader as chairperson. Any student may propose the establishment of and lead a committee. Membership and structure of the committees are left open for the committee itself to determine. Committees may include interested members of the student body and, in some cases, of the larger FST community. The number and purpose of committees varies from year to year. Some examples of past committees' purposes are those of planning holiday celebrations, social justice activities, and retreats.

## REGISTRATION

### Registering for Courses

FST students register for courses online through the MySanDiego portal.



## Summer Courses

The University of San Diego offers summer courses that are available to FST students. FST students pay summer tuition and fees directly to FST per usual procedures.

FST does not offer credit unit for its summer classes, which are continuing education units. If an FST student, enrolled in a degree program, wishes to attend the summer session classes and upgrade them to a 1.5 unit course, then the following conditions apply:

- A 1.5 credit unit class requires 21 hours of class time. The summer session is broken into four weeks of 15 hours each week of class time. If a student wishes to upgrade one week's class to 1.5 credit unit class, then he/she must spend an additional 6 hours with the Instructor who is giving the Reading course.
- In addition, a 1.5 unit class requires two hours of study for every one hour in the classroom, so the credit class should require reading amounting to an additional forty (40) hours of work outside the classroom.
- So as not to interfere with the course of classes in the Fall semester, both the professor and the student must ensure that the summer session 1.5 credit class requirements have been completed by the second week of the Fall semester.

Registration for the 1.5 credit class follows this procedure:

- The student must first get the permission of the instructor to take the summer session for 1.5 credit units; this also needs the approval of the Vice President for Academic Affairs.
- The student registers in the usual way for the summer session class but does not pay the summer session cost, as that will be subsumed into the credit class payment in the Fall registration.
- The student, with the professor's and VPAA's signatures, fills out the Special Reading Class (SRC) form, which should indicate both the extra meeting hours with the professor (6 hours as indicated above) and sufficient bibliography or work product to indicate forty (40) hours of work time beyond the summer session. This should be submitted before the summer session class begins.
- Registration for the SRC is added to the student's registration record beginning in the Fall semester at which time payment for the 1.5 credit unit is required.
- Grading for the course is submitted by the SRC professor once the requirements are completed.

## FINANCIAL AID

The Franciscan School of Theology offers scholarships, tuition assistance, and special aid for employees of Catholic institutions. In addition, FST participates in the Federal Direct Loan Program, open to US citizens and permanent residents.

**Scholarships.** The Franciscan School of Theology offers many scholarships to degree students with financial need. Awards up to the full tuition amount are awarded to applicants who have shown exceptional academic achievement in their previous academic work and who demonstrate financial need.





**Tuition Assistance.** Through the generosity of friends and benefactors, we are able to grant tuition assistance to qualified degree students who demonstrate financial need.

**Catholic Employee Scholarship.** Applicants employed in Catholic schools, parishes, religious orders, or related institutions may be eligible for either a 25% scholarship for tuition, or matching funds from FST up to 50% of the total cost of tuition when their employer contributes to their tuition.

**Professed Members of the Secular Franciscan Order (OFS) Scholarship.** The particular and special relationship to those professed in the life of St. Francis motivates FST to extend financial support to professed members of the Secular Franciscan Order (OFS). OFS applicants may be eligible for either a 25% reduction in tuition or up to 50% matching funds from FST when a fraternity contributes to their tuition. Both degree and non-degree students taking courses for full-credit qualify for this program. Students receiving other financial aid do not qualify for this discount.

These apply to both degree and non-degree applicants who take courses for full-credit. Once accepted, submit an [OFS Program Application](#).

### **To Apply for Scholarships.**

#### **US Citizens and Permanent Residents**

1. Complete the Franciscan School of Theology Financial Aid Application. Contact the Admissions Office for priority deadlines. Applications submitted after the deadline will be considered in the order in which they are received and according to the availability of funds, student need, and academic merit.
2. File a Free Application for Federal Student Aid (FAFSA). FST's school code is **G11792**. The information provided in the FAFSA allows FST's Financial Aid Officer to assess the student's financial need.

#### **Employees of Catholic Institutions**

Employees of Catholic institutions may apply for special assistance by completing the Catholic Employee Application.

#### **Members of Religious Orders**

Members of religious orders must submit a statement from their superiors indicating explicitly the amount of financial support the order will provide for the upcoming academic year, the nature of the student's financial need, and the amount of aid requested.

#### **International Applicants**

International applicants must submit a statement indicating explicitly the amount of financial support available for the upcoming academic year, the nature of the student's financial need, and the amount of aid requested.

**Direct Loans.** FST participates in the Federal Direct Loan program open to US citizens and permanent residents. The program is described on FST's [Financial Aid](#) webpage.

**To Apply.** To apply for financial aid, follow the instructions on the Franciscan School of Theology [Financial Aid Application](#).

**Maximum Aid.** Only courses required for a student's degree qualify for financial aid. Financial aid





can be granted only for the maximum number of years a degree program is designed to take. Financial responsibility falls to the student when his or her program extends beyond the maximum number of years.

**Maximum Time.** Financial aid can be granted only for the maximum number of units a degree program is designed to take, dependent on full time or part time status, as documented in the FST Catalog. Only courses required for a degree program qualify for financial aid.

**Satisfactory Academic Progress.** Students must maintain Satisfactory Academic Progress as defined in the *Academic Catalog* to remain qualified to receive financial aid.

## USE OF TECHNOLOGY IN THE CLASSROOM

Students may not use any hand-held devices in the classroom (cell phones, PDA's, MP3 players, cameras, etc.) without the explicit permission of the instructor. All hand-held devices should normally be turned off and packed away during class sessions.

The use of computers in the classroom is a privilege, not a right. Computers should be used for note-taking only. If computers are used for texting, e-mail, social networking sites or other internet use (without the explicit permission of the instructor), the instructor may revoke the privilege of using a computer in that class. Students with multiple violations of this policy will not be permitted computer use in any future FST classes.

Students who need to use voice recorders for class lectures must receive the explicit permission of the instructor in order to do so.

Students may not post ANY material from classes on the Internet or other personal networking sites without the explicit, written permission of the instructor and all other class participants.

## HOUSING

FST does not offer on-campus housing. However, an array of housing possibilities exists in the area. Contact the Admissions Office for information on local housing.

## HEALTH INSURANCE

All Franciscan School of Theology full-time students (9 units or more) are required to carry health insurance and are automatically enrolled in the Student Health Insurance plan. Students will be billed for Student Health Insurance at the beginning of each semester unless they waive coverage and show proof of other insurance. More information on FST's [Student Health Insurance](#) plan can be found online.

## FACILITIES AND SERVICES

### FST Classrooms and Offices

Some FST courses share its classroom space with other USD departments at the USD campus. Administrative office hours for FST are 8:30am until 4:30pm with a one-hour break for lunch from 12:30-1:30. All are advised not to leave personal possessions unattended.

### Student Computer Lab

Desktop computers with word-processing software and internet access are available for student use in the Copley Library on the USD campus during library hours.



## **MySanDiego**

The MySanDiego online student portal provides access to registration; grades; student accounts and financial aid status; forms and handbooks; and instructional technology. It also provides valuable information about the degree programs; FST services; local and USD communities; and technological support. Students are encouraged to make the portal the first stop for information. At the beginning of the semester students will receive instructions for logging in to MySanDiego.

## **Student Email Accounts**

Students are automatically assigned a USD username and email account. Students will use this username to access MySanDiego and instructional technology. USD will send announcements, safety alerts, and email from Canvas to this address. Students are encouraged to set their USD account to forward to their preferred account.

## **Career Development**

FST students may use the [USD Career Services](#).

## **Text Book Purchasing**

Booklists for FST courses are posted online on the [FST Website](#). Most books can be ordered directly from Amazon or any other preferred bookseller.

## **Library Services**

FST maintains a library collection of 18,000 volumes devoted to the course work students will do, and to Franciscan history and spirituality. This collection is housed at USD's Copley Library. FST students have full access to the University of San Diego's [Copley Library](#) and the [Digital Theological Library](#).

## **Transcripts**

Transcripts must be requested in writing using the [Transcript Request form](#). The first transcript requested is free; there is a nominal charge for subsequent requests. Transcripts will not be issued to students who have not cleared all indebtedness to FST and USD. Note that grades of "F" appear on transcripts.

Note: On transcripts before Fall 1983, units are in quarter units. Quarter units and semester units are to be treated separately. If both units appear on a single transcript, convert quarter units to semester units for total units, and to compute grade points. Semester units equal 2/3 quarter units.

# **COMMUNITY ACTIVITIES AND SPIRITUAL LIFE**

## **Liturgy**

In keeping with the School's mission and Franciscan spirit, FST students, staff, faculty, and friends celebrate weekly liturgies during the academic year. Liturgies are collaboratively prepared by the Director of Student Services and Spiritual Formation with an ongoing liturgy team in conversation with presiders and preachers. The planning team draws upon a variety of forms of Christian prayer, the diversity of our school community, and the communities we are preparing to serve.



Each weekly liturgy is followed by a community meal open to students, faculty and staff.

## Retreats

The Director of Student Services and Spiritual Formation organizes an off-campus weekend retreat for students during the year. Occasional day or evening reflections are also planned.

## Special Events

Special events are planned throughout the year.

- **New Student Orientation.** New Student Orientation is prior to the beginning of classes. The Director of Student Services and Spiritual Formation oversees the coordination of orientation activities including informational sessions from USD campus resources, campus tour, and advising for classes. Orientation provides an excellent opportunity for new students to become better acquainted with the FST community.
- **Special Liturgy Celebrations.** Special liturgies are celebrated at the beginning of the school year, at Christmas, and at the close of Spring semester. All are followed by a reception for FST students, faculty, staff, and friends.
- **Graduation.** Graduation is celebrated the Saturday after the last week of classes. It is followed by a reception. Graduating students receive a certificate stating that a diploma will be issued upon successful completion of all program requirements and settlement of all indebtedness to FST and USD. Diplomas are mailed to graduates after grades are posted and all accounts are settled.

## Social Justice

Concern for issues of social justice and peace has long been a part of the Franciscan tradition. The School is committed to laying a foundation for students so the pursuit of justice and peace continues after their graduation from FST. Year after year, FST students have been an active presence in the larger community by participating in activities such as hospital chaplaincy, ministry to the homeless, the poor, the undocumented, and others in need.

## Getting More Information

Sources of information are:

- **Email Communications.** The FST Student Services and Spiritual Formation office sends out emails regarding academic issues, faculty and staff announcements, and events sponsored by FST and The University of San Diego. Students are expected to refer to their email regularly to stay aware of important information concerning academic programs, and to keep current with events happening at the School.
- **MySanDiego Portal.** The MySanDiego online student portal provides access to registration; grades; student accounts and financial aid status; forms and handbooks; and instructional technology. It also provides valuable information about the degree programs; FST services; local and USD communities; and technological support. Students are encouraged to make the portal the first stop for information. At the beginning of the semester students will receive instructions for logging in to MySanDiego.



- **FST Website.** The FST website contains information such as announcements of upcoming events; the academic calendar; registration and financial aid information; information on student services and spiritual formation; and academic policies.

## ACADEMIC FREEDOM

FST faculty members are entitled to full freedom in the pursuit of their academic functions, which includes: the advancement of human knowledge, insight, and understanding; the education of the students and presentation to them of divergent views and opinions which are intellectually within the content of the course being offered; and the responsibility to serve the community by lending their intellectual abilities to the solution of current problems.

Faculty members of FST are members of a learned profession and members of an educational institution. When speaking or writing as individuals, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and educators, they should remember that the public may judge the teaching profession and the School by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, and should not indicate that they are speaking for the institution when they are not. This does not preclude them from identifying themselves as holding a position at the School.

The academic functions of faculty members shall not be abridged, either before or after the fact, directly or indirectly by any segment of the Franciscan School. The academic freedom of the faculty members shall not be construed to permit them to use the student audience to gratuitously, deliberately, and persistently express views misrepresenting or impugning the authoritative teachings of the Roman Catholic Church.

## DISCRIMINATION AND HARASSMENT

### Title IX

FST is committed to justice and fairness in its educational programs and activities. The School complies with [Title IX](#) of the U. S. Department of Labor's Education Amendments of 1972 requiring that no person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. In addition, FST is committed to respect individual rights and tolerates no discrimination based upon race, color, creed, national or ethnic origin, gender, sexual orientation, age, physical or mental handicaps. Juliet Mousseau, RSCJ, is FST's Title IX Coordinator. She can be reached at [jmousseau@fst.edu](mailto:jmousseau@fst.edu), (619) 574-5802.

### Sexual Harassment Policy

Sexual harassment is a discriminatory practice which is unethical, unprofessional, and threatening to intellectual freedom. Such harassment is directly opposed to FST's mission, which attempts to include "all in an embrace of mutuality, equality, and respect." Sexual harassment has serious consequences in higher education. It is not simply inappropriate behavior; it is also illegal.



The Franciscan School of Theology is strongly opposed to sexual harassment. Sexual harassment is defined as using “one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations, or to punish another for his or her refusal; or the creation of an intimidating, hostile or offensive working environment through verbal or physical conduct of a sexual nature.” (Equal Employment Opportunity Commission of the United States Government)

Sexual harassment behaviors include but are not limited to:

- Sexist remarks, jokes, or behavior
- Insults, including lewd remarks or conduct
- Visual displays of degrading sexual images or pornography
- The use of professional authority to inappropriately draw attention to the gender, sexuality or sexual orientation of an employee, colleague, or student
- Pressure to accept unwelcome social invitations
- Unwelcome sexual advances, including unwanted touching
- Request for sexual favors
- Sexual assault, including attempted or completed physical sexual assault. (Adapted from the Sexual Harassment Policy of American Academy of Religion)

Sexual harassment occurs from these behaviors and other verbal or physical conduct of a sexual nature when any or all of the following conditions apply:

- Submission to or rejection of such conduct is made, implicitly or explicitly, a term or condition of instruction or employment
- Submission to or rejection of such conduct is used as a basis for evaluation in making academic or personnel decisions affecting an individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

(Adapted from the Sexual Harassment Policy of American Academy of Religion)

## **Student-Faculty Relationships**

The Franciscan School of Theology is strongly opposed to sexual relations between faculty and students. Sexual relationships are expressly prohibited in cases where faculty are engaged in teaching, advising, or supervising a student, or engaged in research or professional development activities with a student.

The Franciscan School of Theology, following the guidelines of Title IX, investigates and resolves sexual harassment cases in a prompt and equitable manner. The Franciscan School shall pursue discipline against individuals who retaliate against those who bring forth claims (or cooperate in investigations) under this article, or knowingly or frivolously make a false charge regarding a violation of the above.

## **Arbitration Procedures**

Juliet Mousseau, RSCJ, has been designated by the President as Title IX Coordinator of FST. This person investigates complaints of discrimination and harassment.



1. A faculty member or student who believes he or she has been the object of discrimination or harassment should so advise the Title IX Coordinator of FST. The person bringing a complaint founded in fact will suffer no retaliation.
2. The Title IX Coordinator will try to work out a solution of the situation informally. Failing that, he or she will proceed with an investigation of the complaint, assuring maximum confidentiality consistent with the principles of due process and fundamental fairness.
3. The complaint will be put in writing with sufficient specificity.
4. A person charged will be promptly so notified and given an opportunity to respond.
5. If a complaint is found to be valid, counseling may be made available to the offender and/or disciplinary action consistent with the degree of seriousness of the harassment may be instituted by the President. If the complaint is made against the President, appropriate action is taken by the Chair of the Board of Trustees.

### **Academic or Personality Disputes Between Faculty or Administrators and Students**

In addition to issues involving sex, race or ethnicity, it is also possible that a student may have an academic or personality dispute with a faculty member or administrator at FST. In such cases, the student is expected to employ the following procedures in seeking to resolve the dispute.

Within FST

1. First, approach the individual with whom there is a grievance in an attempt to resolve it.
2. If the student is unable to approach the faculty member or administrator in question, the student should ask the Vice President for Academic Affairs or another faculty member to facilitate a meeting.
3. If faculty members or administrators are aware of a student who has a dispute with another faculty member or administrator, they should encourage the student to voice his or her complaint. If necessary, this may involve serving as mediator for the student.
4. All complaints should be put in writing, and the faculty member or administrator should have a right to respond in writing.
5. If the previous steps do not succeed in resolving the conflict, the student, faculty member, or administrator may consult the President of the School.
6. If the issue remains unresolved after approaching the President, the student may wish to explore other avenues, up to and including the involvement of the Board of Trustees, the highest governing authority for FST.
7. If the student does not inform the faculty member or administrator of the complaint, either personally or through a mediator, the matter shall be considered moot.

The University of San Diego maintains its own policies which can be found on their [website](#).

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at 2535 Capital Oaks Drive, Suite 400 Sacramento, Ca 95833, Website: <http://www.bppe.ca.gov>, Phone: (916)-431-6924 Fax: (916) 263-1897





## FEDERAL NOTICES

### Family Educational Rights of Privacy Act (FERPA)

The [Family Educational Rights of Privacy Act of 1974 \(FERPA\)](#) is a federal law that protects the privacy of education records of all students enrolled in schools beyond the high school level. Students are entitled by FERPA and by FST policy to examine their academic records.

FERPA allows institutions to identify certain types of information called 'directory information' that may be disclosed without student consent. Students who wish to place a privacy hold on directory information must complete a form obtainable through the MySanDiego portal.

### Veterans Administration Educational Benefits Policies

FST accepts Tuition Assistance and GI Bill®/Post 911 Educational Benefits. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>] The Chief Financial Officer is FST's certifying official for veterans' affairs. Veterans and eligible family members need to submit their certificate of eligibility to the CFO. Policies related to students eligible for Veterans Administration (VA) educational benefits may be found at the [US Department of Veteran Affairs website](#).

### Drug-Free Schools and Communities Act

FST complies with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) which requires the following notification to students:

The Franciscan School of Theology requires that the campus be drug free. The unlawful manufacture, distribution, possession, or use of a controlled substance while on FST premises is prohibited. Abuse of alcohol on the FST campus is also not allowed. Violation of this policy will be considered cause for dismissal from school.

### Campus Crime and Safety Report

The Franciscan School of Theology is required by the US Department of Education to make available to students the local Campus Crime and Safety Report. [Click here](#) to access the full report.





## APPENDIX A: USD SERVICES

USD services available for FST students include the following. Click on the links for more information.

<a href="#">Campus Card Services</a>	<a href="#">Jenny Craig Pavilion</a>
<a href="#">Campus Recreation</a>	<a href="#">Legal Research</a>
<a href="#">Career Services</a>	<a href="#">Military and Veterans Program</a>
<a href="#">Cashier's Office</a>	<a href="#">Mission and Ministry</a>
<a href="#">Center for Christian Spirituality</a>	<a href="#">Bosley Fitness Center</a>
<a href="#">Center for Educational Excellence</a>	<a href="#">MySanDiego Portal</a>
<a href="#">Center for Health and Wellness Promotion</a>	<a href="#">One Stop Student Center</a>
<a href="#">Center for Inclusion and Diversity</a>	<a href="#">Parking and Tram Services</a>
<a href="#">Copley Library</a>	<a href="#">Student Health Center</a>
<a href="#">Counseling Center</a>	<a href="#">Student Organizations</a>
<a href="#">Dining Services</a>	<a href="#">Summer and Intersession Office</a>
<a href="#">Disability Services</a>	<a href="#">Torero Store</a>
<a href="#">Outdoor Adventures</a>	<a href="#">United Front Multicultural Center</a>
<a href="#">Center for Catholic Thought and Culture</a>	<a href="#">University Center/ Student Life Pavilion</a>
<a href="#">Graduate Student Life</a>	<a href="#">University Ministry</a>
<a href="#">International Center</a>	<a href="#">Women's Center</a>



## APPENDIX B: LOCAL CHURCHES

Some Roman Catholic churches in the immediate area are:

- **The Immaculata** (located on the USD Campus)  
<https://www.sandiego.edu/immaculata/>  
Phone: (619) 574-5700
- **Church of the Immaculate Conception**  
<https://immaculate-conception-sandiego.org/>  
2540 San Diego Ave  
San Diego, CA 92110  
Phone: (619) 295 414
- **Holy Family Catholic Church**  
<https://www.oneholymfamily.org/>  
1957 Coolidge St. San Diego, CA 92111  
Phone: 858-277-0404



## **APPENDIX C: EMERGENCY PROCEDURES**

In the event of a serious illness or injury on campus, immediately call Public Safety at ext. 2222 or (619) 260-2222.

If you notice any jewelry with an inscription of medical information, bring it to the dispatcher's attention. Give appropriate first aid until the Public Safety Officer arrives. **DO NOT MOVE THE VICTIM UNLESS ABSOLUTELY NECESSARY.**

See locations of all [Automatic External Defibrillators \(AED\)](#) on the USD campus. One is located by the front entrance of the Coronado building.