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Dear Students,

Welcome to Brighton and to the Boston College School of Theology and Ministry! I am delighted that you have chosen to come to our school and engage in our pursuit of “learned ministry.”

You will shortly discover that we are a lively community of scholars and learners who have easy access to the incredibly rich resources of one of America’s most respected research universities. We are also members of one of the world’s best research and teaching consortia -- the Boston Theological Institute, a network of ten divinity schools, seminaries, and theological centers which shares courses, faculties, and library holdings. I encourage you to explore both the rich resources here at BC and within the BTI.

Our STM community of 400 students and 50 full-time and adjunct faculty members is deeply imbued with the Jesuit tradition of rigorous academic study and the formation of the whole person.

As you begin your time here with us, I hope this handbook will help to familiarize you with the resources to which you have access. We hope that you will find it to be a valuable reference guide during your time at the STM. Please be sure to refer to the STM Graduate Catalogue http://www.bc.edu/offices/stserv/academic/univeat/grad_catalog/stm.html for information on STM degree programs, courses, and academic policies and procedures.

We are delighted you are with us.

Thomas Stegman, S.J.
Dean
BC School of Theology and Ministry
STM ADMINISTRATION

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STM GRADUATE STUDENT WORKERS
Marc Alibrandi (Service Center)
Abigail Amico (Service Center)
Genesis Arocho (Admissions)
James Burraston (Continuing Education)
Gabriella Carroll (Admissions)
Adam Dirnberger (Admissions)
Bradley James (Service Center)
Kyle Herrington (Academic Affairs)
Valerie Kisselback (Service Center)
Reid Linden (Student Affairs)
Katie Mahoney (Service Center)
Laura McCormack (Liturgy)
Catherine Moon (Service Center)
Amy Northrop (Special Projects)
Jack Nuelle (International Fellows Initiative)
Megan O'Neil (Admissions)
Colleen Quigley (International Student Liaison)
John Winslow (New Testament Abstracts)
Ryan Wise (Continuing Education)

Phone: 617-552-6501   Fax: 617-552-0811
Web site: www.bc.edu/stm
e-mail: stm@bc.edu
Mailing address: Simboli Hall 140 Commonwealth Ave./ 9 Lake Street, Chestnut Hill, MA 02467-3800
Delivery address: Simboli Hall 9 Lake Street, Brighton, MA 02135-3841
STM Administration and Staff
Dean’s Office

STM Dean Thomas Stegman, S.J., oversees all academic, administrative, and formation aspects of the STM in addition to teaching.

Terry Lima serves as the Administrative Assistant to the Dean of STM and oversees academic year functions as well as the Dean’s schedule.

Academic Affairs

Jennifer Bader, Associate Dean, Academic Affairs, assists faculty advisors by offering academic advisement for all STM students, handles questions regarding the STM’s overall academic program and works with students and faculty around academic issues, difficulties, incompletes, extensions, directed readings, three-credit summer course options, and other academic processes.

Jane Regan, Chair, Department of Religious Education Pastoral Ministry (DREPM), Director of Summer at STM, Director of Continuing Education, and Associate Professor, oversees the academic and administrative affairs of the DREPM. In addition to teaching, Jane also serves as an advisor for degrees and synthesis projects and can answer questions regarding STM programs offered through the DREPM: M.A.T.M., M.A.P.M., C.A.E.S., Ph.D., Pastoral Ministry and Hispanic Ministry Certificates.

Andrea Vicini, S.J., Interim Chair, Ecclesiastical Faculty, and Associate Professor, oversees the academic and administrative affairs of the Ecclesiastical Faculty. In addition to teaching, Andrea also serves as an academic advisor for degrees and thesis projects and can answer questions regarding STM programs offered through the Ecclesiastical Faculty: M.Div., M.T.S., Th.M., S.T.L., S.T.D.

Theresa O’Keefe, Associate Professor of the Practice of Youth and Young Adult Faith and Faculty Co-Director of Contextual Education, both runs and teaches in the Contextual Education program for those in the M.A.T.M. and M.A.P.M. degree programs. Theresa also teaches classes in youth and young adult faith.

Melissa Kelley, Associate Professor and Co-Director of Contextual Education, both runs and teaches in the Contextual Education program for those in the M.Div., Th.M., and M.T.S. programs. Melissa also teaches courses in pastoral counseling.

Marcia Ryan, STM’s Assistant Director for Supervised Ministry and Community Engagement, works closely with the Supervised Ministry program and has responsibility for our student externship program and is working with STM Student Affairs to envision new ways to reach out to the local and extended ministry communities as well as STM alumni.

Admissions and Financial Aid

Adam Poluzzi, Associate Dean, Enrollment Management, oversees recruitment, admissions, financial aid, and marketing for the STM. Adam is responsible for developing and ensuring the proper implementation of strategies that support the enrollment goals of the School. Adam also chairs the admissions committees for STM, represents the STM at conferences and professional workshops, and works with prospective students throughout their educational and vocational discernment process.

Donna DeRosa, Assistant Director for Financial Aid and Academic Services, coordinates financial aid for the STM, manages the operations of the admissions office, and works with newly admitted students to ensure their smooth transition into the STM. Donna is also responsible for managing course scheduling and information and oversees the registration process for STM students.

Ellen Romer Niemiec, Assistant Director of Admissions, is responsible for recruitment and marketing. Ellen also works in collaboration with the Assistant Director of Financial Aid and Academic Services to coordinate the admissions process. Her responsibilities include meeting with prospective students, managing the recruitment travel for the STM, recruiting prospective students, working with applicants throughout their application process, as well as coordinating the marketing and advertising efforts for the office.

Marissa Papula, Admissions Assistant, works with the Associate Dean, Enrollment Management, as well as the Assistant Directors, in the recruitment and application processing for applicants. Marissa is responsible for responding to applicant
inquiries, processing and mailing admissions information requests, maintaining the travel calendars for office staff, managing the admission decision notification process, validating and processing international student paperwork, and managing the Admissions graduate assistants.

**Administrative Services**
The members of the STM Administrative Services Team oversee all of the Administrative functions of the school, including budget, human resources, space planning and IT.

**Maura Colleary**, Interim Director, Finance and Administration, is responsible for human resources policies, directs and coordinates budget preparation and administration, and is responsible for IT and space management for STM. She manages the STM Service Center, supervises the STM Graduate and Program Assistants, and oversees the administration of the Summer at STM.

**Maureen Lamb** serves as the STM Fiscal and Administrative Specialist and oversees budget transactions, database management, and statistical reports for the school.

**Karen Smith**, Academic Administrative Assistant, provides administrative support to the STM’s academic operations, including the Associate Dean for Academic Affairs, the Department Chairs, and faculty. Her work focuses on the faculty-related operational, HR, and administrative responsibilities of STM.

The **STM Service Center** is designed to respond to the needs of STM students, faculty, staff, and administration in the areas of office support, academic services, interface with University departments, publications support, and special projects. **Stephen Coté, Diane Dube, R.J.M., and Mary Magennis** are the STM Service Center Representatives who process all course registrations for STM, STM Continuing Education, STM Online: Crossroads, and BTI students, reserve rooms for events, process payments and reimbursements, and maintain updated forms for STM.

**Student Affairs**
**Jacqueline Regan**, Associate Dean, Student Affairs, oversees all aspects of student life at the STM. Jackie is responsible for STM community life, spiritual formation, liturgy, and career services. She serves as an advisor to the student-run STM Student Forum and acts as a liaison for the STM alumni community.

**Barbara Quinn, R.S.C.J.** is Associate Director, Spiritual Formation, for STM. She coordinates all aspects of spiritual formation at the STM, administering the Spiritual Formation for Ministry Program and the Spiritual Formation Program for lay M.Div. students. Barbara anchors the El Salvador Immersion experience and serves as an advisor to the STM Student Forum.

**Continuing Education**
**Jane E. Regan**, Director, Continuing Education, oversees all of the Continuing Education offerings for STM, including the STM Online: Crossroads Program, and is an associate professor as well as Director, Summer at STM.

**Melinda Brown Donovan**, Associate Director, Continuing Education, coordinates the STM Continuing Education program including workshops, lectures, and CEUs.

**Barbara Anne Radtke**, Continuing Education, works with STM Online: Crossroads programs and teaches online and hybrid graduate and continuing education courses.

**Boston College Theology and Ministry Library**
**Esther Griswold**: Theology and Ministry Librarian
**Steve Dalton**: Collection Development/Reference Librarian
**Virginia (Ginny) Greeley**: Circulation Services Supervisor
**Michael McGrath**: Evening Circulation Assistant

**BOSTON COLLEGE MAIN CAMPUS RESOURCES**
Boston College Operator
617-552-8000

Hospitals:
Newton-Wellesley 617-243-6000
St. Elizabeth’s, Brighton 617-789-3000
Mt. Auburn Hospital 617-492-3500
Ambulance (Fallon Ambulance Service) 617-745-2100

Campus Police
Emergency 617-552-4444
Escort Service 617-552-8888
Non-Emergency 617-552-4440
http://www.bc.edu/offices/bcpd/

Athletics Information & Tickets
617-552-GoBC
www.bceagles.com

Bookstore
800-978-0978
www.bc.edu/bookstore

Dean of Students Office
617-552-3470
http://www.bc.edu/offices/dos.html

Disabilities Services Offices
617-552-3470
http://www.bc.edu/offices/dos/subsidiary_offices/disabilityservices.html

Sexual Assault Network (SANet)
617-552-2211
http://www.bc.edu/offices/wc/SANet.html

Dining Services
617-552-2263
www.bc.edu/dining

Flynn Recreation Complex
617-552-3035
www.bc.edu/offices/rec/

Graduate Student Association
617-552-1854
www.bc.edu/gsa

Health Services
617-552-3225
www.bc.edu/healthservices

Medical Insurance
800-394-4026
http://www.bc.edu/offices/uhs/services/insurance/

Office of Student Services
800-294-0294
(617-552-3300)
www.bc.edu/studentservices/

Off-Campus Housing (BC Office of Residential Life)
https://offcampushousing.bc.edu/

ABOUT SIMBOLI HALL
3075
9 LAKE ST.
BRIGHTON, MA 02135
STM- Simboli Hall
The STM is housed at 9 Lake Street on the Brighton Campus of Boston College. Business hours are 8:00 a.m. – 5:00 p.m. Monday-Friday. The building is open 7:00 a.m. – 11:00 p.m. Monday-Friday.

STM Service Center
The STM Service Center is located on the first floor of 9 Lake Street. It is designed to respond to the needs of STM students, faculty, staff, and administrators in the areas of office support, academic services, interface with University departments, publications support, summer school coordination, and special projects. Stephen Coté, Diane Dube, R.J.M., and Mary Magennis are the STM Service Center Representatives who process all course and event registrations for STM, STM Continuing Education, C21 Online, and cross-registration for BTI students, assist with financial aid form completions, reserve rooms for events, process payments and reimbursements, and maintain updated forms for STM. Six graduate assistants work alongside the Service Center Representatives to support a wide range of STM projects. The Service Center is open from 8:00 a.m. – 5:00 p.m. Monday-Friday.

Student Space
The STM Student Lounge is located on the second floor of Simboli Hall. This space has been set aside for conversation and relaxation between classes and is equipped with a refrigerator, microwave, and coffee/tea pot. The refrigerator is cleared of all contents each Friday afternoon at 3:00 p.m.

In addition to the student lounge, students are welcome to use the classrooms and meeting areas of the STM for reading or study groups when these rooms have not been reserved for use.

Reserving Space at the STM
STM student organizations may reserve meeting space for school-sponsored events, and STM students may reserve meeting space for non-STM events with the approval of the Associate Dean for Student Affairs. The procedure for reserving space at the STM can be found in Appendix 2 of this handbook.

STM students may reserve either one of the two spiritual direction rooms on the third floor (rooms 317 & 319) of 9 Lake St. for spiritual direction sessions or other private meetings. Students must reserve the rooms in advance at the front desk of the Service Center. Other BC students and STM alums are also permitted to reserve rooms for spiritual direction appointments with STM directors. A representative at the Service Center should take the name of the student or alum when reserving the room. This policy will be communicated to students and alums by the spiritual directors. Students or alums are not required to disclose the name of their spiritual directors when reserving the room.

Lockers
Lockers are available to STM students for daily and extended use during the academic year. The lockers in the student lounge of 9 Lake St. are available on a first-come, first-served basis. Students may reserve a locker at the front desk of the Service Center and will need to provide their name, email address, phone number, and their own lock and locker combination. Once a locker is assigned, a student may use it for the entire academic year. Personal locks must be removed at the close of the spring semester before the lockers are cleaned and emptied of all contents on June 1.

A total of 18 Lockers are available in the Theology and Ministry Library on a first-come, first-served basis to STM and St. John’s Seminary students. Students may reserve a locker for daily and extended use during the academic year at the TML Circulation Desk and will need to provide their name, email address, phone number, and their own lock and its combination. Once a locker is assigned, a student may use it for the entire academic year. Personal locks must be removed at the close of the spring semester before TML staff clean and empty the lockers of all contents on June 1.

Lost and Found
Items left behind in the classrooms, meeting rooms, and chapel of 9 Lake St. are brought to the Service Center on the first floor. In some instances, for example, when the building is used by outside groups, items might be turned in to the Boston College Police Department. Unclaimed items are donated at the end of the semester.

Vending Area
Snacks and beverages can be purchased from vending machines located on the ground level of 9 Lake St and at the TML.

Parking and Transportation
Please refer to the BC website for the most up-to-date information: http://www.bc.edu/offices/transportation.
The Theology and Ministry Library

The Theology and Ministry Library (TML) supports research, teaching, and learning at the School of Theology and Ministry (STM) and Saint John's Seminary. The TML engages the constituents of the STM, St. John's Seminary, and the wider Boston College community by fostering a welcoming, contemplative, and collaborative environment for study and research. The library's collection of over 296,000 volumes is especially strong in biblical studies, Jesuitica, and Catholic theology and history. The TML is also a member library of the Boston Theological Institute Libraries and Resources Network whose libraries' combined collections—to which STM and St. John's students have full borrowing access-- number nearly 1.5 million volumes in theology and related disciplines.

In addition, because of its close relationship to the highly respected New Testament Abstracts which are edited and published at Boston College, the TML is a depository of virtually all significant international publications in New Testament and related fields.

Facilities and Services

Equipped with several public computers and a computer lab, the library offers wireless internet access, printing, and scanning.

TML librarians provide a full range of services and assistance in the use and understanding of library resources. Watch for announcements each semester about theological research workshops taught by the TML Reference Librarian.

Study Carrel Reservations

School of Theology and Ministry students who are writing a thesis or dissertation may reserve a closed study carrel. Carrels are assigned on a first-come, first-served basis. Carrel reservations and policies may be obtained at the TML Circulation Desk.

Group Study Space

The TML has a limited amount of group study space available which groups of two or more may reserve by signing up at the Circulation Desk. Space not reserved in advance is available on a first-come first-served basis.

Student Employment

Each year, the TML employs a number of students as library assistants. Please contact the Circulation Services supervisor for more information and to request an application.

Communicating with STM Students

The STM is committed to providing timely and accurate information to students, faculty, and staff concerning important school-related news and events. Because the School's listservs, mail folders, and bulletin boards are tools provided to ensure efficient, effective, and appropriate communication within the school community, the STM reserves the right to the review all printed and electronic messages before distribution.

BC Email

The Boston College Office of Student Services and the School of Theology and Ministry rely upon the use of BC email accounts for all official school communications. To view your email address, log on to the Agora Portal. You will need your username and password to access your account. Your email address will be displayed. From this screen you may also forward your BC account to another email account. Students are expected to access their email accounts regularly, to check for official communications, and to respond as necessary using their BC email address. It is your responsibility to ensure that your email address is not suppressed in the Information Privacy preferences section of your Agora account. If you have any questions, contact the Boston College Office of Student Services at 800-294-0294 or 617-552-3300.

Internal Mail

All students enrolled in a course at the STM are assigned a mail folder for the academic year. The folders are located in a three-drawer lateral file cabinet in the student lounge of 9 Lake Street. These mail folders are to be used for the circulation of academic papers and printed materials within the STM community among students, faculty, and administration. The distribution of promotional materials, mass mailings, and bulk invitations require the approval of the associate dean for student affairs. Students who wish to disseminate information to the student body and faculty through student mail folders must first submit a copy of his/her document to the Service Center for approval by the associate dean. The contents of the folders are removed on June 1, and all unclaimed academic papers will be held at the Student Service Center.

Listservs

The School of Theology and Ministry uses several listservs to facilitate communication within the school community. All students enrolled in a course at the STM are placed on a general student listserv: stm-students@listserv.bc.edu. The list is updated in September, and new students in the spring semester are added in January. The STM also has listservs for individual degree programs and student organizations. All STM listservs are moderated by
administration and faculty program directors and use BC e-mail addresses.

**STM Social Media**
The STM’s social media pages and groups are an extension of the STM community and provide an interactive forum for community building, networking, and information sharing. Students are invited to post questions, notices, and information, but should remember that this is a moderated online discussion hosted by the STM. It is not intended for crisis communication. Content and frequency of posts are monitored by STM administration. Common topics include practical information and questions about STM/BC news and events, housing opportunities, and job notices. Comments should be civil and respectful. There is a two comment limit for each post. Posts and comments that may be deleted include those that contain vulgar language, personal attacks, inflammatory remarks, incorrect information; promotion of products, organizations, and agendas; excessive posts from any one individual; links to sites or offensive materials that attack the STM, BC, the Church and its mission.

**Facebook:** facebook.com/groups/bcstm/
**Twitter:** twitter.com/bcstm

**STM Directory**
Each year the STM publishes a photo and email directory consisting of STM faculty, staff, and students. This directory is available in October. A link to the directory is sent to the STM community through the STM newsletter, and copies are available in the student lounge areas.

**Bulletin Boards**
The STM uses several bulletin boards for posting school related announcements and information on events of interest to the STM community. The boards are located on the first floor, outside of room 130 and on the second floor, in the student lounge. Flyers, posters, and other messages are approved and stamped by the associate dean for student affairs. Postings should be submitted to the front desk of the Service Center for approval. All postings on the Boston College campus must be approved and stamped. Postings must contain all information that is relevant to the event. The purpose of this policy is to manage the physical posting of material on campus in a way that ensures the appropriate use of available space and prevents the defacing of University property. Postings must be consistent with the principles and values espoused by the STM and Boston College. In addition, the content of the postings must avoid demeaning or discriminatory portrayals of individuals or groups, cannot be libelous, violate copyright law, or contain any material that is inconsistent with the community standards of BC, including any references to alcohol, drugs, or sexual innuendos. We reserve the right to make decisions regarding the approval of what is to be posted.

**STM Weekly Newsletter**
The School of Theology and Ministry publishes a weekly electronic newsletter, which is sent to all students and employees of the STM. “News from the STM” is distributed from the dean’s office to stm-students@listserv.bc.edu and stm-all@listserv.bc.edu on Wednesday afternoons during the academic year and summer. The newsletter is reserved for announcements related to the STM and BC. Faculty, students, and administrators are welcome to submit notices pertaining to community events, academics, student services, spiritual formation opportunities, internships, and other short-term employment opportunities. STM administration reserves the right to edit content of the notices submitted for publication. Submissions should be sent to stmnews@bc.edu by Monday, 4:00 p.m.

**Personal and Family Emergencies**
The STM seeks to be responsive to students when faced with personal and family needs that interrupt the ability to attend class. In the case of a death in the family, a crisis, or serious illness, a student is encouraged to contact faculty of the classes being taken and the associate dean for academic affairs. Requests for prayers are made through the associate dean of student affairs, and announced publicly only upon request by the student him/herself.

**Weather Cancellations**
Cancellations and early closings will be announced through WBZ-AM (Channel 4), WCFS-TV (Channel 5), WBZ News Radio 1030 AM, 1-888 BOS-COLL (267-2655), 617-552-INFO (4636), www.bc.edu/bcinfo, www.bc.edu/emergency, text messages to all cell phones registered with BC’s RAVE Emergency Notification System, and email to all members of the University Community.

Please note that weather conditions (downed lines, power outages, etc.) may impede communication. Faculty, students, and staff are strongly encouraged not to rely on email or voicemail exclusively. Also, BC does not announce cancellations or early closings through Channel 7 or Fox TV. If you have any question about whether or not the school is open due to inclement weather, please call the STM Service Center at 617-552-6501. If school is open but a class is cancelled, students will be notified by the professor(s).

**Campus Preparedness and Emergencies**
Boston College uses several different methods of notification to alert students, faculty, staff and others of an emergency. It is important that you become familiar with these notification tools and ensure your contact information is kept current and up to date. The University will test these systems once per semester to ensure they are working properly and community members are familiar with them.

In the event of severe weather or other emergency situations, the University, in addition to its Emergency Preparedness website (http://www.bc.edu/content/bc/emergency.html) will communicate with the community through as many of the following channels as the situation warrants:

- Emails to bc.edu accounts
- Text alerts to cell-phones. Be sure to logon to (https://portal.bc.edu) to update contact info.
- Phone calls to select campus phones
- Posting information to the following websites: (www.bc.edu/emergency), (www.bc.edu/bcinfo) and main (www.bc.edu)
- Information on the 888-BOS-COLL (888-267-2655) emergency information line.

STM COMMUNITY LIFE

As an international theological center, the STM attracts a richly diverse group of students from the many regions of the United States and from approximately thirty countries throughout the world. The STM considers this diversity one of its major resources. It believes that the best setting for the study of theology and preparation for ministry is one in which the student body is varied and challenging, yet unified by a common purpose and goals. While respecting and aiming to enhance the integrity of each person, the STM strives to be a community of faith, worship, and collaborative learning.

STM community events are offered in the hope that the relationships formed at the STM will deepen and broaden the academic and spiritual formation of its students. All community events are posted on the BC STM Calendar, available through the STM website.

The Thursday Liturgy and Repast has become a hallmark of STM community life, bringing faculty, students, and administrators together for worship at 12:15 p.m. in St. Ignatius Church followed by a shared meal served in the STM lobby. Indeed, throughout the academic year, no classes are held at the STM from 12 – 3 p.m. on Thursdays so that faculty, students, and staff may attend the weekly liturgy and lunch, and also schedule school-related meetings as needed. In addition to the Thursday Liturgy and Repast, a Tuesday morning coffee break, “Tasty Tuesday,” is offered from 9:45-10:30 a.m. in the STM Lobby as another opportunity for informal conversation.

The STM encourages the formation of student organizations that reflect the wide range of student interests and needs. Involvement in STM student groups provides myriad opportunities to engage academic, pastoral, and cultural interests beyond the classroom, and to make significant contributions to the community life of the STM, the university, and the local Boston area.

STUDENT FORUM

The Student Forum is a council of STM student groups comprised of elected officers, representatives from each of the registered student organizations, and members of the STM administration. It seeks to enrich student life, foster a spirit of community, and serves as the primary liaison between the student body, administration, and faculty. The monthly meetings provide an opportunity for students to discuss issues relevant to academics affairs, community life, worship, and formation. The Student Forum coordinates and funds events hosted by STM student organizations.

Student Forum Officers
Moderator – Amy Northop: northroa@bc.edu
Treasurer – Ariell Watson: ariell.watson@bc.edu
Advisors – Jacqueline Regan, Associate Dean, Student Affairs: jacqueline.regan.2@bc.edu
Barbara Quinn, RSCJ, Associate Director, Spiritual Formation: barbara.quinn.3@bc.edu

Student Forum Funds
Registered student organizations of the STM receive financial support from the Student Forum by submitting a budget for approval at the beginning of each semester. Unused funds allocated to a student organization do not carry over into the next academic year. Student organizations are eligible to use STM and university facilities for events in accordance with STM and BC policies and procedures. Please refer to appendices 1B & 1C for the STM group registration process and event planning.

Conference Funding
The STM Student Forum, in conjunction with the Office of the STM Dean, provides grant funding for STM students who wish to attend academic and/or professional
conferences. This program is intended to supplement the Boston College GSA’s Individual Conference Grant program http://www.bc.edu/content/bc/offices/gsc/gradorgs/gsa/gsa_funding/gsa_ircg11.html The purpose of the STM grants is to support and facilitate professional theological and spiritual formation through attendance at academic and professional conferences, and is designed to help offset the costs associated with conference attendance that are not directly funded by other agencies, schools and departments within the university. Examples of such expenses include, but are not limited to, payment for: travel to and from conferences, admittance or registration fees, and research-related expenses incurred while preparing conference presentations. Additional information on student conference funding is available on the Current Students page of the STM website and at: http://www.bc.edu/content/bc/schools/stm/community/current/conferencefunding.html

STM STUDENT ORGANIZATIONS

Corazon Latin@ The committee Corazon Latin@ fosters a sense of comunidad among students who are preparing for, or are interested in working with Latina/o communities. In carrying out this goal, the committee works to promote awareness and celebration of the Latina/o religious culture in three distinct areas: building community, liturgy, and spirituality. The committee collaborates with the Hispanic Ministry program.
Jim Davila jim.davila@bc.edu 
Jaime Gil jaime.gil@bc.edu 
Victor Gacitua, S.J, victor.gacitua@bc.edu

ECOsySTM 
ECOsystm is a group of students and faculty inspired by Pope Francis’ encyclical Laudato Si: On Care for Our Common Home, which asks us to hear the cry of the earth and the cry of the poor. As a school of theology and ministry committed to the “promotion of justice and reconciliation” we have a responsibility to respond to this cry, infusing all aspects of our institution with an ecological consciousness.
In light of the STM’s mission to “form a community that is contemplative, critical, and collaborative,” ECOsySTM is dedicated to cultivating “ecological conversion” at the STM through education, action, and prayer. This includes naming and responding to the links between environmental destruction, economic exploitation, and racism; opening the hearts and minds of all who learn and pray here to God’s self-communication through creation; and promoting a culture of sustainability and ecological stewardship as an institution.
James Dechant dechantj@bc.edu 
Hyun Jin Yoo yoohb@bc.edu

El Salvador Immersion Experience Each year the STM sends a delegation of students to El Salvador over spring break (March 5-12). Hosted by Christians United for Peace (CRISPAZ), the delegation visits several faith-based organizations that are directly involved in the work of post-war reconstruction, education and, social justice outreach. The trip is one of “Reverse Mission” where participants learn about the history and present reality of El Salvador from the Salvadoran people themselves. Issues such as the impact of war, neo-liberal economics, U.S. foreign policy, and a tradition of liberating faith are explored during the seven-day experience. Students’ visits include the National Cathedral, Divine Providence, and the University of Central America (UCA). An information session will be held in mid-September. 
Jessica McCarthy jessica.mccarthy.3@bc.edu 
Christian Santa Maria santamch@bc.edu

Student Liaison to the Faber Jesuit Marcus Fryer, S.J.: marcus.fryer@bc.edu
Student Liaison to Religious Communities Ako Walker, C.Ss. R. walkerxy@bc.edu 

Faith and Justice Committee This student group focuses on education and advocacy around various social justice issues such as care of the environment, the death penalty, and immigration. Students who participate in the group take the lead in selecting the issues to be addressed and invite the participation of the whole STM community when possible. The committee meets monthly and seeks to raise pertinent issues of social justice and encourage methods for practical implementation in STM courses and programs.

Gaudete Gaudete is a welcoming and affirming community of STM students which recognizes the dignity of each person and seeks to enrich the STM with openness and acceptance. We are the STM extension of the greater LGBTQ and ally community at Boston College and seek ways to connect with the wider community. We provide a space for hope, witness, and dialogue for all students. We celebrate inclusivity through fellowship, discussion, and event sponsorship.
Ariell Watson: ariell.watson@bc.edu
International Students Association

The International Student Association hosts two international evenings each year for the STM community. These are occasions for faculty and students to share the richness of culture and tradition through liturgy, a shared meal, and creative presentations.

Yujia Zhai yujia.zhai@bc.edu

Student Liturgy Committee

The STM Liturgy Committee assists in the planning and coordination of the STM liturgical program, which includes daily Eucharist, the all-school Thursday liturgy, and prayer services that enhance the spiritual life and learning environment of the school. Serving on the committee is an opportunity for students to expand their knowledge of liturgy, learn liturgy preparation skills, and participate in planning prayerful and vibrant liturgical celebrations for the STM community. Serving on the committee is also among the options for fulfilling the STM spiritual formation requirements.

Laura McCormack laura.mccormack.2@bc.edu

Lumen et Vita

*Lumen et Vita,* meaning “Light and Life,” is the graduate journal of Boston College’s School of Theology and Ministry. The editorial committee attempts to present the best research and reviews of a diverse student body, while using an online, open access format that will encourage ongoing dialogue both in the school and in the wider academic community. For more information, please see: escholarship.bc.edu/ojs/index.php/lumenetvita
Jack Pappas jack.pappas@bc.edu
Kathleen Schmitz mary.schmitz@bc.edu
Ryan Borello-Wise ryan.borello-wise@bc.edu

Prison Ministry Initiative

Women and men who are incarcerated face a multitude of challenges. This student organization coordinates weekly visits to several correctional facilities in the Boston vicinity where they address some of the many needs: leading prayer services, presiding at the Eucharist and/or the sacrament of reconciliation, visiting, leading discussion groups, and addressing some of their challenges through improvisation. Faculty, students, and staff offer their services as they are able.

Kevin Embach, S.J. kevin.embach@bc.edu

Social Organizing Committee (SOC)

The Social Organizing Committee plans and provides social events for the entire STM community. These events offer students, faculty, and staff the opportunity to come together, outside the classroom, for evenings of entertainment and community building. The committee is open to all STM students, faculty, and staff who are interested in providing engaging and exciting events for the STM community.

Jeffrey Hatgas hatgas@bc.edu
James Luisi luisig@bc.edu
Anna Mazur mazuran@bc.edu
Steven Patzke patzke@bc.edu
Christian Santa Maria santamch@bc.edu
Lizzie Sexton elizabeth.sextro@bc.edu

Women’s Group

All women are welcome to join this group to talk about women’s issues in the Church and world and to share prayer and social time. Watch for more information.

Alex Crockford crockfor@bc.edu
Katie Dorner dornerk@bc.edu
Madeline Jarrett jarrettM@bc.edu
Mary Leahy leahym@bc.edu

SPIRITUAL AND LITURGICAL FORMATION

The STM takes great pride in offering an excellent academic program of theology and ministry facilitated by the finest scholars and teachers. Of equal importance is the commitment to a well-rounded program that embraces and fosters spiritual, liturgical, and community formation. Grounded in the Ignatian tradition, we strive to support and foster “women and men for others” who incarnate “the faith that does justice” in a world so in need of meaning, hope and new life.

The following is an overview of resources and formation opportunities available to all students as well as several opportunities specifically designed for our lay students. We hope you find great support in these offerings as you continue to deepen in your spiritual life and your life of service in the Church. The STM community will be the stronger for the on-going growth and development of its students.

For more information about the following offerings, please contact Barbara Quinn, RSCJ, associate director of spiritual formation, or Jacqueline Regan, associate dean for student affairs.

SPIRITUAL DIRECTION

At the heart of Ignatian spirituality is the practice of spiritual direction. A school of discernment, it is the ancient practice of attending to the movements of God’s Spirit in one’s life so as to find God in all things and to grow in the freedom and desire to follow the Spirit’s lead.
In the process of spiritual direction, a trained spiritual companion accompanies a person on this journey by listening deeply to the presence of the Spirit in all of life, helping the person to pay attention to where God’s Spirit is leading, and discerning the response to God’s invitations to life and growth. Six or more months of individual spiritual direction are strongly encouraged for all M.Div. and MA students since this practice plays a central role in grounding the individual’s life and ministry in God.

On September 19, an evening will be offered to explain spiritual direction in greater depth and to introduce students to trained directors who are available to meet with them in direction. (See information below under “Gatherings for Lay Students.”) Space is made available at STM for spiritual direction sessions.

RETREATS

Retreat for New Students
On Friday, September 2, 4:30 – 7:30, Room 135, all first year students are invited to a simple retreat. This will be an important way to launch the year and to begin to build communities of prayer, support, and mutuality. A social will follow from 8 – 10 p.m. at the Saint Peter Faber Jesuit community so that all can relax and continue the conversation.

Retreat for Student Leaders
Student leaders of STM student organizations will gather for prayer, reflection in preparation for the year, and discussion of practical leadership skills. Dinner and social will follow. Thursday, September 29, 1:30-3:00 p.m., TML.

All Student Retreat
On Saturday, September 24, 8:30 a.m.-5:30 p.m. (includes travel time), all students are invited to enjoy a day at Connors Retreat/Conference Center, Dover, MA. The day will include prayer, reflections by faculty & students, silence, sharing, lunch and Eucharist. James Dechant – dechanti@bc.edu
Maria Howe- maria.howe@bc.edu

Life Directions Retreat
On Saturday, February 3, 9:30 – 3:45, students are invited to reflect on the core components of discernment and then practice discernment by looking at a decision each person is considering, whether about ministry or relationships or further education.

Other Retreat Opportunities
A variety of retreat experiences, both directed and guided, are offered at other centers in the area. Several of the local centers are:

Campion Renewal Center – Weston, MA
www.campioncenter.org; 781-788-6800

Eastern Point Retreat House- Gloucester, MA
www.easternpoint.org
978-283-0013

La Salette Retreat Center – Attleboro, MA
www.lasaletteretreatcenter.com;
508-236-9020

Miramar Retreat Center – Duxbury, MA
www.miramarretreat.org; 781-585-2460

St. Joseph Retreat House – Milton, MA
Stjoseph.milton@gmail.com; 617-698-6785

Faith Sharing Groups
Many students seek a time and place to reflect on how their academic, ministerial, and personal lives are growing in integration. Consider joining a faith-sharing group with other students who share this desire. Watch for more details. Interested students are invited to initiate groups.

FUNDING FOR SPIRITUAL DIRECTION AND RETREATS

Spiritual direction and retreats are essential components of the spiritual formation program at STM, especially for students enrolled in the MA, MEd, and MDiv degrees. In order to support this value, STM offers a subsidy to defray the cost of retreats and spiritual direction when this is required of degree students (tuition and fees need to be up to date). $100 is offered for spiritual direction and as much as $200 for retreats on a one time basis during the student’s academic program. Although all degree students may avail themselves of this subsidy, priority will be given to those who are required to participate in these programs.

WORKSHOPS

Conversations That Matter: “Elections 2016”
Join with others on October 5, 6:30-8:30, in Room 135, for a conversation about the values at stake in the 2016 elections and which candidate(s) can best embody them. Barbara Quinn, RSCJ – barbara.quinn.3@bc.edu

Gatherings for Lay Students
Many lay students who attend STM seek community gatherings for support, reflection, and fun. Throughout the academic year, occasional gatherings are held for lay students to address a variety of needs. These gatherings include:
Meet Your Spiritual Directors
On September 19, 5:30-7:30 p.m., Room 100, an evening will be offered to explain spiritual direction in greater depth and to introduce students to trained directors who are available to meet with them. A resource list of trained spiritual directors and retreat resources will be provided.

Career Assistance Workshop: “Job Search Strategies”
December 5, 4:00-5:00 p.m., Room 110. A workshop to assist students as they prepare for a job search in ministry, education or a related field. The basics of relationship building, preparing a resume, cover letters, and interview skills are covered. The workshop is an opportunity to learn about career resources available through the STM and BC.

Lay MDiv Evenings
All lay MDiv students are invited to gather two times each semester to reflect on themes particular to them as lay ministers and to enjoy social times of community building, prayer, and relaxation. Fall semester meetings are on two Mondays: October 3, and November 14, 5:00-6:30 p.m., room 110.

LITURGY

Liturgy is at the heart of the STM’s community life, nourishing the spiritual life of the community by word, sacrament, and shared faith. Students of all religious denominations are encouraged to join faculty and administrative staff in preparing prayerful, vibrant, and creative rites either through involvement in the school’s liturgical program, or by integrating liturgy with academic coursework and involvement in student organizations. A variety of programs are offered to involve students in STM’s liturgical life.

Thursday All-School Liturgy
Thursday is the day designated for gathering the entire school community for weekly worship. Liturgies are celebrated at 12:15 at St. Ignatius Church. A light repast (lunch) is served after Mass at the STM. All members of the school community are invited to these celebrations.

Weekday Liturgy
Mass is celebrated at 12:15 on Monday, Tuesday, Wednesday, and Friday and ecumenical prayer services are offered once a month on Monday at 12:15 p.m. in the STM chapel.

Prayer Services
Occasional liturgical celebrations are planned during the academic year around special themes, for example, the Advent Lessons and Carols, and a Lenten Reconciliation Service.

Orientation for Liturgical Ministers
Training is offered to those who wish to contribute to the school’s worship as lectors, acolytes, Eucharistic ministers, and music ministers. The liturgy program is overseen by Jacqueline Regan who works with liturgy faculty, the student liturgy committee, a student liturgy assistant, and the directors of music: Lynn Burns in the academic year and Anne Marie David in the summer. Orientation for new ministers will take place at St. Ignatius Church. Thursday September 15, 2:00-3:00 p.m.

Liturgical Resources
The STM chapel and its resources, including prayer books, hymnals, vessels, and other chapel items are available to STM students for planning a variety of seasonal and special liturgical rites. Students should contact Laura McCormack for more information.

Liturgy and Sacraments at BC
For a complete listing of Mass and other sacramental services offered at various locations on the BC campus visit: www.bc.edu/offices/ministry/liturgy/schedule.html

Local Parish and Faith Communities
STM students are actively involved in the life of several parishes and faith communities in the local area. Please contact Jacqueline Regan, jacqueline.regan.2@bc.edu for more information and ways to connect.

Chestnut Hill
St. Ignatius Loyola
28 Commonwealth Ave.
Chestnut Hill, MA 02467
617-552-6100
www.bc.edu/st-ignatius

Brighton
St. Columbkille Parish
321 Market St.
Brighton, MA 02135
617-782-5774
www.brightoncatholic.org

Community of Sant’ Egidio
http://santegidiousa.org/communities/boston/

Downtown Boston
Paulist Center
5 Park St., Boston, MA 02108
617-742-4460
CAREER ASSISTANCE
From the start of their academic programs, academic advisors assist the students with the selection of courses and the discernment of academic and professional goals. In addition, the associate dean for student affairs and the associate director for spiritual formation support and guide students with their vocational discernment and their search for appropriate ministry placements. Several services are offered to students to assist their search in securing employment upon graduation:

Faculty Advising
Students are strongly encouraged to meet with their academic advisor at least once per semester for guidance in course selection and for conversation on the student’s discernment of academic and professional goals and interests. Faculty mentors begin working with students who plan to continue for doctoral studies as early as the student’s first semester.

Individual Counseling
The associate dean for student affairs and the associate director of spiritual formation also offer personalized career assistance to students. Students are invited to meet with them to discuss vocational discernment, ministerial interests, and employment opportunities.

STM Resume Book
The resumes of graduating students are collected at the beginning of the spring semester and compiled in a resume packet, which is sent to hundreds of employers nationwide. The STM maintains contact with human resource personnel from parishes, college campus ministry offices, schools, and diocesan offices. Employment notices are posted regularly on the STM website so that prospective graduates and alumni have access to the most up-to-date job opportunities from employers seeking STM graduates.

STM Job Board
The STM maintains a job opportunities page on its website www.bc.edu/content/bc/schools/stm/community/current/career-dev/job-opp.html. Hundreds of employers contact the STM each year, eager to recruit recent graduates or seasoned alums for positions in campus ministry, parish ministry, teaching, hospital chaplaincy, prison chaplaincy, and administrative positions in education and mission and ministry.

Boston College Career Center
The services of this center are available to all graduate students and alums of Boston College. Students are encouraged to contact the center for assistance with various aspects of career placement::http://www.bc.edu/offices/careers

STM Ministry Expo
Monday, November 7, 4:30-6:30 p.m., rooms 135 & 130 in Simboli Hall. STM alums and other professionals will be available to speak with students about their work in various fields. Students will learn about different vocational /career paths open to STM graduates. An opportunity to build relationships between alums, local leaders, vocation directors, and the students of the STM.

Career Assistance Workshop: “Job Search Strategies”
December 5, 4:00-5:00 p.m., Room 110. A workshop to assist students as they prepare for a job search in ministry, education, or a related field. The basics of relationship building, preparing a resume, cover letters, and interview
skills are covered. The workshop is an opportunity to learn about resources available through the STM and BC.

**RIGHTS AND RESPONSIBILITIES OF STUDENTS**

In keeping with its mission as an international theological center that serves the Church as part of a Catholic and Jesuit university, the STM promotes and maintains an environment of respect for the rights and dignity of all members of the school community. The STM includes persons from a wide variety of backgrounds and cultures. Therefore, in order to cultivate an atmosphere of mutual respect and trust, the learning environment depends upon honesty and integrity, considerate behavior, respect for privacy, and personal responsibility.

Students of the School of Theology and Ministry are subject to the policies of Boston College as set forth in the University’s Student Guide: [www.bc.edu/publications/studentguide](http://www.bc.edu/publications/studentguide), however, the following rights and responsibilities are of particular importance to students at the School of Theology and Ministry:

- The right to learn, which includes the right of access to ideas, the right of access to facts and opinions, the right to express ideas, and the right to discuss those ideas with others.
- The right of peaceful coexistence, which includes the right to be free from violence, force, threats, and abuse, and the right to move about freely.
- The right to be free of any action that unduly interferes with a student's rights and/or learning environment.
- The right to express opinion, which includes the right to state agreement or disagreement with the opinions of others and the right to an appropriate forum for the expression of opinion.
- The right to privacy, which includes the right to be free of unauthorized search of personal spaces.
- The right to have access to a process through which to resolve deprivations of rights.
- In the case of disciplinary procedures:
  - the right to be informed of any charges of misconduct,
  - the right to adequate time to prepare a response to the charges,
  - the right to hear evidence in support of the charges,
  - the right to present evidence against the charges,
  - the right to an advisor,
  - the right to a fair procedure which is appropriate to the circumstances,
  - the right to be informed of the outcome of any proceeding.

For more information please refer to the [Boston College Notice of Non-Discrimination](http://www.bc.edu/offices/diversity/compliance/nondiscrimination.html) policy found at [www.bc.edu/offices/diversity/compliance/nondiscrimination.html](http://www.bc.edu/offices/diversity/compliance/nondiscrimination.html).

**Responsibilities include:**

- Respect for the rights of others, which includes the obligation to refrain from conduct that violates or adversely affects the rights of other members of the STM and Boston College community.
- The obligation to refrain from conduct in the general community which adversely affects STM and Boston College.
- The obligation to refrain from interfering with the freedom of expression of others. This includes such activities as newspaper thefts, attempting to shout down speakers, and intentional jamming of computer networks.
- The responsibility for the avoidance of force, violence, threat, or harassment.
- The responsibility for the avoidance of disruption. Certain kinds of conduct can convert the expression of opinion into disruption. The Student Demonstrations policy describes the procedures and limitations appropriate to the public expression of opinion.
- The responsibility to comply with state, federal, and municipal laws and regulations. Student members of the Boston College community must be aware that they continue to be subject to the obligations of all citizens while they attend the University. The University is committed to the observance of the laws. There is no immunity on campus from the prohibitions of state and federal law.
- The responsibility to respect the values and traditions of Boston College as a Jesuit, Catholic institution.

**STUDENT CONDUCT SYSTEM**

When the School determines that a student has violated the published policies of the University, has engaged in conduct that demonstrates a lack of honor, integrity, or honesty; has otherwise interfered with the educational process of the STM or any of its other students; has risked the safety of the student him/herself or of others; or has otherwise acted in a manner that would tend to bring discredit on the student or the School, the School has a right and responsibility to initiate disciplinary action, up to and including permanent dismissal. Examples of actions, non-academic in nature, which may precipitate disciplinary
action include lying, theft or other act of dishonesty, intimidation, harassment or stalking of another, physical injury to another, sexual harassment or sexual assault, possession or use of a weapon, fighting or other act of violence, vandalism, deliberate or negligent damage to property of the University, or others, gambling, abuse of technology, violation of policies on drugs or alcohol, or the act of encouraging or assisting another to engage in any of the foregoing misconduct. (Academic discipline is addressed in the University's Graduate Catalog/STM section under a separate policy.) Any violation of the University's behavioral policies should be reported to the STM Associate Dean for Students Affairs, who, in consultation with the Office of the Dean of Students, assists in administering the Student Conduct System as it applies to STM students.

Alleged misconduct by any Boston College Student is within the jurisdiction of the university’s Student Conduct System: http://www.bc.edu/content/bc/publications/studentguide/judicial.html. The Student Conduct System is administered by the Vice President for Student Affairs though the Dean of Students and his/her staff. The dean’s office oversees student conduct and community standards, including discipline, campus civility, sexual assault response, and compliance issues. The Office of the Dean of Students (ODSD) reserves the right to review the sanctions imposed at any conduct hearing to assure their appropriateness. The system exists to protect the rights of the Boston College community and assure fundamental fairness to complainants and to students accused of any breach of the University Code of Student Conduct.

The School of Theology and Ministry publishes and distributes this handbook for informational purposes only. It is not intended to be nor should it be relied upon as a statement of the school’s or the university’s contractual undertakings. The information and policies set forth herein are subject to change.

Appendix 1-A

Boston College School of Theology and Ministry
Student Forum Constitution

The Student Forum of the Boston College School of Theology and Ministry (STM) is a council of representatives from the STM student body comprised of elected officers and appointed group coordinators. These student representatives work with the associate dean for student affairs to coordinate and fund student programming; provide a forum for discussions of school academic and student life policies, curriculum, community life and formation; and to act as a liaison between STM students, administration and faculty.

Article I. Name
The name of the student organization is the Student Forum of the Boston College School of Theology and Ministry (STM), or simply, the STM Student Forum.

Article II. Purpose
The purpose of the Student Forum:
• To actively engage students in the mission of the STM, particularly as it seeks to foster a community within a Catholic and Jesuit university that is “contemplative, critical, and collaborative.”
• To organize, promote, and fund activities that will serve the needs and interests of students.
• To provide a forum for students to meet and discuss specific issues relevant to academic and student life policies, curriculum, community life, worship, and formation.
• To promote student interests and act as the primary liaison between the student body, administration, and faculty.
• To represent the student interests of the STM within the broader Boston College community.
Article III. Membership
Membership in this organization shall be open to all students enrolled during the academic year at the Boston College School of Theology and Ministry.

Article IV. Officers
The student officers of the STM Student Forum:
   a.) Moderator
   b.) Treasurer

Officers’ duties:

Moderator:
• Prepares an agenda and serves as chair of all Student Forum meetings.
• Serves as the official student representative of the Student Forum to the faculty, administration, and student body of the STM; serves on the Executive Committee of the faculty Academic Council.
• Serves as the STM liaison to the BC Graduate Student Association (GSA).
• Ensures that all members of the Student Forum are informed of STM and GSA policies and procedures.
• Coordinates the Student Forum Calendar of Events.
• Attends STM Orientation events.
• Manages the election process in March.

Treasurer:
• Oversees the allocation and administration of funds in the STM's Graduate Student Association (GSA) account and coordinates the Student Forum budget.
• Attends Student Forum meetings, keeps an official record of the proceedings, and distributes the minutes to the STM student body, faculty, and administration.
• Presides at the Student Forum meetings when the Moderator is absent.
• Assists the Moderator as the STM liaison to the BC Graduate Student Association.

Article V. Advisor
The STM associate dean for student affairs is the advisor to the STM Student Forum. Advisor’s duties are as follows:

• Serves as the primary resource to the elected officers and acts as the liaison for the STM administration and faculty.
• Ensures that all decisions, activities, publications, and allocation of funds associated with the Student Forum comply with University and STM policies and are consonant with the mission of the STM and its concomitant ecclesial status.
• Attends Student Forum meetings and assists in the development of meeting agendas, events, public statements, and publications.
• Approves all votes taken by the Student Forum.
• Presides over Student Forum elections
• Appoints officers to vacant positions after consultation with Student Forum members
• Has voice but no vote on Student Forum matters, except when a tie vote cannot be broken.
• Approves the creation of any recognized student groups.
• Ensures that each group adheres to its approved purpose.
Article VI. Student Organizations

- Existing STM Student Forum Organizations /groups are open to all students during the academic year.
- Students who determine a common interest and purpose may apply for official committee recognition and funding through the STM Student Forum. Final approval is granted by the Associate Dean, Student Affairs.
- Organizations must be officially recognized by the Student Forum in order to host events, reserve space, and be eligible for any funding.
- A written statement of purpose shall be submitted by each committee in September, which must be consonant with the mission of the STM and its ecclesial status.
- Each group will send a delegate to the monthly STM Student Forum meeting.

Article VII. Voting and Decision Making

- Voting members of the Student Forum are all students enrolled at the STM during the academic year.
- Decisions concerning event planning and allocation of funds will be made by students present at the Student Forum meetings.
- In matters where consensus cannot be reached a majority vote will prevail.
- The Advisor must approve all votes.

Article VIII. Meetings

- Meetings are held once a month and are open to all STM students.
- Time, location, and agenda of the meeting will be posted one week prior to the meeting.
- Minutes of each meeting will be recorded and distributed by e-mail to STM students, faculty, and administration.
- Elected officers of the Forum must meet or communicate by email at least once a month to create an agenda before the monthly meetings.

Article IX. Funds

- Student Forum funds come from the STM student activity fee as apportioned and distributed by the GSA.
- The Graduate Student Association will remit the funds to the Forum at the beginning of each fall and spring semester.
- Funds will be kept in the STM’s university account.

Article X. Request for Forum Funds

- Groups requesting funds must present a budget proposal (specifying the amount requested and the anticipated number of participants) to the Student Forum Treasurer.
- The decision to fund shall be based upon the following criteria:
  a. Openness to all STM students, faculty, and administration.
  b. Potential interest to a significant number of STM students.
  c. Appropriate use in promoting the mission of the STM.
  d. Credentials and reputation of proposed speaker (if appropriate).
- Funds unused by a student organization do not carry over into the next academic year.
- Decisions concerning funding will be made at Student Forum meetings.
- Checks or deposits to student accounts are made payable to the recipient of the funds after receipts and the appropriate paperwork have been submitted.

Article XI. Elections

- Election of officers, Moderator and Treasurer, are held during the spring semester, approximately five weeks prior to the end of the semester as determined by the academic calendar.
• An election committee, comprised of Student Forum members is responsible for facilitating the Student Forum elections.
• The Elections Committee posts nomination forms for all available elected positions.
• The Elections Committee determines which nominated students have accepted nominations and will submit written platform statements from the nominees to the Moderator. The Committee will make these statements available to the STM community.
• In the event that more than three candidates run for office, a primary election will be held.
• Nominations should be submitted in writing at least one week prior to the election.
• Any non-final year student who will be enrolled full-time at the STM during the next academic year may run for office.
• All STM students enrolled during the academic year are eligible to vote.
• The time between March and May will be used to transfer knowledge and responsibilities from the outgoing officers.
• All organizations are open for participation to all students during the academic year.

Appendix 1-B

Student Forum Registration Process for Recognized Student Groups

1.) Registered student groups must have a minimum of four members. All members who apply for registration and members who register thereafter must sign the committee roster verifying their participation in and commitment to group membership. Members must be enrolled academic-year STM students during their membership. Students must include their names and Eagle ID number at the time of registration.

2.) Student groups must designate a student leader(s). The leader(s) or delegate will be responsible for representing the organization at all meetings of the STM Student Forum. S/he will submit budget proposals and receipts to the Student Forum Treasurer, be the point of contact for event planning at the STM, and agree in writing to abide by all Boston College Graduate Student Association (GSA) policies and the rules set forth in the STM Student Forum Constitution.

3.) Student groups must submit a written Statement of Purpose. This statement must support the interests of STM students and cohere with the Mission Statement of the School. Advocacy groups will not receive STM Student Forum recognition.

4.) Student Groups should complete the STM Committee Registration Application and submit it with the Statement of Purpose to the Student Forum Moderator.

5.) After the Moderator and voting members have reviewed the application, they will recommend the committee to the STM Associate Dean for Student Affairs, who will grant or deny committee status.

6.) Recognition of student groups must be renewed through the STM Student Forum at the beginning of each fall term. In order to renew the organization’s status, an updated committee roster must be submitted to the Student Forum and approved by the Associate Dean for Student Affairs.
Appendix 1-C

STM Student Forum

Student Group Registration – Application

Name of Organization: ___________________________________________________________

Academic Year: ________________________________________________________________

Statement of Purpose: (Please attach a separate sheet with this information.)

Examples of Possible Activities: (Please attach a separate sheet with this information.)

Funding Sources: (Please attach a separate sheet with this information.)

Group Leader(s):

Each Student Forum Organization must appoint a leader(s) to attend the monthly meetings of the Student Forum. The leader(s) submits the committee budget to the Student Forum Treasurer. Each leader must sign their name below. By signing this document, organization leader(s) agree to abide by BC and STM policies as specified by the Graduate Student Association and the Constitution of the STM Student Forum.

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Appendix I-D

Registered Student Group Membership Roster

Name of Organization:__________________________________________________________

Roster for Academic Year: __________________________________________

Please list all club members who are currently enrolled in a graduate program of study at the Boston College School of Theology and Ministry. You must have a minimum of five (5) BC graduate student members. Each of these members must sign his/her name next to his/her information. By signing your name to this document, you are verifying that you are a committed and active member of the club listed above and agree to abide by BC and STM policies as specified by the Graduate Student Association and the Constitution of the STM Student Forum.

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Event Planning at the STM

Student Forum groups and individual STM students affiliated with outside groups may, with the approval of the Associate Dean for Student Affairs, reserve space at the STM for school related events and non-STM functions. Student Forum groups may also reserve the rooms and chapels of Boston College using the online space reservation system through the Event Management: http://www.bc.edu/offices/eventmgmt.html

For Recognized STM Student Forum Groups:

1.) The chair(s) of recognized student organizations may submit a request to host an STM event through the STM Student Forum. Events are reviewed by Student Forum officers, Amy Northrop, Moderator, and Ariell Watson, Treasurer, and approved by Jacqueline Regan, Associate Dean for Student Affairs.

2.) STM room reservations are made at the STM Service Center by group chairs or the Associate Dean. Reservations for function rooms or meeting space on BC’s Main Campus are made by the Associate Dean.

3.) STM Chapel reservations are made with the approval of the associate dean through the Office of Campus Ministry https://limonium.bc.edu/fmi/webd/#chapel_reserve

4.) Sound or additional media equipment must be reserved through BC’s Media Technology Services (MTS) 3 weeks prior to your event http://www.bc.edu/offices/its/support/mts.html

5.) Requests for the public viewing of a film are made four weeks prior to the event: http://www.bc.edu/offices/its/support/mts/filmrental.html

6.) Arrangements and contracts for outside speakers/performers are approved by the STM Associate Dean. Requests for payment are to be submitted at least six weeks in advance.

7.) Requests for an STM Graduate Assistant are made through the Associate Dean and must be submitted in August for fall semester, and November for spring semester. If a GA is assigned to your event, you will be offered assistance in purchasing supplies, copying, set-up and clean-up of the room.

8.) If student groups rearrange furniture for an event, the group is responsible for returning the room to its original configuration after the event.

9.) The STM building should be open for your event. If it is locked when you arrive, please call the BCPD non-emergency line 617-552-4440.

10.) Please refer to the Boston College Alcohol Policy for procedural guidelines pertaining to the consumption of alcohol at campus events:

11.) Recognized student organizations obtain funds for STM student events through the Student Forum. Budgets are submitted and approved at the start of each semester. The Student Forum treasurer has a purchasing card (P-card), which can be used by the chair(s) for purchasing supplies and refreshments.

12.) Reimbursement requests for expenses paid in cash or by personal credit card are made through the Student Forum treasurer, Ariell Watson. Receipts are required.

13.) BC policy prohibits student events during exam periods.
For STM Students Hosting External Events

1.) Requests for the use of STM space for events hosted by an organization not affiliated with the STM or University must be submitted in writing to Jacqueline Regan, Associate Dean for Student Affairs.

2.) The request must provide information on the sponsoring organization, a description of the event, an estimated number of attendees, and a list of all persons making formal presentations.

3.) Once an event has been approved, the associate dean will reserve a classroom or conference room at the STM Service Center. Parking arrangements for the event will be made by STM Service Center staff.

4.) Chapel reservations are made by the Associate Dean through the Office of Campus Ministry.

5.) All food and beverage service must be provided by the Boston College Event Management and paid for by the host organization www.bc.edu/offices/boc.

6.) The consumption of alcohol is prohibited at Boston College unless coordinated through the Boston College Event Management, which is obligated to obtain a license from the appropriate city or town where the event is to take place. Any reimbursement, payment, or recognition of consumption would be a violation and subject to fines.

7.) Large events may require a police detail, the cost of which will be assumed by the host organization.

8.) All STM classrooms are AV ready. Sound or additional media equipment is reserved through BC’s Media Technology Services (MTS) at least 3 weeks prior to your event. Visit www.bc.edu/offices/its/support/mts.html and use the reservation form for guests of BC.

9.) The rights for public viewing of a film must be authorized by BC’s Media Technology Services 4 weeks prior to the event: http://www.bc.edu/offices/its/support/mts/filmrental.html

10.) The STM building should be open when you arrive for your event. If it is locked, please call the BCPD non-emergency line 617-552-4440

11.) If a group rearrange the furniture for an event, it is responsible for returning the room to its original configuration after the event.