

Student Handbook 2019-2020

Seminary of the Southwest

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2019-2020 Official Calendar

1-30-19

August 2019

17-20	MDiv, DAS, and MAR New Student Orientation
17	NSO Lunch (All programs)
17-20	Registration for new students
21-23	New Student Retreat (MDIV, DAS, MAR)
25	Matriculation service and dinner
26	Fall classes begin September 2019
2	Labor Day Holiday – offices closed October 2019
8	Board of Trustees Meeting
8	John Hines Day
14-19	Reading Week

November 2019

7-9	Alumni Convocation and Blandy Lectures
18-23	Spring Registration
26-30	Thanksgiving Break – no classes
28-29	Thanksgiving Holidays – offices closed December 2019
9-14	Final Exam week
14	Classes end
16	Christmas Holidays through January 1– offices closed January 2020
6-7, 9	General Ordination Examination
2-17	January Term
20	Martin Luther King, Jr. Holiday – offices closed
25	Spring classes begin February 2020
4	Board of Trustees Meeting
4	Payne Lecture March 2020
9-14	Summer Registration
16-21	Spring Break
23	Harvey Lecture

April 2020

10	Good Friday – offices closed
13	Easter Monday – offices closed
13	Reading Day
20-25	Fall and January term registration

May 2020

11-16	Final Exam week
16	Classes end
19	Commencement Eucharist
20	69 th Commencement
19-20	Board of Trustees Meeting
25	Memorial Day Holiday – offices closed

June 2020

1	Summer classes begin
1-5	Continuing Education Program

July 2020

3	Independence Day Holiday – offices closed
29-Aug 1	Final Exam Week

August 2020

9	Summer classes end
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MISSION STATEMENT

Seminary of the Southwest forms men and women for the service of Christ in lay or ordained ministry within the church and the larger society.

CONVERSATION COVENANT

A seminary community is a school of inquiry and interpretation: inquiry into the mystery of God in Jesus Christ and interpretation, in both action and reflection, of God's creative and redemptive love. Frank, confident, and trustful conversation is an essential part of our common learning. Often, though, we are led into difficult, even disturbing, conversations as we bring the length and breadth of our assumptions, hopes, opinions, and certainties, into the formative power of Christian faith. Avoiding the issues around which passion and disagreement reside might well be an easier path, but commitment to remaining in conversation with one another despite our differences is part of our calling as disciples of Jesus Christ.

In order to mark both our commitment to conversation and our recognition of the challenges, we affirm...

that we are all made in the image of God and must, therefore, treat one another with respect and dignity;

that we are free to explore different ideas and beliefs as well as to grow and change theologically;

that we share a common sinfulness and, therefore, will understand only partially and be mistaken frequently;

that we do not have to agree in order to love one another;

that our conversations, even our most passionate disagreements, take place in the Spirit whom we seek not to grieve.

and we strive...

to approach conversation with a willingness to listen and learn, acknowledging the value of opposing views;

to treat one another as honest inquirers, attempting to discern God's truth in a complex world;

to engage ideas without attacking or dismissing those that hold them;

to acknowledge the limited perspective of our own experience and opinions, and be open to the possibility of our views changing;

to consider the possibility that we might be mistaken, secure in the knowledge of the love and forgiveness we have all received in Christ;

to challenge one another while seeking not to give offense;

to consider challenges from others while striving not to take offense too readily;

to serve reconciliation by sharing when we have been offended;

to acknowledge stereotypes, ask for clarification in order to avoid misunderstandings, and make room for complexity.

CHAPEL SCHEDULE

Service

Morning Prayer
Eucharist
Evening Prayer
Noonday Prayer
Community Eucharist
(Dinner following)

Days

Monday - Friday
Monday - Wednesday, & Friday
Monday - Wednesday, & Friday
Thursday
Thursday

Time

9:30 am - 10:00 am
11:45 am - 12:15 pm
5:00 pm - 5:20 pm
11:45 am - 12:00 pm
5:30 pm - 6:20 pm

Special Service details

Monday	Eucharist with Assembly
Monday	Evening Prayer, bilingual, Hispanic emphasis
Tuesday	Eucharist, bilingual, Hispanic emphasis
Tuesday	Evensong, chanted Evening Prayer
Wednesday	Choral Morning Prayer, chanted
Thursday	Community Eucharist, followed by a meal

As an Episcopal community of formation, we gather regularly to share our life of prayer. Though corporate prayer occurs several times a day, we do not intend that everyone will be present for each service. However, all students are expected to develop a personal pattern of attendance at Chapel, keep that pattern faithfully, and adjust it when necessary. We have found that the most successful patterns include attending at least one worship service each day one is present on campus, at least one office service each week, and the Monday Eucharist with assembly. Students preparing for or intending to return to ordained service in the Church should expect that their pattern of worship and its role in their formation will be a topic of conversation with their advisers and be a significant source of material for annual reviews.

See the Chapel Customary for details of worship. The Chapel Customary can be found at the Chapel page on the SSW Intranet.

THURSDAY EVENING COMMUNITY EUCHARIST

All community members, family, and friends are encouraged to attend. Children are welcome at the service.

VISITORS

Please welcome visitors to Chapel services and encourage them to sign the Guest Book in the Narthex.

PRAYER REQUESTS

You may make prayer requests in the book located in the Chapel Narthex.

EVENTS

October

HISPANIC HERITAGE MONTH

Each year the seminary highlights some aspect of the history, national backgrounds and cultures of U.S. Latinos, some of whom represent family generations going back to Spanish colonization of the Southwest. Given that Latinos represent twenty-one countries of Latin America and reflect a varied racial and ethnic background composed of European, indigenous people and African roots, the Latino heritage celebrations at SSW are always lively, colorful and informative. Hispanic Heritage Month is observed by SSW during the month of October, culminating with All Saints Day and All Souls Day on November 1st and 2nd, including a community celebration of Dia de los Muertos.

November

BLANDY LECTURES AND ALUMNI CONVOCATION

The Alumni Association established the Gray M. Blandy Lectures in 1967 in appreciation and honor of the Very Reverend Gray M. Blandy for his 15 years of ministry and work as the first dean of Seminary of the Southwest. These lectures are scheduled annually in the fall and are coordinated by the Alumni Association and Steering Committee with assistance from the Seminary's Institutional Advancement Office.

As the first dean of the Seminary of the Southwest, from 1951 to 1967, Gray Blandy was a visionary, builder, and innovator. The Blandy Lectures have featured scholars, theologians, and pastors from throughout the Church.

COMMUNITY THANKSGIVING

There's a community Thanksgiving dinner for those staying in Austin who wish to participate. The seminary provides the turkey and everything else is pot luck.

DÍA DE LOS MUERTOS

The liturgical observance of Los Dias de Los Muertos takes place annually in Christ Chapel and provides a conclusion for Hispanic Heritage month. There is an Ofrenda, an altar dedicated to the memory of the dead in the Weeks Center where all members of the community are invited to add photos or mementos of loved ones.

POLITY BOWL

The Polity Bowl is an annual flag-football game between Southwest and Austin Presbyterian Theological Seminary. The game is followed by a social gathering with both teams and their supporters.

February

BLACK HISTORY MONTH

Black History Month is a time for the seminary and surrounding Austin community to celebrate and honor the successes of the African American culture, as well as engage in educational and life-giving conversations around diversity. The Black History Month Planning Committee is made up of seminarians, faculty, staff, alumni, trustees and local Union of Black Episcopalian representatives. The committee sets goals and objectives for Black History Month events every year.

CLAUDE PAYNE LECTURESHIP IN MISSION AND LEADERSHIP

This lectureship was established in 2003 in honor of the Rt. Rev. Claude Payne, past President of the Board of Trustees and past Bishop of the Diocese of Texas. The annual event will bring to campus a distinguished speaker to address the mission of God in the world, whether in the United States or globally, and the opportunities and challenges of church leadership in our time.

March

HARVEY LECTURES

The Harvey Lecture Series began in 1974 as a living memorial to the Very Rev. Thomas Hudnall Harvey, who served as dean of Seminary of the Southwest from 1968 until his death in 1972. Southwest students plan and implement the annual Harvey Lectures.

April

PROM

Southwest's annual "prom" is our community's end-of-the-year celebration, sometimes with a theme, always with a lot of fun.

May

LAST GATHERING

Held on the Friday night in May before Commencement, Last Gathering includes a community Eucharist, dinner and entertainment, including comedy skits to roast the graduating seniors, faculty, and staff. Spouses or partners are presented with honorary degrees in appreciation of their support.

COMMENCEMENT

Commencement activities take place over two days in May and include a graduate rehearsal, Evensong at Christ Chapel followed by a reception honoring the graduates, and on Commencement day photographs, breakfast, commencement, and a reception.

On-Going COMMUNITY HOURS

Community Hour is scheduled on Monday afternoons from 4:00 pm to 4:45 pm. There are a variety of forms that this takes, from socializing, to formal presentations, to times to visit with guests on the campus. It is an opportunity for faculty, staff, and students to share time together. Light refreshments are served.

WHOM TO SEE AND WHERE TO GO

OFFICE OF THE DEAN AND PRESIDENT

The Very Rev. Cynthia Briggs Kittredge is Dean and President of the seminary. Lesley Wilder is Chief of Staff to the Dean and President.

ACADEMIC DEAN

Dr. Scott Bader-Saye, Academic Dean, is responsible for the coordination and oversight of all academic programs. The Academic Dean's office also maintains student files, and writes student evaluation letters. Laurel Schlueder is Executive Assistant to the Academic Dean.

ADMINISTRATION AND FINANCE

Mr. Fred Clement, Executive Vice President, is responsible for the day-to-day running of the seminary. He oversees the work of the Accounting Office, the Bookstore, the physical plant, Maintenance, and Housekeeping. In consultation with the Director of Enrollment Management and Admissions, he reviews financial aid applications and awards grants. Ashley Croshaw is Executive Assistant for Administration and Finance, supporting the Executive Vice President.

COMMUNITY CARE

The Rev. Jane Patterson is the Director of Community Care for the seminary community. Please contact Jane if you have a pastoral care need or emergency.

AUDIO-VISUAL EQUIPMENT

Audio-visual equipment may be reserved by sending an email to "AVRequest@ssw.edu" in the seminary's global contacts list. Please submit all requests 5 business days prior to event to ensure request can be accommodated.

AUDITING COURSES

Any course may be audited, subject to class availability and consent of the professor and whatever conditions he or she may impose. Auditors earn no academic credit, and their participation in classroom discussion, as well as the evaluation of their work, is at the discretion of the instructor. Full-time students and their spouses or partners may audit courses without charge with the permission of the instructor and the Academic Dean. All auditors must register. To do so, you must present the instructor's and Academic Dean's permission to the Registrar.

CENTER FOR WRITING AND CREATIVE EXPRESSION

Southwest's Center for Writing and Creative Expression (CWCE) is a resource available for all students seeking additional help with their academic assignments. It is staffed by student consultants as part of their work-study commitment under the supervision of Dr. Claire Colombo, Director of the CWCE. Consultants are chosen based on previous teaching or writing experience and/or upon recommendation by the faculty as effective communicators. Writing center staff can help students understand assignments, plan their research, develop a thesis, and locate communication problems in their works in progress. They also offer long-term support for progress toward academic, personal, or creative writing goals ("writing partnerships"). Consultants are available during set office hours or by appointment. CWCE staff can be reached at writing.center@ssw.edu.

CLINICAL PASTORAL EDUCATION

One unit of Clinical Pastoral Education (CPE) consisting of 400 hours of supervised theological and professional ministry is required for graduation from the MDiv program. At Seminary of the Southwest CPE is generally done during the summer after the junior year at any ACPE-accredited CPE centers around the country, including Seminary of the Southwest's own CPE Center. Application deadlines vary by ACPE Center but students planning for the summer unit are strongly encouraged to have their application materials completed by mid-October of the preceding fall semester. Application forms and procedures may be accessed at acpe.edu.

COMMUNICATIONS

The Office of Communications, led by the Director of Communications and Marketing, Eric Scott, is responsible for oversight of all internal and external communications for Seminary of the Southwest. Specific responsibilities include: marketing the seminary's degrees and programs, protecting and managing the seminary's brand and identity, oversight and implementation of the seminary's marketing efforts for recruiting and fundraising, and managing the seminary's website, social media and email campaigns. The communications office also has oversight of all formally printed seminary materials, including bi-annual issues of the seminary's magazine, Ratherview, the advent meditations booklet, promotional event materials and orders of service for the seminary's elevated chapel services. The communications office also has oversight of press relations with religious and secular media on the local, regional, and national levels.

ENROLLMENT MANAGEMENT AND ADMISSIONS

The Rev. Hope Benko, Director of Enrollment Management and Admissions, along with Enrollment Managers Beth Jordan and Brittany James, is responsible for recruiting efforts and the admissions process. Her office makes work-study assignments and assigns seminary-owned housing. In consultation with the Executive Vice President, Hope reviews financial aid applications and awards

grants. The office maintains a list of outside scholarship possibilities, submits certain types of student-completed scholarship applications on their behalf, and provides students assistance with federal financial aid applications.

FACULTY ADVISORS

Faculty advisors provide academic and pastoral oversight to their advisees and play an important part in the formation of individual students for the ministry of the church. The advising role encompasses academic, personal, spiritual, vocational and community life. Advisors are responsible for assisting with academic choices and guiding students' spiritual formation, particularly in the area of family adjustment, participation in the community, and personal and corporate prayer. Advisors prepare MDiv Junior, Middler, and Senior Evaluations in consultation with faculty and the student. Advisors do not serve as spiritual directors, therapists or confessors, but will assist students with referrals.

FINANCIAL AID

Financial aid requests are processed by the office of Enrollment Management. This office assists students with all financial questions. Financial aid forms are distributed in the spring of each academic year and are due by May 1st. Every student who wishes to receive financial aid must complete a financial aid application each year of seminary attendance. Students who do not want or expect to receive financial aid need only to advise Hope Benko by email prior to the May 1st deadline.

Participation in the work-study program is required of all students receiving 100% institutional financial aid and may be required of other daytime students as part of their tuition grant. Work Study is not usually available for Center students.

FINANCIAL TRANSACTIONS

The Accounting Department, located on the 3rd floor of Rather House, handles nearly all of the financial transactions, such as student billing, the disbursement of scholarship and work-study funds, student health insurance and promissory notes. Payments for Bookstore accounts are generally made at the Bookstore. The Accounting team consists of Cathy Whitt, Manager of Student Accounts; and Deborah Tobin, Accounting Clerk.

GENERAL ORDINATION EXAMINATIONS AND CANONICAL EXAMS

The General Ordination Examinations (GOEs) are administered by the Episcopal Church through the General Board of Examining Chaplains. Canonical Examinations are administered by individual diocese. Candidates for Episcopal ordination take either the GOE or a specialized canonical examination at the choosing of the candidate's diocese.

HOUSEKEEPING

Travis Dubcak is Housekeeping Supervisor. Marcos DeLeon and John Cantu are Housekeeping Staff. Housekeeping maintains all guest quarters and does the final make-ready cleaning of all seminary-owned housing prior to move-in. Normal demands on the Housekeeping Staff are considerable. All members of the community are encouraged to pick up after themselves after classes and community events.

HOUSING

The seminary owns 35 efficiency apartments in College Court Apartments and 13 housing units in the neighborhood. All questions about housing availability should be directed to Hope Benko, Director of Enrollment Management and Admissions who handles rent, deposits, and leases. Floor plans are available for most housing units.

INSTITUTIONAL ADVANCEMENT

The Office of Institutional Advancement is dedicated to building community, supporting our seminarians and raising the funds necessary to ensure success at Seminary of the Southwest. Working closely with our colleagues, board, volunteers and friends, we seek to share Southwest's compelling mission and vision. We look forward to working with students and educating them regarding the critical role fund raising will have on their ministry, vocation, and interests.

Wally Moore serves as Interim Vice President for Institutional Advancement. Katherine Bailey Brown is Director of Annual Giving and Alumni Relations. Donna Benson is Database Manager and Karla Gillian serves as Development Associate.

LOST AND FOUND

Found personal items are held at the Reception Desk at Rather House.

MAILBOXES

Student mailboxes are assigned by the Executive Assistant to the EVP during registration. They are located in the Maddux Lounge of the Weeks Center. Staff and faculty mailboxes are located in the administrative offices.

MAINTENANCE / FACILITIES MANAGEMENT

Maintenance is housed in College Court Apartments, 103-South. The maintenance staff includes Tigh Walters and Alfredo Perez. They are responsible for the seminary physical plant, all seminary-owned housing, and the grounds at College Court as well as on the main campus. Repair requests should be directed to Facilities Management using the maintenance request form available on the

Intranet, found under Departments, then Facilities Management. The Facilities Management office number is (512) 472-2472. For maintenance emergencies please contact Tigh on his cell phone by call or text at (512) 838-1699.

MASTER'S PROGRAMS IN CLINICAL MENTAL HEALTH COUNSELING, CHAPLAINCY AND PASTORAL CARE, and SPIRITUAL FORMATION

The classes required for obtaining the Master of Arts in Clinical Mental Health Counseling (MHC), the Master of Arts in Chaplaincy and Pastoral Care (MCPC), and the Master of Arts in Spiritual Formation (MSF) meet on weeknights and Saturdays during the academic year and during the summer. For more information see **THE LOISE HENDERSON WESSENDORFF CENTER FOR CHRISTIAN MINISTRY AND VOCATION** section in this handbook.

MEAL PROGRAM

The Seminary's meal program is intended to provide not only a convenient and nutritious meal, but also an opportunity for fellowship within our faculty, staff, and student community. Healthy meals, including vegetarian and gluten-free options are prepared and served in Howell Dining Hall (the refectory) during the Fall and Spring semesters on the following days:

Lunch: 12:30 p.m. on Monday, Tuesday, and Wednesday

Dinner: 6:30 p.m. on Thursday evenings when announced (optional)

Lunch: 12:30 pm on Saturday (Center students)

Sunday: Closed

All MDiv, MAR, and DAS students taking 12 or more credit hours are charged a meal plan fee of \$907 per year for lunches served on Mondays, Tuesdays, and Wednesdays.

All MHC, MCPC, and MSF students who are taking a Saturday class are charged a meal plan fee of \$316 per year for lunches served every Saturday.

In order to facilitate the Seminary's meal program, participation through payment of the meal plan fee is required of all full-time students and by those students taking a Saturday class. Students with a dietary restriction documented by a physician may be exempted from the meal program if the Seminary is unable to accommodate a specific dietary restriction. Application for exemption is made through the Office of the Executive vice President.

The optional Thursday evening meal is available for all students, staff and faculty, and their families. Most recently the Thursday dinners have taken the form of a potluck meal with the seminary providing a protein or entrée and attendees bringing a side or dessert to share.

NOTARY PUBLIC

Ashley Croshaw, Laurel Schlueder, and Lesley Wilder are certified Notaries Public.

PARKING PERMITS

All students, staff, faculty, and others authorized to use seminary parking areas must obtain a seminary parking permit. Seminary parking permits are in the form of a decal and are available at no charge by contacting the front desk in Rather House at parking.permits@ssw.edu. Parking decals are to be placed in the upper left, upper right, or center (under rear view mirror) locations on the front windshield of automobiles and trucks and in a visible place on motorcycles.

Parking permits allow parking in specified areas. Students with red parking permits may park in the lower parking lot at Duval Street and 32nd but not in spaces assigned to staff or faculty. The green parking permits allow residents of College Courts to park in the College Court parking lot. Vehicles without permits parked on seminary property are subject to being towed. Should you sell or trade a vehicle, please inform the front desk so that changes to records can be made and new permits issued.

Street parking near the seminary is restricted to those with special residential parking permits. Parking in the street without the designated street parking permit, during a restricted time, may result in a parking ticket.

REGISTRAR AND DIRECTOR OF ASSESSMENT

Madelyn Snodgrass serves as Registrar and Director of Assessment. The Registrar's Office maintains student academic records, coordinates registration, creates the class schedule and the Academic Calendar, processes transcripts, assists students with tracking their program of study, and handles Veterans Administration paperwork.

The Registrar's office can send an official transcript to a designated official, agency, or institution at the written request of any student or former student only when the student has met all obligations to the seminary. The charge for transcripts for former students is \$10.

ROOM RESERVATIONS

Please contact the front desk at frontdesk@ssw.edu for guest room reservations. Students may request seminary guest room reservations for visiting family or friends; costs range from \$75 - \$95 per night.

Please contact Ashley Croshaw, the Executive Assistant for Administration and Finance at ashley.croshaw@ssw.edu for all classroom, meeting room, Weeks Center, Christ Chapel, and common space reservations. Space reserved for events and for groups external to the seminary are subject to approval.

SECURITY

All criminal activity or other emergencies occurring on the seminary campus should be reported to either the Dean and President or the Executive Vice President. Criminal activity or emergencies in progress should be reported directly to the police by dialing 911.

TECHNOLOGY

Erik Morrow, the Director of Information Technology and David Waldo, the Assistant Director of Information Technology together are responsible for the purchase and inventory maintenance of seminary computers, software programs, and A/V equipment. They oversee the seminary's network, email system, computer hardware and software issues, the seminary computer servers and the seminary phone system.

THEOLOGICAL FIELD EDUCATION

The Rev. Dr. Danielle Tumminio, Assistant Professor of Pastoral Theology oversees field education placements in parishes and other programs for MDiv and DAS students.

WORK-STUDY

Work-study assignments for students receiving financial aid are made by the Office of the Enrollment Management. Work-study preferences are collected in the spring. All work grants are paid on the 10th of each month by direct deposit. The direct deposit authorization form can be found on the intranet site at: SSW Intranet, Departments, Accounting, Accounting Forms, Direct Deposit Form. All work study employees must submit a time sheet approved by their supervisor to the Accounting Office no later than 5:00 pm on the 1st business day of the following work month. Any time sheets received after the 1st will be paid on the 10th of the following month. Time sheets are available only through each individual supervisor (as they are coded based on the particular job).

Minimum work study hours must be completed in order to qualify for the financial aid grant. Any questions about these provisions may be directed to the Executive Vice President.

AROUND CAMPUS

ARCHIVES

The Archives of The Episcopal Church is located on the top floor of the Booher Library. As the national repository for The Episcopal Church, the Archives houses the records of the General Convention, the Domestic and Foreign Missionary Society, the Presiding Bishops, Commissions and Committees, affiliated Episcopal Church organizations, and the personal papers of select individuals and serves the broader mission of the Church by using its resources to support individual ministry, education, community identity, and the corporate life of the institutional church. The Archives serves as an information resource for inquirers throughout the Church and seminarians are welcome to visit or write the Archives with questions (research@episcopalarchives.org). Appointments to research are required. Hours are 9:00 AM to 4:45 PM Monday through Thursday and closed to the public on Friday. The Archives staff includes Mark J. Duffy (Canonical Archivist and Director), Corrinne A. Collett (Records Manager-New York), David E. Hales (Deputy for Administration), Whitney Hughes (Digital Archivist), Chris Paton (Research Archivist), and Trina Purcell (Collections Manager).

BOOKSTORE

The Bookstore is a student-operated business. Hours of operation are posted at the bookstore. For more information about the Bookstore please see the “Bookstore” section in this handbook.

CHRIST CHAPEL

The chapel was designed by award-winning Austin architect Arthur Fehr. With its glass walls and the cross located outside the chapel itself, the building serves as a reminder that Christ died outside the city and that worship is never a retreat from the world.

COLLEGE COURT APARTMENTS

College Court efficiency apartments are available across from the seminary on Duval Street. The pool between the north and south buildings at College Court is for the use of all seminary students and families. Children under the age of 16 must be accompanied by a parent. There are student managers for each building to answer questions and assist with minor problems. Maintenance is also housed at College Court in Apartment 103 South. Only College Court residents may park at College Court, and residents are limited to one car per unit. All other cars must be on the street or in the parking lot in front of Rather House.

DIOCESE OF TEXAS

The Diocese of Texas, headquartered in Houston, maintains the Austin Diocesan Center (ADC) on campus for the administration of the West Region of the diocese. The building is located between Christ Chapel and the McDonald building. The Rt. Rev. Kathryn “Kai” M. Ryan, Bishop Suffragan of Texas, serves as the Regional Executive for the West region. In addition to Bishop Ryan, the office houses Haley Townsend, Executive Assistant to Bp. Ryan and Ana Gonzales, assistant to Commission on Ministry. Also operating out of the ADC is the diocesan Wellness and Care Ministries/Safeguarding. Their staff lead by The Rev. Lisa Hines, Canon for Wellness & Pastoral Care/Safeguarding Minister, includes Marty Brickley, Manager of Safeguarding Certification, Danielle Tatro, Assistant to Wellness and Care & Safeguarding, and Assistants Katherine Muhlenbruch and Tracy Cramer. The ADC also provides hospitality space for various visitors to the campus as well as conference room space for area congregation evening meetings and weekend Vestry Retreats.

GROUNDS & GARDENS

On the Seminary grounds and in the gardens you will encounter Texas native and adapted perennials, trees, and ornamental grasses. The Cutty Charlton Garden is located outside the south chapel windows and was dedicated in memory of the wife of Bp. Gordon Charlton, Seminary of the Southwest Dean from 1973-1982. The Community Garden is located slightly east of Booher Library, adjacent to faculty and guest parking, between Rathervue Place and 32nd Street. All seminary community members are welcomed to harvest from the garden. Located beside the Community Garden is the community compost which helps keep unnecessary waste out of landfills while providing rich soil for our community garden. The seminary's attractive grounds are cared for by the seminary's maintenance staff.

PAPER RECYCLING DUMPSTER

A paper recycling dumpster is located behind the Howell Dining Hall kitchen for disposal of paper goods. Please do not place cardboard, plastic, glass, metals or general trash in the paper recycling dumpster.

THE SCOTT FIELD BAILEY CENTER AT RATHER HOUSE

The family of Charles and Ella Rather gave their 1910-era home and its five acres to establish the seminary campus in 1952. Both Rather daughters, Ethel and Alma, attended the University of Texas and eventually married professors. Alma and Frederic Duncalf and Ethel and Ernest Villavaso and son Ernest “Bebe” Villavaso, Jr., lived in the family house. Bebe died in 1947 after a tragic accident. The property was given in his memory. A Wayman Adams portrait of Bebe Villavaso hangs over the mantel in the All Saints Room on the first floor. Nicholas R. Brewer portraits of Charles and Ella Rather hang in the Georgia Lucas Room, also on the first floor. Upon completion of renovations to convert Rather House into the administrative center, the refreshed structure bears Bishop Scott Field Bailey's name.

THE MARTA WEEKS CAMPUS CENTER

The Weeks Center, which houses the Knapp Auditorium, Howell Dining Hall, and the Maddux Lounge, was made possible by a gift from Marta S. Weeks, MDiv, 1991. Ms. Weeks is a priest in the Diocese of Southeast Florida. Many other persons and congregations also contributed to the building of the center.

Howell Dining Hall is named in honor of Paul W. Howell. Paul was a life-long member of the Church of St. John the Divine in Houston and a leader in Diocese of Texas affairs. He also served on the Development Board of Seminary of the Southwest. The gift for the dining hall was given by John and Dela White of San Antonio, family friends of the Howells. The Dining Hall is available for social functions and can be scheduled through the Executive Assistant for Administration and Finance.

Knapp Auditorium is named in honor of Alfred Knapp and Doris Hebard Knapp and was the gift of David and Lynda Knapp Underwood of Houston. The auditorium is used as a classroom and as a venue for campus events such as the Blandy, the Payne, and the Harvey Lectures.

Maddux Lounge bears the name of Elizabeth H. Maddux of San Antonio, who provided the gift for the lounge. The lounge is an informal gathering place for students. It serves as the student lounge and is also the venue for the weekly Community Hour.

BOOHER LIBRARY

Librarians

Alison Poage, *Library Director*
Yvonne Beever Myers, *Technical Services Librarian*
Duane Carter, *Serials and Electronic Resources Librarian*
Marlon Patterson, *Circulation Supervisor*

Contact Information

606 Rathervue Place
Austin, TX 78705
Phone: 512-478-5212
Fax: 512-472-4620
Email: library@ssw.edu
Webpage: <https://ssw.edu/library/>

LIBRARY MISSION

Booher Library provides space, resources, and services in support of the seminary's mission. Traditional library practices are paired with new and innovative approaches to fostering information literacy and a lifelong love of learning.

SPACE

Meeting Rooms, Study Carrels, and Lockers

The library offers a welcoming space for study and conversation with peers and colleagues. Both open tables and individual carrels (some of which may be reserved) are provided for study. Secluded, quiet study rooms are available by reservation. Off the main lobby, the Charles Black Room provides an inviting setting for conferences among the shelves of English literary and historical books. To learn more about our reservable spaces, read the [Meeting Room Guidelines](#) and the [carrel assignment procedure](#).

Lockers and combination locks are available for storage free of charge. Contact library@ssw.edu to request a locker.

Library Hours

Hours of operation are posted on the [library's webpage](#). Hours vary when class is not in session. Any hours of operation described as "Restricted Access" require students to swipe into the building with their student ID badge.

RESOURCES

Books and Journal Articles

The Booher Library collects material supporting the study of the six canonical areas, the social sciences, the humanities, and other special areas of interest to the seminary community.

The library offers a growing number of electronic resources, including *The New York Times*, *ATLASerials*, *Mango Languages*, and *PsycArticles*. For a full list, visit the library's [Electronic Resources](#) page.

The full breadth of the library's resources can be searched and accessed through *Seeker*, the library's search engine. You will find *Seeker* at www.ssw.edu/library. A user name and password is needed for off-campus access to electronic resources. Contact library@ssw.edu to obtain the necessary credentials.

The Course Reserves Collection

The [course reserves collection](#) includes the current semester's items assigned for reading or viewing. It is shelved in the periodicals room on the main level of the library (across from the entrance to the Black Room).

Computers and Printing

The library has six PCs and one MAC available for student use. They are each connected to both of the library's printers. Wireless

internet and [printing from mobile devices](#) is also available. The wireless password is posted on the library's bulletin boards. Read more about the library's printers [here](#).

Library Cards

Your Seminary of the Southwest ID card serves as your library card. Your library account barcode is on the front of your ID. Use this barcode to log into the [My Account function](#) on the library's website to see what items you have checked out and when they are due, and to request renewals.

Circulation Rules

Books and media circulate for 30 days. Items can be renewed up to 3 times as long as no one else has the item(s) on hold and as long as the patron renewing the item is in good status. The library staff can issue a recall on any item at any time. Usually the reason is that the item is needed for the course reserve list. Upon receiving a recall notice (either by email or phone) it is expected that the borrower will return the item(s) or contact the library to make arrangements to return the item(s) as soon as possible. A replacement fee for the item will be applied 10 library business days after the recall notice is sent.

Some materials, such as reference books and periodicals, do not circulate.

Lost Library Items

If a borrower loses a library item, the borrower will owe a replacement fee and a processing fee. If the item is available for purchase, the replacement fee will be the cost of the item at its currently available price plus a \$5.00 processing fee. If the item is no longer available, the replacement cost will be determined by the Library Director but shall not be less than \$25.00.

SERVICES

The Library Staff

The Welcome Desk is often staffed by student workers who are trained on the use of library resources. The professional library staff is available to assist with in-depth reference inquiries. The librarians are devoted to connecting our primary users with the resources needed for research, coursework, and spiritual development. For one-on-one help with research, we recommend that students and faculty contact the librarians by email at library@ssw.edu and provide:

- Details about the research topic, including correct spelling of any names or keywords
- Course number, assignment requirements, and due dates, if applicable
- A summary of research conducted thus far, including any obstacles or dead ends
- Availability for a session with a librarian

Library Instruction

Workshops designed to help students use resources efficiently and effectively are offered by library staff throughout the academic year. Watch your email for announcements or follow the library on twitter @boohr_library.

Library Cooperative

Boohr Library collaborates closely with the Stitt Library at APTS, just a few blocks away. A slightly longer walk takes seminarians to the fifth largest library in the United States, the General Libraries of The University of Texas at Austin, including the Harry Ransom Center for rare books and cultural materials and the Benson Latin American Collection. All these libraries extend borrowing privileges to Southwest students (and we extend such privileges to their students) free of charge. In addition, the library participates in the *TexShare* program and Southwest Area Theological Library Association program, which provide access to hundreds of libraries across the state of Texas and the Southwest.

Interlibrary Loans

If an item needed for research is not available locally (in the collections of the Boohr, Stitt, and UT Libraries), the staff – upon request – will borrow it from another library through a process called Interlibrary Loan (ILL). Please note that ILL can take several days or sometimes weeks, so it is best to seek out resources well in advance of assignment due dates. You may place ILL requests directly through *Seeker*, the library's discovery tool, or you may email the request to library@ssw.edu.

BOOKSTORE

The Bookstore can be reached at bookstore@ssw.edu or by phone at ext. 319 or ext. 323 (manager).

- The Bookstore is non-profit and student-operated. Business hours vary and will be posted at the beginning of each semester.
- The Bookstore telephone, backroom, and behind the counter are for use by team members only.
- Except for special orders, refunds and exchanges are possible only within the first two weeks of purchase, with the receipt.
- The Bookstore does not purchase or sell used books.
- Books required or recommended for a course are reserved for two weeks from the beginning of classes. During that time they may be purchased only by persons registered for the respective courses. At the end of the first two weeks, books for current courses will be available for open sales.
- The Bookstore accepts checks, MC, Visa, Discover, and charges to student accounts. Cash is not accepted.
- The bookstore issues statements of individual charge accounts by the 10th of each month. Payment in full is expected prior to registration for the next semester and/or prior to graduation. If the bookstore is closed, payments may be delivered to the Accounting Office.
- No further charges to an account shall be made when the balance exceeds \$750. For questions please contact the Executive Vice President.
- Special book orders must be made only on forms available from the Bookstore. Special orders are considered binding and will be charged to individual accounts when received. Special order books may not be refused unless damaged. Because of the handling costs involved with special orders, the price for special order books may be above the publisher's suggested retail price.
- The Bookstore "holds" books for one week only.
- The Bookstore welcomes suggestions for books to stock. Please leave suggestions in writing with any Bookstore team member.

COUNCILS AND COMMITTEES OF THE SEMINARY

FACULTY AND ADMINISTRATIVE COUNCIL (FAC)

The Faculty and Administrative Council serves as the seminary's principal decision-making body. The committee defines charters and assigns resources for ad-hoc committees, task forces, or projects; considers matters of policy affecting the whole community; maintains policies and standards for faculty and administration; receives reports from the Academic Affairs, Assessment and Evaluation, Community Life, and Worship committees; discusses the needs of particular students; and conducts required student evaluations.

ACADEMIC AFFAIRS (AA)

The Academic Affairs Committee oversees all academic programming, maintains and modifies the curriculum, maintains academic code, and approves modifications to individual study programs.

ASSESSMENT AND EVALUATION COMMITTEE (A&E)

The Assessment and Evaluation Committee oversees all assessment and evaluation for the seminary.

COMMUNITY LIFE (CL)

The Community Life Committee oversees the cultural and social life of the seminary community. Its purpose is to foster communication concerning campus life and to promote community. The committee schedules both regular and special community events, including Community Hour.

DIVERSITY COMMITTEE

The diversity committee oversees the seminary's diversity efforts with particular attention to issues of race/ethnicity, gender, sexual orientation, and disability. Because the seminary seeks to be a community of hospitality, this committee works to make the seminary a place of greater welcome and to respond to community concerns as they arise. Certain cultural events, such as Black History Month and Hispanic Heritage Month, are overseen by this committee. The Diversity Committee is a standing subcommittee of and reports to the Community Life committee.

WORSHIP COMMITTEE

The Worship Committee oversees the worship life of the seminary community, organizes chapel services, provides guidance to sacristans, and functions as the decision-making body regarding worship practices.

STUDENT ORGANIZATIONS

The existence of student organizations depends on interest and need and therefore may vary from year to year. Participation is open to all.

CENTERING PRAYER

Centering Prayer is a method of silent prayer that prepares us to receive the gift of contemplative prayer, prayer in which we experience God's presence within us. We gather for Centering Prayer twice a week in Christ Chapel. Days and times will be posted on campus and announced on the Community Bulletin Board.

HARVEY LECTURE PLANNING COMMITTEE

The Harvey Lecture Committee has the duty to plan, organize, and facilitate all activities in connection with the Harvey Lecture Series in the Spring semester. The Harvey Lecture Committee is comprised of Southwest students.

NURSING HOME VISITS

Since 1994, SSW students have led monthly chapel services for residents of The Retirement and Nursing Center (6909 Burnet Lane, 78757). This service is a classroom for all our future ministries in the aging church. Students participate by "being with" and by offering the message, special music and readings.

SOUL BY SOUTHWEST

In the spirit of fostering continual artistic expression, seminary students created *Soul by Southwest*, the seminary's literary and visual arts journal. The journal is published every spring and is accompanied by a festive launch party. Participation is open to all seminary students, faculty, staff, and families.

SOUTHWEST SHOWDOWN

Southwest Showdown is a student-led charity barbeque competition. Proceeds go to the support of Episcopal Relief and Development.

SPOUSES AND PARTNERS OF THEOLOGICAL STUDENTS

Spouses and Partners of Theological Students (SPOTS) is made up of the spouses and partners of seminarians. SPOTS purpose is to provide support to one another as they explore their personal callings in relation to their spouses' vocations. SPOTS offer a variety of opportunities for community-building from small gatherings to community-wide events. The events cover a range of topics and interests, based on what current SPOTS are interested in. Current SPOTS look forward to welcoming all new SPOTS.

STUDENT COUNCIL

The Student Council is made up of two representatives from each MDiv class and two representatives from the Center programs. Class representatives are elected as specified in the Constitution of the Student Body. The role and structure of the Student Council are presented during New Student Orientation. The Student Council approves the use of student activity funds for social and charitable events on a case by case basis. Annual student activity fees are \$103 for MDiv, MAR, DAS, and Special Students and \$54 for MHC, MCPC, and MSF students.

WELLNESS PROGRAM

The Wellness Program strives to promote seminarian health and wellness emphasizing the connection of body, mind and spirit. Offerings include flu shots, a periodic blood drive, yoga, chair massages, promotion of local 5K races and communication of health tips.

RESOURCES FOR SUPPORT IN THE COMMUNITY

NEW LIFE INSTITUTE

New Life Institute is a non-profit counseling and training organization, dedicated to changing lives by providing professional services to those in emotional or spiritual need regardless of ability to pay. New Life Institute is located at 607 Rathervue Place, across the street from the seminary campus. For more information, visit their website at www.newlifetexas.org.

SAFEPLACE

SafePlace is a non-profit organization that exists to end sexual and domestic violence and abuse. SafePlace helps those hurt by this violence to heal and empower themselves. They provide prevention, intervention, education, and advocacy to the community so that women, children, and men may lead safe and healthy lives. SafePlace offers a resource lending library featuring books, curriculum kits, videos, audiotapes, anatomically correct dolls, models, games, journals, and other materials relating to abuse and violence prevention, sexuality education, and personal safety for people with disabilities, families, and professionals. The library currently has over 350 items that are available for checkout. For more information visit their website at www.safeplace.org.

SAMARITAN CENTER

The Samaritan Center for counseling and pastoral care is a non-profit interfaith counseling center committed to providing professional counseling, psychotherapy and educational services which affirm the spiritual dimension of life without regard to one's ethnic origin, economic status, age, or religious affiliation. Services include counseling for individuals, couples, and families; educational seminars; and training opportunities for counselors and clergy. For more information visit their website at www.samaritan-center.org.

SETON COVE

Seton Cove is a non-profit, interfaith center for spirituality, named for Elizabeth Ann Seton, the American founder of the Daughters of Charity. Rooted in Judeo-Christian values and founded on the principles of St. Vincent de Paul that find God in the ordinary events of everyday life, the center reaches out to the poor in spirit and those seeking to enrich their relationship with God, self, others, and all creation. The center offers a holistic approach to life, which integrates spiritual and human development through programs designed to honor the dignity of every person and to reflect the connections between spirituality and the human experience. Spiritual direction is available. For more information visit their website at www.setoncove.net.

LOISE HENDERSON WESSENDORFF CENTER FOR CHRISTIAN MINISTRY AND VOCATION

The Loise Henderson Wessendorff Center for Christian Ministry and Vocation (the Center) at Seminary of the Southwest is founded on the principle that all Christians, both lay and ordained, are called by God to ministry through the exercise of their unique gifts and skills in service of the Gospel.

The mission of the Loise Henderson Wessendorff Center for Christian Ministry and Vocation at Seminary of the Southwest Center is to support students in discerning what it means to respond faithfully to God's call in their particular lives and circumstances. Through its programs and degrees, the Center provides educational opportunities for persons of any gender, from any faith community (or no religious affiliation) to strengthen their knowledge of theology, religion, ethics, and spirituality, develop cross-cultural skills to serve diverse communities, and receive training in clinical mental health counseling, spiritual direction, chaplaincy, and writing for spiritual formation.

The Center offers the following degrees and programs:

Master of Arts in Clinical Mental Health Counseling (MHC) - 63 credit hours

Master of Arts in Spiritual Formation (MSF) - 48 credit hours

Master of Arts in Chaplaincy & Pastoral Care (MCPC) - 72 credits hours

Seminary of the Southwest emphasizes glorifying and enjoying God in worship, prayer, study, service, and fellowship, so as to create a community of gratitude and gift. Chapel is held during the Fall and Spring semesters of the academic year. All students are invited to attend the chapel worship for morning and evening prayers as well as the daily Eucharist Monday through Friday. Students who are enrolled in Saturday courses also join together for a meal at lunchtime in Weeks Hall dining room.

Students in the Center Masters programs come from a variety of denominations; in fact, part of the richness of their experience is the diversity of perspectives to the classroom and to our community. Courses are taught by full-time seminary faculty as well as by adjuncts who are experts in their fields.

PROCEDURES AND GUIDELINES

BRAND GUIDELINES

You must obtain approval from Seminary of the Southwest's Office of Communications prior to the use of the seminary's logo for promotional usage and/or advertising in any medium.

No part of the elements of the logo may be graphically modified at any time. The Seminary of the Southwest logo may not be combined with any other feature, including but not limited to other logos, words, graphics, photos, slogans, numbers, design features or symbols.

Typography: Berkeley Oldstyle (including Berkeley Oldstyle Book, Medium and Bold) is the official font for Seminary of the Southwest. If not available, Times New Roman should be used in its place.

EMERGENCY CONTACT PROCEDURE

In the event of a medical or pastoral emergency, please contact The Rev. Jane Patterson, Director of Community Care (512) 439-0340 (work); (210) 264-9028 (mobile).

The following others will be notified as well, and may be contacted if the Director of Community Care is not available:

Dr. Scott Bader-Saye, Academic Dean
(512) 439-0335 (work), (770) 356-7573 (mobile)

The Rev. Dr. Cynthia Briggs Kittredge, Dean and President
(512) 439-0332 (work), (512) 750-9962 (mobile)

Dr. Gena Minnix, Director for the Loise Henderson Wessendorff Center for Christian Ministry and Vocation (512) 439-0329 (work), (512) 520-7820 (mobile)

Mr. Fred Clement, The Executive Vice President
(512) 439-0339 (work), (512) 619-3648 (mobile)

EMERGENCY MANAGEMENT PLAN

See the Emergency Management Plan for procedural instruction for on-campus emergencies.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Seminary of the Southwest (SSW) receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by SSW in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of SSW who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for SSW.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by SSW to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Memorandum Regarding Directory Information

To: All Students

Academic Year 2019-2020

Release of student record information is generally not done at Seminary of the Southwest without the expressed, written consent of the student. There are, however, some exceptions.

For example, directory information includes the following; any may be released without the student's consent: name, address, telephone number, email address, dates of attendance, class and degree, photograph. Please note that you have the right to withhold the release of directory information. To do so, you must complete a "Request for Non-Disclosure of Directory Information" form, which is available from the Registrar's office. Please note two important details regarding placing a "No Release" on your record:

1. SSW receives many inquiries for directory information from a variety of sources outside the institution, including friends, relatives, prospective employers, and degree verification. Having a "No Release" on your record will preclude release of such information, even to those people.
2. A "No Release" applies to all elements of directory information on your record. SSW does not apply a "No Release" differentially to the various directory information data elements. The institution will honor your request to withhold any of the categories listed above but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, SSW assumes no liability for honoring your instructions that such information be withheld.

Please contact the Registrar's office for the "Request for Non-Disclosure of Directory Information form.

GRADUATION DECLARATION PROCEDURE

Students intending to graduate must declare their intent to graduate by completing and submitting the Graduation Declaration Form to the Registrar's office by the beginning of the academic year in which they intend to graduate. The Graduation Declaration Form can be found on the SSW Intranet by selecting: Departments, Registrar, Resources, and Forms.

INCLEMENT WEATHER PROCEDURES

In the case of inclement weather conditions or other emergencies you may call the main seminary number (512) 472-4133, where a message will be recorded regarding class cancellations and/or check email. You may also check the local television stations for information. Southwest follows the cancellation and late opening schedule followed by the University of Texas at Austin.

SENIOR CLASS GIFT PROCEDURE

Often in the spring the Senior Class decides to give the Seminary a gift in thanksgiving for their education and formation. After the class agrees on a particular gift, the class representatives should consult with the Dean and President before making final plans to purchase and to present the gift.

WITHDRAWAL PROCEDURE

Failure to register

When a student enrolled in a program fails to register in a given semester, the Registrar will notify her/him that she/he must indicate an intention either to take a leave of absence or to withdraw from the program. The Registrar's notification will advise the student of the requirement, in the case of a leave of absence, to notify the seminary each semester of her/his intention to remain on leave, and or the requirement to reapply, in the case of withdrawal, for readmission. Failure to reply to the Registrar's notification is, in effect, a withdrawal, and the Academic Dean may then charge the Registrar to close the student's file.

Indication by students on leave of absence to remain enrolled.

Students on leave of absence must notify the Registrar, each semester of their intention to remain enrolled. Failing such notification, the Academic Dean may then charge the Registrar to close the student's file at the end of the semester in question.

Time limit for leave of absence

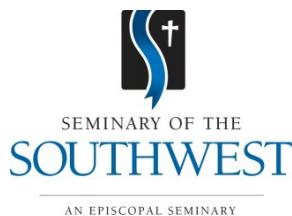
A leave of absence is granted for no more than two consecutive semesters. A student may appeal to the Academic Affairs committee for an extension beyond that time, no later than 30 days prior to the beginning of the semester in which the extension is to begin. Failure to secure permission for a leave of absence will result in the student having to apply for readmission to the seminary.

Withdrawals

A student planning on withdrawing from a course after the add/drop period must contact the Registrar's office in writing. This can be via hand-delivery, email, or U.S. mail. The Tuition Refund Policy and the Return of Title IV Funds Policy will be applied.

Students wishing to withdraw from the institution must contact the Registrar's office in writing. This can be via hand-delivery, email, or U.S. mail. If the student applies for readmission, the reasons for withdrawal will be taken into account. If a student who withdrew while on probation applies for readmission, the Academic Affairs Committee will consider the case.

POLICIES



Policy Name:	Alcoholic Beverage Policy	
Effective Date:	Not Known	
Review Date:	Reviewed: 11/9/16	Approved: 11/9/16
Responsible Office or Committee:	Faculty and Administrative Council	
Applies to:	Entire Community	
Where Policy Resides:	SSW Policy Manual; Student Handbook	
Review Cycle:	Three Year Cycle - 2019	

Policy

CONCERN FOR WELL-BEING AND ACKNOWLEDGEMENT OF ALCOHOL AND CHEMICAL DEPENDENCY

Seminary of the Southwest is dedicated to the preparation and formation of women and men for the service of Christ in lay or ordained ministry within the church and the larger society. Therefore, the Seminary is concerned with the total spiritual, mental, and physical well-being of its students, faculty, and staff.

The Seminary cannot guarantee the well-being of anyone, nor does it want to take away from individuals and families the stewardship of their own well-being. However, the Seminary recognizes that members of the community may be affected by a variety of problems that have the potential to undermine their well-being. The Seminary expects persons to face these problems, rather than deny or avoid them, and the Seminary pledges its practical support to persons as they seek help.

The Seminary recognizes that abuse of alcohol and other drugs is possible, and that such abuse may become habit forming or addictive. Alcohol and other substance use disorders have been classified by the American Medical Association as a treatable disease. Accordingly, substance use disorders should be approached in a caring and informed manner.

A crucial first step to overcoming alcohol and other substance use disorders is personal acknowledgment of the addiction or dependency. Those who recognize in themselves their actual or potential for addiction or dependence should consult with the Director of Community Care, who will explore appropriate resources for assessment and treatment. Those who recognize in others within the Seminary community the symptoms or signs of misuse, dependency or addiction should take responsibility for helping in the process of recognition and acknowledgment of the disease, and in advancing treatment and care. Concerns regarding misuse, dependency and addiction in students should be directed to the Director of Community Care or the student's faculty advisor; concerns regarding employees should be directed to the employee's supervisor or Executive Vice President for appropriate care.

DEFINITIONS

For the limited purposes of this policy, the following terms shall have the meanings ascribed to them as indicated:

Alcohol: ethanol, especially when considered as the psychoactive and intoxicating agent in fermented and distilled liquors; a beverage (e.g., wine, scotch, beer) containing ethanol in a concentration greater than 0.5% by volume.

Alcoholic beverage: a beverage and psychoactive drug containing ethanol. Alcoholic beverages are divided

into three general classes: beers, wines, and distilled spirits.

Campus: the grounds, facilities, and other improvements situated within a single parcel of real property owned and operated by Seminary of the Southwest, locally addressed as 501 East 32nd Street, Austin, Texas, and within the area bounded by East 32nd Street, Harris Park Avenue, Rathervue Drive, and Duval Street, excluding seminary housing (see also definitions of “off-campus” and “seminary housing”).

Distilled spirits: all potable alcoholic liquors obtained by the process of distillation (e.g., scotch, brandy, rum, gin, vodka), but excludes fermented and malt liquors, such as wine and beer.

Expulsion: Involuntary dismissal of a student from active enrollment in the Seminary.

Non-alcoholic beverage: A beverage containing less than 0.5 percent alcohol by volume (e.g., water, Coca-Cola, milk); of, relating to, or being a beverage whose alcohol content is very low or negligible; a dealcoholized beverage.

Off-campus: any location not situated within the campus of Seminary of the Southwest (see also definitions of “campus” and “seminary housing”).

Official function: an event or activity on campus or off-campus which is organized, sponsored, and hosted by Seminary of the Southwest and funded, whether in whole or in part, by seminary funds. An off-campus event organized, sponsored, hosted and funded by a private party without the seminary’s involvement is not an official function of the seminary.

Seminary housing: a single- or multi-family residential dwelling owned or leased by Seminary of the Southwest.

Separation from employment: Termination of employment with the Seminary, whether voluntary or involuntary.

PERMITTED AND PROHIBITED USES OF ALCOHOL

Subject to the Standards of Conduct and all other provisions of this policy, the following are permitted and prohibited uses of alcohol:

- 1) Consumption of beer and wine on Seminary premises during official functions is permitted, subject to the approval requirements of this policy.
- 2) Approval of the Dean and President to provide and serve alcoholic beverages at any official function is required in advance. The person, department, or other group organizing the function at which alcoholic beverages are served shall be responsible for obtaining the Dean and President’s approval in advance of any official function at which beer and wine shall be served.
- 3) Consumption of distilled spirits on campus is prohibited at all times.
- 4) Consumption of alcoholic beverage off campus is permitted at any time.
- 5) Whenever alcoholic beverages are served during an official function, non-alcoholic beverage alternatives must always be offered with equal attractiveness and accessibility. For example, when alcoholic beverages are offered by the glass by wait staff, non-alcoholic beverage alternatives must be served by the glass by wait staff from the same location. Organizers and hosts of non-official events at which alcoholic beverages are served are encouraged to voluntarily observe this provision.
- 6) The serving of alcoholic beverages at the seminary’s events should not be publicized as an attraction of the event.
- 7) Alcoholic beverages and food containing alcohol must be clearly labeled as containing alcohol.
- 8) No alcoholic beverage may be served to any person under the age of 21 years at any time, except for sacerdotal and Eucharistic purposes.
- 9) Compliance with all applicable federal, state, and local laws governing the serving and consumption of alcoholic

beverages shall be observed at all times.

- 10) It should not be assumed that alcoholic beverages will be available and served at every seminary function.
- 11) No trustee, officer, employee, or student of the Seminary may operate any motor vehicle while under the influence of alcohol or drugs during working hours or while conducting official business of the seminary.
- 12) No faculty member, student or staff member shall work or attend classes or seminary activities while under the influence of alcohol.

CONSEQUENCE OF POLICY VIOLATION

The violation of this policy may result in disciplinary action up to and including separation from employment and expulsion.

STANDARDS OF CONDUCT

The Seminary expects and requires that all students, faculty, and staff exercise reasonable care and personal responsibility in their consumption of alcohol. If a student is believed to be under the influence of alcohol during class or during an activity, the faculty or staff member shall (i) direct the student to leave the class or conclude his or her participation in the activity and (ii) report the incident to the Director of Community Care for appropriate care.

Students, faculty, and staff must perform their work and complete their studies within acceptable standards. While the Seminary recognizes alcohol and other substance use disorders as diseases, and seeks to assist in securing treatment, the persistent failure to meet Seminary standards for work and academic performance may result in disciplinary action up to and including separation from employment and expulsion. Ultimately, responsibility for addressing and controlling alcohol and other substance use lies with the individual.

The unlawful and prohibited manufacture, distribution, dispensing, possession and use of drugs on Seminary premises, or while conducting Seminary business, is addressed in the Seminary's Drug Abuse Prevention Policy.

SOCIAL RESPONSIBILITY

While the Seminary permits responsible consumption of alcoholic beverages on Seminary premises under limited circumstances, it recognizes that all members of the Seminary community should be sensitive to the needs and concerns of those who may experience alcohol and other substance use disorders.

Accordingly, the Seminary requires that when alcoholic beverages are served at official functions, non-alcoholic beverages must also be provided.

Social events and official functions should not be focused around the consumption of alcoholic beverages, but on the purpose served by the event or function.

Because the misuse or abuse of alcohol and other drugs may be the beginning of addiction or dependence, the Seminary, through faculty advisers, pastoral resource persons, and others will be available for consultations with or about persons who seem to be at risk. The objective of such consultations is to avoid the development of more serious problems. Upon request, the Director of Community Care is available to students, faculty, and staff to provide available resources and help.

A student or employee who is convicted of a violation of a drug or alcohol statute must notify the Dean and President within five days of the conviction. Failure to do so may result in disciplinary action up to and including separation of employment and expulsion.

To the extent that it is practical and advisable, Seminary personnel should maintain as confidential information concerning addiction and dependence, while recognizing that the Seminary's responsibility to the community may require appropriate disclosures.

Policy Name:	Attendance Policy	
Original Effective Date:	2009	
Review Date:	Reviewed: 1/25/18	Approved: 1/25/18
Responsible Office or Committee:	Academic Affairs Committee	
Applies to:	All Students	
Where Policy Resides:	SSW Policy Manual; Academic Code; Student Handbook	
Review Cycle:	Three Year Cycle - 2021	

Policy

Regular, timely, attendance is required in order to receive a passing grade. No more than [two (*if meeting weekly*) or four (*if meeting twice a week*)] absences for any reason will be allowed during the term, if a student is to pass the class. In addition, a student will be considered tardy if arriving after the posted start time of class. Two tardies will be considered equivalent to one absence. Professors may factor attendance into their calculation of a student's grade in a course. In the case of extreme hardship or emergency the instructor may make exceptions, subject to the approval of the Academic Dean. Please inform the instructor if you must be absent. If you miss a class, the instructor may assign you additional work to substitute for the activities and discussions you missed.

Policy Name:	Business Expense Accountable Reimbursement Plan Policy	
Effective Date:	10-9-14	
Review Date:	Reviewed: 5-22-17	Approved: 5-22-17
Responsible Office or Committee:	Office of the Executive Vice President, Investment & Finance Committee	
Applies to:	All constituents	
Where Policy Resides:	SSW Policy Manual, Student Handbook	
Review Cycle:	Yearly	

Policy

The seminary shall make timely reimbursement to a person who incurs a substantiated business expense on behalf of and for the benefit of the seminary, subject to the following terms and conditions:

1) Business Purpose

Reimbursable expenses covered by this policy must meet the requirements for deductibility as business expenses under the Internal Revenue Code. A reimbursable business expense is one which is properly authorized and incurred by a person for the exclusive benefit of the seminary using the person's personal resources, e.g., personal cash, credit card, debit card.

2) Adequate Substantiation

A person requesting reimbursement for an authorized business expense must furnish to the seminary adequate substantiation of the expense to be reimbursed. Adequate substantiation is a proper invoice or other statement itemizing the goods and services purchased in the name of or for the exclusive benefit of the seminary and may include, for instance, an online purchase invoice, receipt, automobile mileage log, and lodging folio.

3) Return of Excess Amounts for Cash Advances

A person receiving advance payment from the seminary for an authorized business expense to be incurred by such person on behalf of the seminary must return to the seminary, within sixty (60) days after incurring such expense,

- (i) any amount of such payment that exceeds the substantiated amount of the expense actually incurred and
- (ii) adequate substantiation of the expense incurred, except as otherwise provided in paragraph 8 of this policy.

4) Timely Request for Reimbursement

A request for reimbursement for an authorized business expense must be submitted (i) to the Accounting Department within sixty (60) days after the expense was incurred and (ii) in conformity with adequate substantiation provisions of this policy. A request for reimbursement of expense incurred on or before the fiscal year end May 31 should be submitted to the Accounting Department as soon as practicable, preferably within 10 days of incurring the expense so that fiscal year end activities may be timely closed and reported.

5) Reimbursement of Automobile Business Mileage

Automobile business mileage shall be reimbursed at the current IRS business mileage rate when properly substantiated. An auto mileage log indicating date, place of origin and destination, business purpose, and miles driven for business purposes is required to be maintained and presented to the Accounting Department together with a check request for reimbursement. Miles driven shall be substantiated by either (i) a written log indicating the trip's starting and ending odometer readings or (ii) a Google maps route map (or other

electronic mapping documentation in acceptable form) indicating the trip's addresses of origin and destination and route mileage.

6) Reimbursement Not To Exceed Actual Expense Incurred

An authorized business expense shall be reimbursed in an amount equal to the actual cost incurred by the person requesting reimbursement, except as otherwise provided in paragraph 8 of this policy.

7) Advances

In limited circumstances, a cash advance for authorized and anticipated business expenses may be issued by and at the discretion of the seminary. The amount of money advanced by the seminary must be reasonably calculated not to exceed the amount of expense anticipated. A cash advance should be requested within ten days prior to the date that the anticipated expense is to be incurred. A person receiving a cash advance must substantiate their expense to the seminary within sixty (60) days after incurring the expense and must also return any advanced amount that exceeds the actual final cost of the expense incurred, according to the provisions of paragraphs 3 and 8 of this policy.

8) Per Diem Allowance for Meals and Incidental Expenses

Employees traveling on seminary business requiring one or more overnight stays in a location outside of Austin, Texas may receive a per diem allowance for meals and incidental expenses as an acceptable allowance and reimbursement under this policy. The per diem allowance shall be determined by reference to the U.S. General Services Administration's per diem rate chart published at www.gsa.gov for the locality in which the overnight stay is made. Payment of the per diem allowance for meals and incidentals is in lieu of reporting for federal income tax and other purposes, as provided by the Internal Revenue Code, and may be made as a cash advance prior to travel or reimbursement afterwards, subject to adequate substantiation evidenced by a written itinerary attached to or incorporated within a travel and expense reimbursement request.

9) Per Diem Meal Allowance Provided for the Convenience of the Seminary

A full-time seminary employee who is working overtime or outside of regular business hours for the convenience of the Seminary may request and receive a meal allowance not to exceed the amount indicated in the per diem rate chart published at www.gsa.gov. This per diem meal allowance is provided for the convenience of the Seminary under provisions of the Internal Revenue Code and is not a taxable fringe benefit.

10) Miscellaneous Provisions

- a) Reimbursement of approved business expenses may be paid by the seminary to the party incurring the expense with either (i) a check, (ii) cash or (iii) if paid to an employee, by a separate amount disclosed on the employee's paycheck.
- b) Reimbursement for an approved business expense incurred by an employee using a credit card for which the employee is a guarantor may be paid, at the seminary's sole discretion, directly to the card issuer in lieu of payment to the employee. Any reimbursement paid in this manner shall fully satisfy the seminary's reimbursement obligation as though paid directly to the employee.
- c) Benefits arising from use of a credit card for which the employee is a guarantor or co-guarantor shall remain the property of the employee, e.g., card issuer air miles, rewards points, and other benefits.

11) Neglect to Observe Reimbursement Procedures

Neglect by an employee to timely comply with provisions of this policy may result in an expense reimbursement request being denied, returned to the requestor for further substantiation when applicable, or reimbursed as a non-accountable expense reimbursement treated as taxable wages subject to federal employment tax and reporting under IRS Form W-2.

Policy Name:	Campus Housing Policy	
Original Effective Date:	8/16/18	
Review Date:	Reviewed: 8/16/18	Approved: 8/16/18
Responsible Office or Committee:	Director of Enrollment Management	
Applies to:	All students	
Where Policy Resides:	Policy Handbook; Student Handbook	
Review Cycle:	Yearly	

Policy

On-campus residential student housing is provided for eligible students, subject to the provisions of this policy and a written lease agreement executed by the seminary's executive vice president (EVP) and a student lessee (and a student's legal spouse occupying the premises). The terms and conditions of a residential lease agreement, together with this policy, shall govern the landlord-tenant relationship. Where a conflict between the two is determined by the EVP to exist, the terms and conditions of the lease agreement shall prevail. A student housing lease is contingent on the student's remaining enrolled and in good standing with the seminary.

The cost of on-campus student housing is subsidized by the seminary and as such is a form of institutional financial aid. Accordingly, a student's demonstrated financial need and the requirements of their degree program are, among other factors, considered in making on-campus student housing assignments.

The assignment of on-campus student housing is generally prioritized as follows: (1) Master of Divinity and Diploma of Anglican Studies students; (2) Harrison Fellows as part of their approved fellowship; (3) Center students relocating to Austin from out of the central Texas region; (4) other Center students demonstrating financial need, taking more classes, and approaching their final year in seminary; and (5) Master of Arts in Religion students.

Center students can submit a housing request form to the Enrollment Department, which maintains a waitlist of those wishing to move into seminary housing. Center students are not guaranteed on-campus housing for the duration of their degree program and may be required by the seminary to vacate their terminated lease with reasonable notice. Center students may be offered on-campus student housing only on a year-to-year basis. In all cases, the seminary will endeavor not to ask students to move off campus before graduation, but this cannot be guaranteed.

No student is required by the seminary to live in on-campus housing. The seminary has relationships with local realtors in order to help students secure off-campus housing if desired or if no appropriate units are available on campus. Additionally, the Seminary has a relationship with Austin Presbyterian Seminary to accommodate a limited number of our students in their vacant units, subject to availability. Applications for housing at Austin Presbyterian Seminary are available from the Enrollment Department. Such applications are submitted to Austin Presbyterian Seminary by the Director of Enrollment Management each summer.

New daytime students will be offered housing during the admission process. After all daytime students have been accommodated, Center students will be offered housing following the priority outlined above. An unspecified

number of units of available housing may be reserved at the Seminary's sole discretion in service of the Seminary's mission and not rented to students. Unoccupied units may be also be offered for rent to others who are not members of the Seminary community at the Seminary's sole discretion. All leases for non-students will not exceed a year's length.

Students are assigned a student housing unit based on availability; the seminary shall endeavor to make housing assignments based on students' family size and housing needs. If a student finds their housing assignment unacceptable, the student may apply on or before March 31 for a change in housing assignment for the coming academic year by submitting a Housing Change Request Form available from the Enrollment Department. Such change applications will be reviewed by the EVP, Director of Enrollment Management, and Director of Facilities. Decisions concerning changes in housing assignments will be communicated to student who have applied by April 30. Housing change requests are usually only considered in cases where a lessee's accessibility, health, or family size have changed or in the case of other extraordinary circumstances. In all cases, an approved change in housing assignment is accompanied by an invoice for \$250 for the seminary's additional costs associated with preparing a housing unit for change. Students will also be responsible for pet fees and deposits for the new housing unit.

Housing is reserved for currently enrolled students and their immediate family members. An "immediate family member" is defined as a student's legal spouse, minor child (whether by birth, adoption, or other custodial arrangement), a student's dependent adult child with special needs, and a student's dependent parent. All tenants who reside, or intend to reside, in seminary housing must be listed on the lease agreement as tenants or otherwise approved as a tenant in a separate writing by the EVP and director of enrollment prior to moving into any seminary owned housing unit. Adult children and parents of students will be considered for living in on campus housing on a case by case basis to be approved by the Executive Vice President and Director of Enrollment Management.

Policy Name:	Computer Operating, Security, & Email Policy	
Effective Date:	6/3/04	
Review Date:	Reviewed: 3/11/2015	Approved: 3/11/2015
Responsible Office or Committee:	Executive Vice President for Administration & Finance	
Applies to:	Entire Community	
Where Policy Resides:	SSW Policy Manual; Student Handbook	
Review Cycle:	Three Year Cycle - 2018	

Policy

Purpose

The purpose of the policy is to help protect the seminary faculty, staff and students from liability and interruptions due to inappropriate use of seminary-owned and seminary-assigned computers and breaches of computer security. For the limited purposes of this policy, a computer includes a seminary-owned or seminary-assigned laptop, desktop, smart phone, tablet, photocopier, facsimile machine, server, or other network connected device used primarily for seminary-related business and educational purposes.

This policy documents the computer user's responsibility to safeguard computer equipment and information from accidental or deliberate unauthorized access, tampering, snooping, distribution, or destruction. It sets forth what is, and is not, appropriate use of seminary computers. Users may be disciplined for noncompliance with seminary policy. This policy does not purport to address every computer operating and security issue. It is your responsibility to use sound judgment. Should you identify an issue or situation that you are not certain how to deal with, please address your concerns to the Director of Instructional Technology.

The seminary may add to, or change, the policies at any time. All students will be responsible for reading this policy (and all policies) carefully and adhering to all policies. All students must sign a form acknowledging the location of the student handbook on the seminary's Intranet. The form will be given to each student at the beginning of each academic year. The signed form should be given to the Registrar for placement in your permanent file.

Computer Use

Computer users are responsible for the appropriate use of seminary computers, and for taking reasonable precautions to secure the information and equipment entrusted to them. Users are responsible for adhering to seminary policies and practices as described herein, and in other seminary policy manuals, to ensure seminary computers are used in accordance with seminary policy guidelines, and reasonable measures are taken to prevent loss or damage of computer information and equipment.

Unauthorized Access

Unauthorized access to seminary computers is prohibited. Unauthorized access by third-party computers (hacking), using seminary computers, is prohibited. Attempting to access seminary computers without specific authorization is prohibited. Any form of tampering, including snooping and hacking, to gain access to computers is a violation of seminary policy, and carries serious consequences. Electronic documents and applications stored on an individual student, staff, or faculty member's computer, whether such computer is privately owned or seminary-owned, may not be opened, copied, viewed, or accessed in any manner by any third-party, including students, staff, and faculty members, without the express prior permission of the assignee or owner of such computer. An exception to this provision of this policy may be made and authorized only by the Dean and President or Executive Vice President in circumstances when these officers have reason to believe a student, staff, or faculty member is abusing seminary-owned equipment or violating provisions of this policy.

Computer Sabotage

Destruction, theft, alteration, or any other form of sabotage of seminary computers, programs, files, or data is prohibited and will be investigated and prosecuted to the fullest extent of the law.

Password Selection & Protection

Students are assigned a user name and a password when they register at the seminary. The user name and password are used to access email accounts. The user name and the email name are the same. The seminary uses first name (dot) last name as the user name and email name. Example: John Doe would be john.doe@ssw.edu and his login user name would be john.doe.

Students are encouraged to choose difficult passwords and change them periodically. A lot of damage can be done if someone gets your password. Do not share your password with anyone. Do not write it down where someone can find it, do not send it over the Internet, email, dial-up modem, or any other communication line. Do not put it on a post-it note stuck to your monitor.

Easy to Remember and Hard to Crack

Another concern is forgetting your password. Getting into your computer when you have forgotten the password is, in some cases, very difficult. Select a password that is unique to you, and try to use it at least once every day.

The following is a good guideline for password selection:

- Use 8 or more characters, and at least one numeric character
- Your password should not include your login name, your name, your spouse's or partner's name, children's or pet's name, or any other names commonly known to others
- Your password should not be a word pertaining to the seminary, your work, or an activity that you participate in or follow that is commonly known
- Your password should not include anything derogatory, offensive, or defamatory

If you forget your password, contact the computer department. The computer department does not know or keep track of passwords. All we can do is allow you to reset your password to a new one.

Snooping

Snooping into seminary computer systems is a serious violation of seminary policy. If you have no business being there, don't go there. If you accidentally identify a new way to access information, report it to the computer department. Watching other users enter information, and looking at computer disks that do not belong to you, are prohibited. Obtaining, or trying to obtain, other users' passwords, or using programs that compromise security in any way, are violations of seminary policy.

Hackers

Never give any information about computer systems out over the telephone, or in any other way. If someone requests such information, get their name and phone number, and tell them you will get right back to them. Report the incident immediately to the computer department.

Without your help, the seminary has little chance of protecting the seminary's computer systems.

Using hacker programs and trying to access computer systems using hacker techniques is prohibited. Trying to hack into third party computer systems using seminary computers is prohibited, and will be reported to the local authorities. Hacker crimes result in millions of dollars of downtime, lost data, and other problems. If you are caught hacking, it is a serious offense. If you identify vulnerability in the seminary's computer security system, report it to the computer department.

Viruses, Worms, and Trojan Horses

It is critical that users make certain that data and software installed on seminary computers are free of viruses. Data and software that have been exposed to any computer, other than seminary computers, must be scanned before installation. This includes email with attachments (a virus can quickly contaminate your computer when you open an email

attachment), inserting a contaminated floppy disk, downloads from the Internet and other sources of data that may be contaminated. Viruses can result in significant damage, and lost productivity. If you are uncertain whether data or software needs to be scanned before installation, ask someone in the computer department.

If you identify a virus, worm, or Trojan horse, or what you suspect to be one on a seminary computer, do not try to fix the problem. Contact the computer department. The principal concern is stopping the contamination before additional damage is done. These programs are most successful when ignored. They are designed to easily hop from application to application, contaminate a computer disk, and access another computer. They easily travel down phone, cable, ISDN, or other communication lines, infect email, data and files, and find their way to other computer systems. The key to containment is limiting the reach of the contamination.

The seminary uses a blocking system on all the computers to block files that are commonly used by virus writers. In addition, all computers are scanned for viruses, worms, etc.

Harassment, Threats & Discrimination

It is seminary policy, and the law, that students be able to work free of unlawful harassment, threats, and discrimination. Unlawful harassment is physical or verbal behavior directed towards an individual due to their race, age, marital status, gender, disability, religion, sexual orientation, or nationality for the purpose of interfering with an individual's work performance, or creating an intimidating or hostile work environment.

It is not uncommon for students to receive files, data, pictures, games, jokes, etc. that may be considered offensive by some. Currently, there are many cases in the courts addressing just such issues, the ramifications of which are significant. It is inappropriate to use seminary computers to share your personal views about religion, politics, sexuality, or any other subject of a personal nature that could be considered offensive to others within or outside the seminary. Seminary computers are not vehicles to express free speech. Do this on your own time, away from the seminary, using your own resources.

Computers provide a huge potential for unlawful harassment, so maintaining a sense of professionalism is important. Users often think their communications are private, and trashed or deleted files are gone forever. However, deleted files are often easily recovered; and information on seminary computers is not necessarily private. Users often feel comfortable writing and storing files within the confines of their "personal" computer, and sharing personal views on a wide range of non-business subjects. Remember, whatever you transmit by email is a permanent record to the receiver. It can, at some future date, be taken out of context and used against you and the seminary.

Accidents, Mistakes, & Spills

It is not hackers, snoopers, viruses, worms, or Trojan horses that cause the most damage to computers and information but the computer users themselves. According to current research, most data loss and damage to computers is done by authorized users. Mistakes and accidents represent the biggest cost when it comes to computer information loss. We have all done it: deleted a file that we just spent hours creating, spilled coffee on the keyboard, or dropped the laptop on the floor.

Take a few seconds to read the computer screen before you delete, save, or transmit files. In addition, users need to take reasonable precautions with respect to computer operations, maintenance, handling, and transportation. When placing liquids, and other food items on your desk, please be careful.

Unauthorized Changes to Seminary Computers

Installing software and making changes to computer hardware, software, system configuration, and the like are prohibited, without authorization from the computer department. The seminary's computer systems have been designed and documented to prevent loss of data, and provide an audit trail for correcting problems. Unauthorized changes to computer systems ultimately result in lost productivity. Such changes often require a computer technician to fix both the original problem and the problem caused by the would-be computer technician. Poor documentation of the procedures performed and the order in which they were completed further complicate unauthorized changes to computer systems.

The following are just a few examples of changes to computers that can result in operating problems:

- Installation of commercial software, shareware, and free software. Some software requires an upgrade of computer hardware, the operating system, or both for the program to operate properly. Some programs are simply not written

well, and can cause problems with the computer

- Installation of some programs changes the computer's system configuration, which can result in problems with your computer
- Data used on home computers may become infected with a virus, and contaminate your computer and other seminary computers.

The list of potential problems goes on and on. Get approval from the computer department before making any changes to seminary computers.

Reporting Policy Violations

Computer users of the seminary are asked to report violations, or suspected violations, of computer policy to the computer department. Examples of violations include:

- Attempts to circumvent established computer security systems
- Use, or suspected use, of virus, Trojan horse, or hacker programs
- Obtaining, or trying to obtain, another user's password
- Using the computer to make harassing or defamatory comments, or to in any way create a hostile work environment
- Using the computer to communicate inappropriate messages or jokes that may be considered offensive by others
- Illegal activity of any kind
- Trying to damage the reputation of the seminary, or of an employee of the seminary, in any way

Computer policy violations will be investigated. Noncompliance with the seminary's student computer policy may result in discipline up to, and including, termination. Computer users of the seminary that report violations or suspected violations of seminary policy will be protected from termination, discrimination, harassment, and any other form of retaliation. Hackers, snoopers, password stealers, virus installers, data erasers, and anyone involved in such activity will be disciplined.

Privacy

Monitoring Computer Communications and Systems

Many people think data stored on computers, transmission of data between individuals, and email are private, and in most cases they are. However, the seminary reserves the right, without prior notice, to access, disclose, use, or remove both business and personal computer communications and information, and will do so for legitimate business purposes.

Random audits to verify that seminary computers are clear of viruses, and used in accordance with seminary policy, may be performed. The seminary will investigate complaints about inappropriate images on computers, inappropriate email, or other inappropriate conduct. The seminary may monitor Internet activity to see what sites are frequented, duration of time spent, files downloaded, and information exchanged. Again, computer systems and information are seminary property, and should be used principally for said purposes.

It is the seminary's fiduciary responsibility to:

- Establish and enforce policy to help prevent the violation of personal rights and illegal acts
- Reduce the risk of liability and business interruption to the seminary.
- Maintain a professional environment where computer abuse will not be tolerated.

Internet Connections

Internet connections are authorized for specific seminary needs only. Furthermore, the following activities are prohibited without computer department authorization:

- Downloading copyrighted material without the permission of the copyright holder, including data, files, programs, pictures, screen savers.
- Copying the seminary's programs, files, and data to be used on other non-seminary computers.
- Transmitting important, confidential, or proprietary seminary information

The following actions are prohibited under any circumstances:

- Portraying yourself as someone other than who you are, or the seminary you represent
- Accessing inappropriate web sites, data, pictures, jokes, files, and games
- Inappropriate chatting, email, monitoring, or viewing
- Harassing, discriminating, or in any way making defamatory comments
- Transmitting junk mail, chain letters, or soliciting for commercial, religious, charitable, or political causes
- Gambling or any other activity that is illegal, violates seminary policy, or is contrary to the seminary's interests

Business Reputations

Please keep in mind, a statement or posting of information on the Internet can cause serious damage, because information can be quickly and effectively disseminated. The seminary, and the law, can and will hold you responsible for offensive, discriminatory, and defamatory statements, or any other illegal activity.

Policy Name:	Drug Abuse Prevention	
Original Effective Date:	11/2/05	
Review Date:	Reviewed: 12/6/16	Approved: 12/6/16
Responsible Office or Committee:	Executive Vice President for Administration & Finance	
Applies to:	Entire Community	
Where Policy Resides:	SSW Policy Manual; Student Handbook	
Review Cycle:	Three Year Cycle - 2019	

Policy

It is the desire of the seminary to provide the highest quality of education, as well as an environment that facilitates learning and Christian growth. All students, faculty, trustees, and full or part-time employees are expected to live according to the highest standards of Christian behavior. The seminary is committed to maintaining a drug-free campus and therefore adopts this drug abuse prevention policy, effective November 02, 2005. This drug abuse prevention policy applies to all trustees, students, and all full- and part-time employees.

1. The unlawful possession, manufacture, use, sale, distribution or dispensation of any quantity of any prescription drug or controlled substance on the seminary's owned or controlled property or at any seminary sponsored activity, function or event is prohibited. The only exception to this drug policy is the use of a prescription drug in accordance with the written instructions of a licensed physician. Controlled substances include, but are not limited to, marijuana, cocaine, cocaine derivatives, heroin, amphetamines, barbiturates, LSD, PCP, inhalants, and chemical substances typically known as "designer drugs" such as "ecstasy" or "eve." The seminary will support all federal, state and local laws relating to drug abuse.
2. Use of a controlled substance at an official seminary function or on the seminary campus that adversely affects the user's function or performance is prohibited. Warnings about prescribed or over the counter medications and their impact on an individual must be observed and followed. Assistance from advisors or supervisors may be required to make necessary adjustments to ensure an individual's safety and the safety of others. The seminary may require a student or employee who's functioning or performance is adversely affected to submit to a mandatory blood or urine drug screen test, after consultation with the student or employee and his or her advisor or supervisor, as the case may be.
3. After the seminary's investigation and discussion with the affected student or employee, the seminary may impose disciplinary action for violation of this drug abuse prevention policy, ranging from a verbal or written reprimand, forfeiture of financial aid, and/or eviction from seminary housing to immediate expulsion for students; suspension without pay for an appropriate period or immediate termination of employment for employees; or the initiation of proceedings for the removal of tenured faculty according to the provisions of the Faculty Handbook, at the sole discretion of the seminary. The seminary also reserves the right to notify a student's bishop or other sponsor concerning such violation and the disciplinary action taken by the seminary and a student consents to such disclosures by operation of this policy and their enrollment in the seminary.
4. The seminary desires to assist any student, faculty member, trustee or employee in obtaining pertinent information on drug abuse or in entering an appropriate, medically supervised treatment program. Please contact the Director of Community Care or your faculty advisor (students) or your supervisor (employees) for further counseling or guidance.
5. Although the conditions of drug dependency may be considered a disability or handicap under state and federal law, and this group will not be discriminated against because of this a disability or handicap

documented by a licensed medical doctor, all persons are considered to be responsible for their actions and their conduct.

6. The intent of this drug abuse prevention policy is to be preventative and remedial, not punitive. If you have questions or concerns about this policy and/or your relationship to it, please see the Dean and President, Executive Vice President, Academic Dean, or Director of Community Care of the seminary.

Policy Name:	Email Utilization Policy	
Effective Date:	Not Known	
Review Date:	Reviewed: 3/11/2015	Approved: 3/11/2015
Responsible Office or Committee:	Executive Vice President for Administration & Finance	
Applies to:	Entire Community	
Where Policy Resides:	SSW Policy Manual; Student Handbook	
Review Cycle:	Three Year Cycle - 2018	

Policy

All seminary students have an on-campus email address. Email is to be the primary method of campus communication. It is recommended that email be checked at least daily.

Campus paper mail will be the secondary means of distributing information, used for items such as contracts, letters, or class papers. It is recommended that campus mailboxes be checked at least every other day.

Anothervue, a weekly informative email, plus Monday chapel announcements will serve as backup sources of information. Both can be viewed on the Intranet.

Due Process

The seminary will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school email system. The seminary also reserves the right to monitor and read any email created on the seminary system at any time.

Electronic Communications

Email is a wonderful tool. Used correctly, it can provide significant efficiencies, and improve the quality of the way we do business. It makes dissemination of information easy and cost-effective. Please take full advantage of it for the seminary business.

The same standards of decorum, respect, and professionalism that guide us in our face-to-face interactions apply to the use of email.

Ensure that you know how to use all the features of the seminary email program.

Incidental or occasional use of email for personal reasons is permitted. However, only seminary personnel are allowed access to the seminary email system. The following email activity is prohibited:

- Accessing, or trying to access, another user's email account
- Obtaining or distributing another user's email account or logon credentials
- Using email to harass, discriminate, or make defamatory comments
- Using email to make off-color jokes or send inappropriate email to third parties
- Transmitting seminary records within, or outside, the seminary without authorization
- Transmitting junk mail, chain letters, or soliciting for commercial, religious, charitable, or political causes

Seminary computer users are required to report inappropriate use of email.

Appropriate email etiquette is essential to maintaining a productive and professional work environment. Comments that might be made at parties, in elevators, and on the telephone are now done via email. However, email does not disappear into thin air. It can be widely, easily, and quickly disseminated. Email can be edited, forwarded, distributed, and filed for later use, possibly at the most inopportune time. For professionals with electronic recovery skills, email is a gold mine. If you would not put it in a memorandum on seminary letterhead, do not say it with email!

Forwarding Information

Email makes attaching files and forwarding data a snap. However, the damage from forwarding something to the wrong person may be serious. Please take a minute to think through the appropriateness of all the parties you are forwarding to. If you receive an email (particularly email with an attachment) and intend to forward it to others, consider the following:

- Is any of the information unnecessary or inappropriate for any individual?
- Would the author take exception to, or be embarrassed by, your forwarding the information? (A good rule of thumb is to copy the author.)
- Might the information be received negatively?
- Might the information be misunderstood?
- Is the receiver likely to forward the information to individuals that should not have, or do not need, the information?
- Do the attachments have viruses?

If the answer to any of these questions is yes, do not forward the information. Edit it, or create a new file. A bad decision results in misunderstanding, hurt feelings, and added work.

Electronic Signatures

It is recommended that all Seminary employees' emails issued for official business and education purposes include a digital signature block bearing the sender's name, position title, Seminary name and address, and the sender's telephone contact information. Following is an example of a digital signature block which can be setup in Gmail using the settings feature:

Pat Smith,
Associate Professor [of discipline] Seminary of the Southwest
501 E. 32nd Street
Austin, Texas 78705
Tel (512) 472-4133 [or direct dial number] www.ssw.edu

It is recommended, but not required, that all Seminary employees' emails issued for personal business exclude the above- suggested signature block information.

Policy Name:	Emergency Contact Policy	
Original Effective Date:	3/12/2015	
Review Date:	Reviewed: 5/9/18	Approved: 5/9/18
Responsible Office or Committee:	Executive Vice President for Administration & Finance	
Applies to:	Entire Community	
Where Policy Resides:	SSW Policy Manual, Student Handbook	
Review Cycle:	Yearly	

Policy

Mandatory Provision of Emergency Contact Information

It is the policy of the seminary to require all staff, faculty, and students to provide the seminary with emergency contact information including, specifically, the name, relationship, address, and telephone numbers of a person or persons designated to receive notification and information from the seminary in the event of an emergency. In providing emergency contact information to the seminary, a member of the staff, faculty, and student body expressly consents to the seminary's disclosure of information, without limitation, to the person or persons so designated to receive emergency notification in the case of emergency.

EMERGENCY MANAGEMENT PLAN

See the Emergency Management Plan for procedural instruction for on-campus emergencies.

Requirement for Updating Emergency Contact Information

In the interest of maintaining current and reliable emergency contact information, students, staff, and faculty shall be responsible for notifying the Office of the Executive Vice President of any change in their emergency contact information so that the Seminary's records may be timely updated.

Policy Name:	Fundraising and Solicitation on Campus Policy	
Effective Date:	5/21/2013	
Review Date:	Reviewed: 11/9/16	Approved: 11/9/16
Responsible Office or Committee:	Faculty and Administrative Council	
Applies to:	Students, Former Students, Faculty, Staff	
Where Policy Resides:	SSW Policy Manual; Student Handbook	
Review Cycle:	Three Year Cycle - 2019	

Policy

Students, former students, faculty or staff shall neither use campus mailing lists, community bulletin board lists, or seminary facilities for independent fundraising nor make other commercial solicitations in the community.

Requests to plan special events to benefit special causes must be made in writing to the Dean and President or the Executive Vice President for Administration and Finance, either one or both of whom, in consultation with the Dean's Council, are authorized to approve such requests

Policy Name:	Grading Policy	
Original Effective Date:	Not Known	
Review Date:	Reviewed: 5/6/19	Approved: 5/8/19
Responsible Office or Committee:	Academic Affairs Committee	
Applies to:	All Students	
Where Policy Resides:	SSW Policy Manual; Academic Code; Student Handbook	
Review Cycle:	Three Year Cycle - 2022	

Policy

All students will be graded under the letter grade system. Grade point averages are computed in order to track satisfactory academic progress. Some courses will be graded satisfactory/unsatisfactory. These courses are designated in the course listings of the Southwest catalog as satisfactory/unsatisfactory only.

Letter Grading System

- A Advanced: Outstanding in all respects
- A- Advanced: Outstanding in most respects
- B+ Proficient: Proficient in all respects with some elements achieving a higher quality
- B Proficient: Proficient in all respects
- B- Proficient: Proficient in some respects but with some clear weaknesses
- C+ Developing: Showing development but lacking proficiency
- C Developing: Showing a basic level of development sufficient to pass a course but not sufficient to display proficiency in a program
- F Beginning: Beginning level work that does not display sufficient knowledge to pass the course or assignment. No credit shall be given for a grade of F. A grade of F remains on a student's permanent record. If a grade of F is incurred in a required course, the course must be retaken. (See section J for special circumstances)
- AU Audit: course not taken for credit

Please note that while grading is not calculated on the basis of a "bell curve," the faculty are committed to using the full range of letter grades, evaluating according to the quality of an individual's work. All professors provide criteria for evaluation on their course syllabi.

Pass/Fail System

- S (Satisfactory) shall designate work that satisfactorily meets or exceeds the expectations set for the task
- U (Unsatisfactory) shall designate failure, and no credit shall be given for the course. In no case may a grade of U be changed or deleted from a student's permanent record. If a grade of U is incurred in a required course, the course must be retaken. (See section J for special circumstances)

Other Symbols

- W (Withdraw) If a student withdraws after the add/drop deadline, but the professor/instructor is unable to evaluate the student's performance, a grade of W shall be given.
- WP/WF (Withdraw Pass/Withdraw Fail) If a student withdraws after the add/drop deadline, but is doing passing work, the grade WP shall be given; otherwise such late withdrawal shall result in a grade of WF being given.

- I (Incomplete) is a temporary grade, pre-arranged between the instructor, the student, and faculty, in cases of excusable failure to complete the work of a course. To receive an incomplete in a course, a student must make the request in writing on or before the date of the final Academic Affairs committee. A student with an emergency may make a request up to the final day of the term and a decision will be made by the professor in consultation with the academic dean. Any incomplete assignment not turned in within two weeks of the end of the final exam period will be given a zero and the final course grade calculated accordingly. Summer incompletes will be considered at the discretion of the professor in consultation with the academic dean. In order to change the grade, the course requirements must be acceptably completed with the Due Date Guidelines stated below. In the event the conditions for changing the grade are not met, the course grade will automatically become a F.
- IP (In Progress) will be given when a grade and credit for this course has not yet been assigned or the course is continuing into the next semester, with neither grade nor credit being given until the latter semester is completed.

Due Date Guidelines

For an I resubmission of conditional work and submission of incomplete work are due two weeks after the end of the final exam period.

For an I received in the spring semester for a student who is graduating, the due date for re-submission of conditional work and submission of incomplete work will be no later than the Friday before graduation

For an I received in field education, whether in a semester or a term, a longer period than stated above may be allowed because of the unusual nature of such courses.

Work is to be evaluated by the instructor and grades are to be submitted to the Registrar within one week after the deadline for incomplete work.

For work completed during the academic term, the deadlines set in syllabi and the Academic Code are to be maintained, the consequence of noncompliance being an unsatisfactory mark (F).

This standard may be negotiated as provided for in Academic Code, thus setting a new deadline.

An F given for a course *on the basis of failure to meet a revised due date* stands on the transcript.

An F may not be removed from a student's transcript, except in the event of a successful appeal against the grade having been made according to the *Student Academic Grievance Policy*.

If, with the instructor's permission, a student offers acceptable remedial work after the deadline, a passing mark may also be recorded for the course but without credit at whatever time the late submission is accepted.

Academic Probation

Students whose cumulative GPA falls below a 2.50 will be placed on academic probation and their status will be reviewed at the end of the following semester. Students whose cumulative GPA remains below a 2.50 in the following semester will be dismissed as a student registered for credit.

Students who have lost their status as outlined above, may appeal their case to the faculty in writing and may be restored by a two-thirds vote of the faculty.

Policy Name:	Housekeeping Policy	
Original Effective Date:	Not Known	
Review Date:	Reviewed: 5/9/18	Approved: 5/9/18
Responsible Office or Committee:	Executive Vice President for Administration & Finance	
Applies to:	Entire Community	
Where Policy Resides:	SSW Policy Manual; Student Handbook	
Review Cycle:	Yearly	

Policy

It is the policy of Seminary of the Southwest to maintain a physical environment characterized by cleanliness, order, and safety so that all may enjoy the use of campus facilities.

This policy sets forth standards of performance for routine sanitation, and housekeeping. In general, the standards are:

- Do not tape flyers onto bathroom mirrors or glass windows. Use the bulletin boards.
- Return kitchenware to its place of storage in the kitchen after event. If the storage location in the kitchen cannot be readily determined, leave kitchenware on a clean countertop; housekeeping or kitchen staff will store it.
- At the end of class sessions and special events, please dispose of materials you have used, e.g., beverage containers, paper plates, and other disposables.
- The use of decorative glitter is not permitted on campus.
- Low inventories of kitchen consumable supplies shall be reported to the Director of Housekeeping for resupply purposes.
- Borrowed housekeeping and kitchen supplies must be returned promptly to their usual place of storage. Notify the director of housekeeping of any depleted supplies that need to be restocked.

If something needs to be fixed contact facilities staff utilizing the Online Repair Request Form on the Intranet. Non-emergency housekeeping requests should go to the director of housekeeping. In the case of anything that needs immediate attention (i.e. cleaning up a spill or insanitary waste), contact either the director of housekeeping or the executive assistant for administration.

Policy Name:	Institutional Financial Aid Policy	
Original Effective Date:	8/21/13	
Review Date:	Reviewed: 5/10/17	Approved: 5/10/17
Responsible Office or Committee:	Executive Vice President, Director of Enrollment	
Applies to:	All students	
Where Policy Resides:	SSW Policy Manual, Student Handbook	
Review Cycle:	Yearly	

Policy

Seminary of the Southwest provides scholarship grants to students with demonstrated financial need. Endowments and gifts from supporters provide the resources for this support. As a matter of institutional policy, the seminary seeks to practice good stewardship in the administration of all scholarship programs, to award as much aid as possible, and to err on the side of generosity. At the same time, the seminary recognizes that student loans play an important role in making education possible for many students. Student life often involves living simply, but it should not mean struggling to meet basic needs. We seek to help students make good decisions about personal budgets and outside loans in order to cover the costs not met by institutional financial aid.

To qualify for consideration for a scholarship grant, an applicant must complete the Financial Aid Evaluation form, including full disclosure of available financial resources as well as a proposed budget of income and expenses for the period for which the grant is sought. An applicant's most recent federal income tax return is part of the documentation required. Students are also required to annually complete the Free Application for Federal Student Aid (FAFSA) as a supplement to their institutional financial aid application. Normally, financial aid is granted on a year-to-year basis with annual reapplication and review. Recipients of institutional financial aid shall notify the Executive Vice President for Administration and Finance of any significant changes to their personal financial circumstances as soon as they occur. A significant change includes new debt incurred, higher or lower income and or expenses, and exigent circumstances, as the case may be.

The total amount of institutional financial aid granted by the seminary will not exceed 1) the student's demonstrated need, 2) the published price of tuition in the academic year for which application is made, or 3) the seminary's available scholarship funding allocated for a particular year. Aid will normally include a mixture of grant funds and work-study compensation.

Demonstrated need is defined as the difference between the total cost of attending this institution and the total resources available to the student from all other sources. In reaching that determination, the seminary shall follow these eligibility qualifications:

- 1) All students seeking financial aid must demonstrate that they have applied to outside sources of support. The seminary will assist students in identifying such sources.
- 2) Students in the MDIV and DAS programs must submit statements of support from their dioceses and parishes (or equivalent structures) as part of their Institutional Financial Aid Application.
- 3) In reaching a conclusion concerning demonstrated need, the seminary will not normally weigh the value assets such as retirement accounts, equity in one's homestead, the cash value of life insurance policies, and funds in 529 college savings plans for children.

4) In evaluating demonstrated needs, the seminary will consider assets such as the following: equity in second or third homes, equity in rental properties, vacation homes, and “mother-in-law” homes. Second or third automobiles are considered assets except in cases of demonstrated transportation need.

All routine and realistic expenses associated with maintaining a household are counted in demonstrated need with the following qualifications:

- 1) Debt service on an applicant’s own previous student loans shall be excluded as an allowable expense.
- 2) On a case by case basis, the seminary will evaluate the spouse’s employment situation before reaching a decision on an award of aid.
- 3) In considering allowable expenses, the seminary shall follow these specific guidelines: 50 percent of tithes and charitable giving will be allowed; annual automobile debt services shall be capped at \$4,000; exercise or fitness club expenses shall be capped at \$350 annually; life insurance premiums shall be capped at 5 percent of income. In this context, both institutional and outside scholarship aid shall be factored as an available resource.
- 4) Expenses not allowed include the following: Student loan payments for spouse and children; children’s college tuition; contributions to children’s college fund; service on pre-existing credit card debt; storage costs for household goods; debt service other than for a home mortgage, taxes, and other expenses associated with non-owner occupied real estate.
- 5) Tuition for Clinical Pastoral Education (CPE) classes, if any, should be included as an allowable expense item on the financial aid application. The optional cost of CPE units beyond the seminary’s one-unit requirement is not an allowable expense.

Special students

Financial aid is unavailable for students classified as special students.

Additional Information

Financial aid is available to eligible students as long as the institutional funds are available. Seminary of the Southwest strives to be as generous as possible with available financial aid resources. Renewal of scholarships is always dependent on available funds, and upon a student’s demonstrated financial need and other eligibility requirements.

When a financial aid award includes a work-study assignment, the student is required to complete the minimum requirements of that assignment.

Increases in tuition may or may not be accompanied by changes in the amount of aid.

Policy Name:	Letters of Recommendation Policy	
Original Effective Date:	6-1-16	
Review Date:	Reviewed: 10/3/18	Approved: 10/24/18
Responsible Office or Committee:	Academic Affairs	
Applies to:	All Students	
Where Policy Resides:	Student Handbook; SSW Policy Manual	
Review Cycle:	Three Year Cycle - 2021	

Policy

If any student wishes to request a letter of recommendation or endorsement for a scholarship, job, internship, supervised position, or any future academic program, please note the following:

Faculty and staff ask students to consider soliciting letters of recommendation or endorsement from faculty and staff who know you best and are in the most appropriate position to comment on your qualifications.

Faculty and staff ask students to make requests at least three (3) weeks in advance of the deadline when such letter must be received by the recipient.

Requests made for letters to be picked up by or emailed to the student directly do not require a release of information. However, due to FERPA requirements, letters to be sent directly to an outside entity require the student's signed authorization. Please consult your advisor for the proper form, and leave ample time for this step.

Letters of recommendation are a form of interaction between the student and the person fulfilling the request, and as such, do not become part of the student's permanent SSW file.

Faculty and staff reserve the right to decline without cause providing a recommendation or endorsement via any medium. This decision is final and not subject to appeal. Faculty and staff make no guarantees about the successful receipt of any letter or on-line recommendation submitted on behalf of a student, particularly for requests made less than three weeks in advance.

Policy Name:	Library Space, Resources and Services Policy	
Original Effective Date:	1/25/18	
Review Date:	Reviewed: 1/25/18	Approved: 1/25/18
Responsible Office or Committee:	Booher Library	
Applies to:	Entire Community	
Where Policy Resides:	SSW Policy Manual, Student Handbook	
Review Cycle:	Three Year Cycle - 2021	

Policy

Seminary of the Southwest Mission Statement

Seminary of the Southwest forms men and women for the service of Christ in lay or ordained ministry within the church and the larger society.

Library Mission Statement

The Booher Library provides space, resources, and services in support of the seminary's mission. Traditional library practices are paired with new and innovative approaches to fostering information literacy and a lifelong love of learning.

Definitions

For the purposes of this document, the following definitions are given:

Students: currently enrolled Seminary of the Southwest students

Faculty: currently employed Seminary of the Southwest faculty, adjunct faculty, and faculty emeritus

Staff: currently employed Seminary of the Southwest staff

Library User Groups

The library's user groups are defined as follows:

Primary Users: Students, faculty, and staff

Alumni: All Southwest graduates

Friends: Southwest Board members; Iona Collaborative students, mentors, and deans; spouses or partners of students, faculty, and staff; children of students, faculty and staff; clergy

Guests: All others who use the library

Access to Electronic Resources

Access to electronic resources is governed in part by the seminary’s licensing agreements with the providers of the resources.

All library users have access to the library’s electronic resources by using a computer in the building or a personal device on the campus wifi network. Primary users can access electronic resources both on campus and remotely. Alumni have remote access to the specific resources available in Seeker Alum. Iona Collaborative users have remote access to the specific resources available in Iona Seeker. The Electronic Resources Librarian provides the user name and password necessary for accessing electronic resources from off campus. Remote access is not available to friends and guests at this time.

Research Assistance

The librarians are devoted to connecting our primary users with the resources needed for research, coursework, and spiritual development. For one-on-one help with research, we recommend that students and faculty contact the librarians by email at library@ssw.edu and provide:

- 4 Details about the research topic, including correct spelling of any names or keywords
- 5 Course number, assignment requirements, and due dates, if applicable
- 6 A summary of research conducted thus far, including any obstacles or dead ends
- 7 Availability for a session with a librarian

Iona Collaborative students should direct their questions about the library’s resources to their local mentor or dean. The Booher librarians are available to provide assistance and training to the Iona mentors and deans so they are well equipped to assist Iona students with library resources.

The librarians will also help alumni, friends, and guests use the library’s collection for conducting research. Because our primary purpose is to support the academic work of Seminary of the Southwest students and faculty, we may need to limit the time spent on requests from alumni, friends, and guests.

Reservable Space

The library has meeting spaces which can be reserved for individual or groups depending on the space.

Space	Available to:	Number of people
<i>The Charles Black</i>	Primary users, alumni, friends, and	Groups of 2 or more
<i>Carrel C</i>	Primary users, alumni, and friends	1-2 people
<i>Carrel D</i>	Students	1-2 people
<i>Carrel E</i>	Faculty	1-2 people
<i>Carrel F</i>	Faculty	1-2 people
<i>The Omega Room*</i>	Students	2-3 people

21 This room is used by the Center for Writing and Creative Expression during Walk-in hours.

Additionally, Seminary of the Southwest students may request personal study carrels and lockers by contacting the library staff. Assignment and use of study carrels is governed by the carrel usage procedure which can be found on the library’s intranet page.

Computer Access

The library has a limited number of computers and our first priority is to support the seminary’s mission. Accordingly, we ask our guests to limit their use of the library’s computers to two hours a day. Additionally, we may need to reserve the

library computers for primary users during peak usage times. Guests who are looking for computer access beyond two hours a day will be referred to the [Austin Public Library](#).

The library will try to accommodate children of students, faculty, and staff who wish to use the library computers. However, in some circumstances we may need to limit recreational use of the computers when the computers are needed by primary users.

Interlibrary Loan

Interlibrary Loan (ILL) service is available for primary users and local alumni. Please note that ILL uses media mail, so it is best to seek out resources well in advance of assignment due dates and find items locally whenever possible. All other users in need of ILL service will be referred to their public or academic library.

Library Cards

Library cards allow users to check out material that circulates from the library. Library cards are automatically created for primary users. Student library card accounts become alumni accounts upon graduation. All other users complete a library card application and show a photo ID during the application process. Library cards expire on the following schedule:

Library user group	Borrower's card category	Description	Expiration Date	Loan Period
Primary Users	SSW Students	Currently enrolled students	N/A	30 days
	SSW Faculty	Currently employed faculty and adjuncts, Faculty Emeritus	Upon change in status	1 year
	SSW Staff	Currently employed staff	Upon change in status	30 days
Alumni	SSW Alumni	All graduates	N/A	30 days
Friends	SSW Friends	Board members; Iona Collaborative students, mentors, and deans; spouses/partners of SSW students, faculty, and staff; children of SSW students, faculty, and staff, clergy	Upon change in status	30 days
Guests	SSW other students	Currently enrolled students from other local institutions of higher learning, including APTS, UT, and AGST	The upcoming May 31st	30 days
	SSW other faculty/staff	Currently employed faculty/staff from other local institutions of higher learning, including APTS, UT, and AGST	Upon change in status	30 days
	SSW ATLA	Participants of ATLA Reciprocal Borrowing Program	One year from application date	30 days
	SSW TexShare	Participants of TexShare program	One year from application date	30 days
	SSW Guests	All others who apply and show credentials	One year from application date	30 days

Users

will be asked to show the appropriate identification in person in order to renew the account. Material may not be borrowed on an expired account.

Circulation Rules

Books circulate for 30 days to all users except faculty; books circulate to faculty for 365 days. The loan period for media is 30 days for all users.

Items can be renewed once online as long as no one else has the item(s) on hold and as long as the patron renewing the item is in good status. After the one online renewal is used, the user must contact the library to renew items. After 3 renewals, the material must be returned to the library.

The library staff can issue a recall on any item at any time. Usually the reason is that the item is needed for the course reserve list or for the research of a faculty member. Upon receiving a recall notice (either by email or phone) it is expected that the borrower will return the item(s) or contact the library to make arrangements to return the item(s) as soon as possible. A replacement fee for the item will be applied 10 library business days after the recall notice is sent.

If a borrower loses a library item, the borrower will owe a replacement fee and a processing fee. If the item is available for purchase, the replacement fee will be the cost of the item at its currently available price plus a \$5.00 processing fee. If the item is no longer available, the replacement cost will be determined by the Library Director but shall not be less than \$25.00.

As a courtesy to its borrowers the library sends the following email notices. These notices are automatically generated by our integrated library system.

Cancellation notice (Cancellation of recall request): this notice informs the borrower that their request has been cancelled

Courtesy due notice: reminds the borrower that the item will be due soon

Item available notice: informs the borrower that a requested item is available for pick-up

Fines and Fees Notice: informs the borrower of a list of current fines or fees, including fine/fee amounts for overdue item, lost item processing, lost item replacement.

Overdue notice: informs the borrower that the item is overdue and needs to be returned as soon as possible.

Recall notice: informs the borrower that a charged item is needed by another patron, listing a new due date

Recall-Overdue notice: this notice requests the immediate return of an item, lists the new due date

Statement of Fines and Fees: this notice is a summary of all outstanding fines and fees as of the listed date

All library users may view their account online by visiting the [library's website](#). You will be required to enter your library barcode, which can be found on the back of your library card.

Code of Conduct

The library needs to maintain a controlled and clean environment to carry out its mission. In addition to all state and federal laws that regulate behavior, and in addition to other Seminary of the Southwest policies that pertain to the library, we ask that all library users comply with the following code of conduct:

- Cell phone conversations are prohibited in the library. Cell phones may be answered in the library, but users must immediately take the call outside. Texting and all other smart phone use is allowed, but we request that all patrons turn off the ringer on their phone upon entering the library.

- All users are expected to refrain from engaging in loud, abusive, or threatening communication.
- Children under age 10 should not be left unsupervised and must be accompanied by a parent or responsible person age 17 or older.
- Soliciting, petitioning, or distributing materials in the library is prohibited
- In accordance with seminary policy, no pet is allowed in the library at any time. Service dogs and assistance animals trained to aid or assist a person with a disability or impairment are allowed on campus and inside the library without limitation at all times.
- Personal belongings should not be left unattended at any time. Personal items should not block others from using library resources, walkways, or seating. The library is not responsible for any lost belongings.

This Code of Conduct will be posted in the library's lobby. The library staff can post additional Code of Conduct messages as needed at any time.

Revocation of Library Privileges

In certain circumstances it may be necessary to revoke library privileges. These circumstances include but are not limited to:

- Any violation of seminary policy
- Any violation of the library Code of Conduct
- Any violation of state and federal laws and regulations
- Failure to respond to notices regarding library materials
- Engaging in conduct that interferes with other library users' ability to reasonably use the library or staff's ability to perform their duties.
- Any behavior deemed threatening to the safety and security of the library's materials, users, and staff

All decisions are final.

Policy Name:	Mandatory Reporting of Sexual Harassment and Abuse of a Child	
Effective Date:	8/21/2013	
Review Date:	Reviewed: 11/9/16	Approved: 11/9/16
Responsible Office or Committee:	Dean and President	
Applies to:	All trustees, officers, employees, students, guests and invitees	
Where Policy Resides:	SSW Policy Manual, Student Handbook	
Review Cycle:	Three Year Cycle - 2019	

Policy

MANDATORY REPORTING OF CHILD ABUSE

All persons covered by this policy shall timely notify appropriate law enforcement authorities if at any time they suspect or personally observe an incidence of neglect, sexual harassment or abuse of a child, whether such incident occurs on campus, at seminary housing, or at any function or activity of the seminary. In addition, there are other mandatory reporting requirements outlined in this policy.

All provisions of the Episcopal Diocese of Texas' *Safeguarding God's Children* policy are incorporated herein by reference and made a part of this seminary policy.

WHEN YOU SUSPECT CHILD ABUSE OR NEGLECT: A GENERAL GUIDE

We all have the responsibility to protect children from neglect, sexual harassment, and abuse of any kind. If you suspect harassment, abuse or neglect of a child, it is your unavoidable legal duty to report it immediately to law enforcement authorities.

Anyone having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by neglect, sexual harassment or abuse has an unavoidable legal duty to report the case immediately to a state or local law enforcement agency or to the Texas Department of Family and Protective Services (TDFPS).

TDFPS has a toll-free, 24-hour Family Violence Hotline: 1-800-252-5400

YOUR LEGAL OBLIGATION TO REPORT CHILD ABUSE TO TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

Current Texas law requires that professionals including, but not limited to, educators, administrators, doctors, nurses, and childcare workers must make a verbal report to the Texas Department of Family and Protective Services (TDFPS) within 48 hours of having knowledge or reason to believe the abuse occurred or may occur. Failure to report suspected child abuse or neglect is a misdemeanor punishable by imprisonment of up to 180 days and/or a fine of up to \$2,000 (Texas Family Code, Chapter 261).

All persons covered by this policy have an additional duty to report in writing their suspicion, personal observation or reliable knowledge of child sexual harassment, neglect and abuse occurring on campus, at seminary housing, or at any seminary function or activity to the Seminary's designated officers and faculty who are identified last below.

A report

must be made to any one or more of these designated officers and faculty within forty-eight (48) hours of observing or

receiving the information.

YOUR LEGAL PROTECTION

Your mandatory report to law enforcement authorities of suspected or observed sexual harassment, neglect or abuse of a child is confidential and immune from civil or criminal liability as long as the report is made in "good faith" and "without malice."

In good faith means that the person making the report took reasonable steps to learn facts that were readily available and at hand. Without malice means that the person did not intend to injure or violate the rights of another person. Provided these two conditions are met, you will also be immune from liability if you are asked to participate in any judicial proceedings that might result from your report.

If you suspect abuse:

- DON'T try to investigate;
- DON'T confront the abuser, and;
- DO report your reasonable suspicions, as outlined in this policy.

It is not up a person making a report to determine whether suspicions are true. A trained investigator will evaluate the child's situation. Even if the report does not bring decisive action, it may help establish a pattern that will eventually be clear enough to help the child.

WARNING SIGNS OF ABUSE

Suspect physical abuse when you see the following:

- 1) Frequent injuries such as bruises, cuts, black eyes or burns, especially when the child cannot adequately explain their causes;
- 2) Burns or bruises in an unusual pattern that may indicate the use of an instrument or a human bite; cigarette burns on any part of the body;
- 3) Frequent complaints of pain without obvious injury;
- 4) Aggressive, disruptive and destructive behavior;
- 5) Lack of reaction to pain;
- 6) Passive, withdrawn, emotionless behavior;
- 7) Fear of going home or seeing parents;
- 8) Injuries that appear after the child has not been seen for several days, and;
- 9) Unseasonable clothes that may hide injuries to arms or legs.

Suspect neglect when you see the following:

- 1) Obvious malnourishment;
- 2) Lack of personal cleanliness;
- 3) Torn and/or dirty clothes;
- 4) Obvious fatigue and listlessness;
- 5) A child unattended for long periods of time;
- 6) Need for glasses, dental care or other medical attention;
- 7) Stealing or begging for food, and;
- 8) Frequent absence or tardiness from school.

Suspect sexual abuse when you see the following:

- 1) Physical signs of sexually-transmitted diseases;
- 2) Evidence of injury to the genital area;
- 3) Difficulty in sitting or walking;
- 4) Frequent expressions of sexual activity between adults and children;
- 5) Pregnancy in a young girl;
- 6) Extreme fear of being alone with adults, especially if of a particular gender;

- 7) Sexually suggestive, inappropriate or promiscuous behavior;
- 8) Knowledge about sexual relations beyond what is appropriate for the child's age, and;
- 9) Sexual victimization of other children.

A Disclosure

If you are the first person the child tells about sexual abuse, your testimony as "outcry witness" may be especially important in future legal proceedings. What you say the child told you is not considered hearsay but is admissible evidence in a trial involving a sexual offense against a child.

You Are Responsible for a Child's Safety

If you permit a child to be in a situation where he or she may be injured, then you may be prosecuted for child abuse. The fact that the abuser is a parent or other family member does not remove your obligation to protect the child.

If you are frightened for your own safety or that of a child, call 9-1-1 or Texas Department of Family and Protective Services at 1-800-252-5400.

Reporting to the Seminary's Designated Officers and Faculty

The Seminary has designated the following officers and faculty to receive written internal reports of suspected or observed sexual harassment, neglect or abuse of a child:

Dean and President
Executive Vice President
Academic Dean
Director of Community Care

Seminary of the Southwest
501 East 32nd Street
Austin, Texas 78705
Telephone (512) 472-4133

Policy Name:	Non-Discrimination Policy	
Effective Date:	Not Known	
Review Date:	Reviewed: 11/9/16	Approved: 11/9/16
Responsible Office or Committee:	Faculty Administrative Council	
Applies to:	All students	
Where Policy Resides:	SSW Policy Manual; SSW Catalog; Student Handbook	
Review Cycle:	Three Year Cycle - 2019	

Policy

Seminary of the Southwest complies with Title IX of the Education Amendments of 1972. Title IX prohibits all public and private schools receiving any federal financial assistance, including federal student aid, from discriminating on the basis of sex in their education programs and activities. The Seminary is required to comply with the provisions of Title IX.

The Seminary admits students without regard to age, disability, race, sex, color, nationality, ethnic origin, sexual orientation, gender identity, and gender expression to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. The Seminary does not discriminate on the basis of these factors in the administration of its admissions policies, federal student aid programs, educational policies, housing policies, student activities, student employment, and all other school administered programs.

Questions regarding Title IX may be referred to the Seminary's Title IX coordinator or to the Office of Civil Rights of the U. S. Department of Education.

The Seminary's designated Title IX coordinator is:

Frederick L. Clement,
Executive Vice President
Seminary of the Southwest
501 East 32 Street
Austin, Texas 78705
Telephone (512) 472-133
fred.clement@ssw.edu

The U. S. Department of Education
Office of Civil Rights may be contacted at:

U.S. Department of
Education Office for Civil
Rights
Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov

Policy Name:	Pet Policy	
Effective Date:	5/18/2013	
Review Date:	Reviewed: 11/9/16	Approved: 11/9/16
Responsible Office or Committee:	Faculty and Administrative Council	
Applies to:	Entire Community	
Where Policy Resides:	SSW Policy Manual; Student Handbook	
Review Cycle:	Three Year Cycle - 2016	

Policy

No unleashed pet is allowed on the campus proper at any time.

No pet is allowed inside office and instructional buildings during normal business hours. No pet is allowed in Rather House, Booher Library, kitchens, or dining venues at any time.

If a pet exercises any “call of nature” while on seminary-owned property, it is the pet owners and custodian’s responsibility to remove and dispose of their pet’s solid waste immediately and in a satisfactory manner. Likewise, a pet’s liquid waste must be rinsed from surfaces other than groundcover.

If a pet has bitten, or attacked a person or other domesticated pet, the attacking pet must be permanently removed from seminary premises and may not occupy any seminary-owned property, including student housing, at any time

This policy shall be included in all residential lease agreements applicable to seminary-owned properties.

Exceptions

Service dogs and assistance animals trained to aid or assist a person with a disability or impairment are allowed on campus and inside office and instructional buildings without limitation at all times.

Policy Name:	Release of Academic Records Policy	
Original Effective Date:	August 25, 2011	
Review Date:	Reviewed: 12/6/16	Approved: 12/6/16
Responsible Office or Committee:	Executive Vice President for Administration & Finance	
Applies to:	All Students – Current and Past	
Where Policy Resides:	SSW Policy Manual, Student Handbook	
Review Cycle:	Three Year Cycle - 2019	

Policy

It is the policy of the seminary to provide and release academic records, upon written request of the student, within 21 days of the seminary's receipt of such request; provided, however, the student has no unpaid financial obligation to the seminary.

It is the policy of the seminary to withhold a student's transcript (official and unofficial) and diploma in the event the student has an unpaid financial obligation to the seminary, as provided by the Bylaws of the Seminary. The accounting department shall inform the Office of the Registrar to place a hold in the registration software system until the student's financial obligation has been paid in full.

Policy Name:	Required Questionnaire Policy	
Effective Date:	5-9-13	
Review Date:	Reviewed: 2-8-17	Approved: 2-8-17
Responsible Office or Committee:	Faculty Administrative Council	
Applies to:	All Students	
Where Policy Resides:	SSW Policy Manual; Student Handbook	
Review Cycle:	Three Year Cycle – 2020	

Policy

It is the policy of the seminary to require students to participate in and complete two questionnaires related to assessment and evaluation. Incoming students will be required to take the Entering Student Questionnaire prior to registration. Graduating students will be required to take the Graduating Student Questionnaire prior to commencement. The questionnaires must be completed and submitted by the due date indicated by the Director of Assessment.

Policy Name:	Return of Title IV Funds Policy	
Effective Date:	9/2/2014	
Review Date:	Reviewed: 9/16/15	Approved: 9/16/15
Responsible Office or Committee:	Faculty and Administrative Council	
Applies to:	All Students	
Where Policy Resides:	SSW Policy Manual; Student Handbook	
Review Cycle:	Three Year Cycle – 2018	

Policy

All students who withdraw from the Seminary must submit written notice of withdrawal to the Registrar's Office.

If a student, who is disbursed Title IV financial assistance, withdraws or stops attending class the semester in which the Title IV aid was disbursed, the following Return of Title IV Funds policy will be applied.

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing a payment or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula R2T4:

Percentage of payment period or term completed= the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

- **Unofficial Withdrawals**

If a student does not officially withdraw from all classes but fails to earn a passing grade in at least one course, federal aid regulations require that we assume the student has “unofficially withdrawn,” *unless it can be documented that the student completed the enrollment period*. Unofficial withdrawals require a Title IV refund calculation at the midpoint of the enrollment period. The reduction of federal aid may create a balance due to the institution that must be repaid.

- **Title IV Refund Process**

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution may be required to return a portion of the funds and the student may be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If the student earned more aid than was disbursed to him/her, the institution would owe the student a **post-withdrawal disbursement**.

- If outstanding charges exist on the student's account, the institution may credit the student's account up to the amount of outstanding charges with all or a portion of any—

- Loan funds that make up the post-withdrawal disbursement only after obtaining confirmation from the student, that he or she still wishes to have the loan funds disbursed.
- The institution must offer to disburse directly to a student, any amount of a post-withdrawal disbursement of loan funds that is not credited to the student's account.
- The institution must make a direct disbursement of any loan funds that make up the post-withdrawal disbursement only after obtaining the student's, confirmation that the student still wishes to have the loan funds disbursed in accordance.
- The institution must provide within 30 days of the date of the institution's determination that the student withdrew, a written notification to the student that:
 - Requests confirmation of any post-withdrawal disbursement of loan funds that the institution wishes to credit to the student's account identifying the type and amount of those loan funds and explaining that a student, may accept or decline some or all of those funds;
 - Requests confirmation of any post-withdrawal disbursement of loan funds that the student can receive as a direct disbursement, identifying the type and amount of these title IV funds and explaining that the student may accept or decline some or all of those funds;
 - Explains that a student who does not confirm that a post-withdrawal disbursement of loan funds may be credited to the student's account may not receive any of those loan funds as a direct disbursement unless the institution concurs;
 - Explains the obligation of the student to repay any loan funds he or she chooses to have disbursed; and advises the student, that no post-withdrawal disbursement of loan funds will be made, unless the institution chooses to make a post-withdrawal disbursement based on a late response if the student does not respond within 14 days of the date that the institution sent the notification, or a later deadline set by the institution.
- The deadline for a student to accept a post-withdrawal disbursement must be the same for both a confirmation of a direct disbursement of the post-withdrawal disbursement of loan funds and a confirmation of a post-withdrawal disbursement of loan funds to be credited to the student's account.
- If the student submits a timely response that confirms that he or she wishes to receive all or a portion of a direct disbursement of the post-withdrawal disbursement of loan funds, or confirms that a post-withdrawal disbursement of loan funds may be credited to the student's account, the institution must disburse the funds in the manner specified by the student as soon as possible, but no later than 180 days after the date of the institution's determination that the student withdrew.
- If a student submits a late response to the institution's notice requesting confirmation, the institution may make the post-withdrawal disbursement of loan funds as instructed by the student provided the institution disburses all the funds accepted by the student or decline to do so.
- If a student submits a late response to the institution and the institution does not choose to make the post-withdrawal disbursement of loan funds, the institution must inform the student in writing of the outcome of the post-withdrawal disbursement request.
- If the student does not respond to the institution's notice, no portion of the post-withdrawal disbursement of loan funds that the institution wishes to credit to the student's account, nor any portion of loan funds that would be disbursed directly to the student may be disbursed.
- An institution must document in the student's file the result of any notification made of the student's right to cancel all or a portion of loan funds or of the student's right to accept or decline loan funds, and the final determination made concerning the disbursement.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Direct Stafford Loans

- Direct Plus Loans

Failure to attend class or failure to resign properly could cause the student to receive a letter grade of “F” in all courses. In this case, the student would still be subject to the return of funds policy once an official withdrawal date is established. Merely discontinuing class attendance is not considered to be a formal resignation from the Seminary. Students who were awarded financial assistance and who discontinue class attendance may be held responsible for repayment of all tuition and fees. Please refer to the “Attendance Policy” section of the Southwest Student Handbook for requirements on class attendance.

In the event of a Seminarian’s withdrawal, or in the event a postulant or student otherwise ceases to attend the Seminary, then the institutional refund policy will be applied and tuition will be adjusted per the institutional tuition refund policy. The student may be liable for any Title IV funds disbursed to their account in excess of the amount allowed by federal regulations. The school will collect the portion of any assistance owed by the student. If no payment is received, holds will be placed on the student’s account and the student will lose eligibility for Title IV aid unless the overpayment is paid in full or satisfactory repayment arrangements are made. After the institutional refund has been credited, any remaining amount will be returned to the student.

Policy Name:	Satisfactory Academic Progress Policy	
Effective Date:	3/19/14	
Review Date:	Reviewed: 8/31/2015	Approved: 9/16/15
Responsible Office or Committee:	Faculty and Administrative Council	
Applies to:	All Students	
Where Policy Resides:	SSW Policy Manual; Student Handbook	
Review Cycle:	Three Year Cycle – 2018	

Policy

Criteria for Satisfactory Academic Progress in accordance with Program Integrity Rules effective July 1, 2011

These Graduate Satisfactory Academic Progress requirements (“SAP”) are mandated by federal regulation and established by school policy. They must be uniformly applied to any recipient of Federal Student Aid. Effective with the enactment of the Program Integrity Rules of July 1, 2011, new regulations to measure satisfactory academic progress have been put into effect. These new regulations, in tandem with Seminary of the Southwest’s school policies, will be applied and used as the criteria to measure students’ satisfactory academic progress for purposes of establishing eligibility for Federal Student Aid.

The seminary grading system, as described in Section II. D. of the Academic Code, is approved by our principal accrediting agencies, the Southern Association of Colleges and Schools Commission on College and the Association of Theological Schools. The seminary will use the standards below in order to calculate SAP in accordance with the Program Integrity Rules. Grade point averages will be calculated within the seminary’s PowerFacts financial aid software program, but not published on student’s transcripts.

The following chart will be used to assign grade points to each letter grade earned:

Letter	Grade Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
F	0.0

Grades earned under the “S” or “U” option do not carry grade point values and are not computed in Seminary of the Southwest’s grade point average to calculate SAP.

Each recipient of Federal Student Aid at the Seminary (“SSW”) will be reviewed for SAP at the conclusion of each payment period, including Fall, Spring and Summer semesters. Financial Aid SAP is based on **qualitative** as well as **quantitative** standards:

- **Grade Point Average:** This **qualitative** measure requires graduate students to maintain a minimum Cumulative Grade Point Average (GPA) of **2.500** for all attempted courses, including grades earned for

preparatory and/or transfer credits accepted by SSW.

- **Completion Rate:** This **quantitative** measure requires graduate students to maintain a cumulative completion rate of **67%** of the attempted coursework in any semester (including preparatory and/or transfer hours accepted by SSW.) This percentage is determined by dividing the number of hours completed by the total number of hours attempted. Attempted hours are the total number of hours successfully completed (earning a grade of A, B, or C) **plus** the credits attempted but earning grades of “W”, “I”, or “F”.
- **Timeframe to Complete Academic Program:** This **quantitative** measure limits the number of credit hours attempted overall during the pursuit of a graduate degree. The maximum attempted hours are **150%** of the credits required to complete the student’s program of study. For purposes of obtaining a graduate degree at SSW, the maximum is dependent upon the degree sought, including preparatory and/or transfer credits. Students contemplating degree plan changes should consider the ability to complete a new plan within the maximum allowable limits.
- **Transfer Students:** Transfer students are evaluated based on the number of hours accepted by Seminary of the Southwest. Once transfer credit has been evaluated by the Registrar and the Academic Dean, and the student has been awarded credit hours, then that student will fall under the same quantitative and qualitative requirements as previously mentioned based on that designated classification. Transfer grades are not factored into the student’s cumulative GPA for SAP purposes. The maximum time limits for eligibility for federal financial aid also apply to transfer students based on the number of credits accepted by Seminary of the Southwest.

APPEAL PROCESS FOR SUSPENSION BASED ON FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

- Students who fail to meet the grade point average requirement or the completion rate requirement, or who will exceed the timeframe to complete 150% of the minimum number of credits in their program of study, will be placed in **Financial Aid Warning Status** for the following semester. Students will be notified via email of their warning status. Students who are in Financial Aid Warning Status may continue to receive Federal Student Aid.
- Students in Financial Aid Warning status who fail to meet the SAP requirements for the following semester will not be eligible to receive financial aid and will be placed in **Financial Aid Suspension Status**. These students may complete and submit a Financial Aid Appeal, Academic Plan, and a Personal Statement to the Financial Aid Appeals Committee for review. Should the Financial Aid Appeals Committee approve the Financial Aid SAP Appeal, the student will be placed in **Financial Aid Probation Status**.
- Students in Financial Aid Probation Status may continue to receive Federal Student Aid for one additional payment period. Students on Financial Aid Probation Status who fail to meet the SAP requirements for the additional payment period will be placed on Financial Aid Suspension Status and recommended for academic dismissal.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS APPEAL

The Financial Aid Appeals Committee will consider Appeals based on the following reasons:

- Personal illness or serious injury supported by hospital records, insurance explanation of benefits, or statement of a licensed medical practitioner;
- Serious illness or injury of an immediate family member supported by hospital record, insurance explanation of benefits, or statement of a licensed medical practitioner;
- Any other extenuating circumstances that are supported by appropriate documentation and deemed reasonable by the Financial Aid Appeals Committee
- Financial Aid Appeal forms, Academic Plan forms, and Personal Statement forms are available from the Financial Aid Office.
- The completed Financial Aid Satisfactory Academic Progress Appeal, Academic Plan, and Personal Statement forms must be completed, signed, dated, and submitted to the Financial Aid Office. When the appeal package is determined to be complete by the Financial Aid Officer, the appeal will be submitted to the Financial Aid Appeals Committee for review. Incomplete appeals and incomplete forms will not be considered.

The Financial Aid Appeals Committee will establish and publish deadline dates each semester for the submission of Appeals. The latest an Appeal will be accepted for consideration for the current semester is the last date for withdrawal

without penalty or the census date, whichever is later. Appeals received after the last date for withdrawal without penalty or the census date will be reviewed only at the discretion of the Financial Aid Appeals Committee.

Students will be notified via email regarding their outcome of their appeal. Decisions of the Financial Aid Appeals Committee are final.

Students on **Financial Aid Suspension**, who are otherwise in good standing and abiding by other school policies, may continue their coursework at Seminary of the Southwest; however, payment for those courses must be made by the student and Federal Student Aid will not be paid. Students may reestablish federal student aid eligibility by regaining GOOD standing based on the Graduate Financial Aid Satisfactory Academic Progress standards:

- A minimum Cumulative Grade Point Average (GPA) of 2.500
- A minimum Completion Rate of 67%
- On schedule to complete current program of study within the 150% of the maximum number of hours required for graduation.

Policy Name:	Sexual Harassment Policy	
Effective Date:	5/10/10	
Review Date:	Reviewed: 2/8/17	Approved: 2/8/17
Responsible Office or Committee:	Faculty Administrative Council	
Applies to:	Entire Community	
Where Policy Resides:	SSW Policy Manual; Student Handbook; Faculty Handbook; Personnel Handbook	
Review Cycle	Three Year Cycle - 2020	

Policy

The seminary prohibits and will not tolerate sexual harassment of seminary personnel or students.

A. Definition:

Sexual harassment includes:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunity;
- Submission to or rejection of such conduct by an individual is used as a basis for employment or educational decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or learning environment, when such conduct is so severe or pervasive as to deny a person a benefit of employment or educational opportunity.

B. Examples of Prohibited Conduct

Examples of unwelcome conduct which may constitute sexual harassment include, but are not limited to, the following:

Physical Conduct

- Sexual touching;
- Kissing;
- Casual hugs not intended to be sexual;
- Massaging necks, shoulders, backs.
- Being in someone else's "space;"
- Unwelcome displays of romantic or sexual affection;
- Aggressive physical contact or assault;
- Leering;
- Obscene, or vulgar gestures including gestures simulating sexual acts, "shooting the finger," kissing the air toward someone or licking the lips in a sexually suggestive or provocative manner.

Verbal

- Off-color jokes;
- Sexual language or references;
- Propositions;
- Suggestive or insulting sounds;

- References of a sexual nature about any person;
- Gossip or speculation about a person's sexuality, sexual practices, sexual health, pregnancy, or virility;
- Request for dates;
- Remarks about anatomy;
- Bragging about sexual conquest;
- Inquiries about sexual conduct;
- Terms of endearment;
- Use of curse words or vulgarity;
- Sexual innuendo.

Visual and Non-Verbal

- Posters;
- Photographs;
- Cartoons or drawings, including those that depict nudity, sex acts, provocative poses etc.;
- Email messages or graphics, including inappropriate wallpaper, screensavers, or other electronic displays of a sexual nature;
- Possession of pornography or inappropriate materials of a sexual nature on church or school property or on church or school computers, or its display, duplication, or transmission.

C. Training

The following individuals must complete the Diocese of Texas' training on the *Policy Prohibiting Sexual Harassment* and return the acknowledgement form for their personnel file:

- Clergy
- Deans
- Supervisors of employees and volunteers

The following individuals must receive a copy of the *Policy Prohibiting Sexual Harassment* and return the acknowledgement form for the appropriate file:

- Employees
- Students

D. Reporting

Anyone who believes he or she has been a victim of any form of sexual harassment must promptly report it to one or more of the following (see also Mandatory Reporting Requirements for Sexual Harassment and Abuse of a Child):

- A supervisor;
- Anyone in the supervisory chain;
- The Dean and President;
- The Academic Dean
- The Executive Vice President for Administration & Finance
- The Director of Community Care; or
- The Episcopal Diocese of Texas Bishop's Office, Canon to the Ordinary at 1225 Texas Ave., Houston, TX 77002 or call 1-800-318-4452.
- The Safe Church Minister by written notification addressed to P.O. Box 2247, Austin, Texas 78768; or by telephone 512-478-0580; or secure fax: 866-8241-7050

An individual may, but is not required, to speak to the person whose conduct is objectionable in an effort to resolve the situation. However, no one is ever required to complain to the person who is accused of the offensive conduct, and should only approach the person engaging in the unwelcome conduct if he or she is comfortable doing so. No one is required to complain to his or her supervisor or within his or her chain of command but may utilize the listed reporting options.

Complaints of sexual harassment may be made in any of the following ways:

- A telephone call;
- A letter;
- A fax; and/or
- An in-person meeting.

- By filing a Confidential Notice of Concern (see form below)

E. Mandatory Reporting of Sexual Harassment or Abuse of a Child

All persons have an unavoidable legal duty to timely report suspected or observed sexual harassment, neglect or abuse of a child to law enforcement authorities and to the Texas Department of Family and Protective Services. See the Seminary's separate Mandatory Reporting of Sexual Harassment and Abuse of a Child policy.

F. Investigation

All supervisors and decision-makers are required to immediately report all formal and informal complaints, as well as any suspected or known policy violations, to the Dean and President, Academic Dean, or the Executive Vice President for Administration & Finance.

All complaints of sexual harassment will be promptly investigated. Complaints will be handled on a confidential basis, except to the extent necessary to conduct a proper investigation.

If the investigation substantiates the complaint, immediate corrective action designed to stop the harassment and prevent its reoccurrence, up to and including termination of employment or expulsion from classes, will be taken.

G. Retaliation

Any person who in good faith reports sexual harassment or provides information related to a complaint will not be retaliated against or adversely treated with respect to terms and conditions of employment or educational opportunities as a result of making a report or providing information. Anyone who believes that he or she has been subjected to retaliation in violation of this policy should report it immediately, following the process outlined above. Persons who are found to have engaged in retaliation will be subject to discipline, up to and including termination.

H. Title IX Compliance Officer

For the limited purpose of complying with Title IX of the Education Amendments of 1972, 20 U.S. § 1681 et seq., the executive vice president is the seminary's designated compliance officer.

Confidential Notice of Concern

Who is the complaint about? _____ Their
position: _____ Date
incident occurred: _____
School/institution _____ City where
school/institution is located _____ Nature of concern:

Describe the situation: (i.e. - what happened?)

Where did it happen? _____

Who else was present? _____

Has it ever happened before? _____

Was it reported? yes no don't know
If reported, to whom: _____ **What**
action was taken: _____

Follow-up: Does anyone else need to be notified?

Would you like someone to call to discuss the situation? yes no

Name _____ **Phone** _____ **Date** _____

Address _____

Signature _____

Once completed, please fax or mail to one of the contacts below:

Episcopal Diocese of Texas, Attn: The Canon Ordinary, 1225 Texas Ave., Houston, TX 77002 Telephone: 1-800-318-4452 or 1-713-520-6444

OR

The Safe Church Minister, Episcopal Diocese of Texas, P. O. Box 2247, Austin, TX 78768 Telephone: 1-800-947-0580 or 1-512-478-0580 or secure fax 1-866-241-7050

Policy Name:	Student Academic Grievance Policy	
Original Effective Date:	10/3/01	
Review Date:	Reviewed: 11-7-18	Approved: 11-14-18
Responsible Office or Committee:	Academic Affairs Committee	
Applies to:	All Students	
Where Policy Resides:	SSW Policy Manual; Academic Code; Student Handbook	
Review Cycle	Three Year Cycle – 2021	

Policy

The seminary aims to provide students with a fair and equitable learning environment, following the Conversation Covenant. In order to achieve this aim, the following policy and procedure is in place for students who have a grievance against a faculty member regarding any matter that adversely affects academic course work or conditions conducive to learning, unless the complaint is one of sexual harassment, in which case the procedure described in the seminary's Policy on Sexual Harassment shall be followed.

Procedure:

It is the intention of the seminary community to resolve grievances informally by consultation, if possible.

- Therefore the aggrieved student shall first approach the faculty member directly, explain the disagreement, and try to resolve it in a timely and mutually satisfactory way. If the student wishes, he/she may ask another faculty member for assistance in arranging such a meeting and facilitating discussion with the faculty member with whom he/she has a complaint. It would be appropriate for the student to request such assistance from or otherwise consult with, his/her faculty advisor, unless the faculty advisor is implicated in the grievance. However, the student may resort to any faculty member whom he/she deems helpful.
- If the dispute cannot be resolved by such informal consultation, the aggrieved student may take the second step of filing a formal written complaint with the office of the Academic Dean. The complaint shall describe both the incident that precipitated the grievance and the unsuccessful attempt to resolve it informally no later than fifteen days of regular fall or spring term time after the unsuccessful attempt to resolve the matter informally.
- If the faculty member in question is the Dean, the complaint shall be filed with the Chair of the Board of Trustees, and the Board shall determine the procedure by which they will respond. If the faculty member in question is the Academic Dean, the complaint shall be filed with the Dean, and the Dean shall designate another member of the faculty to fulfill the function of the Academic Dean described in the following procedure.
- The Academic Dean will promptly notify the student that the complaint has been received and will notify the faculty member that a complaint has been made against him/her. In this notice the Academic Dean shall also inform both parties that they are to arrange to meet with him/her within ten days of regular Fall or Spring term time, at which meeting they will have an opportunity to present information deemed relevant to the complaint. After hearing from all parties involved, within ten days of regular term time the Academic Dean shall attempt to reconcile the dispute in a mutually satisfactory way, or may decide the case. At this stage of the process, the Academic Dean may solicit the assistance of professional counselors or mediators.

- If no mutually satisfactory resolution is reached, or if the Academic Dean has made a decision to which either party objects, the student or the faculty member may take the third step of requesting a hearing from the Faculty. The request shall be made in writing and addressed to the Dean and President.
- The Dean and President, the Academic Dean, and the faculty member against whom the complaint is being made will not be eligible to participate in the hearing.
- The hearing shall be held within ten days of regular term time after the Dean and President receives the request. The Faculty shall give the aggrieved student and the accused faculty member at least five days' notice of the date and time of the hearing. All parties involved in the complaint and in the failed attempts to resolve it shall have opportunity to present information relevant to the case. The faculty shall then decide the matter.
- Within ten days of the faculty's decision either party may appeal to the Dean and President by sending him/her a written request to this effect. If the Dean and President decides to review the case, he/she may solicit statements from any of the parties involved regarding information that he/she wishes to reconsider.
- The decision of the Dean and President, which shall be rendered within ten days of the request for an appeal, is final.

Texas Higher Education Coordinating Board

Contact information for filing student complaints with the Texas Higher Education Coordinating Board can be accessed here: <http://www.thecb.state.tx.us/index.cfm?objectid=C9BD55D4-C5A3-4BC6-9A0DF17F467F4AE9>

How to submit a student complaint: After exhausting the institution's grievance/complaint process, current, former, and prospective students may initiate a complaint with THECB by sending the required forms either by electronic mail to StudentComplaints@thech.state.tx.us or by mail to:

Texas Higher Education Coordinating Board
College Readiness and Success Division
P.O. Box 12788
Austin, Texas 78711-2788

Facsimile transmissions of the forms are not accepted.

All submitted complaints must include a student complaint form, a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release form, and a THECB Consent and Agreement Form. Submitted complaints regarding students with disabilities shall also include a signed Authorization to Disclose Medical Record Information form. Links to the forms are set forth below:

The following forms are **required** to start the complaint process:

- [Student Complaint and Release Forms](#)
- [Authorization to Disclose Medical Record Information](#) (Required if a disability is alleged)

Policy Name:	Student Disability Accommodation Policy	
Original Effective Date:	5/26/05	
Review Date:	Reviewed: 8/16/18	Approved: 8/16/18
Responsible Office or Committee:	Policy-designated Disability Coordinators	
Applies to:	All Students	
Where Policy Resides:	SSW Policy Manual; Academic Code; Student Handbook	
Review Cycle:	Three Year Cycle - 2021	

Policy

The Seminary is committed to providing reasonable accommodations for a student with a qualified and medically documented disability. In the administration of this policy, the Seminary shall adhere to Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act Amendments Act (Title II), or other applicable law, which prohibit discrimination on the basis of disability.

If a student has, or thinks they may have, a disability (e.g., mental health, attentional, learning, chronic health, sensory, or physical), please contact either one of the following Disability Coordinators designated by the Seminary to discuss options regarding reasonable accommodations:

- For academic accommodations: Academic Dean Scott Bader-Saye at scott.bader-saye@ssw.edu
- For physical and environmental accommodations: Executive Vice President Frederick L. Clement at fred.clement@ssw.edu

A written request for accommodations will be timely evaluated. The Disability Coordinator may require additional written information from a student's health care provider in order to evaluate the need and appropriateness of an academic accommodation or physical and environmental accommodation.

A student is expected to avail themselves of services and equipment (where applicable) provided by the various governmental and social service agencies designated for providing such aids to persons with disabilities.

The Seminary will assist a student in coordinating services with faculty and other offices as necessary.

As used throughout this Disability Policy, the word *Seminary* refers to Seminary of the Southwest. For the purpose of this policy, the term "postsecondary" school applies to the Seminary.

INFORMATION FOR STUDENTS

Know Your Rights and Responsibilities

As a student with a disability, you need to be well informed about your rights and responsibilities as well as the responsibilities that postsecondary schools have toward you. Being well informed will help ensure that you have a full opportunity to enjoy the benefits of the postsecondary education experience without confusion or delay.

The Office for Civil Rights (OCR) in the U.S. Department of Education is providing this information to explain the rights and responsibilities of a student with disabilities who is preparing to attend a postsecondary school; and explain the obligations of a postsecondary school to provide academic adjustments, including auxiliary aids and services, to ensure that

the school does not discriminate on the basis of disability.

OCR enforces Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act Amendments Act (Title II), which prohibit discrimination on the basis of disability. Practically every postsecondary school in the United States is subject to one or both of these laws, which have similar requirements.

Because both school districts and postsecondary schools must comply with these same laws, you might believe that school districts and postsecondary schools have the same responsibilities under the law. This is a misconception; the responsibilities of postsecondary schools are significantly different from those of school districts.

Moreover, you will have responsibilities as a Seminary student that you did not have as a high school student. OCR strongly encourages you to know your responsibilities and those of the Seminary under Section 504 and Title II. Doing so will improve your opportunity to succeed as you enter or continue postsecondary education.

The following questions and answers provide more specific information to help you succeed.

As a student with a disability entering or continuing at the Seminary, will I see differences in my rights and how they are addressed?

Yes. Section 504 and Title II protect elementary, secondary, and postsecondary students from discrimination. Nevertheless, several of the requirements that apply through high school are different from the requirements that apply beyond high school. For instance, Section 504 requires a school district to provide a free appropriate public education (FAPE) to each child with a disability in the district's jurisdiction. Whatever the disability, a school district must identify an individual's education needs and provide any regular or special education and related aids and services necessary to meet those needs as well as it is meeting the needs of students without disabilities.

Unlike a high school, the Seminary is not required to provide FAPE. Rather, we are required to provide appropriate academic adjustments as necessary to ensure that we do not discriminate on the basis of disability. In addition, if a postsecondary school provides housing to nondisabled students who are eligible, it must provide comparable, convenient and accessible housing to eligible students with disabilities at the same cost.

Other important differences you need to know, even before you arrive at the Seminary, are addressed in the remaining questions.

May the Seminary deny my admission because I have a disability?

No. If you meet the essential requirements for admission, Seminary may not deny your admission simply because you have a disability.

Do I have to inform Seminary that I have a disability?

No. However, if you want Seminary to provide an academic adjustment, you must identify yourself as having a disability shortly after admission or early in the term. Likewise, you should let Seminary know about your disability if you want to ensure that you are assigned to accessible facilities. In any event, your disclosure of a disability is always voluntary.

What academic adjustments must a postsecondary school provide?

The appropriate academic adjustment must be determined based on your disability and individual needs. Academic adjustments include modifications to academic requirements and auxiliary aids and services, for example, arranging for priority registration (which is not the same as guaranteed enrollment); reducing a course load; substituting one course for another (as faculty permit); providing note takers, recording devices, sign language interpreters, extended time for testing and, if telephones are provided in dorm rooms, a TTY in your dorm room; and equipping school computers with screen-reading, voice recognition or other adaptive software or hardware.

In providing an academic adjustment, Seminary is not required to lower or effect substantial modifications to essential requirements. For example, although Seminary may be required to provide extended testing time, it is not required to change the substantive content of the test. In addition, we do not have to make modifications that would fundamentally

alter the nature of a service, program or activity or would result in undue financial or administrative burdens. Finally, Seminary does not have to provide personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature, such as tutoring and typing.

If I want an academic adjustment, what must I do?

You must present a written request to the Seminary's designated Disability Coordinator that you have a disability and need an academic accommodation, a physical or environmental accommodation, or both. The Seminary is not required to identify you as having a disability or assess your needs. Address your written request to the Disability Coordinator designated for academic accommodations or to the Disability Coordinator designated for physical and environmental accommodations (see page 1, bulleted paragraph 3, of this policy).

The Seminary requires you to follow reasonable procedures to request an academic adjustment. You are responsible for knowing and following these procedures. Refer to this policy for further information. The Seminary also provides information on the procedures and contacts for requesting an academic adjustment in publications including recruitment materials, catalogs and handbook for students. The Seminary's Disability Coordinators are to assist students with disabilities with questions related to any disability-related policy and service. If you are unable to locate the procedures, please ask a school official, such as an admissions officer or registrar.

When should I request an academic adjustment?

Although you may request an academic adjustment from the Seminary at any time, you should request it shortly after admission or as early as possible in the term. Some academic adjustments may take more time to provide than others. You should follow the Seminary's procedures to ensure that we have enough time to review your request and provide an appropriate academic adjustment.

Do I have to prove that I have a disability to obtain an academic adjustment?

Generally, yes. We require you to provide written documentation that shows you have a current disability and need an academic adjustment.

What documentation should I provide?

A postsecondary school may set reasonable standards for documentation. The documentation should provide enough information so that together we can decide what is an appropriate academic adjustment.

Although an Individualized Education Program (IEP) or Section 504 plan, if you have one, may help identify services that have been effective for you, it generally is not sufficient documentation. This is because postsecondary education presents different demands than high school education, and what you need to meet these new demands may be different. Also, in some cases, the nature of a disability may change.

If the documentation that you have does not meet the Seminary's requirements, we must tell you in a timely manner what additional documentation you need to provide. You may need a new evaluation by a qualified health care provider in order to provide the required documentation.

Who has to pay for a new evaluation?

The Seminary is not required to conduct or pay for any evaluation to document your disability and need for an academic adjustment or accommodation. This may mean that you have to pay or find funding to pay an appropriate professional to do it. If you are eligible for services through your state vocational rehabilitation agency, you may qualify for an evaluation at no cost to you. You may locate your state vocational rehabilitation agency through this Department of Education web page: http://wdcrobcolp01.ed.gov/Programs/EROD/org_list.cfm?category_ID=SVR.

Once the Seminary has received the necessary documentation from me, what should I expect?

The Seminary will review your request in light of the essential requirements for the relevant program to help determine an appropriate academic adjustment. It is important to remember that the Seminary is not required to lower or waive essential

academic requirements and standards. If you or your health care provider have requested a specific academic adjustment, the Seminary may offer that academic adjustment or an alternative one if the alternative also would be effective. The Seminary may also conduct its own evaluation of your disability and needs at its own expense.

You should expect the Seminary to work with you in an interactive process to identify an appropriate academic adjustment.

What if the academic adjustment we identified is not working?

Let the appropriate Disability Coordinator know as soon as you become aware that the results are not what you expected. It may be too late to correct the problem if you wait until the course or activity is completed. We should work together to resolve the problem.

May a postsecondary school charge me for providing an academic adjustment?

No. Furthermore, it may not charge students with disabilities more for participating in its programs or activities than it charges students who do not have disabilities.

What can I do if I believe the school is discriminating against me?

Practically every postsecondary school must have a person—frequently called the Section 504 Coordinator, ADA Coordinator, or Disability Coordinator—who coordinates the school's compliance with Section 504 or Title II or both laws. You may contact this designated person for information about how to address your concerns. Please contact our designated Disability Coordinators if you believe there is a basis for a discrimination complaint; they will work with you to address your complaint.

We have grievance procedures. Please refer to our grievance policy and the Student Handbook; these describe the steps you must take to start the grievance process. These procedures are not the same as the due process procedures with which you may be familiar from high school. However, the postsecondary school's grievance procedures must include steps to ensure that you may raise your concerns fully and fairly and must provide for the prompt and equitable resolution of complaints.

Often, schools have both formal and informal processes. If you decide to use a grievance process, you should be prepared to present all the reasons that support your request.

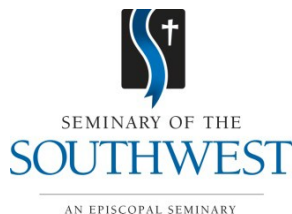
If you are dissatisfied with the outcome from using the Seminary's grievance procedures or you wish to pursue an alternative to using the grievance procedures, you may file a complaint against the Seminary with OCR or in a court. You may learn more about the OCR complaint process from the brochure *How to File a Discrimination Complaint with the Office for Civil Rights*, which you may obtain by contacting OCR at <http://www.ed.gov/ocr/docs/howto.html>.

If you would like more information about the responsibilities of postsecondary schools to students with disabilities, please read the OCR brochure *Auxiliary Aids and Services for Postsecondary Students with Disabilities: Higher Education's Obligations Under Section 504 and Title II of the ADA*.

Students with disabilities who know their rights and responsibilities are much better equipped to succeed in school. We encourage you to work with your designated Disability Coordinators because we, too, want you to succeed. Seek the support of family, friends and fellow students, including those with disabilities. Know your talents and capitalize on them and believe in yourself as you embrace new challenges in your education.

You may be familiar with a federal law that applies to the education of students with disabilities—the Individuals with Disabilities Education Act (IDEA). That law is administered by the Office of Special Education Programs in the Office of Special Education and Rehabilitative Services in the U.S. Department of Education. The IDEA and its Individualized Education Program (IEP) provisions do not apply to postsecondary schools. This policy does not discuss the IDEA or state and local laws that may apply.

Unresolved Complaints:
U.S. Department of Education
Office for Civil Rights
Washington, D.C. 20202
July 2002



Policy Name:	Student Non-Academic Grievance Policy	
Effective Date:	2/27/04	
Review Date:	Reviewed: 8-12-15	Approved: 8-12-15
Responsible Office or Committee:	Faculty Administrative Council	
Applies to:	All Students	
Where Policy Resides:	SSW Policy Manual; Student Handbook	
Review Cycle:	Three Year Cycle - 2018	

Policy

The seminary wishes to respond to student complaints and grievances in a timely, thoughtful, and responsive manner. Several administrative and faculty committees exercise advisory and/or administrative responsibility over many aspects of seminary life. The student handbook lists these committees and they are referred to in this policy because they often represent the most expedient way to hear and resolve a complaint. A student who has a complaint is encouraged to examine this avenue. The procedure outlined below is designed to address those problems not resolved or able to be resolved by this means.

The following procedure is to be followed by a student with a complaint against another student or member of the faculty, or staff, or administration regarding matters that adversely affect the student or the broader community life at the seminary. Included within the scope of this procedure are complaints of improper conduct; serious or persistent problems; complaints concerning discrimination of any kind, including discriminatory application of seminary rules and procedures. This policy specifically excludes complaints or grievances that involve academic matters or matters of sexual harassment

– other applicable seminary policies and procedures should be followed in those cases.

It is the intention of the seminary to resolve such grievances informally by consultation as much as possible. Therefore, the aggrieved student shall first approach the involved student or member of the faculty, staff, or administration directly, explain the disagreement, and try to resolve it in a mutually satisfactory way. If the student wishes, he or she may ask another member of the community for assistance in arranging such a meeting and facilitating discussion. This third person may be the student's advisor, a class representative, a seminary vice president, a department head or primary administrative officer, or someone else, and care should be taken in the choice of this third person so that (1) he or she would be as neutral as possible with respect to the grievance and its possible resolution and that (2) he or she would not likely be involved in any related formal complaint or appeal.

If the dispute cannot be resolved by such informal consultation, the aggrieved student may take the second step of filing a formal written complaint within the office of the Executive Vice President for Administration and Finance. The complaint shall describe both the incident that precipitated the grievance and the unsuccessful attempt to resolve it informally, and shall be filed within thirty calendar days after the incident that precipitated the grievance.

If the person who is the subject of the complaint is the Dean and President, the complaint shall be filed with the Chair of the Board of Trustees, and the Board shall determine the procedure by which it will respond. If the person in question is the Executive Vice President for Administration and Finance, the complaint shall be filed with the Dean and President.

The office of the Executive Vice President for Administration and Finance (or other party receiving the complaint,

as above; all henceforth “Arbitrator”), shall within three business days send written notification to the aggrieved student that the complaint has been received and to the person involved that a complaint has been made against him or her. In this notice, the Arbitrator shall inform both parties that they will meet with him or her within five business days, at which time they will have an opportunity to present information relevant to the complaint. Within ten business days after this first meeting, the Arbitrator shall attempt to reconcile the dispute in a mutually satisfactory way, or may decide the case in accordance with seminary policies or other practices customary in educational institutions or in the Episcopal Church. The Arbitrator shall notify the parties concerned in writing of the details of the decision. During this process, the Arbitrator may solicit the assistance of advisors, professional counselors, or mediators.

If no mutually satisfactory resolution is reached, or if the Arbitrator has made a decision to which either party objects, the matter may be appealed to the Dean and President. This appeal shall be in writing and shall be made within five business days of the written notification of the decision to the complainant by the Arbitrator.

Upon receipt of this appeal, the Dean and President shall convene an ad hoc committee of three to review the matter, conduct appropriate inquiries, and make a recommendation for resolution to the Dean and President. The committee shall be named within seven days. Membership of the committee shall be drawn from the constituencies involved in the dispute and from the community at large, i.e., one student member, a second member representing the constituency of the person involved in the complaint, a third member representing a constituency not involved in the complaint. The work of the committee shall involve at least one hearing at which both parties to the dispute are present, and all parties involved in the case and in the failed attempts to resolve it shall have ample opportunity to present information relevant to the case. Within fourteen days of its appointment, the committee shall communicate its findings and recommendations for resolution in writing to the Dean and President.

The Dean and President shall review the communication of the ad hoc committee, consider its findings and recommendations for resolution, and make his or her decision, either upholding the findings and recommendations or revising them. That decision shall be communicated in writing to the parties involved within seven business days. The dean’s decision is final.

Copies of all documents and correspondence connected with a formal complaint and resolution shall be maintained in an appropriate file in the office of the Executive Vice President for Administration and Finance.

Texas Higher Education Coordinating Board

Contact information for filing student complaints with the Texas Higher Education Coordinating Board can be accessed here: <http://www.thecb.state.tx.us/index.cfm?objectid=C9BD55D4-C5A3-4BC6-9A0DF17F467F4AE9>

How to submit a student complaint: After exhausting the institution’s grievance/complaint process, current, former, and prospective students may initiate a complaint with THECB by sending the required forms either by electronic mail to StudentComplaints@thecb.state.tx.us or by mail to:

Texas Higher Education Coordinating Board
College Readiness and Success Division
P.O. Box 12788
Austin, Texas 78711-2788

Facsimile transmissions of the forms are not accepted.

All submitted complaints must include a student complaint form, a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release form, and a THECB Consent and Agreement Form. Submitted complaints regarding students with disabilities shall also include a signed Authorization to Disclose Medical Record Information form. Links to the forms are set forth below:

The following forms are **required** to start the complaint process:

- [Student Complaint and Release Forms](#)

- [Authorization to Disclose Medical Record Information](#) (Required if a disability is alleged)

Policy Name:	Student Payment of Tuition, Fees, and Auxiliary Services Policy	
Effective Date:	May 12, 2015	
Review / Date:	Reviewed: 5/11/15	Approved: 5/11/15
Responsible Office or Committee:	Dean and President, Executive Vice President, Investment & Finance Committee of the Board of Trustees	
Applies to:	All students	
Where Policy Resides:	SSW Policy Manual, Student Handbook	
Review Cycle:	Three Year Cycle	

Policy

General Philosophy

The financing of a seminary education is a responsibility shared among the student; the student's spouse, if married; the Seminary; and, in some instances, third-party organizations and private individuals who voluntarily assist seminary students in the financing of their education through scholarship awards and general support.

The Seminary expects all students to carefully examine their financial preparedness to enter into and remain in Seminary well in advance of each semester. Students should ensure they have available income, liquid assets, and scholarship commitments evidenced in writing sufficient to meet their share of financing seminary education, including their ordinary living expenses while in seminary.

The Seminary intends to assist students in completing their seminary education with the lowest possible amount of student debt, subject to available resources and the provisions of this and other seminary policies. In addition to eligible financial assistance provided by the Seminary, students are expected to explore and pursue opportunities for outside scholarships and support in furtherance of their seminary education.

Student Account

At the time of matriculation, a student account is opened by the accounting department in the registered student's name for the purpose of recording financial activities related to the student's enrollment and utilization of auxiliary services. Financial activities include, for example, charges, payments, distributions, and adjustments for tuition, fees, books, scholarship awards, housing, utilities, health insurance, meals, and other auxiliary services.

A student account is an account receivable of the Seminary reflecting the student's seminary-related financial activities and the current financial obligation of the student to the Seminary. A student is responsible for timely payment of their student account, including bookstore account, according to the provisions of Seminary policy, practice, and common law.

Timely Payment of Tuition, Fees, and Auxiliary Services

Tuition and Fees

For returning students, full payment of tuition and fees is required six (6) calendar days prior to the first day of the

academic term for which a returning student is registering.

For first semester students, full payment of tuition and fees is required on or before the semester's last day of registration adds and drops.

A student's registration is complete when full payment for the semester's charges has been received or satisfactory payment arrangements have been made with the accounting department.

Student Housing

Payment terms for housing accommodations leased by the Seminary to students are reflected in the student housing lease agreement. Full payment of rent is due on or before the 5th calendar day of the month, except as may otherwise be indicated in this policy.

A student with past due rent experience during the preceding 6 months is required at the time of registration to pre-pay the approaching semester's rent in full at least 6 calendar days prior to the first day of the academic term.

Housing Utilities

Student housing utilities — including electric, natural gas, telephone, cable television, and Internet service — shall be procured by and in the name of the student (or other financially responsible party) from local service providers. For a list of local utility service providers, please contact the student housing coordinator for the Office of the Executive Vice President.

Students are responsible for ensuring timely payment directly to providers for utility services furnished to their student dwelling. Utility services are not provided or maintained by the Seminary for student housing.

Bookstore Purchases

The Seminary encourages students to utilize the bookstore as a convenient resource for procuring texts and other supplies required for education. Bookstore purchases may be made using check, credit card, or a bookstore charge account.

Auxiliary Services

Auxiliary services are self-supporting activities for non-instructional support in the form of goods and services provided by the Seminary upon payment of a specific user charge or fee that is at least equal to the actual direct and indirect cost of providing the goods and services. Examples of auxiliary services include meals, student housing, parking, and certain events sponsored on the Seminary's campus. Payment of each applicable semester's student meal plan is due in full on or before the sixth day of class.

Satisfactory Payment Arrangement Options

- A student may pay their account by any acceptable form of payment. See *Acceptable Forms of Payment* below.
- At any time during the current academic year, a student registered for at least 6 credit hours may participate in the federal student loan program to pay any current academic year eligible costs of seminary education, including tuition, fees, books, student housing, utilities, certain auxiliary student services, and other eligible expenses. See a financial aid counselor in the Office of Enrollment Management for further details on the federal student loan program administered by the Seminary.

A student anticipating receipt of scholarship award proceeds and other financial assistance after the due date for payment of tuition, fees, and auxiliary services must make satisfactory arrangements for the timely payment of all charges with the accounting department 6 calendar days prior to the first day of class. A student's anticipation of such proceeds is ordinarily manifest when accompanied by a written scholarship award letter or other form of reliable and verifiable financial commitment.

Bars to Registration and Class Attendance

Registration for fall, spring, and summer classes is opened to all students on dates published by the Registrar, subject to the provisions of this policy.

- A bar to registration is placed by the accounting department if, at the time of registration, a returning student has a past due financial obligation to the Seminary and has not made satisfactory payment arrangements with the accounting department.
- A bar to class attendance is placed by the accounting department if, on the last day of the semester's add/drop period, a student has a past due financial obligation to the Seminary and has not made satisfactory payment arrangements with the accounting department.
- A returning student is permitted to register and attend class once the returning student's current semester tuition and fees and past due financial obligation for the immediate past semester's charges is paid in full.
- See Clearing Bars to Registration and Class Attendance below.

Clearing Bars to Registration and Class Attendance

A bar to registration and class attendance is cleared upon the Seminary's receipt of full payment of a student's account or when satisfactory arrangements for timely payment of tuition, fees, and auxiliary services have been made by the student with the accounting department.

A bar to registration and class attendance is cleared, and registration and class attendance are permitted, when the conditions of this policy section are fulfilled.

Graduation, Award of Degree and Diploma, Participation in Commencement Exercises

The Seminary's Bylaws provide that "No degree shall be granted until all academic requirements have been met and all financial obligations have been satisfactorily discharged." The term "satisfactorily discharged" is interpreted to mean that a financial obligation to the Seminary is paid in full or satisfactory payment arrangements have been made by the student with the accounting department. A student who has met all academic requirements of their degree plan, but has not satisfactorily discharged their financial obligation to the Seminary, may participate in commencement exercises as a continuing candidate for graduation. It is the policy of the Seminary that a student's diploma and transcript will be issued only after all financial obligations to the Seminary have been fully paid.

Promissory Note Terms and Conditions Unaltered by Policy

A student who entered a promissory note with the Seminary for tuition, fees, and auxiliary services incurred prior to September 2, 2014 remains subject to the terms and conditions of that certain promissory note and this policy.

A student with an unpaid or past due promissory note for tuition, fees, and auxiliary services incurred prior to September 2, 2014 may continue to register for classes, subject to the provisions of this policy.

Acceptable Forms of Payment

Payment of a student's tuition, fees, books, and auxiliary services is accepted in the form of cash, check, credit card, wired funds, ACH, electronic check, distribution of institutional financial aid, outside scholarship grant payments, a student's participation in the federal student loan program, and third-party payment credited to the student's account.

Interpretation and Administration of Policy

The terms of this policy shall have their common and ordinary meaning. Interpretation and administration of this policy rests within the purview of the offices of dean and president and executive vice president.

Policy Name:	Student Records Policy	
Original Effective Date:	8/7/07	
Review Date:	Reviewed: 3/6/19	Approved: 3/13/19
Responsible Office or Committee:	Registrar's Office	
Applies to:	All Students	
Where Policy Resides:	SSW Policy Manual; Student Handbook	
Review Cycle	Three Year Cycle - 2021	

Policy

Student records for all current students include a file maintained in the Academic Dean's office, and a file maintained in the Registrar's office.

Files for Graduated or Withdrawn Students are maintained by the Registrar's office. The files from the Academic Dean's office and Registrar's office are merged into one file and archived in the Registrar's office. These files remain intact for 5 years. At the end of 5 years, the records retention policy for student records is enacted and some items are purged from the student file.

The final student file is copied in pdf format and kept on a password protected server on the seminary's network. The Registrar's office maintains these files. The original archived file is kept in fire proof filing cabinets on the seminary grounds.

Transcripts of all graduated or withdrawn students are copied in pdf format and kept on a password protected server on the SSW network. The Registrar's office maintains these files. An original archived transcript is kept in fire proof filing cabinets in the Registrar's office.

This policy on student records includes the Family Education Rights and Privacy Act (FERPA) with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the seminary receives a request for access.
 - a. Students should submit to the Dean, Academic Dean, or the Registrar written requests that identify the record(s) they wish to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - a. Students may ask the school to amend a record that they believe is inaccurate. They should write the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleges failures by the seminary to comply with the requirements of FERPA.

Students may request copies of information located in their student file, but all originals are the property of the seminary and will remain in the student's file.

Policy Name:	Student Rights and Responsibilities Policy	
Original Effective Date:	Not Known	
Review Date:	Reviewed: 1/24/19	Approved: 2/13/19
Responsible Office or Committee:	Academic Affairs Committee	
Applies to:	All Students	
Where Policy Resides	SSW Policy Manual; Academic Code; Student Handbook; SSW Catalog	
Review Cycle:	Three Year Cycle - 2022	

Policy

At the seminary, students are full members of this community of formation for ministry. Specific rights and responsibilities of students are set forth below. These rights are ensured by the faculty, administration, and board of trustees.

Students may participate in institutional decision-making through their elected student council, by serving on the Community Life committee, faculty search committees, and task forces, and by participation in meetings called by the Dean at the request of the student officers. The Academic Dean, or a representative appointed by the Academic Dean, may be invited to attend meetings of the student body called by the student council.

Students are represented in the Board of Trustees by one Senior student officer who sits as a member of the Board with voice and no vote.

The Seminary admits students without regard to race, sex, color, nationality, ethnic origin, sexual orientation, gender identity, and gender expression to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. The Seminary does not discriminate on the basis of these factors in the administration of its admissions policies, federal student aid programs, educational policies, housing policies, student activities, student employment, and all other school administered programs.

Academic grounds for dismissal are detailed in the Academic Code which is distributed to all students.

Personal grounds for dismissal include all forms of dishonesty, immorality (including sexual harassment) and disruptive behavior that might be harmful to the learning process or to the seminary's community life.

The decision to dismiss a student will be discussed by the Faculty and Administrative Council (FAC). After discussion the Dean and President and regular faculty will meet to vote on dismissal. In the case of a Center student, the director of the Center will be included in the latter meeting with voice and vote.

The student concerned may request a formal hearing from the faculty, after which, if the decision is reaffirmed, it will become final.

Policy Name:	Student Teaching Policy	
Original Effective Date:	9/5/13	
Review Date:	Reviewed: 2-6-19	Approved: 2-13-19
Responsible Office or Committee:	Academic Affairs Committee	
Applies to:	All Students	
Where Policy Resides:	SSW Policy Manual; Student Handbook	
Review Cycle:	Three Year Cycle – 2022	

Policy

Currently registered students will not be employed to teach courses within any of the seminary's academic curricula. Students may offer extracurricular courses on campus but only with the permission of the Academic Dean. Students may not charge fees for any such extracurricular course.

Policy Name:	Therapeutic Counseling Policy	
Original Effective Date:	Not Available	
Review Date:	Reviewed: 2/6/19	Approved: 2/13/19
Responsible Office or Committee:	Academic Dean	
Applies to:	All Students	
Where Policy Resides:	SSW Policy Manual; Student Handbook	
Review Cycle:	Three Year Cycle - 2022	

Policy

The seminary is able and willing to help defray therapy costs for students, spouse, and family. Guidelines for receiving assistance are as follows:

1. Therapy must be obtained from a licensed counseling source: Licensed Professional Counselor, Licensed Marriage and Family Therapist, Psychiatrist, Psychologist, Social Worker, etc.
2. Requesters (student, spouse, or family member) first seek available coverage through their health insurance plan to determine if sessions are covered in full or negotiated rates exist.
3. Seminary assistance will be provided for six one-hour sessions, and in certain circumstances the Academic Dean may authorize an additional six one-hour sessions.
4. The seminary will pay one-half the cost of therapy up to \$75 per session, or will pay 100% of the cost of therapy if negotiated or insured rates are equal to or less than \$75 per session.
5. Results of therapy are privileged and not subject to report to the Faculty or other persons or groups, without the written permission of the recipient of the therapy.

The process for requesting financial assistance for therapeutic counseling includes the following steps:

The person making the request (student, spouse, or family member):

1. seeks assistance through the Therapeutic Counseling Policy by contacting the Academic Dean's office.
2. provides the therapist's or licensed counselor's email contact information and the client/therapist agreed upon rate to the Academic Dean's office.
3. pays the therapy source any portion of the bill that exceeds the \$75 seminary contribution per session.

The Academic Dean's Office:

1. reviews the request for financial assistance for therapeutic counseling.
2. provides notice to the therapist or licensed counselor and to the seminary's accounting department of the seminary's agreement to pay services.

Therapy sources:

1. Remit their bills directly to the seminary's accounting department.

*This policy is separate from the MHC and MCPC mental health requirement. Center students are able to utilize this policy as an option over and above their mental health requirement if needed.

Policy Name:	Title IX Policy and Procedure	
Original Effective Date:	4/18/2019	
Review Date:	Reviewed: 4/17/19	Approved: 7/19/19
Responsible Office or Committee:	Executive Vice President, Title IX Officer	
Applies to:	All members of the seminary community	
Where Policy Resides:	Policy Handbook	
Review Cycle:	3 year cycle - 2022	

Policy

TITLE IX POLICY AND PROCEDURE

Complaints Alleging Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking

Seminary of the Southwest (the “Seminary”) is committed to maintaining an educational, working, and living environment free from discrimination and harassment, and fostering an environment where all individuals may pursue their studies, work, careers and social interactions without being subjected to sexual misconduct. “Sexual misconduct” refers to a broad range of inappropriate sexual behaviors, including sexual harassment and sexual assault, which not only are prohibited by state and federal law but are also a violation of the Christian ethical vision that informs the life and mission of the Seminary and are incompatible with the church’s standards for its members and professional leaders. The Seminary regards acts of sexual misconduct as serious offenses, and as unacceptable conduct.

Sexual misconduct of any kind is not acceptable behavior. It is inconsistent with the commitment to excellence and Christian ethics that characterize the Seminary’s activities. The Seminary will take such action as it deems appropriate to prevent, correct, and if necessary, discipline behavior constituting sexual misconduct. Sanctions that may be applied include, but are not limited to, warning, probation, suspension (with or without pay for employees), dismissal and expulsion. In addition, sexual misconduct by a vendor, contractor, or other third-party having an agreement or contract with the Seminary may be grounds for the abrogation of such agreement or contract.

In adopting these policies and procedures, the Seminary seeks to ensure that all members of its community, including guests and visitors, have the right to learn and work in the safest possible community and environment, and to be free from all forms of sex-based misconduct, including sex discrimination, sexual harassment, hostile work environment, sexual violence, and gender-based harassment. All members of the Seminary community, visitors, and guests are expected to conduct themselves in a manner that does not infringe on the rights of others. In order to provide recourse for allegations of inappropriate treatment involving sex-based misconduct by other faculty, staff, or students, the following procedures will be used. The purpose of these Title IX and sexual harassment policies is to provide clear guidance regarding the Seminary’s internal formal system of reporting, processing, and adjudicating complaints of sex-based misconduct.

Complaint Procedure

Scope

This procedure addresses sexual harassment, sexual violence, dating violence, sexual misconduct, domestic violence, or stalking. Students and Seminary employees may use this procedure to file a complaint against a student, a Seminary employee, a Seminary contractor, or a third party who is visiting the Seminary or participating in a Seminary activity. For ease of reference, the phrase “sexual misconduct” occasionally is used to encompass all categories addressed in this procedure.

Prohibited conduct may be verbal or physical and proof of force or physical injury is not required. The parties may be the opposite sex or the same sex. In determining whether sanctionable conduct has occurred, the Seminary may consider the on-campus impact of incidents that occurred off campus.

This complaint procedure constitutes a grievance procedure required by Title IX of the Education Amendments of 1972. As used in this procedure, “complaint” and “grievance” are synonymous.

Title IX is a federal statute that prohibits discrimination on the basis of gender in education programs. The Seminary has appointed a Title IX Coordinator who facilitates the Seminary’s compliance with Title IX and other laws that prohibit discrimination. This official can assist students and employees with claims of sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

Title IX Coordinator:

Frederick L. Clement,
Executive Vice President
Address: 501 E. 32nd St., Austin, Texas 78705
Telephone: (512) 439-0339
Email: fred.clement@ssw.edu

In addition to the Title IX Coordinator, numerous other Seminary employees are designated as “Responsible Employees” who have reporting duties under Title IX. All employees except those who have a duty of confidentiality, such as licensed professional counselors, designated clergy, and medical professionals have a duty to report information received to the Title IX Coordinator and are considered “Responsible Employees.”

Reporting Options

Students and employees have several options when reporting sexual harassment, sexual assault, domestic violence, dating violence or stalking. They may seek informal guidance from counselors or other officials, or they may file a formal grievance. Students and employees also may file a report directly with any local law enforcement agency. Students and employees are not required to file a police report in order to receive assistance from the Seminary. Additionally, reporting an offense does not commit the student or employee to pursuing further legal action. Students and employees who desire assistance in order to make a police report may contact the Title IX Coordinator.

Assistance for Victims – Confidential and Non-Confidential Options

Students and employees who have experienced a sexual assault, sexual violence, stalking, dating violence domestic violence, or other crimes may seek advice, assistance, and resources from the Seminary’s Title IX Coordinator or other resources both on and off campus. Individuals within these offices can assist the reporting

party with accessing medical or counseling services, advocacy services, social support services, legal services and police services. Even in the absence of a formal complaint, the Seminary may be able to provide assistance to the reporting party with respect to his or her academic, living, transportation, or working situations. For example, a student might wish to explore changing a class or class time or arrange specific times for the non-exclusive use of common area facilities, such as laundry rooms and cafeteria, if such reasonable accommodations can be made.

On-Campus Resources

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Off-Campus Resources

SafePlace:

Non-profit organization that exists to end sexual and domestic violence and abuse. www.safeplace.org

Samaritan Center for Counseling and Pastoral Care:

Non-profit interfaith counseling center. www.samaritan-center.org

Seton Cove:

Non-profit, interfaith center for spirituality. www.setoncove.net

Safe Alliance:

Operates a 24-hour hotline and offers individual and group therapy for individuals who have experienced sexual assault and/or domestic violence. www.safeaustin.org/safeplace/; 512-263- SAFE (512-267-7233)

Austin Police Department:

9-1-1- calls provide emergency response and takes reports of sexual assaults.
austin.texas.gov/departments/police; 9-1-1. Victims Services counselors are available at 512- 974-5037.

St. David's Hospital Emergency Room:

512-544-4240; 919 East 32nd Street, Austin, Texas 78705

Dell Seton Medical Center of the University of Texas at Austin:

512-324-7000; 1500 Red River Street, Austin, Texas 78701

Legal Aid for Survivors of Sexual Assault:

Provides free legal services and general advice as well as resources and materials to educate survivors on their legal rights and options. 1-800-991-5153; www.legalaidforsurvivors.org/

The U. S. Department of Education Office of Civil Rights may be contacted at:

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Ave., SW
Washington, DC 20202-1100
Telephone: 800-421-3481

Confidential Communications:

In response to an act of sexual harassment or sexual violence, a victim may be unsure whom to contact for information about options and resources. Some victims may prefer a confidential consultation before deciding on a course of action. Most Seminary personnel have a duty to report complaints that come to their attention. Below, this procedure addresses when confidentiality may be honored.

Confidential communications are those communications that cannot be disclosed to another person without the reporter's consent, except under very limited circumstances such as an imminent threat or danger to self or others. Victims may speak confidentially with a licensed professional counselor, pastoral counselors in the community, clergy serving in the role of pastoral ministry, medical personnel, licensed social workers, and victims' advocates. These individuals may assist victims in deciding whether to report, what options exist, and what resources are available. These individuals are not required to report incidents of sexual harassment, sexual violence, or sexual misconduct to the Seminary's Title IX Coordinator.

Non-Confidential Communications:

"Responsible Employees" as described above may be required to report allegations of sexual harassment, sexual misconduct, or sexual assault, even if they have been requested by the person confiding in them to keep the discussion confidential. Non-confidential communications consist of those communications that will be disseminated to the Title IX Coordinator and others on a need-to-know basis in order to ensure that necessary steps are taken to protect the community as a whole and appropriate disciplinary measures are considered and taken. The employees identified above have a reporting obligation. They must report to the Title IX Coordinator all relevant details of the occurrence, including names of those involved and relevant facts including date, time and location.

When receiving a sexual misconduct report from an alleged victim, responsible employees shall notify the victim that (i) the employee has an obligation to report the complaint to the Title IX Coordinator and (ii) the alleged victim may request confidentiality, which will be evaluated by the Title IX Coordinator. The responsible employee shall also inform the alleged victim that he or she may speak confidentially with a licensed professional counselor or others identified in this procedure and that those communications will not be reported to the Title IX Coordinator without the alleged victim's consent.

Requests for Confidentiality: To the greatest extent possible, the Seminary shall maintain the confidentiality of information and records related to investigations of complaints based on sexual harassment and sexual misconduct. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law. A Title IX Coordinator will evaluate a student's or employee's request for confidentiality in the context of the Seminary's responsibility to provide a safe and nondiscriminatory environment for the entire community. The Title IX Coordinator will make every effort to respect a student's or employee's request for confidentiality; however, there are situations in which the Seminary must override a student's or employee's request for confidentiality in order to meet its Title IX obligations. When weighing a student's or employee's request for confidentiality that could preclude a meaningful investigation or potential discipline of the respondent, the Seminary will consider a range of factors. These factors include, but are not limited to, (i) circumstances that suggest there is an increased risk of the respondent committing additional acts of sexual violence or other violence (e.g., whether there have been other sexual violence complaints about the same respondent, whether the respondent has a history of arrests, etc.); (ii) whether the sexual violence was perpetrated with a weapon; (iii) the age of the victim subjected to the sexual violence; and (iv) whether the school possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence.)

If the Seminary determines that it must disclose a reporting party's identity to a respondent, it will inform the

reporting party prior to making this disclosure and take whatever interim measures are necessary to protect the reporting party and ensure the safety of others.

Finally, while federal law requires the Seminary to include certain reported incidents of sexual assault, domestic violence, dating violence, and stalking among its annual campus crime statistics, such information will be reported in a manner that does not identify victims.

Complaints involving victims under the age of 18:

Complaints involving abuse of minors must be reported to Children's Protective Services or other law enforcement agencies. The phone number for the Texas Department of Family and Protective Services is 1-800-252-5400.

Evidence Preservation in Sexual Assault Cases / Medical Exams

If a student or employee experiences a sexual assault or other criminal offense, it is important that the student or employee take action to preserve evidence. Such evidence will be helpful in the event that the victim seeks a protective order or desires to pursue a criminal prosecution. Victims of sexual assault should not wash, shower, bathe, or change clothes prior to a medical exam or treatment. If the victim needs to remove an item of clothing, it should be placed in a paper bag (not a plastic bag). Instead of changing clothes, the victim may separately bring a change of clothing to the hospital to wear after the examination. Evidence of violence, such as visible injuries or bruising or damage to a vehicle, will need to be photographed. Likewise, evidence of emails, text messages, social media, or phone messages must be preserved and not deleted or altered.

Students or employees who have just experienced a sexual assault or other sexual violence should call 911 and locate a safe place. Campus personnel may assist the victim in obtaining transportation to a hospital or clinic, a police department, or other location. Prompt medical attention in a case of recent assault is necessary to document and treat any injuries and screen for certain medical conditions or transmitted diseases. Victims may receive a medical exam with or without police involvement. A nurse examiner may perform a Sexual Assault Forensic Exam (SAFE). Such exams generally are available in hospital emergency rooms.

Filing a Complaint

Informal Resolution

A reporting party may, at any time, personally address the individual whose conduct is offensive, unwelcome, or intimidating and request that such conduct stop. However, particularly in cases of sexual violence, reporting parties are discouraged from contacting the alleged offender. Instead, reporting parties are encouraged to meet with a counselor or the Title IX Coordinator to discuss the student's or employee's options. No reporting party is required to contact the alleged offender regarding the offender's alleged conduct.

A reporting party may seek informal resolution by contacting the Title IX Coordinator. Informal resolution may include a meeting between a Title IX representative and the respondent to reinforce the requirements of the Seminary's policy against harassment and retaliation. Informal resolution is not a precondition to filing a formal complaint. Additionally, if informal resolution is undesirable or ineffective, then the student or employee may initiate a formal complaint at any time. Mediation shall not be employed in any instances involving sexual violence.

Formal Complaint Process

Contents of Complaint: Although reporting parties may file a complaint at any time, the Seminary encourages reporting parties to report their concerns as soon as possible after the alleged incident(s) so that prompt action can

be taken to investigate and resolve the complaint. A delay in reporting may result in a loss of evidence or availability. Reporting parties are encouraged to file complaints during the same semester that the alleged incidents occurred or within 30 days of the conclusion of the semester.

Reporting parties are encouraged to submit written complaints that describe all incident(s) or action(s) considered by the reporting party to be harassing or violent. Reporting parties should provide the following information:

- Contact information, including address, telephone, and email;
- Name of person(s) directly responsible for alleged violation(s);
- Date(s) and place(s) of alleged violations;
- Nature of alleged violation(s) as defined in this policy;
- Detailed description of the specific conduct that is the basis of the alleged violation(s);
- Copies of documents, emails, text messages, photos, social media, or other physical evidence pertaining to the alleged violation(s);
- Names of any witnesses to alleged violation(s) and contact information, if available;
- Action requested to resolve the situation;
- Reporting party's signature and date of filing; and
- Any other relevant information

The Reporting Party's failure to provide a written complaint or to provide the information requested above may adversely impact the Seminary's ability to conduct a complete and thorough investigation and may limit the Seminary's ability to take appropriate corrective action.

Where to file the complaint: Complaints alleging misconduct shall be filed with the Title IX Coordinator.

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To ensure that all student and employee complaints are properly processed, any Seminary administrator who receives a complaint under this procedure shall promptly notify the Title IX Coordinator in writing.

Processing and Investigating the Complaint: The Title IX Coordinator or designee will evaluate the complaint to determine whether it is covered by this procedure. A formal investigation will be initiated if a complaint is within the scope of this policy and articulates sufficient specific facts, which if determined to be true, would support a finding that the Seminary's policy was violated. The Seminary may decline to process a complaint under a variety of circumstances, including (i) the complaint is vague and does not describe conduct covered by this procedure; (ii) the reporting party declines to cooperate in the Seminary's investigation; or (iii) the complaint has been withdrawn or the requested remedy has already been implemented or was offered and rejected. If the Seminary declines to process a complaint pursuant to this procedure, the Seminary shall send the student or employee a written notification explaining the reasons.

If the Seminary proceeds with a complaint investigation, the Title IX Coordinator or designee shall determine whether interim action is needed pending completion of an investigation (e.g., a no-contact order, temporary reassignment, or suspension). The Title IX Coordinator shall appoint one or more impartial investigators, including the Title IX Coordinator, to investigate the complaint. In cases where the respondent is a student, the investigator(s) will typically be from members of the faculty and administration. In cases in which the respondent is an employee, an investigator from Human Resources typically will conduct the investigation. In some instances, and when available, a team comprised of an investigator or investigators from the faculty and administration and an investigator from Human Resources will conduct the investigation together.

The Title IX Coordinator or designee shall notify the reporting party and respondent of the name and contact information of the investigator(s). The respondent shall receive written notice of the allegations and shall be informed of his or her right to submit a written response to the allegations within 10 school days, unless unusual circumstances warrant additional time. The written notice shall inform the respondent that retaliation against the reporting party is prohibited and may result in disciplinary action.

Time Frame for Investigation: Barring unusual circumstances (e.g., multiple reporting parties, a complaint filed prior to a Seminary holiday), the investigation ordinarily will be completed within a reasonably prompt timeframe. An investigation shall commence even if a law enforcement agency is conducting a separate criminal investigation against the respondent. However, the Seminary's investigation may be temporarily delayed if and when requested by police investigators or the District Attorney's Office. If the Seminary's investigation is temporarily delayed due to a pending criminal investigation by law enforcement, the reporting party and respondent will be notified. All deadlines in this procedure may be extended by mutual agreement or good cause determined by the Title IX Coordinator.

Interviews and Documentation: The investigator shall interview the reporting party, the respondent, and other individuals determined by the investigator to possess relevant information. The reporting party and the respondent each will be permitted to provide documentation or other tangible evidence to the investigator. The reporting party and the respondent may suggest witnesses to interview; however, the decision whether to interview is a matter of professional judgment for the investigator in light of the issues at hand, in light of the information already obtained in the investigation, and in light of the resources available.

Right to Representation: During meetings pertaining to the investigation and complaint process, the reporting party and the respondent may be represented or accompanied by an advisor. Advisors, however, may not actively participate in meetings or interview witnesses.

Investigative Reports: The Title IX Coordinator, Title IX Coordinator's designee, or investigator(s) shall prepare a written report that summarizes the facts and evidence gathered during the investigation. The Title IX Coordinator, Title IX Coordinator's designee, or investigator(s) will then permit the respondent and the reporting party to review the written report (with a copy to the Title IX Coordinator). Student identifiable information, if confidential by law, will be redacted. The respondent and the reporting party will each have 10 school days to provide comments and suggested corrections to the investigator. After receiving the comments from the parties (or if no comments are submitted), the investigator will determine whether additional investigation is needed and write a report that summarizes the findings and states whether a preponderance of the evidence establishes a violation of the Seminary's policies. The Title IX Coordinator, Title IX Coordinator's designee, or investigator(s), or other appropriate adjudicative body will consider the totality of the circumstances, including the context and duration of the conduct and its severity. Facts will be considered on the basis of what is reasonable to persons of ordinary sensitivity.

The investigator may dismiss the complaint due to insufficient evidence or send the report to President or Academic Dean if the respondent is a student or to the President or Executive Vice President if the respondent is an employee to proceed with disciplinary consequence or other corrective action. The action shall be reasonable calculated to prevent a reoccurrence of the misconduct and/or to ameliorate its impact. If the respondent is a student, the procedures set forth in the Student Rights and Responsibilities Policy, Student Handbook, Academic Code, or other related Seminary policy should be followed; and if the respondent is an employee, the procedures set forth in Personnel Manual, Faculty Handbook, or other related Seminary policy should be followed.

The final determination shall be sent to the respondent, the reporting party, and the Title IX Coordinator. The final determination may be redacted to protect student information that is confidential by law under the Family Educational Rights & Privacy Act.

Review and Appeals

If the reporting party or respondent wish to appeal the final determination or discipline, they should follow the procedures set forth in the Title IX Procedure and related Appeals Policy if the respondent is a student or Title IX Procedure, Appeals Policy, Personnel Manual, Faculty Handbook or related Seminary policy if the respondent is an employee.

Rights During Disciplinary Proceedings

In disciplinary hearings and appeals involving allegations of sexual harassment, sexual assault, dating violence, domestic violence, or stalking, the individual presenting the case, subject to the Family Educational Rights & Privacy Act, should notify the Title IX Coordinator and the reporting party that the respondent has requested a hearing and the date and time of the hearing. The reporting party and responding party shall receive written notice of the following rights and options:

- (a) The right to attend and participate in the hearing;
- (b) The right to have his or her past sexual history excluded from evidence;
- (c) The right to provide testimony at the hearing in a manner that does not require the reporting party to directly confront or to be directly questioned by the respondent while preserving the respondent's right to challenge such testimony;
- (d) The right to receive assistance from the Seminary's Title IX Coordinator;
- (e) The right to provide input to the individual presenting the case regarding potential witnesses, evidence and argument that may be presented at the hearing or during a subsequent appeal;
- (f) The right to know the outcome of the hearing; and
- (g) The right to information regarding the procedure for appealing the final disposition.

The notice to the reporting party and responding party shall include a copy of the applicable disciplinary procedure. Additionally, the notice shall inform the reporting party of his or her right to be accompanied during any disciplinary proceeding by an advisor of his or her choice. If the reporting party intends to attend the hearing and/or to bring an advisor, he or she shall notify the individual presenting the case in writing at least three school days prior to the hearing. The student's or employee's advisor may not cross examine witnesses or otherwise participate in the proceeding. An advisor may not be a witness in the matter. The individual presenting the case shall notify the respondent and the Title IX Coordinator of the reporting party's intent to attend the hearing.

Retaliation Prohibited

Every student and employee has the right to file a complaint or to participate in an investigation without being subjected to retaliation. Retaliation is an adverse action taken by an employee or student against an individual who makes a good faith report of discrimination, harassment, or sexual misconduct or who participates in an investigation pertaining to a complaint of discrimination, harassment or sexual misconduct. For an action or decision to be considered adverse, it must be materially adverse and be of the type that would dissuade a reasonable person from exercising his or her rights to file a complaint or to participate in an investigation. Unlawful retaliation does not include petty slights or annoyances. Any employee or student who engages in retaliation may be subject to disciplinary action.

Office for Civil Rights

Students may wish to file complaints of discrimination and harassment with the Office for Civil Rights, Department of Education, Washington, D.C., at the same time they file a grievance, during or after use of the grievance process, or without using the grievance process at all. If a student files a complaint with the Office for Civil Rights, the complaint must be filed no later than 180 days after the occurrence of the possible discrimination.

U.S. Department of Education

Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Ave., SW
Washington, DC 20202-1100
Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov

Campus Sex Crimes Prevention Act

In compliance with the Campus Sex Crimes Prevention Act (Section 1601 of “Public Law 106-386”) and the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, all persons required to register as part of the State of Texas’ Sex Offender Registration Program are required to provide notice of their presence on campus to the Campus Police Department. Information on registered sex offenders can be obtained through the Texas Department of Public Safety Crimes Record Service at: records.txdps.state.tx.us/SexOffender.

Campus Sexual Assault Policy

The Seminary prohibits all employees and students from engaging in sexual harassment, sexual violence, and other behaviors of a sexual nature that are hostile, unwelcome, or intimidating. The prohibition encompasses conduct occurring on-campus or in connection with a Seminary activity or program. Prohibited conduct that occurs off-campus is also encompassed by these rules if the conduct creates a sexually hostile environment on campus or in a seminary activity or program or adversely affects another student’s educational opportunities at the Seminary.

Students and employees who believe that they have been subjected to sexual misconduct are encouraged to report their complaint to the police department as soon as possible after the incident occurs. Reports of sexual misconduct may be directed to the Title IX Coordinator designated in this policy.

Existing disciplinary procedures found in the Sexual Harassment Policy, Student Handbook, Personnel Manual, Faculty Handbook, and related Seminary policies will serve as the framework for resolving allegations of sexual misconduct against students and employees. Students found guilty of sexual misconduct will be subject to campus disciplinary actions. If an investigation substantiates that an employee engaged in sexual misconduct, the employee is subject to disciplinary action, up to and including termination, as provided in the Sexual Harassment Policy, Personnel Manual, Faculty Handbook, and related Seminary policies. In addition, any employee or student may face criminal prosecution for violations of applicable state and federal laws.

During an investigation or any disciplinary proceeding, the rights of both the respondent and the reporting party shall be respected, and the confidentiality of proceedings will be maintained to the extent permitted by law. The existence of the Seminary’s policies and procedures is not intended to diminish or alter the rights that the respondent and reporting party have under civil law or the criminal law.

Definitions of Prohibited Behavior

(Additional information and definitions are available in underlying policy documents.)

Sexual Assault: intentionally or knowingly causing physical sexual contact or penetration of another person without that person’s consent. “Sexual contact” includes any touching of the anus, breast, or any part of the genitals of another person with the intent to arouse or gratify the sexual desire of any person. Sexual assault is without consent of the other person if the actor compels the other person to submit or participate by use of physical force or violence, or threat of force or violence, and the other person believes the actor has the present ability to execute the threat; or the other person cannot consent due to age, mental impairment or other circumstance.

Sexual Harassment: Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome verbal comments of a sexual nature and unwelcome physical contact or touching of a sexual nature. Sexual harassment is wrongful regardless of whether the parties are of the same sex or of the opposite sex.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Domestic Violence: The term "domestic violence" refers to a pattern of abusive behavior between two individuals formerly or currently in an intimate relationship, including through marriage, cohabitation, dating, or within a familial or household arrangement. Abuse may be in the form of physical assault, sexual assault, bodily injury, emotional distress, physical endangerment, or when the imminent threat of any of these instances puts the victim in fear of their occurrence. The term encompasses acts committed by a current or former spouse or intimate partner of the victim, but a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, and by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. "Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly or indirectly, or through third parties, by any actions, method, device, or means.

Consent: A voluntary, mutually understandable agreement that clearly indicates a willingness to engage in each instance of sexual activity. Consent to one act does not imply consent to another. Past consent does not imply future consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Any expression of an unwillingness to engage in any instance of sexual activity establishes a presumptive lack of consent.

Consent is not effective if it results from: (a) the use of physical force, (b) a threat of physical force, (c) intimidation, (d) coercion, (e) incapacitation, or (f) any other factor that would eliminate an individual's ability to exercise his/her own free will to choose whether or not to engage in sexual activity.

An individual's manner of dress or the existence of a current or previous dating or sexual relationship between two or more individuals does not, in and of itself, constitute consent to engage in a particular sexual activity. Even in the context of a relationship, there must be a voluntary, mutually understandable agreement that clearly indicates a willingness to engage in each instance of sexual activity.

Incapacitation: A state of being that prevents an individual from having the capacity to give consent. For example, incapacitation could result from the use of drugs or alcohol, a person being asleep or unconscious, or because of an intellectual or other disability.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the complainant.

Fondling: The touching of the private body parts (including, but not limited to the genitalia, anus, groin, breast, inner thigh, or buttocks) of another person for the purpose of sexual gratification, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of the

complainant's age or because of the complainant's temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is younger than 17 years of age and is not a spouse of the respondent.

	Tobacco-Free Campus Policy	
Effective Date:	8/21/2013	
Review Date:	Reviewed: 2/8/17	Approved: 2/8/17
Responsible Office or Committee:	Executive Vice President for Administration & Finance	
Applies to:	Entire Community	
Where Policy Resides:	SSW Policy Manual; Student Handbook	
Review Cycle:	Three Year Cycle – 2020	

Policy

The campus of Southwest is a non-smoking, tobacco-free environment. Smoking and all other tobacco use is not permitted anywhere on campus, including building interior spaces, parking areas, sidewalks, walkways, except as otherwise provided by this policy. Littering the campus with the remains and byproducts of tobacco or any other related waste product is prohibited. The seminary prohibits the use of any tobacco product on campus property, including but not limited to cigarettes, cigars, water pipes (hookah) smokeless tobacco and innovations in smoke or tobacco products such as electronic nicotine delivery device, e-cigarette or vape pen, except in a designated smoking area as defined in this policy.

About Non-Smoking, Tobacco-Free Campus Policy

The seminary recognizes its social responsibility to promote health, well-being, and safety of our community. This policy is part of the seminary's commitment to creating a healthy and sustainable environment for all members of our community, and is designed to lead to a culture of wellness.

Scope and Application

This policy applies at all times to all students, faculty, staff and visitors to campus.

Violation of Policy

Individuals noticing violations of the policy should endeavor to be non-confrontational and respectful to tobacco users when communicating our policy. Tobacco users are expected to adhere to the policy and likewise be respectful to former tobacco users and non-tobacco users. Enforcement of the policy will be achieved primarily through education, awareness, and a spirit of cooperation.

The seminary is not requiring students, faculty, and staff to quit using tobacco products, though we do encourage cessation of tobacco use. The seminary does expect, however, this policy to be followed while on campus and we are offering support to those who wish to stop using tobacco products.

Definitions

For the limited purposes of this policy, the following terms shall have the meanings ascribed to them as indicated:

Campus: the grounds, facilities, and other improvements situated within a single parcel of real property owned and operated by Seminary of the Southwest, locally addressed as 501 East 32nd Street, Austin, Texas, and within the area

bounded by East 32nd Street, Harris Park Avenue, Rathervue Drive, and Duval Street, excluding seminary housing (see also definitions of “off-campus” and “seminary housing”).

Designated smoking area: A pre-approved location for tobacco use. The location selected, to the greatest extent possible, will be located far enough away from adjacent buildings or structures to minimize air quality concerns relating to those structures. In general, this will require a minimum distance of at least 25 feet from any air intake, gate, public entryway, arch or doorway leading to or from adjacent buildings and structures.

Off-campus: any location not situated within the campus of Seminary of the Southwest (see also definitions of “campus” and “seminary housing”).

Tobacco Products: All forms of tobacco, including but not limited to, cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco and any nicotine delivery device, e-cigarette or vape pen.

Smoking Permitted in Designated Smoking Area Only

Smoking is permitted only in the following outdoor designated smoking area: East driveway of the faculty parking lot extending from East Duval to Rathervue Place provided, however, that smoking in this designated smoking area is not permitted within 25 feet of any air intake or public entrance to a building.

Need help quitting?

While the seminary is pleased to provide a non-smoking, tobacco-free campus environment — sustaining a healthy environment for those who work, study, and visit here — we also are mindful that members of our community will be personally challenged by this policy. That’s why the seminary increases its commitment to help faculty, staff, and students who want to discontinue the use of tobacco products.

The seminary encourages tobacco users to seek out cessation programs, which are accessible through benefits provided by health insurance plans, government-sponsored programs, and private providers. Seminary employees enrolled in the Church Medical Trust group healthcare insurance plan may contact the insurer’s customer service department for more details.

- **Quitters Mobile** (http://www.healthyhorns.utexas.edu/quitters_app/) — This free, online step-by-step program supports users in their efforts to quit smoking by helping them to: ascertain their readiness to quit, identify their addiction level, build their social support system, learn about nicotine replacement therapies, and learn how to deal with triggers and cravings. Quitters Mobile includes interactive activities and videos of former smokers from the UT community. The mobile program is open to all students, faculty, and staff.
- **QuitPal** (<http://www.smokefree.gov/apps/nciquitpal/>) — This free interactive app developed by the National Cancer Institute provides tools to help those who want to be smoke-free using the latest evidence-based smoking cessation methods and behavior change theory.
- **Freedom from Smoking Online Program** (<http://www.ffsonline.org/>) — Evidenced based on-line program from the American Lung Association consisting of eight self paced modules, each containing four lessons, and an interactive message board to assist you in quitting tobacco.
- **Become an Ex** (<http://www.becomeanex.org/>) — The EX plan teaches you how to live life without cigarettes in 3 steps - all geared to help make the seemingly impossible possible.
- **Quit Tobacco-Make Everyone Proud** (<http://www.ucanquit2.org/>) — Online program from the Department of Defense for US military service members and Veterans.
- **My Last Dip** (<http://mylastdip.com/>) — MyLastDip is a free web-based intervention that is designed to help young smokeless tobacco users quit.
- **Kill the Can** (<http://www.killthecan.org/>) — This website offers free resources and tools to help

dip, snuff, and chewing tobacco users quit. Along with useful information, it offers a support forum and a live quit chat room.

- MedlinePlus (<http://www.nlm.nih.gov/medlineplus/quittingsmoking.html>) — Tobacco Cessation References

Policy Name:	Tuition Refund Policy	
Original Effective Date:	8/21/2013	
Review Date:	Reviewed: 2-14-18	Approved: 2-14-18
Responsible Office or Committee:	Executive Vice President for Administration and Finance	
Applies to:	All students	
Where Policy Resides:	SSW Policy Manual, SSW Catalog, Student Handbook	
Review Cycle:	Three Year Cycle - 2021	

Policy

A student who withdraws from the seminary or from individual courses receives a refund of a percentage of their tuition, subject to the following terms:

Notice Requirements

- 1) Timely notice of the student's request to withdraw from the seminary or from individual courses must be made in writing and submitted to the Office of the Registrar.
- 2) Written notice is deemed made when delivered to the Office of the Registrar via hand-delivery, email, or U.S. Mail.

Tuition Refund Schedule

- 1) Prior to or on the fourteenth day following the first class session of the course: 100%
- 2) During the fifteenth to the eighteenth day following the first class session of the course: 85%
- 3) During the nineteenth to twenty-third day following the first class session of the course: 65%
- 4) After the twenty-fourth day following the first class session of the course: No refund

Withdrawal Due to Active Military Service

A student who withdraws from the seminary or from individual courses as a result of being called to active military service upon written request may receive a 100% tuition refund, subject to the notice requirements of this policy.

Special Refund Provisions

- 1) Refunds are first applied to any current and outstanding debts owed to the seminary by the student or by the student's spouse.
- 2) Tuition paid by a sponsor, donor, or scholarship source will be refunded directly to the source, rather than directly to the student.
- 3) Tuition refunds will be issued no earlier than 21 days after written notice of withdrawal is received by the Registrar's office.

Policy Name:	Uninvited Visitor and Loitering Policy	
Effective Date:	10-18-17	
Review Date:	Reviewed: 10-18-17	Approved: 10-18-17
Responsible Office or Committee:	Executive Vice President	
Applies to:	Seminary community	
Where Policy Resides:	SSW Policy Manual	
Review Cycle:	Three Year Cycle - 2020	

Policy

Seminary of the Southwest is committed to maintaining a safe and peaceable campus environment. We recognize that there are occasions when members of our community may perceive a threat to their safety and peace, especially when strangers are present or loitering on campus.

To enhance safety on campus and preserve an environment of peace, any uninvited or unescorted stranger should be politely asked to leave Seminary of the Southwest property when it is reasonably determined or believed that they do not have a relationship with a seminary affiliate or a bona fide reason to be on campus property.

Our approach to uninvited visitors and strangers on campus should be courteous, while at the same time demonstrate command of the environmental context.

We believe it is hospitable to introduce ourselves to strangers and to seek opportunities to offer reasonable assistance, which may include referring people in need to appropriate service organizations. In some cases, however, it may not feel safe to approach a stranger. If the situation feels unsafe or if a stranger does not leave when asked, call 911 and request police assistance immediately; indicate the location on campus where police should localize. The Austin Police Department will come to campus, and criminal trespass charges can be filed if requested by seminary personnel. It is necessary to follow this procedure before police can be asked to forcibly remove an individual from seminary property.

Questions regarding the interpretation of this policy may be directed to the executive vice president.

Policy Name:	Weapons Prohibition Policy	
Effective Date:	8-1-16	
Review Date:	Reviewed: 5-23-16	Approved: 5-23-16
Responsible Office or Committee:	Executive Vice President	
Applies to:	All persons	
Where Policy Resides:	SSW Policy Manual; Student Handbook	
Review Cycle:	Three Year Cycle - 2019	

Policy

A. SUMMARY STATEMENT

The presence of firearms and weapons on the campus and premises of Seminary of the Southwest is not in keeping with the seminary's distinct mission to form and educate men and women for ordained and lay ministry within the church and larger society. Therefore, it is the policy of Seminary of the Southwest that no weapons and firearms of any kind may be carried by any person at any time onto the campus and premises of Seminary of the Southwest, except as otherwise provided in this policy statement.

B. DEFINITIONS

Campus: The term "campus" means all land and buildings owned or leased by Seminary of the Southwest including, but not limited to, residential student housing accommodations.

Firearm: The term "firearm" means any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use.

License holder: The term "license holder" means a person currently licensed by the State of Texas to carry a firearm under Subchapter H, Chapter 411, Texas Government Code.

Premises: The term "premises" means a building, portion of a building, and land owned or leased by the seminary including, but not limited to, all campus facilities, student housing accommodations, and any public or private driveway, alleyway, street, sidewalk, walkway, parking lot, or other parking area connected to or in association with such places.

Seminary housing: The term "seminary housing" means any single- or multi-family residential or guest dwelling owned or leased by Seminary of the Southwest, whether occupied by a student or non-student, including a public or private driveway, alleyway, street, sidewalk, walkway, parking lot, or other parking area connected to or in association with such single- or multi-family residential or guest dwelling.

Weapon: The term "weapon" means any thing designed or used for inflicting bodily harm or physical damage including, but not limited to, all firearms (concealed and openly carried firearms and handguns), ammunition, illegal knives, explosive devices, hoax weapons, and any weapon described in Texas Penal Code §46.01.

C. LICENSE HOLDER PROHIBITED FROM CARRYING A FIREARM

The seminary prohibits all license holders at all times from carrying and displaying a firearm, whether concealed or open carry, on the premises and in any motor vehicle owned or leased by the seminary, except as otherwise provided in this policy statement.

D. ALL PERSONS PROHIBITED FROM CARRYING A WEAPON

The seminary prohibits all persons at all times from carrying and displaying any firearm or weapon, whether concealed or open carry, on the premises and in any motor vehicle owned or leased by the Seminary, except as otherwise provided in this policy statement.

E. CARRYING A FIREARM WHILE INTOXICATED IS A CRIME

Carrying a firearm while intoxicated in a criminal offense punishable under Texas law. Further, Texas law prohibits a license holder from carrying a firearm while intoxicated.

F. EXEMPTIONS

The following exemptions are made to this policy:

- 1) Law enforcement personnel, emergency service personnel, and licensed security guards are exempted from all provisions of this policy, except Paragraph E.
- 2) A student currently enrolled at Seminary of the Southwest who is a license holder exempted from any provision of this policy may transport and store a firearm of the same category the student is licensed to carry, and ammunition for that firearm, only in a locked, privately owned motor vehicle or a motor vehicle leased by or for the student, on a street or driveway located on the campus of the seminary or in a parking lot, parking garage, or other parking area located on the campus and premises of the seminary.
- 3) An employee, board member, committee member, or spouse/partner of a currently enrolled student, or independent contractor (individually and collectively, "Authorized Person") of Seminary of the Southwest who is a license holder exempted from the provisions of Paragraph C of this policy may transport and store a firearm of the same category the Authorized Person is licensed to carry, and ammunition for that firearm, in a locked, privately owned motor vehicle or a motor vehicle leased by or for the Authorized Person, on a street or driveway located on the campus of the seminary or in a parking lot, parking garage, or other parking area located on the campus and premises of the seminary.
- 4) No exceptions from this policy shall be made or approved for any person who is not a license holder.
- 5) A license holder exempted from any provision of this policy who transports or stores a firearm according to the provisions of this policy must secure their firearm in a locked, privately-owned or leased motor vehicle. A license holder exempted from any provision of policy who is a student or employee of the Seminary residing in seminary housing must store their firearm in a gun safe when the firearm is not being carried or transported.

G. WEAPON EXCLUSION AREAS

Weapons and firearms are prohibited in all areas of the premises owned or leased by Seminary of the Southwest, except as otherwise provided by Paragraph F, subsections 1 through 4.

H. CHAMBERED ROUND AND LOADED MAGAZINE OF AMUNITION PROHIBITED

A license holder exempted from any provision of this policy who carries, stores, or transports a firearm must do so without a chambered round of ammunition in the firearm.

I. FIREARM HOLSTER AND CASE REQUIREMENT

A license holder exempted from any provision of this policy who carries, transports, or stores a firearm according to

the provisions of this policy must do so in a holster or case that completely covers the trigger and entire trigger guard area of the firearm and secures the firearm in place when subjected to unexpected jostling.

J. CONSEQUENCE OF POLICY VIOLATION

A violation of this policy may result in disciplinary action up to and including separation from employment and expulsion. A violation of this policy may be reported to law enforcement authorities and may result in criminal prosecution and civil liability.

K. PUBLIC NOTICE CONSPICUOUSLY POSTED AND PUBLISHED

The seminary shall post appropriate weapons prohibition signage on the premises and publish this policy, or a summary of this policy, in the Student Handbook, Personnel Manual, Faculty Handbook, and new student orientation packet.

L. INTERPRETATION AND ENFORCEMENT OF POLICY

Matters involving the interpretation and application of this policy are determined by the executive vice president. Any dispute arising from an interpretation and application of this policy may be appealed to the Faculty and Administrative Council through the Office of the Dean and President.

M. AUTHORIZATION FOR RULES AND REGULATIONS

Texas Government Code §411.2031(d-1) provides that the president of an institution of higher education can adopt reasonable rules, regulations, or other provisions to address specific safety considerations after consultation with the college community. No provision of this policy shall restrict the president of Seminary of the Southwest from adopting reasonable rules, regulations, or other provisions to address specific safety considerations.

N. LEGAL AUTHORITIES

Senate Bill 11
Senate Bill 1907
Texas Penal Code §46.03; §46.035; §30.06
Texas Government Code §411.2031(d-1), §411.2032

Policy Name:	Whistleblower Protection Policy for Suspected Financial Misconduct, Unlawful Activity, Dishonesty, Abuse, and Harassment Policy	
Effective Date:	1/27/2007; revised 10/7/2010	
Review Date:	Reviewed: 5/13/2013	Approved: 5/13/2013
Responsible Office or Committee:	Audit Committee of the Board of Trustees	
Applies to:	All staff, whether full-time, part-time, or temporary employees, all volunteers, all providers of contracted services, and all trustees and officers of Seminary of the Southwest	
Where Policy Resides:	SSW Policy Manual; Personnel Manual, Faculty Handbook; Student Handbook; SSW Board Portal	
Review Cycle:	Three Year Cycle - 2016	

Policy

INTRODUCTION

The Episcopal Theological Seminary of the Southwest (“the Seminary”) is committed to the highest standards of business conduct and ethics in all of our institutional practices. As a Christian seminary we are bound by a common faith that demands honesty, truthfulness, and integrity in all spheres of life, including that of employment and fiscal responsibility. We are also required by that faith to protect those whose respect for honesty and regard for the truth leads them to the courageous and vulnerable step of identifying dishonesty or behavior that endangers the proper running of this institution.

PURPOSE AND APPLICATION OF POLICIES

The Seminary has adopted policies designed to protect employees (faculty, staff, administration and student workers) in carrying out their job duties, as well as policies and procedures to correct and appeal issues of concern, wrongdoing, abuse, and harassment. These policies are contained in the *Policy Manual*, *Personnel Manual*, *Faculty Handbook*, and *Student Handbook*.

In regular circumstances, the Seminary encourages and expects employees to share their questions, concerns or complaints directly with their supervisor. There are situations, such as when the complaint is against a supervisor or is an issue of potential abuse or harassment, when an employee should speak directly with the Executive Vice President for Administration and Finance, the Academic Dean, or the Dean and President. (Refer to Policies on Harassment and Employee Appeal Procedure contained in the aforementioned handbooks for specific guidelines.)

There may be occasions or unique circumstances which warrant an alternative channel of reporting, such as in the case of suspected financial misconduct and dishonesty. In these instances, regular reporting procedures may be insufficient to address these extenuating circumstances. In these types of circumstances involving observed or suspected abuse, harassment, financial wrongdoing, dishonesty or fraud, the Seminary has established this “Whistleblower Protection Policy” with special protections and reporting procedures.

This Whistleblower Protection Policy applies to all of the Seminary’s staff, whether full-time, part-time, or temporary employees, to all volunteers, to all providers of contracted services, and to all trustees and officers (individually and collectively, “Protected Persons”), each and all of whom shall be entitled to protection under this policy.

INSTITUTIONAL COMMITMENT

The Seminary is fully committed to deterrence, detection and correction of abuse, harassment, dishonesty and any financial misconduct. Discovery, reporting, investigation, and documentation of such activity provides a foundation for the issues to be appropriately addressed, protection of innocent parties, and appropriate corrective action against suspected

or alleged offenders. Corrective action may include, but is not limited to, dismissal from employment or service and

referral to law enforcement agencies when warranted.

REPORTING RESPONSIBILITIES & PROTECTIONS

This Whistleblower Protection Policy is intended to encourage and enable all Protected Persons to raise concerns within the Seminary for prompt investigation and action.

Examples and definitions of such misconduct include, but are not limited to, the following:

- Theft or other misappropriation of assets, including assets controlled or owned by the Seminary, our students, suppliers, or others with whom we have a business relationship
- Acceptance of significant gifts that are intended to unduly influence or obtain favor on the part of Seminary employees
- Misstatements and other irregularities in organizational records, including the intentional misstatement of the results of our activities
- Use of restricted funds in ways contrary to the documented wishes of our donors, except as authorized by the explicit action of the Board of Trustees
- Financial wrongdoing
- Forgery, deceptive alteration of documents, fraud, and other unlawful acts
- Harassment and intentional intimidation
- Sexual harassment
- Sexual misconduct
- Drug and alcohol abuse
- Any similar acts

The Seminary specifically prohibits these and any other illegal activities in the actions of its employees, managers, administrators, trustees, officers, student workers, and others responsible for carrying out the Seminary's activities. The Seminary's guiding principles for assessing behavior with reference to personal conflicts, supervision, sexual or racial harassment, and drug and alcohol abuse are defined in relevant institutional policies. Conduct, whether financial or personal, that is legal but contrary to Christian standards of truthfulness, fairness, and respect for others is prohibited and covered by this policy and may constitute grounds for disciplinary action, up to and including possible dismissal from employment or service.

All persons should understand that there are certain responsibilities inherent in making a whistleblower report. A Protected Person who acts in "good faith" in reporting observed or suspected misconduct shall be protected from any retaliation, including any adverse employment or academic consequences. Moreover, a person who seeks to retaliate against a Protected Person who has reported a concern in "good faith" under this policy will be subject to disciplinary action, up to and including possible dismissal from employment or service.

ACTING IN "GOOD FAITH"

Any person reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed is credible and suggests wrongdoing, improper accounting or auditing practice, or an incidence of financial misconduct or dishonesty. The act of making allegations that prove to be unsubstantiated, or that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, or to have knowingly evaded other campus policies and procedures for reporting or appeal, will be viewed as serious disciplinary offense and may result in discipline, up to and including possible dismissal from employment or service. Such conduct may also give rise to other actions, including civil lawsuits.

REPORTING PROCESS

Except in the case of more standard employee concerns not expressly covered under this Whistleblower Protection Policy, Protected Persons should report all incidents of suspected or observed wrongdoing by completing a Whistleblower Report Form and delivering same to the Seminary's **Audit Committee, in care of the Chair of the Audit Committee, unless the report relates to the Chair of the Audit Committee, in which case the report shall be made to the Executive Chair of the Board of Trustees.** All reports of observed or suspected wrongdoing received by the Audit Committee or by the Executive Chair of the Board of Trustees will be acknowledged. A Whistleblower Report Form is available online at the Seminary's SSW Intranet and SSW Board Portal websites at www.ssw.edu/connect.

CONFIDENTIALITY

In order to facilitate the Audit Committee's investigation, the Seminary encourages anyone reporting a violation to identify himself or herself when making a report. However, reports may be submitted anonymously by completing a Whistleblower Report Form according to the reporting process described in the preceding paragraph. Reports of observed or suspected violations will be kept confidential to the extent possible, with the understanding that confidentiality may not be maintained where identification is required by law or in order to enable the Seminary or law enforcement to conduct an adequate investigation.

INTERNAL INVESTIGATION

The Audit Committee will address all reported concerns expeditiously and with the highest degree of confidentiality possible, consistent with the need to conduct a thorough investigation. Appropriate corrective action will be taken if and as warranted by results of the investigation.

The Audit Committee is authorized to retain outside counsel, accountants, and other contacts and resources necessary to conduct a complete and accurate investigation. The Chair of the Audit Committee and the chair's designee are authorized to access Seminary records, as necessary and appropriate for the investigation of any reported wrongdoing. Custodians of records shall timely cooperate with any investigation undertaken by the Audit Committee. All investigations of suspected or observed wrongdoing will be conducted in accordance with applicable laws and established organizational procedures. Procedures will be followed by the Audit Committee to ensure the greatest level of care and complete fact finding possible. Records will be retained appropriately and in accordance with the law.

DISSEMINATION OF POLICY

This Whistleblower Protection Policy shall be disseminated in writing to all employees, student workers, officers, and trustees by inclusion in the Seminary's *Policy Manual*, *Personnel Manual*, *Faculty Handbook*, *Student Handbook*, and the online SSW Intranet and SSW Board Portal websites at www.ssw.edu/connect.

QUESTIONS

Questions regarding this policy can be directed to the Chair of the Audit Committee who shall be responsible for the administration, interpretation, and application of this policy in accordance with the authority granted by the Board of Trustees.

Constitution of the Student Body

Seminary of the Southwest

Article I. Name

The organization serves the community of the Seminary of the Southwest (“SSW”) and is named The Student Body of the Seminary of the Southwest (“the Student Body”).

Article II. Membership and Definitions

II a. The Student Body is comprised of all current students registered with SSW for at least one course for credit, either a daytime or evening/weekend course, in the current academic year.

II b. The academic year is defined as beginning with orientation in the August prior to the Fall semester and continuing until the orientation session for all registered students has taken place in the following academic year.

II c. A Senior student is any student (other than a student described in II f or II g) who, prior to the end of the academic year, anticipates receiving either a degree or diploma from SSW. Collectively, such students constitute the Senior class.

II d. A Junior student is any student (other than a student described in II c or II f or II g) who is in his/her first academic year, and who anticipates receiving a degree or diploma from SSW at the completion of his/her studies. Collectively, such students constitute the Junior class.

II e. A Middler student is any student (other than a student described in II c, II d, or II f or II g) who anticipates receiving a degree or diploma from SSW. Collectively, such students constitute the Middler class.

II f. A Center student is any student who is currently registered in The Loise Henderson Wessendorff Center for Christian Ministry and Vocation (Center). Center students are full members of the Student Body and may select three representatives to the Student Council as provided in Article III.

II g. Students who are registered in the MAR and DAS programs are full members of the Student Body and may select one representative to the Student Council as provided in Article III.

II h. All elected representatives will be voting members of the Community Life and Worship Committee as set forth in the Student Handbook.

Article III. Student Council

III a. The Student Council will be comprised of ten members of equal voice and vote as well as one member of voice but no vote. These members will consist of two Junior representatives, two Middler representatives and two Senior representatives from the MDiv program, three Center representatives, one representative from the MAR and DAS programs, and one non-voting representative from the group, “Spouses and Partners of Theological Students” (SPOTS). The failure of the Center or MAR, DAS cohorts or any of the MDiv classes to select one or more representatives will not affect the operations of the Student Council.

III b. The election of Center representatives will be conducted as outlined in section III (c) 5 below.

III b (1). The election of the MAR, DAS representative will be conducted as outlined in section III (c) 5.1 below. III c.

Election of Representatives from the Junior, Middler and Senior MDiv classes

III c (1). Each class will elect two representatives.

III c (2). The Senior representatives are elected by the Middler class in the Spring semester of the academic year preceding the term of office, during the week of pre-registration for the Fall semester. Nominations will be solicited from class members through announcements made by the Middler representatives when the students are gathered for a core curriculum class and may also be solicited by email announcement. Nominations for the Senior representative are to be made in writing (and only with the consent of the nominee) to a current Middler representative in the five-day class week most immediately preceding the week of the election. The Middler representatives will present all nominees to the Middler class for election.

III c (3). The Middler representatives are elected by the Junior class in the Spring semester of the academic year preceding the term of

office, during the week of pre-registration for the Fall semester. Nominations will be solicited from class members through announcements made by the Junior representatives when the students are gathered for a core curriculum class and may also be solicited by email announcement. Nominations for the Middler representatives are to be made in writing (and only with the consent of the nominee) to a current Junior representative in the five-day class week most immediately preceding the week of the election. The Junior representatives will present all nominees to the Junior class for election.

III c (4). The Junior representatives are elected during the Orientation in August or within the first five class days of the Fall semester of the academic year, under the guidance of the Senior representatives. Nominations will be solicited from the entering Juniors by announcement at a gathering at which all are reasonably expected to be present and may also be solicited by email announcement. Nominations for the Junior representatives are to be made in writing to a Senior representative by no later than the second class day of the academic year. The Senior representatives will present all nominees to the Junior class for election.

III c (5) The first two Center Representatives are elected in the spring semester of the academic year preceding the term of office, during the week of pre-registration for the Fall semester. The final Center Representative is elected during the first week of classes of the Fall semester of the academic year under the guidance of the Coordinator of the Center Programs. Nominations in the spring and fall semester will be solicited from the Center students by announcement at a gathering at which all are reasonably expected to be present and/or may be solicited by email announcement. Elections will commence by email where students will be instructed to select two representatives in the spring semester and one representative in the fall semester.

III c (5.1) The MAR, DAS Representative is elected during the first week of classes of the Fall semester of the academic year of the term of office. Nominations in the fall semester will be solicited from the MAR, DAS students by announcement at a gathering at which all are reasonably expected to be present and/or may be solicited by email announcement; the convener of the Student Council will begin this process. Elections will commence by email where students will be instructed to select one representative.

III c (6). All elections will be by secret ballot and are to be held immediately following a core curriculum class in the designated election week/ or via electronic method. Notice of the election will be given by oral class announcement at least one day in advance. In addition, notice may be posted or sent by email.

III c (7). A representative will be elected by a simple majority of those present and voting. In the case of a tie, a run-off election will be held within five days of the general election.

III c (8) All terms of office expire at 11:50 p.m. on the published date of the "Last Gathering" event of the Spring semester. New Middler, Senior, and Center representatives will take office at that time and will constitute a quorum until the election of other members in the Fall of the academic year.

III c (9) The elected MDiv members of the Student Council will be presented to the Student Body at the Monday Assembly of the first week of the academic year. Center and MAR, DAS members of the Student Council, if unable to be present at the first Monday Assembly, may be presented to the Student Body via email.

III c (10) A vacancy in any Student Council seat is to be filled by a special election to be directed by the Student Council in a manner consistent with the provisions of this article.

III c (11) The SPOTS representative will be selected by the SPOTS in the spring semester during the time of pre-registration for the fall semester. The SPOTS representative has no vote and does not constitute part of the quorum of the Student Council.

III d. Organization and Duties of the Student Council

III d (1). The Student Council will hold regular monthly meetings during the Fall and Spring semesters.

III d (2). The first regular meeting of the full Student Council in an academic year occurs after the Junior, Middler and Senior MDiv representatives, MAR, DAS representative, and the Center representatives have been elected.

III d (3). At the last regular meeting of the Spring semester, after Middler and Senior representatives for the coming academic year have been elected, the Student Council will appoint one of the Senior representatives to be Convener and the other to be a non-voting member of the Board of Trustees, and one of the new Middler representatives will be appointed to serve as Treasurer.

III d (4). At the first regular meeting of the Student Council in the Fall semester, one student representative shall be elected by simple majority vote to serve as Secretary and one student representative shall be elected by simple majority vote of the Student Council to serve as Treasurer.

III d (5). The duties of the Convener are to announce regular meetings, to call special sessions, to solicit agenda items, to determine the agenda for meetings of the Student Council and the Student Body (see Article IV below), and to preside over the meetings of the Student Body meetings.

III d (6). The duties of the Treasurer are to disburse Student Activity funds as provided by this constitution and as authorized by the Student Council or Student Body and in accordance with the written policy of the council. The Treasurer shall keep accurate records. The Treasurer shall make reports at regular meetings of the Council concerning the financial position of the Student Body. The Treasurer shall be responsible for preparing a written reconciliation of the Student Body's bank checking account and such reconciliation report shall accompany the statement of financial position of the Student Body and be presented to and reviewed and accepted by the Student Council at each of its regularly scheduled meetings throughout the academic year.

III d (7). The duties of the Secretary are to keep a permanent record of the proceedings of the Student Body meetings and Council, and to have charge of their official correspondence. The Secretary will forward a draft of the minutes to the Convener with copies to all representatives for review/approval. Once approved, the Convener will post minutes of Student Council meetings in a timely manner so to inform the Student Body.

III d (8). As deemed appropriate, the Student Council will appoint one or more of its members to the Standing Committees described in Article IV or to committees otherwise needed to assist in carrying out the desires of the Student Council or the Student Body.

III d (9) All representatives will serve as ex-officio members of the Community Life and Worship Committee of SSW.

III d (10). At the request of the Dean or Academic Dean, members of the Student Council will make recommendations for student appointments to faculty committees.

Article IV. Student Body Meetings

IV a. Meetings of the Student Body will be called as deemed appropriate by the Student Council to deliberate and vote on initiatives affecting the Student Body. Additional meetings, as needed, will be called by the Council or by a petition to the Council from a quorum of the Student body. A quorum is one third of the entire Student Body of SSW.

IV b. Should the constitutionally required quorum not be present, the Student Council may, upon a unanimous vote of those students present, declare a quorum to be present.

IV c. Any member of the Student Body may vote at the Student Body meeting. Any item on the agenda for the meeting to be voted on will be passed/approved by a simple majority at any meeting at which a quorum of the Student Body is present.

Article V. Committees

V a. The Student Council will establish standing committees as needed to fulfill the purposes of the Student Body and Student Council.

V b. A member of the Student Council will serve on each standing committee and report to the Student Council on the committee's activities. Such reports will include a financial report where appropriate.

V c. The Harvey Lecture Committee has the duty to plan, organize, and facilitate all activities in connection with the Harvey Lecture Series in the Spring semester.

V d. The chairs of each standing committee will be chosen by the committee members. It is recommended that committee chairs be appointed at the end of the Spring semester for the following academic year.

Article VI. Financial Assessment and Fees

VI a. The Student Council will assess Activity Fees in an amount to be determined by the Council and to be collected by the administration of SSW during registration of the Fall and Spring Academic terms and remitted to the Student Council. These funds, once paid to the Student Council, will be kept by the Treasurer in a general fund. Disbursements by the Treasurer from the general fund shall be made at the direction of the Council.

VI b. Funds accruing to the Student Body from any other sources shall be noted and kept by the Treasurer in a single bank checking account and are to be disbursed from that account at the direction of the Council, including the offertory monies collected in Christ's Chapel.

VI c. Students, student committees and/or groups who want to organize an event or activity open to all students may request

funding by submitting a request form specified by Student Council. Funding requests for events or activities that are under the amount of \$15 per member of the student body will be approved by a simple majority of the Student Council. Funding requests greater than \$15 per member of the student body will be presented to the Student Body for approval.

Article VII. Ratification and Amendment

VII a. Upon ratification of this Constitution by a majority of votes cast at a Student Body Meeting at which a quorum is present this Constitution voids and replaces all previous constitutions of the Student Body, regardless of how titled or amended.

VII b. Any proposed amendments to this Constitution will be submitted in writing to the Student Council for consideration.

VII c. If the Council deems a proposed amendment worthy, or if a petition signed by one third of the Student Body is presented to the Council, a meeting of the Student Body shall be called for the purpose of discussing and voting on the proposed amendment.

VII d. A proposed amendment shall be posted for a period of five class days prior to the Student Body meeting.

VIII e. This Constitution may be amended by a simple majority of votes cast at a Student Body Meeting at which a quorum is present.

Revised Fall 2018

STUDENT HANDBOOK DISCLOSURE

Seminary of the Southwest is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award master's degrees and post-baccalaureate diplomas. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Seminary of the Southwest.

Seminary of the Southwest is accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada to award master's degrees and post-baccalaureate diplomas. Contact the Association of Theological Schools at 10 Summit Park Drive, Pittsburgh, Pennsylvania 15275-1103, or call 412-788-6505 for questions about the accreditation of Seminary of the Southwest.

As of August 2017, the Master of Arts in Clinical Mental Health Counseling program is fully accredited by the Council for Accreditation of Counseling & Related Educational Programs (CACREP) accreditation. CACREP is a national accrediting body that sets educational standards with the purpose of creating uniformity between counseling graduate-level programs across the nation. Since 1987, CACREP has been a nationally recognized accrediting agency in the U.S. with the purpose of developing, implementing, and assisting in maintaining standards" for preparation for the counseling profession's graduate-level degree programs".

CACREP accreditation ensures that students are receiving the requisite curriculum necessary in order to apply for licensure for the state of Texas and beyond, as well as enhancing the program's professional identity and collegial connections with the larger counseling field. CACREP accreditation benefits the students graduating from our program in significant ways.

CACREP graduates may sit for the National Counselor Examination earlier than otherwise permitted, apply for federal loan forgiveness if working in qualified underserved areas, apply for Veterans Administration employment post-graduation, and more easily transfer licenses between states.

For additional information about CACREP please visit: <http://www.cacrep.org/>



Approved by FAC August 2019

Student Services Chart

Executive Vice President for Administration and Finance Office	Director of Community Care	Dean's Office	Registrar's Office	Technology Office	Academic Dean's Office	Accounting Office	Enrollment Management Office	Advisor
Housing	Pastoral Concerns	Chapel	Transcripts	Computer Issues	Advising	Student Billing	External Financial Aid	Letters of Recommendation
Bookstore			Degree Audits	Internet/Intranet Issues	Academic Grievances		Internal Financial Aid	Advising
Meal Plan			Grade Reports	Student Email Accounts	Letters of Recommendation			
Campus Security			VA Student Information	Populi	Academic Policies			
Work Study			Student Loan Deferments	Audio-Visual Equipment	Institutional Support for Grants			
Parking Permits			VA Student Information	Student ID Cards	Correspondence regarding canonical status			
Non-Academic Grievances			Student Loan Deferments		Wellness Program			
Adm. Liaison to student government					Placement Advising			
Student Mail								

Committee Structure Chart

