



SEMINARY OF THE
SOUTHWEST

AN EPISCOPAL SEMINARY

Student Handbook 2016-2017

Seminary of the Southwest

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2016-2017 OFFICIAL CALENDAR

August 2016

13-16	MDiv, DAS, DTS, and MAR New Student Orientation
13	NSO Lunch (All programs)
13-16	Registration for new students
17-19	New student retreat (MDiv, DAS, DTS, MAR)
20	Fall classes begin
28	Matriculation service and dinner

September 2016

5	Labor Day Holiday – offices closed
27-28	Alumni Convocation and Blandy Lectures

October 2016

6	Board of Trustees Meeting
6	John Hines Day
10-15	Fall Break

November 2016

14-19	Spring and summer registration
21-26	Thanksgiving Break – no classes
24-25	Thanksgiving Holidays – offices closed

December 2016

6	Reading Day
7-10	Final Exam week
10	Classes end
19	Christmas Holidays through January 1– offices closed

January 2017

3-4, 6-7	General Ordination Examination
2-20	January Term
16	Martin Luther King, Jr. Holiday – offices closed
21	Spring New Student Orientation
28	Spring classes begin

February 2017

9	Board of Trustees Meeting
9	Payne Lecture

March 2017

13-18 Spring Break
27 Harvey Lecture

April 2017

14-17 Easter – offices closed
24-29 Fall and January term registration

May 2017

9 Reading Day
10-13 Final Exam week
13 Spring classes end
22 Commencement Evensong
23 66th Commencement
22-24 Board of Trustees Meeting
29 Memorial Day Holiday – offices closed

June 2017

6 Center Summer classes begin
5-9 Continuing Education Program

July 2017

4 Independence Day Holiday – offices closed

August 2017

7-9 Final Exam Week – Summer term
9 Summer classes end

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

<u>Service</u>	<u>Days</u>	<u>Time</u>
Morning Prayer	Monday - Friday	9:30 am - 10:00 am
Eucharist	Monday - Wednesday, Friday & Saturday	11:45 am - 12:15 pm
Evening Prayer	Monday - Wednesday, & Friday	5:00 pm - 5:20 pm
Noonday Prayer	Thursday	11:45 am - 12:00 pm
Community Eucharist (Dinner following)	Thursday	5:30 pm - 6:20 pm

Special Service details

Monday	Eucharist with Assembly
Tuesday	Eucharist, bilingual, Hispanic emphasis
Tuesday	Evensong, chanted Evening Prayer
Wednesday	Choral Morning Prayer, chanted
Wednesday	Evening Prayer, bilingual, Hispanic emphasis
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

September

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

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. Hispanic Heritage Month is observed by the seminary during the month of October, culminating with a community celebration of Dia de los Muertos.

November

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 Executive Assistant 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, he reviews financial aid applications and awards grants. His office makes work-study assignments and assigns seminary-owned housing. Amy Fuller is Executive Assistant for Administration and Finance, supporting the Executive Vice President.

ADMISSIONS AND ENROLLMENT

The Rev. Hope Benko, Director of Enrollment, along with Enrollment Managers Beth Jordan and Brittany James-Sauceda, is responsible for recruiting efforts, the admissions process, and financial aid. 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.

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.

COMPREHENSIVE WELLNESS

The Rev. Micah Jackson is the Director of Comprehensive Wellness. He chairs the Community Life and Worship Committee and oversees wellness efforts on campus.

AUDIO-VISUAL EQUIPMENT

Audio-visual equipment may be reserved by sending an email to "AVRequest" in the seminary's global contacts list.

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 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 Center for Writing and Creative Expression. Consultants are chosen based on previous teaching or editing experience and/or upon recommendation by the faculty as effective communicators. The Center for Writing and Creative Expression can help students understand assignments, plan their research, develop a thesis, and locate communication problems in their works in progress. Consultants are available during set office hours or by appointment.

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 accredited CPE centers around the country. 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. For more information please contact Micah Jackson; an information meeting is held in early September to explain procedures, deadlines, and financial policies.

COMMUNICATIONS

Nancy Springer-Baldwin, Vice President for Communications, is responsible for seeking and facilitating best practices for internal and external communications for the seminary and its constituents, for marketing the seminary's degrees and programs, and for the oversight and implementation of the seminary's message for recruiting through the seminary's Internet website and written materials. Communications office publishes winter and summer issues of the seminary's magazine *Ratherview*. Publicity includes news releases and social media, as well as press relations with religious and secular media on the local, regional, and national levels.

FACULTY

Seminary of the Southwest regular faculty:

The Rev. Dr. Cynthia Briggs Kittredge, *Dean and President; Professor of New Testament*

Dr. Scott Bader-Saye, *Academic Dean; Professor of Christian Ethics and Moral Theology*

Dr. Anthony Baker, *Professor of Systematic Theology; Director of the Master of Arts in Religion Program*

Dr. Stephen Bishop, *Associate Professor of Old Testament; Director of the Diploma in Theological Studies Program*

The Rev. Dr. Micah Jackson, *Associate Professor of Preaching; Director of Comprehensive Wellness*

Dr. Awa Jangha, *Assistant Professor of Counselor Education*

The Rev. Dr. Nathan Jennings, *Associate Professor of Liturgics and Anglican Studies; Director of the Diploma in Anglican Studies Program*

Dr. Daniel Joslyn-Siemiatkoski, *Associate Professor of Church History, Director of the Master of Divinity Program*

Dr. Gena Minnix, *Assistant Professor of Counselor Education*

The Rev. Dr. Jane Patterson, *Assistant Professor of New Testament; Director of Community Care*

Dr. Stephanie Ramirez, *Assistant Professor of Counselor Education*

The Rev. Dr. Danielle Tumminio, *Assistant Professor of Pastoral Theology; Director of Field Education*

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 fall and spring of each academic year and must be completed by every student each year of seminary attendance. Participation in the work-study program is required of all students receiving 100 % institutional financial aid.

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 Kathy LeBrun, Accounting Director; 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. The Director of Comprehensive Wellness is the GOE Administrator for the seminary.

HOUSEKEEPING

Vicki Perkins is Housekeeping Supervisor and Marcos DeLeon is 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. Please take care to dispose of beverage cups after use in classrooms.

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 Amy Fuller, the Executive Assistant for Administration and Finance who handles rent, deposits, and leases. Floor plans are available for most housing units.

INSTITUTIONAL ADVANCEMENT

Betty Hewell is Vice President for Institutional Advancement. She and the Advancement team focus on fundraising for the seminary through annual fund appeals, capital campaigns, planned giving through bequests, cultivating relationships with alumni, friends, parishes, dioceses and foundations, and organizing student-staffed phonathons.

LOST AND FOUND

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

MAILBOXES

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

MAINTENANCE

Maintenance is housed in College Court Apartments, 103-South. The maintenance staff includes Tigh Walters, Alfredo Perez and Steve Torres. 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 maintenance using the maintenance request form. The form can be found on the seminary intranet site at: SSW Intranet, Departments, Facilities Management, Online Repair Request Form. The maintenance Office number is (512) 472-2472. In an emergency you may call or text Tigh's cell 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) on the following days:

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

Dinner: 6:00 p.m. on Thursday evening (optional)

Lunch: Noon on Saturday (Center students)

Sunday: Closed

All MDiv, DTS, MAR, and DAS students taking 9 or more credit hours are charged a meal plan fee of \$369 per semester for lunches served Monday, Tuesday, and Wednesday during the Fall and Spring semesters.

All MHC, MCPC, and MSF students are charged a meal plan fee of \$135 per semester for lunches served every Saturday during the Fall and Spring semesters.

The optional Thursday evening meal is available for all students and their families; the cost is \$9 for age 13 and older, \$4.50 for age 12 and under. All students are invited to sign up for the optional Thursday evening dinner plan at the beginning of each semester for the full semester. Additionally, students in non-Center classes may sign up for a Saturday lunch plan for \$135 per semester.

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 part-time Center 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.

NOTARY PUBLIC

Amy Fuller, Laurel Schlueder, and Lesley Wilder are certified Notaries Public.

PARKING PERMITS

Seminary parking permit decals are required on all vehicles that will be parked on seminary property and are available from the Executive Assistant for Administration and Finance, Amy Fuller. All faculty, staff, students and others authorized to use seminary parking areas must obtain permits. These red stickers entitle students to park only in the lower student parking lot on Duval Street & E. 32nd, and College Courts green sticker (if you reside there). They do not allow you to park on the street, or in spaces assigned to staff or faculty. Stickers are to be placed in the lower left corner of the rear window of automobiles and trucks and in some visible place on motorcycles or motorbikes. There is no charge for the permit. Vehicles without permits parked on seminary property are subject to being towed. Should you sell or trade a vehicle, please inform the Executive Assistant for Administration and Finance so that changes to records can be made and new decals issued.

Parking on Rathervue Place or any nearby neighborhood street is by special residential parking permit only, from Monday to Friday, 8am to 5pm. Parking in the street without a 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 (Class Rooms, Meeting Rooms, Weeks Center, Christ Chapel and Guest Rooms)

Please contact Amy Fuller, the Executive Assistant for Administration and Finance for all rooms and common space reservations. Space reserved for events and for groups external to the seminary are subject to approval.

Students may request seminary guest room reservations for visiting family or friends; costs range from \$75 - \$95 per night. Guest rooms should be reserved early as there is high demand for them.

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, and the Rev. Parker Jameson, Assistant Field Education Coordinator, oversee field education placements in parishes and other programs for MDiv and DAS students. The Rev. Dr. Micah Jackson assists students with the application process for Clinical Pastoral Education.

WORK-STUDY

Work study assignments for students receiving financial aid are made by the Office of the Executive Vice President. Work-study preference forms are distributed 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), Lauren Kata (Archivist for Holdings Management), and Chris Paton (Research Archivist).

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. Dena A. Harrison, DD, Bishop Suffragan of Texas, serves as the Regional Executive for the West region and currently serves as Chair of Seminary of the Southwest’s Board of Trustees. In addition to Bishop Harrison, the office houses Alicia Alcantara, Executive Assistant to Bp. Harrison and Ana Gonzales May, assistant to Commission on Ministry. Also operating out of the ADC is the diocesan Safe Church, a Ministry of Wellness and Care. Their staff lead by Rev. Dr. Carol Petty, Safe Church Minister, includes Marty Brickley, Director of Certification, and administrative assistants Danielle Tatro, 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. The garden is planted and cared for by students. All seminary community members are welcomed to harvest from the garden. Its produce, herbs and spices are on occasion used in meals served in Howell Dining Hall. 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 Lectures 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

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

The library offers a comfortable, welcoming space for independent study as well as collaboration with other students and faculty. Both individual carrels and open tables are available for study. Secluded, quiet reading space is available by reservation. Off the main lobby, the Judge Charles Black Room provides an inviting setting for meditation, reading, and conversation among the shelves of English literary and historical books. WiFi connection, computers, and self-serve printing and copying are available. The library also offers complimentary coffee, tea, and snacks.

Contact Information

Welcome Desk: 512-478-5212

Fax: 512-472-4620

Email: library@ssw.edu

Web access: www.ssw.edu/library

Twitter: @booher_library

Library Hours

Hours of operation are posted on the website at ssw.edu/library. Hours vary when class is not in session.

Booher Library Name

Booher Library is named in honor of Harold and Patricia Booher. Harold and Pat served the seminary for over thirty years: he as librarian, professor of New Testament, and secretary of the faculty; she as assistant for periodicals and acquisitions. Their contributions to the life and lore of the seminary are many, varied, and fondly remembered.

RESOURCES

The Booher Library collects material supporting the study of the seven canonical areas, the social sciences, the humanities, and other special areas of interest to the seminary community, including an abundance of materials concerned with the tradition and history of the Episcopal Church.

The library offers a growing number of electronic resources, including:

- ATLAS Full-Text Plus, a comprehensive index to religious periodicals with full-text access to journal articles.
- PsycARTICLES, a robust database with full-text access to more than 100 landmark journals in behavioral science and related fields such as education, nursing, and neuroscience.
- PsycBOOKS, a full-text database with thousands of scholarly and professional titles published by APA, including the most recent titles in psychological and behavioral science, plus a substantial backfile of classic and historic works.
- Cambridge Histories Online, a collection of more than 300 e-books encompassing a range of historical subject areas.
- Oxford Handbooks Online (Religion and Psychology), a collection of articles written by the world's leading scholars.
- Oxford English Dictionary, a tool that is widely regarded as the accepted authority on the English language.
- Oxford Reference Online, a collection of e-books created from Oxford's award-winning print scholarly reference sets.
- JSTOR Religion & Theology Collection, a resource that covers the history and philosophy of religious thought spanning traditions, periods, and critical approaches.
- EBSCO Books, a collection of over 23,000 e-books.
- Mango Languages, a language learning tool featuring over 70 languages.
- TexShare Databases, a large collection of research databases, full-text e-journals, and other documents.
- Accordance Bible study software installed on library computers.

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.

Library Cards

Your Seminary of the Southwest ID card serves as your library card, and your library account barcode is on the back of your ID. Use this barcode to log into the *My Account* function on the Library's website to see what you have checked out, when the items are due, and to renew items.

Loan Rules

The following items may be checked out at the Welcome Desk and circulate as follows:

- **Books:** 1 month circulation, 1 online renewal. If more time is needed, please contact the library.
- **Audio-Visual Materials** (DVDs and CDs): 1 week circulation, 1 online renewal. If more time is needed, please contact the library.
- **Periodicals:** This collection includes journals, magazines, and newspapers. These items do not circulate; please scan, photograph, or photocopy any articles you want to read later.
- **Course Reserves:** Print and audio-visual reserve items are shelved in the main lobby by course number and the instructor's last name. Reserve items check out for 4 hours and they must be used in the library. Reserve items may be borrowed and taken out of the building at library closing time but they **must** be returned upon the library's opening the next day. Please return borrowed items to the Welcome Desk with the reserve flag clearly visible; do not re-shelve reserve items. If you have questions concerning print reserves, please contact Duane Carter at duane.carter@ssw.edu.

Fines, Drop Box, Courtesy Notices, and Recalls

The library does not charge overdue fees. Please return items on time in consideration for others who might need them. A 24-hour drop box is available outside the library's entrance for your convenience. Courtesy notices are sent via email a week in advance of due date, and overdue notices are sent after the due date. If an item is recalled for another patron's use, please return it as soon as possible (preferably within 48 hours).

Lost Library Property Policy

If an item from the library's collection is lost, the borrower will owe a replacement fee. If the item is available for purchase, the replacement cost 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

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 development of search strategies, and the assessment of informational sources. Contacting the librarians ahead of your visit is recommended.

Alison Poage, Library Director: alison.poage@ssw.edu

Yvonne Beever, Technical Services Librarian: yvonne.beever@ssw.edu

Duane Carter, Serials and Electronic Resources Librarian: duane.carter@ssw.edu

Lisa Norman Johnson, Library Administrative Assistant: lisa.johnson@ssw.edu

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 unequalled 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, which opens to our patrons hundreds of libraries across the state of Texas and the Southwest. We also participate in the Southwest Area Theological Library Association, which provides access to theological libraries in Texas and Oklahoma.

Photocopying & Printing

Boohr Library provides two photocopiers for patron use. Scanned copies may be emailed in PDF format to your email account for free. Print copies cost \$0.10 per page. Please pay at the Welcome Desk. Some copies for class or chapel distribution are free of charge; please ask a library staff member for details.

Interlibrary Loans

If an item needed for research is not available locally (in the collections of the Booher, Stitt, and UT Libraries), the staff – upon request – will attempt to borrow it from another library through a process called Interlibrary Loan (ILL). This service is usually free unless the lending library charges. In that event, the charges are passed on to the borrower. Please note that ILL can take several 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 contact Lisa Norman Johnson at 512-439-0350 or lisa.johnson@ssw.edu.

Carrels & Lockers

Lockers are available on the lower level of the library. Study carrels may be assigned for the year on the basis of need. After the third week of class, if you feel you need an assigned carrel for the year, please contact Yvonne Beever at 512-439-0351 or yvonne.beever@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, and Discover only, no cash.
- The Accounting Office issues statements of individual charge accounts by the 10th of each month. Payment in full is expected within 30 days. If the Bookstore is closed, payments may be taken to the Accounting Office.
- No further charges to an account shall be made when the balance exceeds \$750 or when an account is overdue for more than 90 days. For questions please contact the Executive Vice President. All outstanding balances MUST be paid prior to registration for the next semester and/or prior to graduation.
- 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 Community Life and Worship, Academic Affairs, and Assessment and Evaluation 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 AND WORSHIP (CLW)

The Community Life and Worship Committee oversees the liturgical, cultural, and social life of the seminary community. Its purpose is to foster communication concerning campus life, to promote community, and to make recommendations regarding the conduct of worship and other uses of the Chapel. The committee schedules both regular and special community events, including Community Hour.

COMPREHENSIVE WELLNESS FOR MINISTRY

The Comprehensive Wellness for Ministry Committee coordinates wellness events and opportunities in support of the Comprehensive Wellness initiative. The initiative promotes Physical, Financial, Spiritual, and Vocational wellness through the crafting of individual rules of life by community members.

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 Community Life and Worship.

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 X 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 annual 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 \$95 for MDiv, MAR, DTS, DAS, and Special Students and \$50 for MHC, MCPC, and MSF students.

THE ECOLOGY INITIATIVE

The Ecology Initiative is primarily an action-based club focused on making our campus more conscious of and responsible for our care of creation.

THE EPISCOPAL PEACE FELLOWSHIP

The Episcopal Peace Fellowship coordinates efforts by Southwest students to live our call as Christians to proclaim the Good News by word and example, to seek and serve Christ in all people, and to strive for justice and peace.

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 FOR COUNSELING AND PASTORAL CARE

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 to the Gospel.

The mission of the Center is to support lay and ordained Christians by offering educational programs that will enrich and strengthen their ministries, whether exercised in church-related jobs or not, and to support them in discerning what it means in their particular lives and circumstances to live a life of faith. Through its programs and degrees, the Center provides unique educational opportunities in which Christians of any denomination can deepen their knowledge of theology, scripture, and ethics by exploring how these things bear on their own spiritual development and practice. Students may also pursue more specific professional training--in chaplaincy, spirituality, or counseling.

The Center offers the following degrees and programs:

- Master of Arts in Chaplaincy & Pastoral Care (MCPC) - 72 credits hours
- Master of Arts in Clinical Mental Health Counseling (MHC) - 66 credit hours
- Master of Arts in Spiritual Formation (MSF) - 48 credit hours

Courses in MCPC, MHC, and MSF are offered on weekday evenings and on Saturdays to accommodate the schedules of people who are employed during business hours. Most of the students are part-time, and thanks to the flexibility of these programs, are able to complete the degree at their own pace. On Saturdays students are welcomed and encouraged to attend a short informal service of Holy Eucharist in Christ Chapel from 11:45 am to 12:15 pm followed by a catered lunch in the dining hall in the Week's Center. The worship and meal are integral to the building of community as well as personal friendships.

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 they bring 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 except when using Microsoft Office products when 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)

The Rev. Dr. Dave Scheider, Director for the Loise Henderson Wessendorff Center for Christian Ministry and Vocation
(512) 439-0388 (work), (512) 966-9998 (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. The Emergency Management Plan can be found on the SSW Intranet under the Department tab "Communications".

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 of 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 2016-2017

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 first of the month in which they intend to graduate. The Graduation Declaration Form can be found on the SSW Intranet by selecting: Departments, Registrar, 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.

SOCIAL MEDIA GUIDELINES

Introduction: Social media is more than Facebook and Twitter. It includes blogs, online networks, and many other Internet-based tools for sharing and discussing information.

Following are best practices for use of social media at Seminary of the Southwest.

Be accurate: Make sure that you have all the facts before you post. It's better to verify info with a source first than to have to post a correction or retraction later. Cite and link to your sources whenever possible; after all, that's how you build community.

Be respectful: You are more likely to achieve your goals or sway others to your beliefs if you are constructive and respectful while discussing a bad experience or disagreeing with a concept or person. (The Conversation Covenant applies to social media, too.)

Be a valued member: If you join a social network like a Facebook group or comment on someone's blog, make sure you are contributing valuable insights. Don't post information about topics like seminary events or a book you've authored unless you are sure it will be of interest to readers. Self-promoting behavior is viewed negatively and can lead to you being banned from websites or groups. Please, no selling.

Think before you post: There's no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed.

Maintain confidentiality: Do not post confidential or proprietary information about Southwest, its students, its alumni or faculty or staff. Use ethical judgment and follow the Conversation Covenant. Please, no personal information about yourself or someone else.

Don't spam: Use the space as a platform to share information about the seminary, topics of interest to our constituents.

Be transparent: If you participate in or maintain a social media site on behalf of the seminary, clearly state your role and goals. If you maintain a blog or social media site on behalf of yourself, do not use the seminary's name, logo, or institutional images to brand your site. (Note Seminary of the Southwest's Brand Policy within the Student Handbook.)

It's a conversation: Talk to your readers like you would talk to real people in professional situations. Don't be afraid to bring in your own personality and say what's on your mind. Consider content that's open ended and invites response. Encourage comments. You can broaden the conversation by citing others who are blogging about the same topic and allowing your content to be shared or syndicated.

Did you screw up? If you make a mistake, admit it. Be upfront and be quick with your correction. If you're posting to a blog, you may choose to modify an earlier post—just make it clear that you have done so.

Be a leader: You don't need to respond to every criticism or barb. Invite differing points of view. Be careful and considerate.

Have fun: Social media is about connecting, helping, learning, contributing and having fun.

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: 8/21/13	Approved: 8/21/13
Responsible Office or Committee:	Executive Vice President for Administration and Finance	
Applies to:	Entire Community	
Where Policy Resides:	SSW Policy Manual; Student Handbook	
Review Cycle:	Three Year Cycle - 2016	

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 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 chemical dependency has been classified by the American Medical Association as a treatable disease. Accordingly, abuse and addiction should be approached in a caring and informed manner.

A crucial first step to overcoming alcohol and other drug addiction or dependency 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 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 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 intoxicating 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 drug addiction and dependency 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 drug addiction or dependency 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 drug addiction and dependency.

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	
Effective Date:	2009	
Review Date:	Reviewed: 11/4/15	Approved: 11/11/15
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 - 2018	

Policy

In all courses, regular attendance is required in order to receive a passing grade. Faculty are responsible for determining the specific level of attendance necessary for students to pass their courses. However, the number of absences permitted should not be set outside the range of 15 percent to 20 percent of the course sessions. Faculty may make exceptions in extreme cases (such as medical emergencies or death in the family), with respect to individual students, subject to the approval of the Academic Dean. The specific policy for attendance must be stated in the course syllabus.

Policy Name:	Business Expense Accountable Reimbursement Plan Policy	
Effective Date:	October 9, 2014	
Review Date:	Reviewed: October 9, 2014	Approved: October 9, 2014
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:	Computer Operating, Security, & Email Policy	
Effective Date:	3/12/2015	
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 - 2016	

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:	Disability Policy	
Effective Date:	5/26/05	
Review Date:	Reviewed: 3-2-16	Approved: 3-9-16
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 - 2019	

Policy

The seminary is committed to providing reasonable access to facilities and learning opportunities for students with documented disabilities.

Students with a disability who desire reasonable accommodation must submit documented evidence of the disability to the Academic Dean as soon as possible after admission to the seminary.

Accommodations will not be made without a request by the student and documented evidence of the need for the accommodation.

Students are 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 students in coordinating services with faculty and other offices as necessary.

Policy Name:	Drug Abuse Prevention Policy	
Effective Date:	11/2/05	
Review Date:	Reviewed: 8/21/13	Approved: 8/21/13
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 - 2016	

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 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	
Effective Date:	3/12/2015	
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:	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. The Emergency Management Plan can be found on the SSW Intranet under the Department tab "Communications."

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: 5/21/2013	Approved: 5/21/2013
Responsible Office or Committee:	Executive Vice President for Administration & Finance	
Applies to:	Students, Former Students, Faculty, Staff	
Where Policy Resides:	SSW Policy Manual; Student Handbook	
Review Cycle:	Three Year Cycle - 2016	

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	
Effective Date:	Not Known	
Review Date:	Reviewed: 5/4/16	Approved: 5/10/16
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 - 2019	

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 Outstanding in all respects
- A- Outstanding in most respects
- B+ Proficient in all respects with some elements achieving a higher quality
- B Proficient in all respects
- B- Proficient in some respects but with some clear weaknesses
- C+ Showing development but lacking proficiency
- C Showing a basic level of development sufficient to pass a course but not sufficient to display proficiency in a program
- F 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.
- 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

- H (Honors) shall be given for work of extraordinary excellence.
- 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.

Other Symbols

- W 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 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, prearranged between the instructor, the student, and the student's advisor, in cases of excusable failure to complete the work of a course. In order to change the grade, the course requirements must be acceptably completed within 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 received in the fall or spring semester, the instructor will set the due date for re-submission of conditional work, and submission of incomplete work to be no later than the second Friday of the following Fall or Spring Term.

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

For an I received in a Summer or January term, the due date may not be more than thirty days into the following full semester.

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 two weeks of the instructor's receipt of the work.

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 procedures in Academic Code.

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.

Grade Reports

Grade reports from Instructors are normally due within two weeks of the end of the course. For work in field education, practicum courses, or January Term courses, the deadline may be extended beyond two weeks, to four to six weeks.

Within one week after grades are received from instructors, the Registrar's office, or instructors will input grades into the online registration system for student's viewing.

Policy Name:	Homeless Policy	
Effective Date:		
Review Date:	Reviewed:	Approved:
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 - 2016	

Policy

The seminary affirms ministry to the homeless. However, for the safety of members of the community an unescorted homeless person should be asked to vacate Seminary of the Southwest property. If the individual does not leave, call 911. The Austin Police Department will then come to campus, and criminal trespass charges can be filed. It is necessary to follow this procedure before police can be asked to forcibly remove an individual from seminary property.

Policy Name:	Housekeeping Policy	
Effective Date:	Not Known	
Review Date:	Reviewed: 1/21/2015	Approved: 1/21/2015
Responsible Office or Committee:	Executive Vice President for Administration & Finance	
Applies to:	Entire Community	
Where Policy Resides:	SSW Policy Manual; Student Handbook	
Review Cycle:	Yearly	

Policy

Purpose

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

1. To provide a suitable physical environment for teaching and learning
2. To protect the health and safety of both students and employees of this institution
3. To promote a community pride in our physical facilities and to develop good public relations
4. To preserve and protect the public's investment in our physical property

Reasonable adherence to this policy ensures that our facilities and grounds are kept clean, in good order, and presentable to the community. The Director of Housekeeping, together with the understanding and support of the Seminary community, is responsible for ensuring the standards of performance outlined in this policy.

General Conditions

- Kitchenware shall be promptly returned and stored after each use in spaces designated by the primary kitchen manager.
- Disposable kitchen wares, including paper/plastic plates, utensils, and beverage containers, shall be properly discarded in lined trash receptacles upon the conclusion of each class session and special event.
- Glitter and confetti is not permitted anywhere on campus.
- Low inventories of kitchen consumable supplies shall be reported to the Director of Housekeeping for resupply purposes.
- Sanitary spill clean-up requests shall be promptly reported to the Director of Housekeeping or, in the director's absence to the Executive Assistant for Administration, preferably by telephone or in person or otherwise by utilizing the online housekeeping request form located on the Intranet at: Homepage > Departments > Housekeeping > Housekeeping Request Form.
- Non-emergency housekeeping requests shall be timely reported to the Director of Housekeeping by utilizing the online housekeeping request form located on the Intranet at: Homepage > Departments > Housekeeping > Housekeeping Request Form.

- Routine maintenance and repair requests shall be reported to the Director of Facilities by utilizing the online repair request form located on the Intranet at: Homepage > Departments > Facilities Management > Online Repair Request Form.

Housekeeping

The following performance standards shall be used in evaluating services provided in the areas of sanitation, housekeeping, and maintenance.

1. Sweeping: Includes brush or dust mop sweeping, without damage or disfigurement of furniture, doors, or base trim. A properly swept floor is free of all dirt, dust or dust streaks, grit, lint, and debris in all areas.
2. Classroom furniture setup: All furniture shall be placed and, when altered by a group's use, replaced in the position illustrated in the room layout diagram wall-mounted in each classroom.
3. Damp mopping: Cleaning of floor surfaces using suitable mops, appropriate stain removal agents, unheated water, and detergent if required, using as small amount of water as possible supplemented by dry-cleaning as required for spot removal, and removal of streaks from rubber heels. A satisfactory damp-mopped floor is without lint and dust, marks, film, streaks, debris, and standing water in all areas.
4. Spray buffing and floor polishing: A solution designed to clean and wax shall be sprayed on the floor, and this will be buffed and polished by mechanical polisher. Buffing and polishing shall be continued until the floor is without marks, film, or streaks.
5. Touch-up floor finish: Application of floor finish in heavy traffic areas or where other floor care has removed or disfigured the floor finish already in place. Touched-up areas will blend in with adjacent areas. Floor finish will be applied after floor has been spray buffed.
6. Floor finish removal: Removal of all floor finish down to the flooring material, using compound especially prepared for this purpose, with brush or stripping pad, or steel wool agitation as required, followed by rinsing with plain water to remove all floor finish, solution, dirt, and film. Compound shall be kept free of painted surfaces and all other surfaces which might be adversely affected by contact with it. Floor finish removal has been accomplished when all surfaces have all floor finish removed down to flooring materials, floor is left free of all dirt, stains, deposits, debris, cleaning solution and standing water. The floor has a uniform appearance when dry.
7. Primary floor finish: Application of two coats of floor finish over the entire floor, with thorough polishing after each coat. The floor will have a uniform sheen without brush marks when completed.
8. Spot dry cleaning and finishing: Put small dab of material on a few marks on floor and buff floor with machine and steel wool pad until floor is free of marks and film and blends in with surrounding area.
9. Mat cleaning: Clean all dirt-removing mats at entrances and remove all dirt, dust, and other deposits.
10. Carpet, vacuuming and cleaning: Mats and carpets when properly vacuumed are free of dirt, dust and debris. Spots shall be removed from mats and carpets as they appear using a spot remover kit, dry cleaning, dry suds, or spray method.
11. Policing: Picking up and removing all paper, trash, empty bottles and other discarded materials and emptying waste receptacles.
12. Dusting-furniture and equipment: The horizontal surfaces of all furniture and equipment shall be dusted with a treated cloth or yard duster, operated in continuous contact with them. The manipulation shall be such as to pick up dust and not to scatter it. Surfaces shall be free of dirt, dust, lint, oily film, and streaks.
13. Light fixture cleaning: After cutting off power, damp-wiping all accessible components of light fixtures. After damp-wiping, permit to air dry before replacing covers. Light fixtures are clean when all components are without insects, dirt, lint, film, and streaks.
14. Chalkboard cleaning: Chalkboards will be cleaned with a clear eraser. When cleaned, the surface will have a uniform clean appearance and chalk tray clean of chalk dust.
15. Emptying and cleaning ashtrays and urns: This work includes emptying all ashtrays, and wiping with cloth as required to remove and prevent deposits. Properly cleaned ashtrays are free of deposits and cigarette butts. The waste from ashtrays and urns shall be emptied into containers and removed to outside collection facilities provided for this purpose. Employees shall exercise necessary precautions to avoid fires.

16. Emptying waste receptacles: Empty all waste receptacles and remove trash and paper from building and deposit in collection facilities. Receptacles shall be empty of trash and paper.
17. Washing waste receptacles: Wash receptacles inside and out. Receptacles are clean of all deposits, dirt streaks and odors after washing.
18. Replacement of waste receptacle liners: Liners shall be disposed of when odorous or when appearance is such as to be offensive.
19. Sanitary napkin receptacles: Shall be emptied and provided with new paper bag liners daily.
20. Drinking fountains: Drinking fountains will be cleaned using detergent or scouring powder, if required. They are clean when free from stains, streaks, and film.
21. Furniture, cleaning and polishing: Formica desk tops and classrooms chairs shall be damp wiped and dried. Other wood and finished metal surfaces shall receive furniture polish with rubbing as necessary for cleaning, followed by polishing with a clean dry cloth. All plastic and imitation leather coverings shall be cleaned with detergent solution, followed by wiping with cloth dampened in plain clean water. Leather coverings shall be thoroughly cleaned with combination cleaner and polish, followed by polishing with a clean dry cloth. When cleaned or polished, all surfaces shall have a uniform appearance, free of deposits, streaks, or film.
22. Dusting: Removal of dust below normal high reach, seven feet, with treated dust cloths or yard duster, manipulated so as to pick up dust, dirt, lint and cobwebs. A properly dusted surface is free of all dirt, dust, dust streaks, lint, and cobwebs.
23. High dusting: Removal of dust from walls, ceiling and other structural components, pipes, equipment and fixtures above normal reach, seven feet from floor, with treated dust cloth, yard duster, or vacuum cleaner. Surfaces shall be free from dust, cobwebs, dirt, lint, and streaks.
24. Cleaning outside doors and trim: Cleaning outside doors and adjacent trim shall consist of scrubbing all surfaces with detergent solution, followed by clean water rinse. Doors and trim when properly cleaned are free from dirt, deposits, films, and have a uniform appearance.
25. Spot cleaning walls, partitions, doors, trim: A damp cloth with detergent, if necessary, shall be used to remove spots. All walls, doors, door trim, baseboards and other surfaces shall have dirt, stains, heel marks, hand prints and other disfigurements removed. Areas cleaned by spot removal shall be left in condition of surrounding areas.
26. Window washing: Interior and exterior surfaces, frames and sills shall be cleaned. Windows will be free of dirt, dust, and film.
27. Cleaning glass surfaces: This includes glass in panels, doors, signs, mirrors, counters, and pictures. Both sides will be cleaned where applicable. Plain water or cleaning solutions prepared for this purpose shall be used. Scouring powders shall not be used. Adjacent trim shall be wiped clean with damp cloth and floors cleaned of any droppings. Glass is clean when all accessible glass surfaces are without streaks, film, deposits, fingerprints, and stains, and has a uniformly bright appearance.
28. Metal cleaning: When cleaned all surfaces are without deposits or tarnish, and with uniformly bright appearance. Cleaner will be removed from adjacent surfaces.
29. Plumbing fixture and dispenser cleaning: This includes water closets, urinals, sinks, soap trays, or dispensers and paper dispensers. Scouring powder may be used on plumbing fixtures or ceramic tile to remove stubborn stains or deposits. A toilet bowl cleaner may be used for water closets and urinals if required. Fixtures and dispensers are clean when free from deposits, stains, films, odors and dispensers replenished. Includes refilling towel, tissue and soap containers.
30. Cleaning tile, etc.: Cleaning all tile and toilet stall partitions and doors. Cleaning will be accomplished with detergent solution and sponge followed by plain water rinse and drying with clean cloth. Abrasive cleaners will not be used on painted or resilient surfaces. All spillage or markings of adjacent surfaces shall be wiped clean with damp cloth.
31. Spot cleaning tile, etc.: A surface spot cleaned is free of all stains, deposits, and is substantially free of cleaning marks.

Policy Name:	Institutional Financial Aid Policy	
Effective Date:	8/21/2013	
Review Date:	Reviewed: 8/12/15	Approved: 8/12/15
Responsible Office or Committee:	Executive Vice President, Vice President 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. In so doing, the seminary discourages students from incurring debt in order to attend and the seminary awards as much aid as possible, preferring to err on the side of generosity.

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. 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 expenses, and exigent circumstances, as the case may be.

The total amount of institutional financial aid granted by the seminary will not exceed demonstrated need. 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) Applicants shall seek support from their dioceses and parishes, and students are also required to demonstrate that they have applied to major outside sources of support. Southwest will assist students in identifying such sources.
- 2) In reaching a conclusion concerning demonstrated need, Southwest will not normally weigh the value of assets such as retirement accounts, equity in one's homestead, the cash value of life insurance policies, and college funds for children.
- 3) In evaluating demonstrated need, Southwest will consider assets such as the following: Equity in second or third homes, equity in rental properties, vacation homes, and "mother-in-law" homes. In addition, applicants should be prepared to justify a need for multiple automobiles.

All routine and realistic expenses associated with maintaining a household are allowable, 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, Southwest will evaluate the spouse's employment situation before reaching a decision on an award of aid.
- 3) In considering allowable expenses, Southwest shall follow these specific guidelines: 50 percent of tithes and charitable giving will be allowed; annual automobile debt service 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.

MDiv, MAR, DAS and DTS †

For students in the above named programs, up to 100% financial aid is available to eligible full-time students (12 hours or more). Aid will not exceed \$12,310 for a full scholarship plus \$1,500 in guaranteed work-study compensation per year. This represents a full-time, full tuition scholarship.

Up to 50% financial aid is available to eligible part-time students (11 credit hours or less) in the above named programs.

MHC, MCPC, MSF, DSF and DTS †

For students in the above named programs, up to 50% financial aid is available to those students who are eligible regardless of the number of credit hours taken. In addition, students in these programs are eligible to participate in work study, subject to the availability of assignments and funding.

Additional Information

Financial aid is available to eligible students as long as the institutional funds are available. Scholarship funds have been made possible by generous donors, and the majority of scholarship funds have been restricted by the donors for students preparing for ordained ministry. Therefore, at the current time, there are fewer scholarships available for non-ordination track programs. 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.

† DTS students taking a majority of their courses from the daytime curriculum on the non-ordination track will be eligible for up to 80% financial aid. DTS students taking a majority of their courses from the daytime curriculum on the ordination track will be eligible for up to 100% financial aid. DTS students taking a majority of courses from The Center's program, will be eligible for up to 50% financial aid.

Policy Name:	Letters of Recommendation Policy	
Effective Date:	6-1-16	
Review Date:	Reviewed: 5/31/16	Approved: 6/1/16
Responsible Office or Committee:	Academic Affairs	
Applies to:	All Students	
Where Policy Resides:	Student Handbook; SSW Policy Manual	
Review Cycle:	Three Year Cycle - 2019	

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:	Mandatory Reporting of Sexual Harassment and Abuse of a Child	
Effective Date:	8/21/2013	
Review Date:	Reviewed: 8/21/2013	Approved: 8/21/2013
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 - 2016	

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: 5/10/16	Approved: 5/10/16
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 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) 472-4133
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: 5/18/2013	Approved: 5/18/2013
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 - 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	
Effective Date:	August 25, 2011	
Review Date:	Reviewed: 5/21/2013	Approved: 5/21/2013
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 - 2016	

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 or unofficial) and diploma in the event the student has an unpaid financial obligation to 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: 5-9-13	Approved: 5-21-13
Responsible Office or Committee:	Faculty Administrative Council	
Applies to:	All Students	
Where Policy Resides:	SSW Policy Manual; Student Handbook	
Review Cycle:	Three Year Cycle – 2016	

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.

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 – 2017	

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 – 2017	

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 PowerFaid’s 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:

<u>Letter</u>	<u>Grade Points</u>
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: 8/21/13	Approved: 8/21/13
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 - 2016	

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 to 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 other 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.

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 _____

Address _____

Signature _____ Date _____

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	
Effective Date:	10/3/01	
Review Date:	Reviewed: 1-20-16	Approved: 2-10-16
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 – 2019	

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 Fall or Spring 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 Fall or Spring 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@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 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	
Effective Date:	8/7/07	
Review Date:	Reviewed: 4/1/15	Approved: 4/8/15
Responsible Office or Committee:	Registrar's Office	
Applies to:	All Students	
Where Policy Resides:	SSW Policy Manual; Student Handbook	
Review Cycle	Three Year Cycle - 2018	

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 alleged 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	
Effective Date:	Not Known	
Review Date:	Reviewed: 5-31-16	Approved: 6-1-16
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 - 2019	

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 and Worship 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	
Effective Date:	9/5/13	
Review Date:	Reviewed: 2-3-16	Approved: 2-10-16
Responsible Office or Committee:	Academic Affairs Committee	
Applies to:	All Students	
Where Policy Resides:	SSW Policy Manual; Student Handbook	
Review Cycle:	Three Year Cycle - 2019	

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	
Effective Date:	Not Available	
Review Date:	Reviewed: 3-2-16	Approved: 3-9-16
Responsible Office or Committee:	Academic Dean	
Applies to:	All Students	
Where Policy Resides:	SSW Policy Manual; Student Handbook	
Review Cycle:	Three Year Cycle - 2019	

Policy

The seminary is able and willing to help defray therapy costs for students, spouses, and family members when there is reasonable and demonstrable financial need. The following rules apply:

1. Therapy must be obtained from a licensed counseling source: Psychiatrist, Psychologist, Pastoral Counselor, Social Worker, etc.
2. The requestor (student, spouse, or family member) must first seek available coverage through her/his 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 unusual 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:

1. The requestor (student, spouse or family member) seeks assistance through the Therapeutic Counseling Policy by contacting the Academic Dean's office or by referral to the Academic Dean's office through one's Advisor.
2. The EVP of Finance and Administration reviews the student's last financial aid application to confirm a demonstrable financial need. If there is no current financial aid application on file, the student or requestor confirms that other resources for financial assistance were unavailable.
3. The requestor provides email contact information for the therapist or licensed counselor to the Academic Dean's office.
4. The Academic Dean's office provides notice to the therapist or licensed counselor and to the seminary's accounting director of the seminary's agreement to pay for services.
5. The requestor/counselee pays the therapy source any portion of the bill that exceeds the \$75 seminary contribution per session.
6. Therapy sources remit their bills directly to the accounting director, after the requestor/counselee has paid any personal portion of therapy.

Policy Name:	Tobacco-Free Campus Policy	
Effective Date:	8/21/2013	
Review Date:	Reviewed: 8/21/2013	Approved: 8/21/2013 by FAC
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 - 2016	

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. Littering the campus with the remains of tobacco products or any other related waste product is prohibited.

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").

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

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/) (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/) (<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/) (<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/) (<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/) (<http://www.ucanquit2.org/>) — Online program from the Department of Defense for US military service members and Veterans.
- [My Last Dip](http://mylastdip.com/) (<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/) (<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) (<http://www.nlm.nih.gov/medlineplus/quittingsmoking.html>) — Tobacco Cessation References



Policy Name:	Tuition Refund Policy	
Effective Date:	8/21/2013	
Review Date:	Reviewed: 5-10-16	Approved: 5-10-16
Responsible Office or Committee:	Executive Vice President for Administration & Finance	
Applies to:	All students	
Where Policy Resides:	SSW Policy Manual, SSW Catalog, Student Handbook	
Review Cycle:	Three Year Cycle - 2019	

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 sixth day following the first class session of the course: 100%.
- 2) During the seventh to tenth day following the first class session of the course: 85%.
- 3) During the eleventh to fifteenth day following the first class session of the course: 65%.
- 4) After the sixteenth 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:	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	

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 students registered with SSW for at least one course for credit, either a daytime or evening/weekend course, in the 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. Students who are registered in The Loise Henderson Wessendorff Center for Christian Ministry and Vocation (Center) 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, DAS, and DTS 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, DAS, and DTS programs, and one non-voting representative from the group, “Spouses and Partners of Theological Students” (SPOTS). The failure of the Center or MAR, DAS, DTS 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, DTS 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, DTS 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, DTS 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 the Last Gathering 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, DTS 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, DTS 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 will be appointed to serve as Secretary.

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.

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. The current standing committees are described below.

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 Episcopal Peace Fellowship (EPF), Episcopal Relief and Development (ERD), Episcopal Evangelical Society (EES), or any member of the Student Body may make a recommendation for the expenditure of the Student Body's Mission and Social Action funds to the Student Council. These funds will include any donations made to and/or as part of any outreach/social justice project and the offertory collections from Christ's Chapel.

V d. 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 e. 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 the general fund and are to be disbursed 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. Events or activities that are under the amount of \$500 will be approved by a simple majority of the Student Council. Funding requests greater than \$500 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.

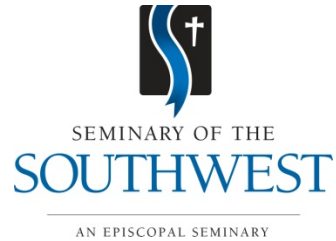
Originally adopted: November, 2005

Revision adopted: Student Body Meeting, May 5, 2014

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.



Approved by FAC 5-10-16

Student Services Chart

Executive Vice President for Administration and Finance Office	Director of Community Care	Director of Community Wellness	Dean's Office	Registrar's Office	Technology Office	Academic Dean's Office	Accounting Office	Enrollment Management Office	Advisor
Internal Financial Aid	Pastoral Concerns	Adm. Liaison to student government	Chapel	Transcripts	Computer Issues	Advising	Student Billing	External Financial Aid	Letters of Recommendation
Housing		Chair of CLW Committee		Degree Audits	Internet/Intranet Issues	Academic Grievances			Advising
Bookstore		Wellness Program		Grade Reports	Student Email Accounts	Letters of Recommendation			
Meal Plan		Placement Advising		Student ID Cards	Moodle	Academic Policies			
Campus Security				Student Mail	Audio-Visual Equipment	Institutional Support for Grants			
Work Study				VA Student Information	Student Profiles for Directory	Correspondence regarding canonical status			
Parking Permits				Student Loan Deferments					
Non-Academic Grievances									

Student Services Structure Chart

