



SEMINARY OF THE  
**SOUTHWEST**

AN EPISCOPAL SEMINARY

# Student Handbook 2020-2021



# TABLE OF CONTENTS

2020-2021 Official Calendar	4-5
Mission Statement	6
Conversation Covenant	6
Chapel Schedule	7
Events	8-9
Whom to See and Where to Go	10-13
Around Campus	14-15
Booher Library	16-18
Bookstore	19
Councils and Committees of the Seminary	20
Student Organizations	21
Resources for Support in the Community	22
Loise Henderson Wessendorff Center for Christian Ministry and Vocation	23
Procedures and Guidelines:	24-27
Brand Guidelines	24
Emergency Contact Procedure	24
Emergency Management Plan	24
Family Educational Rights and Privacy Act (FERPA)	25-26
Graduation Declaration Procedure	27
Inclement Weather Procedures	27
Senior Class Gift Procedure	27
Student Handbook Policies List - current policies found on the Intranet	28
Constitution of the Student Body	29-32
Student Handbook Disclosure	33

# 2020-2021 Official Calendar

## August 2020

- 22 NSO Lunch (All programs)  
NSO Orientation (All programs)
- 22-25 MDIV, DAS, and MAR New Student Orientation
- 22-25 Registration for new students
- 30 Matriculation Service and Dinner
- 31 Fall classes begin

## September 2020

- 7 Labor Day Holiday – offices closed

## October 2020

- 6 Board of Trustees Meeting
- 6 John Hines Day
- 19-24 Reading Week

## November 2020

- 12-14 Alumni Convocation and Blandy Lectures
- 16-21 Spring Registration
- 24-28 Thanksgiving Break – no classes
- 26-27 Thanksgiving Holidays – offices closed

## December 2020

- 14-19 Final Exam week
- 19 Classes end
- 21 Christmas Holidays through January 1– offices closed

## January 2021

- 4-5, 7 General Ordination Examination
- 4-22 January Term
- 18 Martin Luther King, Jr. Holiday – offices closed
- 23 Spring classes begin

## February 2021

- 9 Board of Trustees Meeting
- 9 Payne Lecture

## March 2021

- 8 Summer Registration
- 15-20 Spring Break
- 22 Harvey Lecture

#### April 2021

- 2 Good Friday – offices closed
- 5 Easter Monday – offices closed
- 5 Reading Day
- 12-17 Fall and January term registration

#### May 2021

- 10-15 Final Exam week
- 15 Classes end
- 18-19 Board of Trustees Meeting
- 18 Commencement Eucharist
- 19 70<sup>th</sup> Commencement
- 31 Memorial Day Holiday – offices closed

#### June 2021

- 1 Summer classes begin
- 7-11 Continuing Education Program

#### July 2021

- 5 Independence Day Holiday – offices closed
- 27-Aug 4 Final Exam Week - Summer Term

#### August 2021

- 6 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

The 2020-2021 Chapel Schedule will be communicated by email as the academic year begins and periodically as changes occur in relation to an improved ability to gather in a shared physical space, Christ Chapel.

Students may anticipate Morning Prayer, Noonday Prayer, Evening Prayer offerings on a weekly basis.

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 that one is provided including the Monday service 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 page on the SSW Intranet for details about worship.

## **PRAYER REQUESTS**

You may email prayer requests to the chapel sacristans at [sacristans@ssw.edu](mailto:sacristans@ssw.edu)

# EVENTS

The Covid-19 Pandemic will impact how community celebrations and events occur during the 2020-2021 academic year. Under ordinary circumstances the events schedule would occur as shown.

2020-2021 event details, each as they develop, will be communicated by email.

## 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 2<sup>nd</sup>, including a community celebration of Dia de los Muertos.

## November

### BLANDY LECTURES AND ALUMNI CONVOCATION

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

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

### COMMUNITY THANKSGIVING

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

### DÍA DE LOS MUERTOS

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

### POLITY BOWL

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

## February

### BLACK HISTORY MONTH

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

### CLAUDE PAYNE LECTURESHIP IN MISSION AND LEADERSHIP

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

## **March**

### **HARVEY LECTURES**

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

## **April**

### **PROM**

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

## **May**

### **LAST GATHERING**

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

### **COMMENCEMENT**

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

### **On-Going COMMUNITY HOURS**

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

# WHOM TO SEE AND WHERE TO GO

## OFFICE OF THE DEAN AND PRESIDENT

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

## ACADEMIC DEAN

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

## ADMINISTRATION AND FINANCE

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

## COMMUNITY CARE

The Rev. Daniel Joslyn-Siemiatkoski is the Dean of Community Life for the seminary community. Jane Patterson serves as coordinator of spiritual care and is available for prayer and conversation in times of crisis. Please contact Dan or Jane if you have a pastoral care need or emergency.

## AUDIO-VISUAL EQUIPMENT

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

## AUDITING COURSES

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

## CENTER FOR WRITING AND CREATIVE EXPRESSION

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

## CLINICAL PASTORAL EDUCATION

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

## COMMUNICATIONS

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

## ENROLLMENT MANAGEMENT AND ADMISSIONS

The Rev. Hope Benko, Director of Enrollment Management and Admissions, along with Enrollment Managers Beth Jordan and

Brittany James, is responsible for recruiting efforts and the admissions process. Her office makes work-study assignments and assigns seminary-owned housing. In consultation with the Executive Vice President, Hope reviews financial aid applications and awards grants. The office maintains a list of outside scholarship possibilities, submits certain types of student-completed scholarship applications on their behalf, and provides students assistance with federal financial aid applications.

### **FACULTY ADVISORS**

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

### **FINANCIAL AID**

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

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

### **FINANCIAL TRANSACTIONS**

The Accounting Department, located on the 3<sup>rd</sup> 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 Susan Versluys, Controller; Cathy Whitt, Manager of Student Accounts; and Deborah Tobin, Accounting Clerk.

### **GENERAL ORDINATION EXAMINATIONS AND CANONICAL EXAMS**

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

### **HOUSEKEEPING**

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

### **HOUSING**

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

### **INSTITUTIONAL ADVANCEMENT**

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

Charley Scarborough serves as Vice President for Institutional Advancement. Wally Moore is Director of Major Gifts and Planned Giving. Donna Benson is Database Manager.

### **LOST AND FOUND**

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

### **MAILBOXES**

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

## **MAINTENANCE / FACILITIES MANAGEMENT**

Maintenance is housed in College Court Apartments, 103-South. The maintenance staff includes Tigh Walters and Alfredo Perez. They are responsible for the seminary physical plant, all seminary-owned housing, and the grounds at College Court as well as on the main campus. Repair requests should be directed to Facilities Management using the maintenance request form available on the Intranet, found under Departments, then Facilities Management. The Facilities Management office number is (512) 472-2472. For maintenance emergencies please contact Tigh on his cell phone by call or text at (512) 838-1699.

## **MASTER'S PROGRAMS IN CLINICAL MENTAL HEALTH COUNSELING and SPIRITUAL FORMATION**

The classes required for obtaining the Master of Arts in Clinical Mental Health Counseling (MHC) 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 meal program is temporarily suspended. An announcement will be made when the seminary's meal plan is reinstated, following an improved ability to gather in a shared physical space.

## **NOTARY PUBLIC**

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

## **PARKING PERMITS**

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

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

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

## **REGISTRAR AND DIRECTOR OF ASSESSMENT**

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

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

## **ROOM RESERVATIONS**

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

Guest room reservations are temporarily suspended due to the Covid-19 Pandemic. When guest rooms again become available for use, please contact the front desk at [frontdesk@ssw.edu](mailto:frontdesk@ssw.edu) for guest room reservations and pricing information.

## **SECURITY**

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

## **TECHNOLOGY**

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

## **THEOLOGICAL FIELD EDUCATION**

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

programs for MDiv and DAS students.

**WORK-STUDY**

Work-study assignments for students receiving financial aid are made by the Office of the Enrollment Mangament. Work-study preferences are collected in the spring. All work grants are paid on the 10th of each month by direct deposit. The direct deposit authorization form can be found on the intranet site at: SSW Intranet, Departments, Accounting, Accounting Forms, Direct Deposit Form. All work study employees must submit their time using Paycom no later than 5:00 pm on the 1st business day of the following work month. Any Paycom entries received after the 1st will be paid on the 10th of the following month.

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

# AROUND CAMPUS

## **ARCHIVES**

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

## **BOOKSTORE**

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

## **CHRIST CHAPEL**

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

## **COLLEGE COURT APARTMENTS**

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

## **DIOCESE OF TEXAS**

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

## **GROUNDS & GARDENS**

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

## **PAPER RECYCLING DUMPSTER**

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

## **THE SCOTT FIELD BAILEY CENTER AT RATHER HOUSE**

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

## THE MARTA WEEKS CAMPUS CENTER

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

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

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

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

# BOOHER LIBRARY

## Librarians

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

## Contact Information

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

Due to the seminary's safety modifications during the COVID-19 pandemic, library hours will be limited as will access to the physical collection. Please watch for more information from the library director.

## 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

Please refer to the [Booher Library Operations libguide](#) for updated information about the library's space and meeting rooms.

## Library Hours

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

## RESOURCES

### Books and Journal Articles

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

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

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

The Booher Library has created many [libguides](#) to help students discover our resources.

### The Course Reserves Collection

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

## Computers and Printing

The library has six PCs and one MAC available for student use. They are each connected to both of the library's printers. Wireless internet and [printing from mobile devices](#) is also available. The wireless password is posted on the library's bulletin boards. Read more about the library's printers [here](#).

## Library Cards

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

## Circulation Rules

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

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

## Lost Library Items

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

## SERVICES

### The Library Staff

The library is staffed by student workers who are trained on the use of library resources. The professional library staff is available to assist with in-depth reference inquiries. The librarians are devoted to connecting our primary users with the resources they need. For one-on-one help with research, we recommend that students and faculty contact the librarians by email at [library@ssw.edu](mailto:library@ssw.edu) and provide:

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

### Library Instruction

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

### Library Cooperative

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

### 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 borrow it from another library through a process called Interlibrary Loan (ILL). Please note that ILL can take several days or sometimes weeks, so it is best to seek out resources well in advance of assignment due dates. You may place ILL requests directly through *Seeker*, the library's discovery tool, or you may email the request to [library@ssw.edu](mailto:library@ssw.edu).

### Suggestions

The library staff wishes to hear from our students! If you have a suggestion to make about any aspect of the library's space, resources,

or services, including suggestions for book purchases, you may email the library at [library@ssw.edu](mailto:library@ssw.edu), or make an anonymous suggestion in the fall student survey which is emailed to all students every November. We look forward to hearing from you!

# BOOKSTORE

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

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

# COUNCILS AND COMMITTEES OF THE SEMINARY

## **FACULTY AND ADMINISTRATIVE COUNCIL (FAC)**

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

## **ACADEMIC AFFAIRS COMMITTEE (AAC)**

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

## **ASSESSMENT AND EVALUATION COMMITTEE (A&E)**

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

## **COMMUNITY LIFE (CL)**

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

## **DIVERSITY COMMITTEE**

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

## **SAFETY COMMITTEE**

The Safety Committee discusses safety concerns on campus and coordinates evaluations and trainings on campus.

## **WORSHIP COMMITTEE**

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

# STUDENT ORGANIZATIONS

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

## **CENTERING PRAYER**

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

## **HARVEY LECTURE PLANNING COMMITTEE**

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

## **NURSING HOME VISITS**

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

## **SOUL BY SOUTHWEST**

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

## **SOUTHWEST SHOWDOWN**

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

## **SPOUSES AND PARTNERS OF THEOLOGICAL STUDENTS**

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

## **STUDENT COUNCIL**

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

## **WELLNESS PROGRAM**

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

# RESOURCES FOR SUPPORT IN THE COMMUNITY

## **NEW LIFE INSTITUTE**

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

## **SAMARITAN CENTER**

The Samaritan Center for counseling and pastoral care is a non-profit interfaith counseling center committed to providing professional counseling, psychotherapy and educational services which affirm the spiritual dimension of life without regard to one's ethnic origin, economic status, age, or religious affiliation. Services include counseling for individuals, couples, and families; educational seminars; and training opportunities for counselors and clergy. For more information visit their website at [www.samaritan-center.org](http://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](http://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 Loise Henderson Wessendorff Center for Christian Ministry and Vocation at Seminary of the Southwest Center is to support students in discerning what it means to respond faithfully to God's call in their particular lives and circumstances. Through its programs and degrees, the Center provides educational opportunities for persons of any gender, from any faith community (or no religious affiliation) to strengthen their knowledge of theology, religion, ethics, and spirituality, develop cross-cultural skills to serve diverse communities, and receive training in clinical mental health counseling and writing for spiritual formation.

The Center offers the following degrees and programs:

Master of Arts in Clinical Mental Health Counseling (MHC) - 60 credit hours

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

Seminary of the Southwest emphasizes glorifying and enjoying God in worship, prayer, study, service, and fellowship, so as to create a community of gratitude and gift. Chapel is held during the Fall and Spring semesters of the academic year. All students are invited to attend the chapel worship for morning and evening prayers as well as the daily Eucharist Monday through Friday.

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

# PROCEDURES AND GUIDELINES

## **BRAND GUIDELINES**

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

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

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

## **EMERGENCY CONTACT PROCEDURE**

In the event of a medical or pastoral emergency, please contact The Rev. Daniel Joslyn-Siemiatkoski, Dean of Community Life, (512) 439-0396 (work); (512) 656-8685 (mobile).

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

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

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

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

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

## **EMERGENCY MANAGEMENT PLAN**

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

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

### **Family Education Rights and Privacy Act**

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

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

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

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

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

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

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

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

## Memorandum Regarding Directory Information

To: All Students

Academic Year 2020-2021

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

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

1. SSW receives many inquiries for directory information from a variety of sources outside the institution, including friends, relatives, prospective employers, and degree verification. Having a "No Release" on your record will preclude release of such information, even to those people.

2. A "No Release" applies to all elements of directory information on your record. SSW does not apply a "No Release" differentially to the various directory information data elements. The institution will honor your request to withhold any of the categories listed above but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, SSW assumes no liability for honoring your instructions that such information be withheld.

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

**GRADUATION DECLARATION PROCEDURE**

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

**INCLEMENT WEATHER PROCEDURES**

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

**SENIOR CLASS GIFT PROCEDURE**

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

# STUDENT HANDBOOK POLICIES

Students should familiarize themselves with the following policies. All current policies may be found on the SSW Intranet within the “Policies” folder.

Alcoholic Beverage Service Policy  
Assignment of On-Campus Housing to Students Policy  
Attendance Policy  
Business Expense Accountable Reimbursement Plan Policy  
Drug Abuse Prevention Policy  
Email Utilization Policy  
Emergency Contact Policy  
Fundraising and Solicitation on Campus Policy  
Grading Policy  
Housekeeping Policy  
Information Technology Use Policy  
Institutional Financial Aid Policy  
Letters of Recommendation Policy  
Library Space, Resources and Service Policy  
Mandatory Reporting of Sexual Harassment and Abuse of a Child Policy  
Non-Discrimination Policy  
Pet Policy  
Release of Academic Records Policy  
Required Questionnaire Policy  
Return of Title IV Funds Policy  
Satisfactory Academic Progress Policy  
Sexual Harassment Policy  
Student Academic Grievance Policy  
Student Disability Accommodation Policy  
Student Non-Academic Grievance Policy  
Student Payment of Tuition, Fees, and Auxiliary Services Policy  
Student Records Policy  
Student Rights and Responsibilities Policy  
Student Teaching Policy  
Therapeutic Counseling Policy  
Title IX Policy and Procedure  
Tobacco-Free Campus Policy  
Tuition Refund Policy  
Uninvited Visitors and Loitering Policy  
Weapons Prohibition Policy  
Whistleblower Protection Policy

# Constitution of the Student Body

## Seminary of the Southwest

### Article I. Name

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

### Article II. Membership and Definitions

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

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

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

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

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

II f. A Center student is any student who is currently registered in The Loise Henderson Wessendorff Center for Christian Ministry and Vocation (Center). Center students are full members of the Student Body and may select three representatives to the Student Council as provided in Article III.

II g. Students who are registered in the MAR and DAS programs are full members of the Student Body and may select one representative to the Student Council as provided in Article III.

II h. All elected representatives will be voting members of the Community Life and Worship Committee as set forth in the Student Handbook.

### Article III. Student Council

III a. The Student Council will be comprised of ten members of equal voice and vote as well as one member of voice but no vote. These members will consist of two Junior representatives, two Middler representatives and two Senior representatives from the MDiv program, three Center representatives, one representative from the MAR and DAS programs, and one non-voting representative from the group, “Spouses and Partners of Theological Students” (SPOTS). The failure of the Center or MAR, DAS cohorts or any of the MDiv classes to select one or more representatives will not affect the operations of the Student Council.

III b. The election of Center representatives will be conducted as outlined in section III (c) 5 below.

III b (1). The election of the MAR, DAS representative will be conducted as outlined in section III (c) 5.1 below. III c.

Election of Representatives from the Junior, Middler and Senior MDiv classes

III c (1). Each class will elect two representatives.

III c (2). The Senior representatives are elected by the Middler class in the Spring semester of the academic year preceding the term of office, during the week of pre-registration for the Fall semester. Nominations will be solicited from class members through announcements made by the Middler representatives when the students are gathered for a core curriculum class and may also be solicited by email announcement. Nominations for the Senior representative are to be made in writing (and only with the consent of the nominee) to a current Middler representative in the five-day class week most immediately preceding the week of the election. The Middler representatives will present all nominees to the Middler class for election.

III c (3). The Middler representatives are elected by the Junior class in the Spring semester of the academic year preceding the term of office, during the week of pre-registration for the Fall semester. Nominations will be solicited from class members through announcements made by the Junior representatives when the students are gathered for a core curriculum class and may also be solicited by email announcement. Nominations for the Middler representatives are to be made in writing (and only with the consent of the nominee) to a current Junior representative in the five-day class week most immediately preceding the week of the election. The Junior representatives will present all nominees to the Junior class for election.

III c (4). The Junior representatives are elected during the Orientation in August or within the first five class days of the Fall semester of the academic year, under the guidance of the Senior representatives. Nominations will be solicited from the entering Juniors by announcement at a gathering at which all are reasonably expected to be present and may also be solicited by email announcement. Nominations for the Junior representatives are to be made in writing to a Senior representative by no later than the second class day of the academic year. The Senior representatives will present all nominees to the Junior class for election.

III c (5) The first two Center Representatives are elected in the spring semester of the academic year preceding the term of office, during the week of pre-registration for the Fall semester. The final Center Representative is elected during the first week of classes of the Fall semester of the academic year under the guidance of the Coordinator of the Center Programs. Nominations in the spring and fall semester will be solicited from the Center students by announcement at a gathering at which all are reasonably expected to be present and/or may be solicited by email announcement. Elections will commence by email where students will be instructed to select two representatives in the spring semester and one representative in the fall semester.

III c (5.1) The MAR, DAS Representative is elected during the first week of classes of the Fall semester of the academic year of the term of office. Nominations in the fall semester will be solicited from the MAR, DAS students by announcement at a gathering at which all are reasonably expected to be present and/or may be solicited by email announcement; the convener of the Student Council will begin this process. Elections will commence by email where students will be instructed to select one representative.

III c (6). All elections will be by secret ballot and are to be held immediately following a core curriculum class in the designated election week/ or via electronic method. Notice of the election will be given by oral class announcement at least one day in advance. In addition, notice may be posted or sent by email.

III c (7). A representative will be elected by a simple majority of those present and voting. In the case of a tie, a run-off election will be held within five days of the general election.

III c (8) All terms of office expire at 11:50 p.m. on the published date of the "Last Gathering" event of the Spring semester. New Middler, Senior, and Center representatives will take office at that time and will constitute a quorum until the election of other members in the Fall of the academic year.

III c (9) The elected MDiv members of the Student Council will be presented to the Student Body at the Monday Assembly of the first week of the academic year. Center and MAR, DAS members of the Student Council, if unable to be present at the first Monday Assembly, may be presented to the Student Body via email.

III c (10) A vacancy in any Student Council seat is to be filled by a special election to be directed by the Student Council in a manner consistent with the provisions of this article.

III c (11) The SPOTS representative will be selected by the SPOTS in the spring semester during the time of pre-registration for the fall semester. The SPOTS representative has no vote and does not constitute part of the quorum of the Student Council.

#### III d. Organization and Duties of the Student Council

III d (1). The Student Council will hold regular monthly meetings during the Fall and Spring semesters.

III d (2). The first regular meeting of the full Student Council in an academic year occurs after the Junior, Middler and Senior MDiv representatives, MAR, DAS representative, and the Center representatives have been elected.

III d (3). At the last regular meeting of the Spring semester, after Middler and Senior representatives for the coming academic year have been elected, the Student Council will appoint one of the Senior representatives to be Convener and the other to be a non-voting member of the Board of Trustees, and one of the new Middler representatives will be appointed to serve as Treasurer.

III d (4). At the first regular meeting of the Student Council in the Fall semester, one student representative shall be elected by simple majority vote to serve as Secretary and one student representative shall be elected by simple majority vote of the Student Council

to serve as Treasurer.

III d (5). The duties of the Convener are to announce regular meetings, to call special sessions, to solicit agenda items, to determine the agenda for meetings of the Student Council and the Student Body (see Article IV below), and to preside over the meetings of the Student Body meetings.

III d (6). The duties of the Treasurer are to disburse Student Activity funds as provided by this constitution and as authorized by the Student Council or Student Body and in accordance with the written policy of the council. The Treasurer shall keep accurate records. The Treasurer shall make reports at regular meetings of the Council concerning the financial position of the Student Body. The Treasurer shall be responsible for preparing a written reconciliation of the Student Body's bank checking account and such reconciliation report shall accompany the statement of financial position of the Student Body and be presented to and reviewed and accepted by the Student Council at each of its regularly scheduled meetings throughout the academic year.

III d (7). The duties of the Secretary are to keep a permanent record of the proceedings of the Student Body meetings and Council, and to have charge of their official correspondence. The Secretary will forward a draft of the minutes to the Convener with copies to all representatives for review/approval. Once approved, the Convener will post minutes of Student Council meetings in a timely manner so to inform the Student Body.

III d (8). As deemed appropriate, the Student Council will appoint one or more of its members to the Standing Committees described in Article IV or to committees otherwise needed to assist in carrying out the desires of the Student Council or the Student Body.

III d (9) All representatives will serve as ex-officio members of the Community Life and Worship Committee of SSW.

III d (10). At the request of the Dean or Academic Dean, members of the Student Council will make recommendations for student appointments to faculty committees.

#### **Article IV. Student Body Meetings**

IV a. Meetings of the Student Body will be called as deemed appropriate by the Student Council to deliberate and vote on initiatives affecting the Student Body. Additional meetings, as needed, will be called by the Council or by a petition to the Council from a quorum of the Student body. A quorum is one third of the entire Student Body of SSW.

IV b. Should the constitutionally required quorum not be present, the Student Council may, upon a unanimous vote of those students present, declare a quorum to be present.

IV c. Any member of the Student Body may vote at the Student Body meeting. Any item on the agenda for the meeting to be voted on will be passed/approved by a simple majority at any meeting at which a quorum of the Student Body is present.

#### **Article V. Committees**

*V a. The Student Council will establish standing committees as needed to fulfill the purposes of the Student Body and Student Council.*

*V b. A member of the Student Council will serve on each standing committee and report to the Student Council on the committee's activities. Such reports will include a financial report where appropriate.*

*V c. The Harvey Lecture Committee has the duty to plan, organize, and facilitate all activities in connection with the Harvey Lecture Series in the Spring semester.*

*V d. The chairs of each standing committee will be chosen by the committee members. It is recommended that committee chairs be appointed at the end of the Spring semester for the following academic year.*

#### **Article VI. Financial Assessment and Fees**

VI a. The Student Council will assess Activity Fees in an amount to be determined by the Council and to be collected by the administration of SSW during registration of the Fall and Spring Academic terms and remitted to the Student Council. These funds, once paid to the Student Council, will be kept by the Treasurer in a general fund. Disbursements by the Treasurer from the general fund shall be made at the direction of the Council.

VI b. Funds accruing to the Student Body from any other sources shall be noted and kept by the Treasurer in a single bank checking account and are to be disbursed from that account at the direction of the Council, including the offertory monies collected in Christ's Chapel.

*VI c. Students, student committees and/or groups who want to organize an event or activity open to all students may request funding by submitting a request form specified by Student Council. Funding requests for events or activities that are under the amount of \$15 per member of the student body will be approved by a simple majority of the Student Council. Funding requests greater than \$15 per member of the student body will be presented to the Student Body for approval.*

#### **Article VII. Ratification and Amendment**

VII a. Upon ratification of this Constitution by a majority of votes cast at a Student Body Meeting at which a quorum is present this Constitution voids and replaces all previous constitutions of the Student Body, regardless of how titled or amended.

VII b. Any proposed amendments to this Constitution will be submitted in writing to the Student Council for consideration.

VII c. If the Council deems a proposed amendment worthy, or if a petition signed by one third of the Student Body is presented to the Council, a meeting of the Student Body shall be called for the purpose of discussing and voting on the proposed amendment.

VII d. A proposed amendment shall be posted for a period of five class days prior to the Student Body meeting.

VIII e. This Constitution may be amended by a simple majority of votes cast at a Student Body Meeting at which a quorum is present.

**Revised Fall 2018**

# STUDENT HANDBOOK DISCLOSURE

Seminary of the Southwest is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award master's degrees and post-baccalaureate diplomas. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Seminary of the Southwest.

Seminary of the Southwest is accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada to award master's degrees and post-baccalaureate diplomas. Contact the Association of Theological Schools at 10 Summit Park Drive, Pittsburgh, Pennsylvania 15275-1103, or call 412-788-6505 for questions about the accreditation of Seminary of the Southwest.

Seminary of the Southwest's Master of Arts in Clinical Mental Health Counseling program is fully accredited by the Council for Accreditation of Counseling & Related Educational Programs (CACREP) accreditation. CACREP is a national accrediting body that sets educational standards with the purpose of creating uniformity between counseling graduate-level programs across the nation. Since 1987, CACREP has been a nationally recognized accrediting agency in the U.S. with the purpose of developing, implementing, and assisting in maintaining standards "for preparation for the counseling profession's graduate-level degree programs".

CACREP accreditation ensures that students are receiving the requisite curriculum necessary in order to apply for licensure for the state of Texas and beyond, as well as enhancing the program's professional identity and collegial connections with the larger counseling field. CACREP accreditation benefits the students graduating from our program in significant ways.

CACREP graduates may sit for the National Counselor Examination earlier than otherwise permitted, apply for federal loan forgiveness if working in qualified underserved areas, apply for Veterans Administration employment post-graduation, and more easily transfer licenses between states.

For additional information about CACREP please visit: <http://www.cacrep.org/>