



STUDENT HANDBOOK 2012-2013

A close-up photograph of a person's hands holding a black leather-bound Bible. The Bible is held horizontally, and the spine is visible. The words 'HOLY BIBLE' are embossed in gold lettering on the spine. The person holding the Bible is wearing a green garment, and the background is a soft-focus green.

HOLY BIBLE

GRACE
SCHOOL OF THEOLOGY

Grace School of Theology

Student Handbook

(Revised August 2012)



Accreditation Status: TRACS Candidate

Grace School of Theology is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Rd., Forest, VA 24551; Telephone: 434-529-9539; info@tracs.org] having been awarded Candidate status as a Category III institution by TRACS' Accreditation Commission on November 8, 2011; this status is effective for a period of five years. TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

A Word from Our Vice President

Dear New and Current Students,

It is a joy to welcome you to Grace School of Theology. Whether you are entering seminary for the first time, transferring from a seminary, a continuing student or returning after years of employment, we are pleased that you have chosen to continue your academic and personal development with us - the Grace School of Theology community consisting of faculty, staff, students, and alumni.

The seminary you are joining believes your potential for growth and constant learning is unlimited. To assist you with your transition, we offer you this handbook that sets forth critical seminary policies, provides details about important services, and includes useful information such as a campus calendar, a list of student organizations and key telephone numbers.

I encourage you to become an active member of this great institution by taking advantage of our programs, activities, and services. I am certain your effort to be involved will be most rewarding. Remember, however, that these opportunities are coupled with the responsibility to familiarize yourself with our policies. In closing, I want to reiterate how very excited we are about your presence and how eager we are to serve you.

Please do not hesitate to reach out for our assistance. Sincerely,

S. Mark Haywood, JD, ThM

Vice President of Student Services

Associate Professor of Bible Exposition

mhaywood@gsot.org

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GENERAL INFORMATION

History

American Christian higher education has deep religious roots. In the nation's early development, it was churches and denominations that led in establishing the first seminaries. Grace School of Theology, a direct product of that history, is founded on a free grace tradition based upon Biblical principles and the conviction that individuals have freedom of conscience before God and humankind. This freedom, absent from many traditions, affirms each person's ability to read and understand Scripture without the mediation of other human beings. This emphasis ultimately led Grace School of Theology to challenge any teaching that does not recognize free grace as the only means to eternal salvation. Grace School of Theology is, therefore, founded upon the belief that eternal salvation is received solely as a free gift from God by believing in Jesus Christ as the Son of God and the Savior for mankind. Grace is committed to Christian scholarly endeavor in the free grace tradition.

Grace School of Theology is a private, non-denominational, institution of higher learning governed by a dedicated Board of Trustees. The seminary had its beginnings in early 2002 when a pastor and lay persons in the Houston area committed themselves to realizing their vision of a local evangelical Christian institution emphasizing free grace. At the encouragement and advice of Dr. Charles Ryrie, Grace School of Theology began as Houston Theological Seminary as the result of the planning and visionary work of seven men who constituted the initial Board of Trustees: Dr. Dave Anderson, Dr. Glenn Darby, Mr. Larry Allbritton, Mr. Mark Rae, Mr. Jeffe Ready, Mr. Bill Diamond, and Mr. Bob Winslow. Of the original seven Trustees, Dr. Dave Anderson now serves as the President of Grace and a member of the Board and Dr. Glenn Darby is Chairman of the current Board of Trustees.

Grace School of Theology is a work of God's grace. God placed the burden for this educational ministry upon the heart of Dr. Dave Anderson who, for eighteen (18) years, served as Senior Pastor of Faith Bible Church of The Woodlands, Texas. The discussions between Drs. Anderson and Darby with the full Board of Trustees led to the beginning of Houston Theological Seminary. The first seminary classes were held in Faith Bible Church of The Woodlands, Texas, and Cypress Bible Church of Cypress, Texas.

Houston Theological Seminary received its certificate of incorporation from the State of Texas effective May 29, 2001. The first students began classes in the fall of 2002. After Texas enacted a state law prohibiting the use of the term "seminary" in an institution's title without state approval, the name Houston Theological Seminary was changed to Grace School of Theology in a Certificate of Amendment issued by the State of Texas in March 2003. The Texas Supreme Court overruled this unconstitutional law in the fall of 2007, but the seminary elected to retain its current name.

Grace is strategically located in the Houston, Texas metropolitan area with its administrative offices in The Woodlands, Texas, and its primary classrooms, academic/faculty offices, and Library located in the southwest section of Houston on and near the College of Biblical Studies campus. In June 2010, with the demands of a rigorous graduate curriculum and a growing student body, Grace School of Theology entered into a joint Library Agreement with the College of Biblical Studies of Houston, Texas. In the agreement, both parties are to share the extensive and modern Library facilities including all systems, collection, equipment, and staff.

From modest beginnings, Grace now employs fifteen (15) full-time staff and two part-time staff. As Grace has begun to significantly grow, teaching sites have been requested and developed in areas near Houston (Beaumont) and as far away as Midland and San Antonio where much support and encouragement from Christian leaders has developed. Grace is now positioned to move to a new level of operations. In the population area served by the seminary, many believers and prospective believers are in need of the fundamental truth of free grace. Our graduates will be trained to meet this demand.

The purpose of Grace School of Theology is to teach Christ and empower and inspire students for Christian service and lifelong learning. We are praying that God will allow us to train people who have a global vision for reaching out in the name of Christ. From the first few students to our current first graduates, God has brought us quality individuals who are serious about the study of the Word of God. The students come from many backgrounds, some with years of experience and some as recent Bible college graduates. Many are current church staff members serving as pastors, youth pastors, and Christian educators. Some are businessmen and laypersons interested in and challenged to utilize their ministry gifts in service for Christ. Every student is important to us at Grace. In the classroom, students are challenged to understand the Word of God as we teach a consistent and uniform system of theology.

In individual, one-on-one conversations the students are pointed to the Word of God by dedicated faculty and staff. We focus on the free grace perspective in all of our coursework and school culture. All of this interaction, classroom and individual, culminates in the preparation of students to minister in a real world to real people with the truth of free grace salvation. We are here to serve the body of Christ. This is the purpose, the beginning, and the challenge of the Grace School of Theology.

Mission

Grace School of Theology is an evangelical Christian institution of higher learning and has as its purpose the offering of programs of study leading to certificates and graduate degrees in an environment where academic excellence is emphasized and a biblically based perspective is maintained. Grace is committed to enriching its students' lives spiritually, intellectually, and professionally, and to preparing students to serve God in a global and culturally diverse society.

Vision Statement

Grace School of Theology will be the premier seminary that prepares the next generation to globally communicate the Gospel of Free Grace.

The gospel of free grace is the offer of eternal salvation to all men through faith alone in Christ alone. This gift is unencumbered by any works before, during, or after the point of salvation.

Core Values

- Grace School of Theology is committed to and intentional about our Christian faith.

- Grace School of Theology will freely and responsibly teach the Truth of the Gospel.
- Grace School of Theology strives for excellence.
- Grace School of Theology believes in the importance and cultivation of Christian character.
- Grace School of Theology believes in impacting and changing the world for Christ.
- Grace School of Theology believes in and affirms God's free gift of grace for mankind.

Purpose and Objectives

Grace School of Theology is committed to living, learning, and worshipping as a community of faith based upon the grace of God. Through the faculty, staff, administration, and trustees Grace strives to lead students to a correct understanding of doctrine with necessary skills to communicate the Truth. We live by the spirit of God to love one another, to challenge one another for greater growth in the Lord, and to walk together with integrity in this world. Grace School of Theology seeks to prepare others to proclaim God's Truth courageously to a world that is in need of hope. We want to glorify God by walking in God's grace, ministering God's Word, and equipping God's people.

As an academic community of faith, Grace seeks to guide students:

- To develop a personal Christian philosophy of service and an ethical and spiritual commitment which is based upon and examined in the light of biblical revelation.
- To grow in an understanding of the Word of God that is textually based, theologically consistent, and scripturally sound.
- To develop effectiveness in the use and understanding of communications, both written and spoken, employing analytical and logical thinking in the process.
- To become a contributor to God's kingdom in a manner consistent with historical, conservative, evangelical Christian principles, leading and participating responsibly in local church, community, and world affairs.
- To accurately handle the Word of God in ministries appropriate to their calling.
- To grow in understanding, appreciation, and application of biblical exegesis, biblical and systematic theology, biblical interpretation, hermeneutics, history, the church, and global ministry opportunities.
- To prepare students to make life long commitments and investments of their lives in Christian ministries.
- To prepare students for continuing study by becoming acquainted with electronic technology resources and methods of scholarly research.

Philosophy of Education

We believe that mankind was created in the image of God and was given the responsibility of caring for all things that God has created (Genesis 1:27). We believe that all people have many abilities and that we need to help them to develop these God-given talents. These principles apply equally to men and women, young and old.

Because of our high calling, we need to excel in all educational programs, providing a systematic and comprehensive training in the Word of God from a Cristo-centric perspective. Therefore, it is

imperative to have professors and staff that are competent in their respective fields, who receive evaluation regularly, and who constantly seek ways to improve professional skills.

Our Christian philosophy is reflected in the Bible-centered curriculum taught by well-trained and dedicated Christian professors. Our faculty uses textbooks authored by scholarly writers that maintain a commitment to the Bible as the divinely revealed guide for all people.

The faculty teach and students study without fear of their academic freedom being violated and without fear of any kind of discrimination. Each student is granted the right to learn, to inquire, and to explore without restraint. This freedom is guaranteed when a corresponding liberty of instruction is granted to instructors. These rights are extended to the student and faculty members within the parameters of sound scholarship and within the appropriate framework of Biblical foundations and institutional sphere granted by the Board of Trustees.

Ethical Values and Standards

Grace School of Theology is an institution that emphasizes the importance of the Christian perspective in all of its academic endeavors. At the heart of its mission and purposes is the School's commitment to the values and principles of the Christian faith through grace. By accepting the identity of being Christian, Grace makes both explicit and implicit promises about the relationship between its words and actions. This means that integrity defines the very core of its existence as an institution of higher learning.

Grace recognizes that it must demonstrate integrity in its practices and relationships. It is necessary that the School be able to show not only that it has policies and procedures, but also that those policies and procedures reflect the values and practices of its mission.

Grace demonstrates integrity by its classroom performance, public representations, distribution of information, business practices, contractual arrangements, and relationships with internal and external constituencies. We adhere to the code of ethics accepted by the academic community as well as its specific standards of Christian behavior.

Academic integrity is inherent in the nature of our educational tasks. This is reflected not only in the unique relationship between faculty and student but in the manner in which the School represents itself to the public. Grace identifies itself as an evangelical Christian institution of higher learning, which indicates that the academic programs are developed and implemented for a perspective that is distinctly Christian. Grace believes this perspective is consistently expressed in its written documents, academic programs, and in the conduct of its faculty, staff, administration, and students.

Every faculty, staff, and administrator at Grace is required to be a Christian in practice and belief and must give a statement of faith as part of the overall interview process for employment consideration. Students are informed about the ethics and values of Grace and agree to abide by the codes of conduct as described in the Student Handbook. Grace believes that Christian values and practices form the basis of all academic and administrative departments.

Doctrinal Statement

The Bible

We believe that God inspired the words of the Bible, the 66 books of the Old and New Testaments, to give mankind His authoritative revelation, wholly without error of any kind in the original writings. We believe that the Bible must be interpreted as language is normally used, recognizing the importance of dispensational distinctions. (Psalm 12:6; 119:89, 130; 160; Isaiah 40:8; 55:8-11; Luke 24:27, 44-47; John 5:39, 17:17; Romans 15:4; 1 Corinthians 2:9-10, 13; Ephesians 5:18; 2 Timothy 3:16-17; 1 Peter 1:10-12, 23-25; 2 Peter 1:19-21; James; 1:21; 1 John 2:27)

God

We believe in one God eternally existing in three persons: Father, Son, and Holy Spirit, each of whom possess equally all the attributes of deity and characteristics of personality and with each having specific work to perform. We believe that God is a personal being who is the Creator and Sustainer of the universe. (Matthew 3:16; John 10:30; 14:10; 14:26; 15:26; Ephesians 1:3-4; 6-7; 13-14)

Jesus Christ

We believe that Jesus Christ became flesh through His miraculous conception by the Holy Spirit and His virgin birth. He is, therefore, perfect and complete deity and perfect humanity, these being united without mixture in one person forever. We believe that He lived a sinless life and voluntarily and vicariously paid for the sins of all mankind by dying on the cross. We believe in the resurrection of His crucified body, in His ascension to heaven, and in His present ministries in heaven. (Psalm 2:7; Isaiah 7:14; 9:6; Micah 5:2; Matthew 1:18-25; 28:19; Luke 1:26-35; 2:52; John 1:1-3, 14, 18; 3:16; 8:58; 10:30; 17:5; 20:28; 1 Corinthians 15:1-20; Galatians 4:4; Philippians 2:5-8; Colossians 1:14, 15-17; 2:9; 1 Timothy 2:5; Titus 2:13; Hebrews 1:1-3, 6, 8-12; 4:15; 13:8; 1 Peter 1:1; 2:22; 1 John 2:1-2; 3:16; 4:10, 5:20; Revelation 1:17-18)

The Holy Spirit

We believe that the Holy Spirit is God and that He has come to reveal and glorify Christ, to convict and draw sinners to Christ, to regenerate, indwell, seal, and baptize believers into the body of Christ, to impart gifts to believers, and to enable them to live holy lives. (Genesis 1:2; Psalm 139:7; Isaiah 40:13-14; Matthew 1:18-20; 28:19; Luke 1:35; John 1:13; 3:3-8; 6:63; 14:16-17, 26; 15:26; 16:7-15, 13; Acts 2:1-4; 5:3-4; Romans 8:9; 1 Corinthians 2:9,10, 12; 6:19; 12:13; 2 Corinthians 13:14; Ephesians 1:13-14; 2:22; 4:30; 5:18; 2 Thessalonians 2:7; 2 Timothy 3:16-17; Titus 3:5; Hebrews 9:14; 2 Peter 1:20-21; 1 John 2:20, 27)

Creation

We believe that the Genesis account of creation is to be understood historically and literally and not allegorically or figuratively. We believe that man was created in the image of God and that the first man, Adam sinned, bringing spiritual death to all, who, therefore, stand condemned and in need of Christ's salvation. (Genesis 1; Romans 1:20; Colossians 1:15-20)

Salvation

We believe that God saves by grace alone, apart from works, those who put their faith in Christ alone, imputing His righteousness to them and keeping them secure eternally. We believe a person can and should have assurance of their Eternal Life the moment he receives Christ based on the promises of God. (Isaiah 55:8-11; Matthew 4:4; 26:28; John 1:12; 3:5, 16, 18, 36; 5:24; 6:29;

14:6; 17:17; Acts 4:12; 13:38-39; 16:31; Romans 1:7, 16-17; 3:22, 26; 4:4-5; 5:1, 6-9; 6:11-13, 23; 8:2-4, 9, 12-13, 29-30, 32; 10:4, 17; 1 Corinthians 1:2, 8; 6:11; 12:13; 15:1-4; 2 Corinthians 3:18; 5:21; 7:1; Galatians 5:13-26; 6:15; Ephesians 1:3, 7; 2:8-9; 4:22-24; Philippians 3:4-9; Colossians 1:22; 2:6, 10; 3:1-7, 16; 1 Thessalonians 2:13; 4:3-4; 5:23; Titus 3:5-7; Hebrews 4:12, 10:10, 14; 12:14; James 1:18; 1 Peter 1:18-19, 23; 2:2, 11; 1 John 1:5-7; 3:2, 5-9; Jude 24)

The Christian Walk

We believe that although sinless perfection is not possible in this life, all believers are called to live holy lives in the power of the indwelling Holy Spirit. (John 17:17; Ephesians 5:26-27; 1 Thessalonians 4:3-4; Hebrews 10:10, 14; 1 John 3:2)

The Church

We believe that the church, the body of Christ, began on the day of Pentecost and is composed of all who receive Christ through faith. We believe God's program for the Church is distinguished from His program for Israel described in Daniel 9. We believe that all believers should assemble regularly in local churches for worship, for observing the ordinances of water baptism and the Lord's Supper, for mutual encouragement and discipline, and for carrying out God's purposes in this world. (Acts 2:41-42; 10:44-47; 11:15-17; Romans 6:4-5; 12:3-8; 16:1, 5; 1 Corinthians 11:23-31; 12:12-13, 27; 16:19; Galatians 3:27-28; 6:2; Ephesians 1:22-23; 2:16-22; 5:24-25, 30; Philippians 1:1; Colossians 1:18; 1 Thessalonians 1:1; 5:11; Hebrews 10:24-25)

The Future

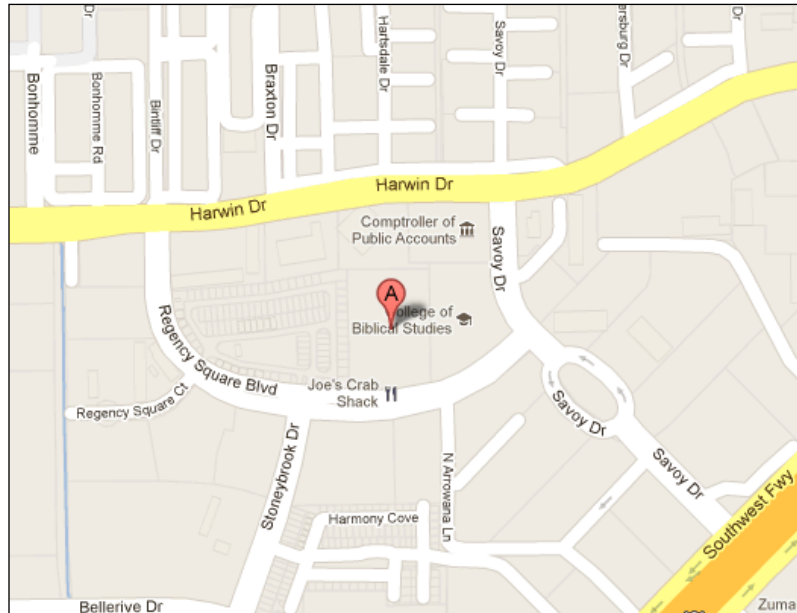
We believe that the personal and imminent return of Christ to rapture His church will be followed by a period of tribulation on this earth. At the conclusion of this period, Christ will return triumphantly and inaugurate His millennial reign over this earth. We believe in the everlasting conscious blessedness of the saved in the New Jerusalem and the everlasting conscious punishment of the unsaved in the lake of fire. (Matthew 24:21, 29-30; 25:31, 46; 1 Thessalonians 1:10; 4:13-18; 5:4-10; Titus 2:13; Revelation 3:10; 20:1-6, 11-15)

Satan

We believe that at some time in the past Satan led a rebellion, including a host of angels, against God and was expelled from the heavenly kingdom. Satan, also called other names including the Devil, is a real being who has tremendous, but limited power, and is the true adversary to God's people. Satan is destined to be judged and will endure eternal punishment in the lake of fire. (Ephesians 6:12; 1 John 3:8; Revelation 20: 1-3)

Teaching Locations

- ***Houston Southwest (Main Campus):***
7100 Regency Square Blvd, Suite 263, Houston, Texas 77036



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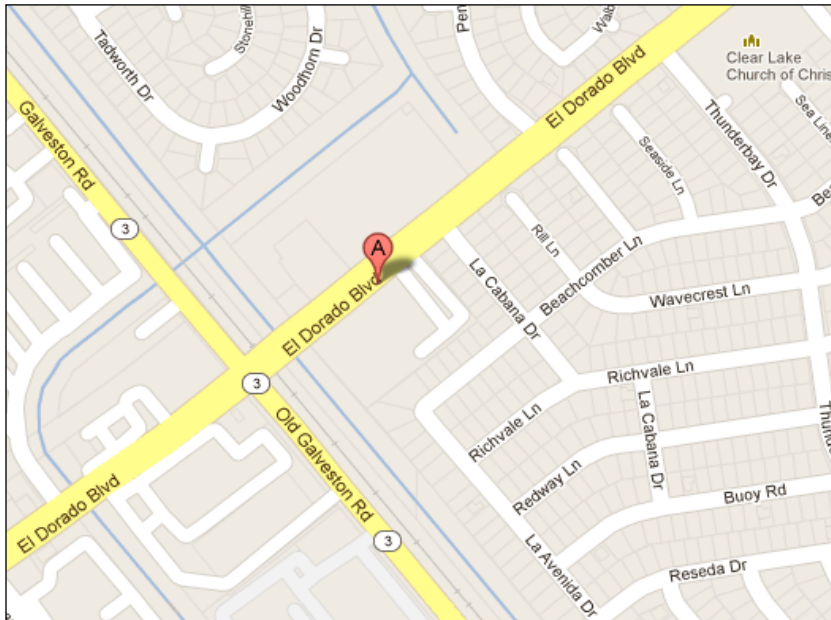
- ***Houston North - The Woodlands (Business Office):***
3705 College Park Drive, The Woodlands, Texas 77384



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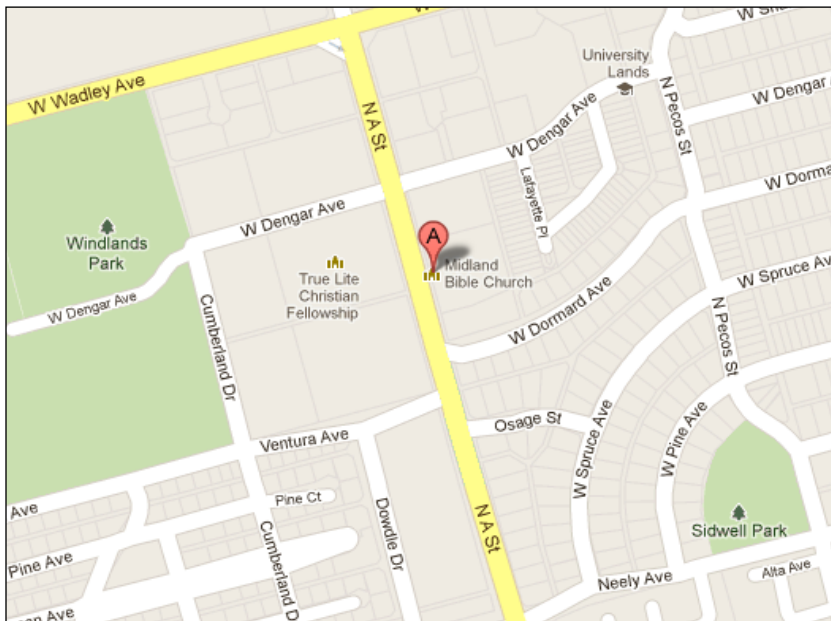
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- ***Clear Lake Teaching Site (Clear Lake Bible Church):***
622 El Dorado Blvd, Houston (Clear Lake), Texas 77062



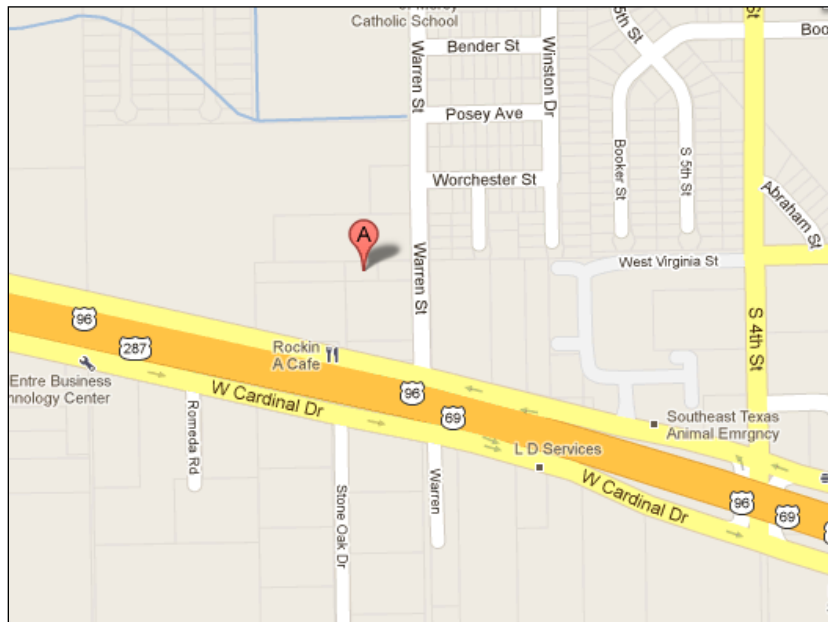
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- ***Midland Teaching Site (Midland Bible Church):***
2800 North A Street, Midland, Texas 79705



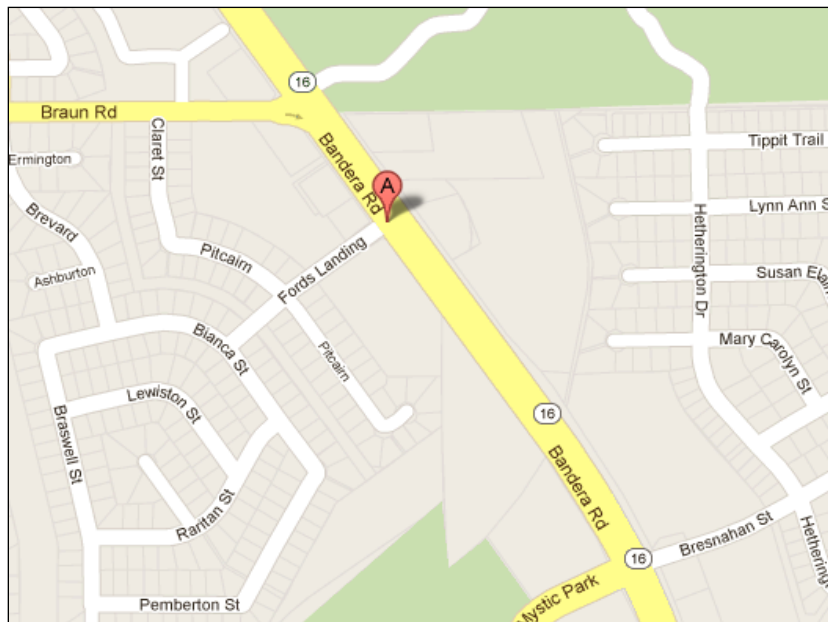
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- ***Beaumont Teaching Site (Antioch Baptist Church):***
3920 W. Cardinal Drive, Beaumont, Texas 77705



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- ***San Antonio Teaching Site (Bandera Road City Church):***
9435 Bandera Road, San Antonio, Texas 78250



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EDUCATIONAL PROGRAMS & OPTIONS

Overview of Certificate and Degree Programs

ATTAINABLE Pursue Your Degree at a Manageable Pace				
AFFORDABLE Tuition Rates for Today's Economy				
ACCESSIBLE Multiple Locations to Serve You		M.A.B.S.	M.Div.	Th.M.
B.S.C. Biblical Studies Certificate	T.S.C. Theological Studies Certificate	Master of Arts in Biblical Studies	Master of Divinity	Master of Theology
31 credit hours	31 credit hours	64 credit hours	95 credit hours	122 credit hours
One Year	One Year	Two Years	Three Years	Four Years

Summary of Disciplines Within Each Program

Course Focus	BSC	TSC	MABS	MDiv	ThM
Introductory Core	4	4	9	9	9
Bible Exposition	24		24	24	30
Systematic Theology		24	21	24	24
Biblical Languages			4	16	28
Ministry Skills				15	21
Research				4	4
Electives	3	3	6	3	6
Total Units Required	31	31	64	95	122

BSC	TSC	MABS	M.Div.	Th.M.	Code	Course Name
1	1				RS-501	Bible Study and Technology
		3	3	3	RS-503	Research Methods, Writing, and Technology
3	3	3	3	3	TH-560	Bible Study Methods (Hermeneutics)
3		3	3	3	OT-512	Old Testament Survey - Pentateuch
3		3	3	3	OT-514	Old Testament Survey - Historical Books
3		3	3	3	OT-516	Old Testament Survey - Wisdom Literature
3		3	3	3	OT-618	Old Testament Survey – The Major Prophets
3		3	3	3	OT-620	Old Testament Survey – The Minor Prophets
3		3	3	3	NT-513	New Testament Survey - The Gospels
3		3	3	3	NT-515	New Testament Survey - Acts and Pauline Epistles
3		3	3	3	NT-517	New Testament Survey - Hebrews, General Epistles and Revelation
		3	3	3	MS-550	Spiritual Life
	3	3	3	3	TH-562	Intro. to Systematic Theology and Bibliology
	3	3	3	3	TH-564	Theology Proper
	3	3	3	3	TH-566	Christology and Ecclesiology
	3	3	3	3	TH-568	Soteriology
	3	3	3	3	TH-661	Sanctification and Pneumatology
	3	3	3	3	TH-663	Angelology, Anthropology and Hamartiology
	3	3	3	3	TH-665	Dispensationalism and Eschatology
		4	4	4	NT-670	Fundamentals of Greek Exegesis
			3	3	NT-772	Greek 1
			3	3	NT-774	Greek 2
			3	3	OT-771	Hebrew 1
			3	3	OT-773	Hebrew 2
			3	3	MS-751	Evangelism
	3		3	3	TH-	Church History

				767	
			3	3	MS-753 World Missions
			3	3	MS-755 Biblical Preaching & Teaching
			3	3	MS-757 Basic Biblical Counseling
			3	3	MS-759 Leadership
			2		RS-791 Doctrinal Summary 1
			2		RS-793 Doctrinal Summary 2
				3	NT-840 New Testament Introduction
				3	OT-840 Old Testament Introduction
				3	NT-876 Greek 3
				3	NT-878 Greek 4
				3	OT-875 Hebrew 3
				3	OT-877 Hebrew 4
				3	MS-852 Christian Education
				3	MS-854 Pastoral Ministries
				2	RS-890 Thesis Proposal
				2	RS-892 Thesis Project
3*	3*	6	3	6	Electives
31	31	64	95	122	TOTAL CREDIT HOURS

Non-Degree Programs

Biblical Studies Certificate (BSC) – 31 Credit Hours

The certificate program at Grace School of Theology is designed for the Christian layperson who desires a flexible and less demanding course of study that will provide a general knowledge of the Bible and basic hermeneutical skills. This one year (31 credit hours) certificate is ideal for those volunteering in the local church or other ministry who want to be further equipped but do not wish to enter a formal master's level degree program at this time.

All courses required for the Biblical Studies Certificate program must be taken for credit (not enrichment) and may count towards any of our other degree programs if the student wishes to continue his or her formal theological education and is accepted into one of the degree programs. Only 9 credit hours of this program are transferrable from another accredited institution.

BSC Program Learning Outcomes

Upon successful completion of the BSC Program the student will be able to:

1. Explain a comprehensive overview of the basic content and theme of each book in the Old and New Testament.
2. Exegete and apply Scripture using inductive methods and principles of literal-grammatical-historical hermeneutics.

Required Courses in the BSC Program (*all courses are 3 credits unless otherwise noted*)

Introductory Core – 4 credits

RS-501	Bible Study and Technology (1 credit)
TH-560	Bible Study Methods (Hermeneutics)

Bible Exposition Core – 24 credits

OT-512	Old Testament Survey - Pentateuch: Genesis - Deuteronomy
OT-514	Old Testament Survey - History: Joshua - Esther
OT-516	Old Testament Survey - Wisdom Literature: Job - Song of Solomon
OT-618	Old Testament Survey - Major Prophets: Isaiah - Daniel
OT-620	Old Testament Survey - Minor Prophets: Hosea - Malachi
NT-513	New Testament Survey - The Gospels
NT-515	New Testament Survey - Acts and Pauline Epistles
NT-517	New Testament Survey - Hebrews, General Epistles and Revelation

Elective – 3 credits

_____ Elective in Systematic Theology

BSC Course Distribution Summary

Introductory Core	4 credits
Biblical Exposition	24 credits
Elective	3 credits
TOTAL	31 credits

Theological Studies Certificate (TSC) – 31 Credit Hours

The certificate program at Grace School of Theology is designed for the Christian layperson who desires a flexible and less demanding course of study that will provide a general knowledge of systematic theology and basic hermeneutical principles. This one year (31 credit hours) certificate is ideal for those volunteering in the local church or other ministry who want to be further equipped but do not wish to enter a formal master's level degree program at this time.

All courses required for the Theological Studies Certificate program must be taken for credit (not enrichment) and may count towards any of our other degree programs if the student wishes to continue his or her formal theological education and is accepted into one of the degree programs. Only 9 credit hours of this Program are transferrable from another accredited institution.

TSC Program Learning Outcomes

Upon successful completion of the TSC Program the student will be able to:

1. Articulate a synthesis of every major category of systematic theology.

2. Exegete and apply Scripture using inductive methods and principles of literal-grammatical-historical hermeneutics.

Required Courses in the TSC Program (*all courses are 3 credits unless otherwise noted*)

Introductory Core – 4 credits

RS-501	Bible Study and Technology (1 credit)
TH-560	Bible Study Methods (Hermeneutics)

Theology Core – 24 credits

TH-562	Introduction to Systematic Theology and Bibliology
TH-564	Theology Proper
TH-566	Christology and Ecclesiology
TH-568	Soteriology
TH-661	Sanctification and Pneumatology
TH-663	Angelology, Anthropology and Hamartiology
TH-665	Dispensationalism and Eschatology
TH-767	Church History

Elective – 3 units

_____	Elective in Bible Exposition
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TSC Course Distribution Summary

Introductory Core	4 credits
Systematic Theology	24 credits
Elective	3 credits
TOTAL	31 credits

Degree Programs

Master of Arts in Biblical Studies (MABS) – 64 Credit Hours

The MABS degree program at Grace offers graduate-level biblical and theological instruction aimed at providing a solid foundation in the Scriptures. It is designed with a particular focus on equipping those within a broad spectrum of Christian service, such as those in supporting roles within the local church, as well as those within para-church ministries and mission agencies.

The degree typically takes two years to complete and is uniquely structured to provide a comprehensive overview of each book of the Bible and every major category of systematic theology. With fewer electives, this degree program is not designed for those seeking preparation for pastoral ministry or other ministries where the primary task is the teaching and preaching of the Scripture. Only 19 credit hours of this Program are transferrable from another accredited institution.

MABS Program Learning Outcomes

Upon successful completion of the MABS Program the student will be able to:

1. Explain a comprehensive overview of the basic content and theme of each book in the Old and New Testament.
2. Articulate a synthesis of every major category of systematic theology.
3. Exegete and apply Scripture using inductive methods and principles of literal-grammatical-historical hermeneutics.
4. Understand and articulate the Free-Grace principles of progressive sanctification.

Required Courses in the MABS Program *(all courses are 3 credits unless otherwise noted)*

Introductory Core – 9 credits

TH-560	Bible Study Methods (Hermeneutics)
RS-503 -	Research Methods, Writing, and Technology
MS-550	Spiritual Life

Bible Exposition – 24 credits

OT-512	Old Testament Survey - Pentateuch: Genesis - Deuteronomy
OT-514	Old Testament Survey - History: Joshua - Esther
OT-516	Old Testament Survey - Wisdom Literature: Job - Song of Solomon
OT-618	Old Testament Survey - Major Prophets: Isaiah - Daniel
OT-620	Old Testament Survey - Minor Prophets: Hosea - Malachi
NT-513	New Testament Survey - The Gospels
NT-515	New Testament Survey - Acts and Pauline Epistles
NT-517	New Testament Survey - Hebrews, General Epistles and Revelation

Systematic Theology – 21 credits

TH-562	Introduction to Systematic Theology and Bibliology
TH-564	Theology Proper
TH-566	Christology and Ecclesiology
TH-568	Soteriology
TH-661	Sanctification and Pneumatology
TH-663	Angelology, Anthropology and Hamartiology

TH-665 Dispensationalism and Eschatology

Biblical Languages – 4 credits

NT-670 Fundamentals of Greek Exegesis (4 credits)

Open Electives – 6 credits

_____ Open Elective
_____ Open Elective

M.A.B.S. Course Distribution Summary

Introductory Core	9 credits
Bible Exposition	24 credits
Systematic Theology	21 credits
Biblical Languages	4 credits
Open Elective	6 credits
TOTAL	64 credits

Master of Divinity (M.Div.) – 95 Credit Hours

The Master of Divinity degree is traditionally the most common seminary degree for equipping those whose desire is to serve the Lord in some type of professional ministry capacity. It is especially common among those seeking preparation for pastoral or classroom ministry, or any other ministry where the primary task is expositing the Word of God. However, anyone whose ministry goals will be furthered by obtaining a firm grasp of the Scriptures, including the original languages, will benefit from a Master of Divinity degree from Grace School of Theology.

At Grace, the M.Div. degree is uniquely structured to balance biblical and theological studies with ministry skills courses that will result not only in increased knowledge of God's Word, but also preparation for the common demands of everyday ministry. The 95-credit hour degree typically takes three years to complete. Only 28 credit hours of this Program are transferrable from another accredited institution.

M.Div. Program Learning Outcomes

Upon successful completion of the M.Div. Program the student will be able to:

1. Explain a comprehensive overview of the basic content and theme of each book in the Old and New Testament.
2. Articulate a synthesis of every major category of systematic theology.
3. Understand and articulate the Free-Grace principles of progressive sanctification
4. Demonstrate a working knowledge of biblical Hebrew and Greek.
5. Lead a local church or para-church ministry by utilizing practical ministry skills and communicating effectively.

Required Courses in the M.Div. Program *(all courses are 3 credits unless otherwise noted)*

Introductory Core – 9 credits

TH-560 Bible Study Methods (Hermeneutics)

RS-503	Research Methods, Writing, and Technology
MS-550	Spiritual Life

Bible Exposition – 24 credits

OT-512	Old Testament Survey - Pentateuch: Genesis - Deuteronomy
OT-514	Old Testament Survey - History: Joshua - Esther
OT-516	Old Testament Survey - Wisdom Literature: Job - Song of Solomon
OT-618	Old Testament Survey - Major Prophets: Isaiah - Daniel
OT-620	Old Testament Survey - Minor Prophets: Hosea - Malachi
NT-513	New Testament Survey - The Gospels
NT-515	New Testament Survey - Acts and Pauline Epistles
NT-517	New Testament Survey - Hebrews, General Epistles and Revelation

Systematic Theology – 24 credits

TH-562	Introduction to Systematic Theology and Bibliology
TH-564	Theology Proper
TH-566	Christology and Ecclesiology
TH-568	Soteriology
TH-661	Sanctification and Pneumatology
TH-663	Angelology, Anthropology and Hamartiology
TH-665	Dispensationalism and Eschatology
TH-767	Church History

Biblical Languages – 16 credits

NT-670	Fundamentals of Greek Exegesis (4 credits)
NT-772	Greek 1
NT-774	Greek 2
OT-771	Hebrew 1
OT-773	Hebrew 2

Ministry Skills – 15 credits

MS-753	World Missions
MS-759	Leadership
MS-755	Biblical Preaching and Teaching
MS-757	Basic Biblical Counseling
MS-751	Evangelism

Research – 4 credits

RS-791	Doctrinal Summary 1
RS-793	Doctrinal Summary 2

Open Elective – 3 credits

_____	Open Elective
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M.Div. Course Distribution Summary

Introductory Core	9 credits
Bible Exposition	24 credits
Systematic Theology	24 credits
Biblical Languages	16 credits
Ministry Skills	15 credits

Research	4 credits
Open Elective	3 credits
TOTAL	95 credits

Master of Theology (Th.M.) – 122 Credit Hours

The Th.M. degree (122 credit hours) is the highest master's level degree program available for those in professional ministry. Like the M.Div. degree program, this program is designed primarily to equip pastors and others whose desire is to serve the Lord in some type of professional ministry capacity. The Th.M. degree typically takes 4 years to complete and builds upon the M.Div. by adding additional credit hours in biblical languages, biblical introduction, practical ministry, and the thesis, in addition to electives. Only 37 credit hours of this Program are transferrable from another accredited institution. Applicants for the Th.M. program must have completed the Master of Divinity (a minimum of 90 credit hours, including one year of biblical Greek and Hebrew) prior to enrollment. Those who have not completed the biblical language requirement may still enroll but must complete the first year language requirements before proceeding to subsequent years of language study. This may be accomplished concurrently while enrolled.

Th.M. Program Learning Outcomes

Upon successful completion of the Th.M. Program the student will be able to:

1. Explain a comprehensive overview of the basic content and theme of each book in the Old and New Testament.
2. Articulate a synthesis of every major category of systematic theology.
3. Understand and articulate the Free-Grace principles of progressive sanctification
4. Lead a local church or para-church ministry by utilizing practical ministry skills and communicating effectively.
5. Demonstrate the ability to exegete the Hebrew and Greek texts of the Bible.
6. Conduct research at the advanced masters-level with breadth and depth within a specific field of study.

Required Courses in the Th.M. Program *(all courses are 3 credits unless otherwise noted)*

Introductory Core – 9 credits

TH-560	Bible Study Methods (Hermeneutics)
RS-503	Research Methods, Writing, and Technology
MS-550	Spiritual Life

Bible Exposition – 30 credits

OT-512	Old Testament Survey - Pentateuch: Genesis - Deuteronomy
OT-514	Old Testament Survey - History: Joshua - Esther
OT-516	Old Testament Survey - Wisdom Literature: Job - Song of Solomon
OT-618	Old Testament Survey - Major Prophets: Isaiah - Daniel
OT-620	Old Testament Survey - Minor Prophets: Hosea - Malachi
NT-513	New Testament Survey - The Gospels
NT-515	New Testament Survey - Acts and Pauline Epistles
NT-517	New Testament Survey - Hebrews, General Epistles and Revelation
NT-840	New Testament Introduction
OT-840	Old Testament Introduction

Systematic Theology – 24 credits

TH-562	Introduction to Systematic Theology and Bibliology
TH-564	Theology Proper
TH-566	Christology and Ecclesiology
TH-568	Soteriology
TH-661	Sanctification and Pneumatology
TH-663	Angelology, Anthropology and Hamartiology
TH-665	Dispensationalism and Eschatology
TH-767	Church History

Biblical Languages – 28 credits

NT-670	Fundamentals of Greek Exegesis (4 credits)
NT-772	Greek 1
NT-774	Greek 2
NT-876	Greek 3
NT-878	Greek 4
OT-771	Hebrew 1
OT-773	Hebrew 2
OT-875	Hebrew 3
OT-877	Hebrew 4

Ministry Skills – 21 credits

MS-753	World Missions
MS-759	Leadership
MS-755	Biblical Preaching and Teaching
MS-757	Basic Biblical Counseling
MS-751	Evangelism
MS-852	Christian Education
MS-854	Pastoral Ministries

Research – 4 credits

RS-890	Thesis Proposal
RS-892	Thesis Project

Open Electives – 6 credits

_____	Elective
_____	Elective

Th.M. Course Distribution Summary

Introductory Core	9 credits
Bible Exposition	30 credits
Systematic Theology	24 credits
Biblical Languages	28 credits
Ministry Skills	21 credits
Research	4 credits
Open Electives	6 credits
Total	122 credits

Program Completion Limits

Grace recognizes that the majority of its students are adult learners with very busy schedules. We encourage students to take courses and complete programs at a reasonable, but constant pace in light of family, work, and ministry responsibilities. Maintaining a constant and continuous pace toward the completion of any program will create better success as the student grows spiritually, becomes more solidly grounded in the Scriptures, and becomes more and more effective in ministry. With this in mind, the following limits are in place to program completion.

From the initial semester of acceptance into Grace:

All work leading to a Certificate must be completed within three years.

All work leading to the MABS degree must be completed within six years.

All work leading to the M.Div. degree must be completed within eight years.

All work leading to the Th.M. degree must be completed within ten years.

Periods when students have petitioned and received a 'Leave of Absence' will not count toward the limit. Extension of any of these limits requires a recommendation from the student's academic advisor and approval from the Vice President of Academic Affairs, in consultation with Student Services, as appropriate.

ADMISSIONS

Non-Credit Programs

There are no degree requirements for those wishing to take classes only for enrichment. Anyone can apply to become a non-credit/audit student. Applicants must complete the non-credit application for admission before his/her acceptance is considered.

Certificate Programs (Biblical Studies and Theological Studies, for Credit)

Anyone can apply for the Certificate Programs provided at Grace for credit; a bachelor's degree is not required. Applicants must complete the credit student application for admission before his/her acceptance is considered. Please Note: Those who wish to use the course credits earned in a Certificate Program to count toward a Master's Degree in the future must meet the admissions requirements for Masters Degree Programs (Refer to the 'Change of Program' section located in this Catalog for details.)

Masters Degree Programs (Master of Arts in Biblical Studies, Master of Divinity, and Master of Theology)

Applicants for the degree programs must have earned a baccalaureate degree from an USDE accredited college or university, or its equivalent. The student's undergraduate overall grade point average must be 2.5 or higher.

Applicants for the Th.M. program must have completed the Master of Divinity (a minimum of 90 credit hours, including one year of biblical Greek and Hebrew) prior to enrollment. Those who have not completed the biblical language requirement may still enroll but must complete the first year language requirements. This may be accomplished concurrently while enrolled.

The Application Process

Applications for Grace School of Theology may be obtained on the Grace School of Theology website (www.gsot.org). Once the admissions office has received the application and all necessary information, the Admissions Committee will review the application promptly and notify the applicant in writing regarding admission status. Application fees are listed in the financial information.

Anyone who wishes to enroll at Grace School of Theology must follow the Admissions process steps outlined below.

- a. Complete a Preliminary Application Form:
- b. Visit the Grace School of Theology website (www.gsot.org) and click on the button that says "Apply Today."
- c. From the Registration Site Information page, click on button that says, 'Begin Application for Admission New Users Only.'
- d. Complete the preliminary application form and submit it.

- e. Applicants will then receive an email from Populi Notifications (Grace's online student management system) providing instructions on how to set up a password to log in to Populi to complete the application for admission. A username will be provided in this email. To continue filling out an application, the applicant can visit www.grace.populiweb.com and type in the username provided via email and the newly created password.

From the Homepage of Populi, the Applicant can click on 'Continue Filling out your Application' link. This will take the Applicant to several application components that can be completed entirely online.

- a. Credit Program Applicants (Certificate or Masters)
 - 1. Applicants applying for either the Certificate or Masters Programs will need to complete the online components in addition to the written component (Admissions Essay that can be uploaded to the 'Admissions Statement' component).
 - 2. Detailed instructions on how to complete the application for admission are provided to the applicant via email.
- b. Non-Credit Program Applicants (Audit/Enrichment)
 - 1. Applicants applying for the Non-Credit Programs must only complete the online components of the application for admission.
- c. Once the Admissions Department receives all application components, the completed application is sent to the Admissions Committee.

Special Admissions

Concurrent Undergraduate Enrollment

Students who have up to six undergraduate credits to complete before they receive their undergraduate degree may concurrently enroll in a degree program and register to take up to six credits per semester. Students must provide a current undergraduate transcript, comply with all other applicable entrance requirements, complete the *General Petition Form*, and submit it to the Registrar's Office for final approval by the Vice President of Academic Affairs.

Probationary Admittance

If the student's undergraduate grade point average is below 2.5 then the student may be admitted on probation. Students admitted on probation must complete 12 credit hours of satisfactory work with a minimum overall grade point average of 3.0 in order to be removed from Probation Status to Full Admission status. The student's status will be stated in the acceptance letter. The Registrar's Office will monitor student's progress and keep the Academic Advisor informed.

Provisional Entrance

If an applicant wishes to take classes within a semester BEFORE the student has been officially accepted, the Applicant will need to submit a *General Petition Form*, requesting provisional entrance. Provisional Entrance is only for students applying for either the Certificate or Masters Programs. In order to be considered for

provisional acceptance, the Admissions department must have received transcripts from all schools listed under the 'Education' online component. Additionally, the Applicant must follow steps a thru c above and have completed the following on the Online Application:

- Personal Information
- Emergency Contact Information
- Marital Status and Spousal Statement
- Christian Life and Ministry
- Employment
- Education
- Criminal History
- Admissions Statement
- Pastoral or Church Recommendation form

If an applicant is approved for Provisional Entrance, then all application documents must be received within one semester. Students may not register for subsequent semesters until their application is complete. The Student Services Department will monitor and collect the appropriate application documentation for students who are accepted provisionally.

Ability to Benefit

Students who do not meet the entrance 2.5 minimum GPA requirement for a degree program (MABS and M.Div. only), may enter on Probationary Status (see section above). The Registrar's Office will monitor student's progress in the *Populi* system (grades and progress) and keep the Academic Advisor informed of their status. Through the Mentoring Program, run by Student Services, assistance is available for students in various areas of academics, ministry and life matters. The aim of the Seminary is to provide learning helps in order to develop a wide range of life skills that will prove beneficial to the student's personal and professional purposes and goals. All students are required to take RS-503, *Graduate Research, Writing & Technology* early in their program to help them establish good writing habits using the Turabian writing style, valuable research skills, and efficient use of the Logos Bible Software. By taking this course early in the degree plan, faculty can identify students who may need extra assistance and refer them to Student Services.

Residency Requirements

Students are required to complete at least 70% of their program either online or in the classroom (including Teaching Sites) at Grace School of Theology.

Exceptions to General Admissions Requirements

Applicants for the degree programs may apply for an exception to the General Admissions Requirements by submitting a detailed explanation on a *General Petition Form* to the Registrar's Office for the Vice President of Academic Affairs approval. Details containing: 1. What exception is requested, and 2. Why should the seminary grant the request?

Student Orientation

All incoming students are required to participate in a Student Orientation session at least once, and are encouraged to attend as many times as possible in order to remain informed regarding important matters. These events will cover major student issues from

the Student Handbook as well as the Academic Catalog (e.g. student life and conduct, staff and faculty, academics, financials and records, library services, and others). Recorded archives of the sessions are available to students who are unable to attend or those who desire to review its contents. Additional footage related to systems and operations are available to help students understand the information systems utilized by the Seminary. These archived videos will be available through the *Populi* student management system, as well as through other avenues of communication to students as needed.

Transfer of Credit

Grace School of Theology makes all attempts to be just, equitable, and apply the guidelines for transfer of credits equally. The school generally accepts transfer credit from graduate institutions that have accredited or pre-accredited status through an accrediting agency that is approved by the U.S. Department of Education, or its equivalent, such as qualified foreign institutions of higher education. The accredited status of the institution is important when considering the transfer of credit, but it is not the sole determining factor. Transfer from unaccredited institutions is typically very difficult unless Grace has already verified comparability. The Office of Student Services has a list of such schools that have been verified. Students should be aware that there are limits to the number of transfer credits. In general, up to 30% of any given program can be transferrable. For the maximum allowable transfer credit for each program, please refer to the appropriate academic program description. Work and/or ministry experience cannot count toward graduate credits.

Students may apply for an evaluation of their credits after they have applied for admission through the Student Services Department. However, prospective students may confer with the VP of Academic Affairs and/or the VP of Student Services about the likelihood of transferring credit, prior to admission. Students are responsible for ensuring that official transcripts of their credit are sent directly from the institution to the Registrar. Unofficial transcripts will not be evaluated. Students should be aware that reasons for the refusal of transfer credit are course-to-course incompatibility, the institution's accredited status, course description and requirements, final grade, etc. No credit will be awarded until official transcripts have been received and evaluated.

Transfer of credit will be determined based on an evaluation of the course description and/or course syllabus and its comparability and equivalency with coursework and/or the purpose of the program at Grace. Coursework must be validated through an official transcript and must be for work of "B" grade (3.0 on a 4.0 scale) or higher.

Exceptions to these guidelines may be granted. Questions regarding the transfer of credit should be addressed to the Academic Affairs Office. Students may appeal the evaluation of transfer of credit. Please see the section in this Catalog entitled, Academic Appeal Process.

Advanced Standing

Applicants who have graduated from a Bible college or possess an equivalent biblical studies degree, and who enroll in the Master of Arts in Biblical Studies (MABS) program may be eligible for up to 12 units of advanced standing and students who enroll in the Master of Divinity (M.Div.) program may be eligible for a maximum of 24 units of advanced standing, based on courses taken at the undergraduate level. Successfully completed

courses comparable to the 500-level courses in the M.A. or M.Div. programs at *Grace* may receive advanced standing. Courses for which advanced standing is sought must be equivalent in both content and theological viewpoint to courses taught at *Grace*, and must have received a grade of B (3.0) or better.

Family Educational Rights and Privacy Act (FERPA)

Grace School of Theology maintains a variety of records relating to students. The Registrar's Office retains the official file, which includes the student's original application for admission, recommendation forms, transcripts and other pertinent information. These records are available to faculty and staff who have legitimate educational interests.

Educational records are released to outside individuals or agencies only with the student's written permission. The only exceptions are those specifically required in Section 438 of the General Provision Acts.

REGISTRATION & ENROLLMENT

Enrollment Deadlines

The *open registration period* normally begins nine weeks before the first day of the coming semester and lasts six weeks. Continuing students must register by the end of open registration. If one registers after the deadline a late fee will be charged. During open registration periods students may add and drop courses online through their *Populi* account.

The *late registration period* normally begins three weeks before the first day of the coming semester and lasts for two weeks. Continuing students that register during this period will be charged a one-time late registration fee. The late registration fee is waived for new students when registering for the first time. New students can still register for classes no later than one week before the first day of a module (formally called first start, second start).

The *no registration period* normally begins one week before the first day of the coming semester.

Normal registration dates are adjusted so that holidays or unusual events do not prevent an orderly registration process. Such adjustments are reflected in the Academic Calendar that is in the Catalog and on the website.

Enrollment Process

You are enrolled in a course when you have registered to attend it and have final approval from your Academic Advisor. The registration process includes the following steps.

1. Enroll in *Populi*
2. Obtain academic advisement and approval: The purpose of academic advising is to identify and confirm the courses remaining for you to complete your degree program and to arrange the most suitable schedule for you to finish on time. A student is not enrolled until they have received approval from their Academic Advisor (a faculty member).
3. Financial aid: Grace has financial aid available for students who need such assistance. Please contact the Student Services Office for more information.
4. Settle your account: Registration is not complete until all invoices are paid (current) or you have made acceptable arrangements with the Registrar.

Student Course Overload

The maximum course load per semester in all programs is 9 credits, normally 3 courses. Students who desire to enroll for more than 9 credits per semester must gain the approval of their Academic Advisor and the Vice President of Academic Affairs.

Course Sequencing

Some courses within the seminary degree programs contain prerequisite requirements. Students are encouraged to read the course descriptions carefully and are responsible to register for courses in their required sequence. In some cases, permission may be

granted to take courses out of sequence. Requests to take a course out of its required sequence must be approved by the student's Academic Advisor.

Adding and Dropping Courses

This section states the processes for enrolling and withdrawing (adding and dropping) students from a course according to rules formulated to maintain orderliness and academic quality, with lawful refunds of tuition and fees when applicable. No late fees will be charged against a student during the open registration period. However, fees will apply after the closing date of open registration. Contact the Registrar for more information.

Adding a Course

A student may add a course according to the deadlines stated in the Academic Calendar and upon approval by the Academic Advisor. No additional courses will be allowed after the deadline. This is to ensure students have enough time to order and receive textbooks and to prepare for the first class session. To add a course, the student must use *Populi*.

Officially Dropping a Course

Official drop means that the approved procedure to withdraw from a course was followed by the student. The only way to *officially drop* a course is through *Populi* or by using the Withdrawal Drop Form and sending it to the Registrar. This applies to all courses, irrespective of delivery mode or course length.

Unofficially Dropping a Course

Beware of *unofficially* dropping a course. It will adversely affect your grades and student account. *Unofficial drop* means that the approved procedure to withdraw from a course was not followed by the student. Students are prohibited from dropping a course by:

- Not attending the course;
- Communicating their desire to drop the course other than submitting the Withdrawal Drop Form to the Registrar; or
- Communicating their desire to drop the course to employees other than the Registrar (or his or her assistant).

When a student unofficially drops a course, the Registrar will apply the Student Attendance Policy to determine the date of the drop and will assign the notation WF (Withdrawal-Fail) to the student's record, according to the Grading System Policy. Refunds are never due for unofficial drops.

Taking Courses for Audit/Non-Credit

Most of our courses may be taken for enrichment rather than for credit. Taking a course for "enrichment" is the same as "auditing a course." The enrichment student is not required to complete any of the assigned material for the course, and any material completed may not be graded depending on the availability and discretion of the professor.

Courses taken for enrichment do not count towards any degree or certificate program. If the student wishes to convert an enrichment course to a credit course, he or she must request to do so before the last class meeting for the course. The student must have

timely completed all assigned material, pay the difference in tuition and fees due for credit, and otherwise comply with all applicable requirements of the seminary and the professor. Further, conversion of a course taken for enrichment to a credit course is ultimately up to the discretion of the professor teaching the course and the academic dean. If the student wishes to convert a credit course to an enrichment course, he or she must request to do so before the withdrawal date for that particular course, by submitting the Course Status Change Form. There is no refund of tuition or fees for this change.

“50% Rule” – Limitation of Courses Taken at Teaching Sites

Students enrolled in any degree level at Grace (MABS, M.Div., Th.M.) must take less than 50% of their program's courses at a teaching site or any combination of teaching sites. Conversely, students enrolled in any degree level must take 50% or more of their program's courses at the main campus, online, streaming video (synchronous or asynchronous/archived), or any combination thereof. The Registrar monitors these numbers and the Academic Advisors will work with students to ensure that this percentage is maintained.

Completion of Online Courses and Programs

Students may complete 100% of their program online provided that all of the courses required for their program are available online. Grace usually offers all Bible exposition, theology, and ministry skills courses required for the TSC, BSC, MABS, and M.Div. online, periodically. Th.M. required courses beyond the M.Div. program requirements and any language courses may or may not be offered or available online.

Frequency of Required Course Offerings

Bible exposition courses and theology courses required by the certificate programs, MABS and M.Div. degree programs, as applicable, are typically offered at least once annually per course. Ministry skills courses and language courses required by the certificate programs, MABS and M.Div. degree programs, as applicable, are typically offered at least once every two years per course. Courses required in the Th.M. program not included above are typically offered at least once every three years per course.

Independent Study

Permission may be granted for a student to enroll in a regular course through independent study. Students who take courses by independent study lose the benefit of classroom interaction with the professor and other students. Therefore, independent studies are granted only in extenuating circumstances, and should not be undertaken solely for personal convenience. A request for an independent study should be submitted via General Petition to the Academic Affairs Office well in advance of the scheduled registration time.

FINANCIAL INFORMATION

STUDENT FINANCIAL SERVICES

The Registrar's Office is responsible for maintaining financial records for all students through the use of a centralized billing system. This department is also responsible for processing refunds and providing payment plans to any student who wishes to utilize this method of payment. If you need to speak with someone about your account, please contact the Registrar's Office

FINANCIAL INFORMATION

Tuition and Fee Schedule

The schedule of charges reflects tuition as determined by credit status. The Seminary reserves the right to change tuition and other charges without notice as necessitated by Seminary or board action. Refer to the current Academic Catalog for exact costs. Incidental fees, and cost of books and supplies are examples of additional fees other than the mandatory fees listed.

Refunds

Students can drop a course or withdraw from the seminary, which may entitle them to a refund. The amount of the refund depends upon when you drop or withdraw. To determine if you are entitled to a refund, refer to the current Academic Catalog. All refunds must be requested from the Registrar's Office. Refunds are based on the amount billed, not what has been paid.

BILLING, PAYMENT PLANS AND COLLECTIONS

Billing

Enrolled students statement of account is available in the Registrar's Office. The Seminary cannot accept responsibility for the non-notification of student bills to students, both current and former, due to incorrect address or e-mail. Each student is therefore required to have a current e-mailing address on file in the Registrar's Office. The Registrar's Office will not remove late fees from a student's account in cases where a student claims not to have seen a statement. It is the student's responsibility to know the due dates for all payments.

Payment Plans

The Seminary requires that all students must complete their arrangement to pay for the semester prior to the first day of classes. This means the student must either pay 100% of all tuition and fees due or enter into the payment plan for that semester. In no case will the payment plan cover prior semester charges. Any prior charges must be paid in full.

Collections

Failure to legitimize payment within the time allotted will result in financial disenrollment. Failure to pay within the time allotted will also result in a hold on the student's record and the

student may not register until all fees are paid.

FINANCIAL AID

At the time of printing this edition of the Student Handbook, Federal Financial Aid is not available. However, we currently offer the following programs to assist students financially:

- ***Student Referral Program:*** This program allows a student the opportunity to earn at least ½ off tuition for one class a semester. Please contact Student Services for details.
- ***GRACE Tuition Assistance Program:*** Students can apply for tuition assistance by completing a request for tuition assistance form online. Students may be asked for an interview at the end of this process. Please contact Student Services for details.
- ***Raising Support:*** Students can ask their church/ministry leaders/family and friends to support them financially to continue their theological training.

Inquire within the Student Services Department regarding financial aid and timeline of implementation.

ACADEMIC POLICIES

Governing Catalog

Governing Catalog means the catalog in effect at the time of first enrollment that states the graduation requirements to which a student is subject. If the graduation requirements change, the student will automatically remain subject to the original governing catalog but may petition to continue studies subject to the new ones. In no case may a student revert to an earlier catalog. Students are automatically subject to other revisions such as policies, procedures, etc. Students are encouraged to communicate regularly with their academic advisor regarding their degree plan. This policy does not apply to students who change academic programs.

Academic Advising

New and continuing students are encouraged to seek academic advisement in planning their education. Initial advisement for new students is available through the Student Services Office. Once enrolled, the Registrar assigns a faculty mentor/advisor to each new student based on his or her enrolled program and sometimes on the delivery mode; some assignments overlap. Currently, these are the assignments:

Dr. Bruce Baker	M.Div. and Th.M. students
Dr. Joe Wall	Th.M. students
Dr. Al Letting	MABS students
Dean Haywood	Certificate students
Dr. JB Hixson	Online only students

Advisors have access to students' *Populi* page, which displays contact information, current degree plan, and a history of documents and comments made to the student since they first applied. Faculty mentor/advisor must approve each course before the student's enrollment is officially complete and must approve requests for course overload. The advisement process is accomplished through *Populi* where advisors communicate their approvals and other comments to the students. Additionally, advisors are able to ensure that students do not enroll in a Teaching Site less they violate the mandated 49% rule and that students do not violate the course load limits. Advisors are expected to counsel students on the best sequencing of their course selections and help them prepare to complete their program within the stated time limit. Because the faculty also have years of ministerial experience and are expected to demonstrate a servant's heart, faculty advisors are encouraged to offer prayer and counsel as the Holy Spirit leads them.

Attendance

Grace School of Theology believes classroom interaction between the professor and students is a vital part of training. Absence from two class sessions during a 15-week course or one class session during an 8-week course may result in a grade reduction for the course. Absence from more than two class sessions during a 15-week course or one class session during an 8-week course will result in failure of the course. Exceptions to this may be granted via General Petition.

Students who enroll in online only courses, or in courses using synchronous or archived video as part of the course delivery system demonstrate weekly attendance by their participation in group discussions, completing online requirements, and by submitting assignments on time as required in the course syllabus. The professor determines attendance and is responsible for reporting attendance to the Registrar on a weekly basis.

Academic Integrity

Plagiarism

According to the American Heritage Dictionary, 2nd College Edition, plagiarism is defined as “taking and using “as one’s own the writings or ideas of another.” Plagiarism shall include failure to use quotation marks or other conventional markings around material quoted from another source. Plagiarism shall also include paraphrasing a specific passage from a source without indicating accurately what that source is. Plagiarism shall further include letting another person compose or rewrite a student’s written assignment.

Falsifying Information

Falsifying information shall include forging a proctor’s name, submitting another’s work as one’s own, or otherwise providing false or misleading documentation.

Other Forms of Academic Dishonesty

During examinations, academic dishonesty shall include referring to written information not specifically permitted by the instructor or syllabus. It shall further include receiving unauthorized written or oral information from a fellow student or proctor. Academic dishonesty shall include stealing, buying, selling, or transmitting a copy of any examination.

Any student proven to have committed any of the above will receive an “F” for the course and will receive an academic warning. If the student is proven to have been guilty a second time, he or she will be expelled from the seminary. Students are responsible for reading the Student Handbook that contains more details.

Grade Reports

Faculty members are required to submit final grades to the Office of the Registrar within two weeks of the completion of modular and semester courses. Student grades will be processed and recorded in the student’s electronic file. All grades will be available for the student’s viewing through their student profile on the *Populi* system.

Grading System

The grade point average (GPA) is a numerical representation of a student’s overall academic achievement. It is obtained by assigning point values to specific grades and multiplying these values by the number of semester hours received in that course. The total number of grade points earned for one semester or for all semesters at Grace School of Theology is divided by the total number of semester hours. Grades of I and WP are not assigned grade point values and are not used in the computation of the grade point average. A grade of WF is assigned a grade point value of zero (0). No points are given for a grade lower than a C- (1.7 grade points). The grade point values are as shown in the following chart.

GRADE	NUMERICAL EQUIVALENT	GRADE POINT Value
A+	99-100	4.0
A	96-98	4.0
A-	94-95	3.7
B+	91-93	3.3
B	88-90	3.0
B-	86-87	2.7
C+	83-85	2.3
C	80-82	2.0
C--	78-79	1.7
F	0-77	0.0
AUD	Audit	n/a
WP	Withdrawal during the first nine weeks of a 15-week course or first five weeks of an 8-	n/a
WF	Withdrawal after the first nine weeks of a 15-week course or first five weeks of an 8-	0.0
I	Incomplete	n/a
IP	Class in Progress	n/a

Coursework Extension/Incompletes

In the case of serious illness, family emergency or other extenuating circumstances, students may request an extension that will allow them to complete their coursework beyond the end of the course. The request for extension must be approved in advance by the instructor for the course and may be granted for up to 30 days beyond the end of the course. Instructors are not obligated to approve any petition of extension. If an extension is approved, the student will be given a temporary incomplete for the course. If the student fails to complete the work by the end of the extension, the incomplete will be changed to a failing grade, unless the professor provides a different final grade. A student may not enroll for the following semester with more than two incompletes.

Academic Probation and Dismissal

The student's academic record is reviewed each semester. A degree students is considered "in good standing" when they maintain a minimum of 3.0 grade point average and when a certificate student maintains a 2.5 grade point average. If a degree student's cumulative grade point average falls below a 3.0, or if a certificate student's cumulative grade point average falls below a 2.5, the student is automatically placed on academic probation.

If the student improves his or her cumulative grade point average to the minimum standard during the subsequent semester, the student is automatically removed from probation. If a student remains on probation for two consecutive semesters, he or she may be subject to dismissal. Any student in a degree program whose grade point average falls below 1.0 for a

semester is subject to dismissal at the end of that semester. If a student is dismissed for not meeting academic standards, the student may appeal by using the Academic Appeal Process.

Incoming students may be admitted on academic probation if the student's undergraduate grade point average is below 2.5. In such cases, probationary status may be removed after the completion of 12 credit hours with a minimum GPA of 3.0 for degree students and 2.5 for certificate students.

Readmission

From Leave of Absence

Leave of absence is permitted for a period up to twelve months. Students desiring a leave of absence must file a General Petition form with the Registrar. Students who withdraw and desire to return to Grace within a twelve-month period need to complete another General Petition and submit it to the Registrar's office for registration materials and need not reapply for admission to the seminary. Such students when they return will register for classes in the same manner as a continuing student and continue under the catalog that was in force when they left. Students who take a leave of absence are encouraged to discuss plans for their leave with their academic advisor prior to leaving the seminary.

If a student withdraws during the first two weeks of a semester, then the twelve-month leave period includes those two weeks.

General Readmission Process

Readmission of returning students is subject to review by the administration. Students who withdrew from Grace or have been dismissed for academic or disciplinary reasons from Grace, have been gone for more than a twelve-month period, and desire to be re-admitted, must submit the following to the Registrar's office:

- 1) A completed General Petition and the application fee.
- 2) Transcripts from all schools attended subsequent to withdrawal from Grace.
- 3) Recommendation from the applicant's pastor or church.
- 4) A brief essay by the applicant on his activities and spiritual growth since withdrawal from Grace School of Theology.

After Academic or Disciplinary Dismissal

A student who has been academically dismissed may apply for readmission only after a full academic year (three semesters). He then must submit the General Readmission requirements (above), give evidence of potential for academic success, and receive approval from the Vice President of Academic Affairs.

A student who has been dismissed for disciplinary reasons may apply for readmission after three semesters. He then must submit the General Readmission requirements (above) and receive approval from the Vice President of Student Affairs.

Contesting a Final Grade

Students have up to 45 days to contest a grade after its issuance. To contest a grade, the student must take the following steps.

1. Meet with the professor and ask to reconsider the grade based on the possibility that, in light of the course requirements as defined in the syllabus, a mistake may have been made, or to reconsider the grade based on other facts that the student believes to be relevant.
2. If the professor changes the grade, the professor will notify the Registrar who will update the grade in *Populi*. If the professor does not change the grade, the student may appeal the decision to the Academic Appeals Committee.
3. Appeal the decision to the Academic Appeals Committee no later than two weeks after the professor's decision by stating the case in writing and submitting it and any supporting documentation to the Vice-President of Academic Affairs
4. Vice-President for Academic Affairs convenes the Academic Appeals Committee no later than two weeks after receiving the student's appeal in writing.
5. Academic Appeals Committee notifies all concerned of its decision no later than two weeks after convening. The judgment of the Academic Appeals Committee is final.

Academic Appeal Process

Other than contesting a final grade (see separate policy). Students may appeal academic decisions such as the evaluation of transfer credit and academic dismissal, based on extenuating circumstances, by following the proper steps:

1. Submit a detailed letter, with supporting documentation, to the Vice President of Academic Affairs (VPAA) within 10 business days of the decision.
2. The Vice-President for Academic Affairs will convene the Academic Appeals Committee no later than two weeks after receiving the student's appeal in writing.
3. Academic Appeals Committee will notify all concerned of its decision no later than two weeks after convening. The judgment of the Academic Appeals Committee is final.

Definition of a Credit Hour

A credit hour is one hour of classroom or direct faculty instruction with a minimum of two hours of out-of-class work each week of a semester. Grace offers classes in 8-week modules and 15-week semesters. Most courses are 8 weeks in length while courses in biblical language are 15 weeks long. These classes may be offered completely in the classroom, completely online, or a combination of both using asynchronous or synchronous video streaming. Faculty members are responsible for developing their course so that it meets the following course-hour equivalency.

Irrespective of the location or mode of delivery, for the purpose of calculating an institutionally established course-hour equivalency:

A 1-unit course would reasonably approximate a minimum of 45 course hours
A 2-unit course would reasonably approximate a minimum of 90 course hours
A 3-unit course would reasonably approximate a minimum of 135 course hours

Eight-week, 3-Unit, Module Class Example: A typical unit of credit equates to approximately 5.6 hours of student work per week (1 hour lecture plus 4.7 hours of homework). For this class with 24 hours of in-class time, another 112 hours of assignments such as reading, research and writing, exam preparation would be needed to complete the minimum requirement of 135 course hours. For courses offered via archived video and/or online, the lecture time may be adjusted accordingly depending on the length of the actual lectures used, as well as the assignment course hours needed.

Fifteen-week, 3-Unit, Semester Class Example: A typical unit of credit equates to 3 hours of student work per week (1 hour lecture plus 2 hours of homework assignments). For this class with 45 hours of in-class time, another 90 hours of assignments such as reading, research and writing, exam preparation would be needed to complete the minimum requirement of 135 course hours. For courses offered via archived video and/or online, the lecture time may be adjusted accordingly depending on the length of the actual lectures used, as well as the assignment course hours needed.

Change of Program

The process of changing to/from a certificate or degree is a formal procedure requiring official approval and documentation. Students must submit a Program Change Request Form to the Registrar's office. Approval from the Vice President of Academics is required. Students should consult with their academic advisor first of their intention to change for help with this process. Students changing degrees within the seminary shall meet the same entrance requirements as students seeking admission to Grace from outside the seminary who have completed the same number of semester credit hours. When students change to a different certificate or degree program, they come under the Catalog that is in effect when that change is made.

Graduation Requirements

To qualify for degree conferral, students must:

1. Give evidence of biblical understanding, godly character and readiness for ministry. Complete the prescribed course of study and achieve the minimum required grade point average as outlined in this catalog.
2. Settle all financial obligations, including payment of the graduation fee.
3. Receive the recommendation of the Faculty and approval by the Board of Trustees for graduation.
4. Submit an official *Intent to Graduate Form* to the Registrar's Office prior to enrolling for their final semester.

5. Attend commencement exercises. Permission to graduate *in absentia* may be granted on a case-by- case basis. Such request should be submitted in writing to the Academic Affairs Office at least two months prior to commencement.

Students who have not completed all academic requirements may petition to participate in commencement if the remaining requirements will be completed by the end of summer semester and if 6 credit hours or less remain for completion. Students must enroll in and pay in advance for any such pending classes. The diploma and transcript will not be issued until all pending academic requirements are completed. Commencement exercises are held only at the end of the spring semester.

Transcripts

Grace School of Theology students and alumni are entitled to receive transcripts of their completed coursework. Upon the written request of the student via the Transcript Request Form, with signature, the Registrar's Office will issue an official transcript to appropriate institutions or individuals. Transcripts will not be issued for students who have not met their financial obligations. A transcript fee is charged.

DISTANCE EDUCATION

What is Distance Learning?

Distance Learning is any learning that takes place with the instructor and student separated from each other geographically or in terms of time. While an instructor may record a class accessible by Internet streaming weeks or months before the student accesses the information, Grace has decided to focus its attention on experiences with a shorter time frame. Thus, while pre-recorded classes may be available from time to time, our distance education courses are usually an extension of the classroom courses. This allows interaction between the distance student and other students in the same class, regardless of their location. Our commitment to peer-to-peer interaction is demonstrated in our requirement that at least five students be enrolled in order for a class to be commenced.

Distance Education Mission

Grace School of Theology's distance education program exists to provide increased access to education for busy people to accomplish educational goals. It enables students with demanding work hours, hectic schedules, or childcare difficulties the freedom and flexibility to obtain an education at their convenience at any time or any place.

Delivery Methods

Grace provides two options for the distance education student. Courses are offered over the Internet and video-conferencing via Face to Face Live™. The latter technology usually enables students to view classroom instruction nearly simultaneously (5-second delay – live streaming) or anytime thereafter (archived video) within the confines of the course offering.

Internet courses give students access to their classes 24 hours a day, seven days a week. Once logged in, students are able to view their syllabus, course documents, assignments, and materials. The majority of tests are taken online. Requirements include access to a personal computer capable of providing graphical access to the Web, as well as appropriate Web and email software.

Grace has also partnered with Face to Face Live™ to provide a high definition (HD) video-conferencing environment with two-way interactive audio and video between the classroom with the instructor and one or more satellite classrooms. Students at the remote location(s) are able to see and talk to the instructor. Currently, Grace operates video-conferencing sites in The Woodlands, Downtown Houston, Beaumont, and Midland, Texas. Plans are progressing to add this capability to other sites as well.

We at Grace recognize that life is unpredictable. That's why we're as flexible as possible with these course options. For example, if a student enrolls with the intent of attending the live classroom sessions and something occurs that makes such attendance difficult or impossible, there is no penalty for completing the course via our Internet streaming option. Similarly, if a student enrolls with the intent of utilizing our Internet options and then finds they are able to attend the live sessions, this is always encouraged. In other words,

moving between the Internet, remote classroom, and live classroom options is painless. It requires no paperwork or additional fees. We would ask, however, that you keep your instructor informed as a courtesy.

The Successful Distance Learner

Based on advice from experienced distance education instructors and students, we provide the following tips to help you get the most out of distance learning.

Good Study Habits and Abilities

One way to be a successful distance learner is to develop good habits and abilities early. These habits and abilities are:

- Check your email at least once a day
- Send copies of all project-related email to the whole group (when working on a group project)
- Depend on yourself as much as possible
- Use resources available to you, including online help, tutorials, manuals, course syllabi, assignment directions, and the Internet
- Monitor your own progress by noting where you are in the course, which assignments you have completed and which lie ahead
- Communicate with your instructor and peers
- Reach out when you need someone to talk to, feel frustrated or need help
- Remember you are not alone
- Contribute advice or ideas about the real-world as it applies to the subject matter you are studying

Learners who have good learning self-awareness usually have good strategies for better understanding new information and may be more successful in a distance learning environment. Learning self-awareness (metacognition) is your ability to be aware of how well you are learning—that is, to know when you understand or don't understand new information when you read it or it is presented.

Self-Discipline and Motivation

Another characteristic shared by successful distance learners is self-discipline. This characteristic is usually seen in the student's ability to stay current with class assignments, participate on a regular basis in online discussions, and develop and adhere to a schedule for class activities.

One way to promote self-discipline is to dedicate a place for studying. Your own space where you can shut the door, leave papers everywhere, and work in peace is necessary. If you try to share study space with the dining room or bedroom, food or sleep will take priority over studying.

Distance learners must have self-motivation. Unlike traditional courses in which the students and instructor meet regularly face-to-face, most learning activities and communication in distance courses are asynchronous, meaning that class members participate and complete their assignments at different times throughout the day or week. This arrangement can allow you to do class work when it's most convenient for you.

However, with this increased freedom and flexibility comes responsibility. It will be up to you to motivate yourself to keep up with assignments.

Time Management

Set aside a significant amount of time each week for class work. Distance education classes require as much time and effort as instructor-led classes, if not more. Develop a schedule and stick to it. Without the structure of weekly class meetings, you may be tempted to put off class work until the last minute. Instead, you should give yourself extra time to do your work, because technological difficulties and asynchronous communication can slow the process down.

To be prepared, read the syllabus and other course materials carefully to understand:

- Class requirements
- Assignment due dates
- The proper form assignments should take
- The time it will take to get assignments in the proper form
- Contact information for your instructor and classmates in case you need help

Once you have the big picture, mark important dates on your calendar.

Technology may not always work as we expect it to and problems occur that are beyond our control. Servers go down, computers crash, programs freeze and work may be lost.

There are, however, things that are in your control. Plan ahead; allow time for downloading and installing software (such as plug-ins and software updates) that you may need. Download and install whatever software you may need early and then practice using it. Software programs take time to learn, and the night before an assignment is due is not the time to learn new software.

If you'll be accessing the Internet from work, find out if your company has a firewall. A firewall may prevent you from accessing particular web sites or using browser plug-ins to view video and audio, and interfere with file transfers.

Expect and plan for glitches and delays by starting assignments early, backing up your work regularly and making contingency plans for chats or online exams. Don't wait until the last minute!

3-2-1 Backup and Discussion Board Procedure!

Backing up your work is vital to a successful distance learning experience. Backups are so important, computer experts often say, "If it doesn't exist in two places, it doesn't exist." While this may be an overstatement, the value of a backed up file is directly proportional to the pain you will feel if you lose the original.

The best backup strategy is the 3-2-1 plan: 3 different backups, 2 different media, 1 in the cloud. Make three different backups just to be sure you have what you need. Two different media means you don't put three copies of your files on the same hard drive. What happens if that hard drive crashes? One in the cloud means an Internet backup solution. Your two extra hard drives won't do you any good if your house burns down or is broken into and all your computer equipment is stolen. Options for affordable cloud backup

solutions may be found with IDrive (www.idrive.com), Carbonite (www.carbonite.com), or SOS Online Backup (www.sosonlinebackup.com), Google Drive (www.drive.google.com), Dropbox (www.dropbox.com), among others.

Discussion Board Work is nearly always required in Grace's distance education courses and presents unique backup issues. **We strongly encourage you to draft your discussion board contributions in a word processing document**, save it frequently, and copy and paste it to the Discussion Board after you have finished composing and editing your work. The reason for this recommended procedure is that our Learning Management System (LMS), like most if not all other LMSs, may "time-out" while you are composing or your computer or internet connection may interrupt or lose your work.

Time Commitment

Along with time management goes time commitment and perhaps creating your own study space away from outside distractions as mentioned above. Completing course assignments and other learning activities can take from five to fifteen hours or more per week. And you may find that you need to be online almost every day. So before enrolling, be sure you can set aside enough time to keep up with your daily or weekly assignments.

Class Communication

Distance classes require a great deal of communication with the instructor and fellow students for assignments and class activities. But without regular face-to-face meetings, it's hard to develop personal relationships. In fact, it's easy to get isolated and feel lonely. Get to know your instructor and classmates by sending email, participating in discussions, and joining chat rooms. You'll find that just like in regular classes, people are your greatest resource. They can give you help, advice and support when you need it, and help you get through the rough spots. You'll also have a richer, more rewarding learning experience if you reach out.

Good communication skills for distance course participation include:

- Clearly expressing yourself in writing
- Thinking through your ideas before responding
- Observing "netiquette," remaining polite and respectful in your communications
- Asking for help when you need it

In distance courses, nearly all communication is written, so it is critical that you feel comfortable expressing yourself in writing. If you feel that you are weak in this area, try to brush up on your writing skills and find out how much writing is required for the course before enrolling.

Communicating clearly on the Internet without creating misunderstandings is a challenge. One problem is that you haven't any facial expressions, body language, or environment to help you express yourself.

These guidelines should help you:

- Be clear. Make sure that the subject line or title matches your content.

- Always include a subject line with an email message. The subject line should include, at the very least, the course ID as well as a description of what the email is about. Include your first and last name.
- Think twice or three times before responding to a posting in anger. Try writing out what you have to say, editing it and setting it aside for a few hours before re-reading it and deciding whether or not to post it. Think to yourself, am I sure this is what the other person really meant with their post? Could I have misinterpreted it? Better to ask for clarification before launching!
- Don't use ALL CAPITAL LETTERS—it's the equivalent of screaming.
- Make a good impression. Your words and content represent you. Review and edit your words and images before sending them.
- Be selective on what information you put in an email. Information on the Internet may be public and be seen by anyone in the world, including future employers.
- Remember you are not anonymous. What you write in an email can be traced back to you.
- Be brief. If your message is short, people will be more likely to read it. Check out <http://five.sentenc.es>
- Be careful with humor and sarcasm. They come across differently online and can easily be misinterpreted. This doesn't mean to avoid humor. Humor has its place in any classroom, on-ground or online. Just be sure to identify humor as such to avoid misinterpretation.

Computer Skills

You don't need to be a computer geek or guru to succeed, but you do need to have some basic technology skills, such as word processing and using a web browser. If you don't presently possess these skills, you will need to pick up on them fairly quickly. If you don't think you can learn these technology skills easily, you may need to develop new skills, take a class or do some reading before enrolling.

You will need skills in:

- basic word processing
- how to send and receive emails
- uploading and downloading files
- how to send and receive attachments, and
- navigating and conducting research on the Web

Spend some time at your computer and on the Internet every day, getting comfortable with your equipment and surroundings. Practice your computing skills until you feel confident that you can complete class assignments.

Computer Access

The personal computer is the primary learning and communication tool in most distance courses. Needless to say, you will need regular access to a computer with an Internet connection. With the availability of new technologies, a computer capable of playing multimedia presentations is ideal. You may find it especially convenient to have such a computer both at work and at home.

Selecting and Citing Internet Information

As you browse the many resources on the Internet, you will find web pages on just about any topic you can think of. If you are doing academic research, it is strongly recommended that you make use of the library as your primary source to research and collect articles and books on your topic. Resources found on the Internet can still be used; however, you must conscientiously evaluate the source and content of the Web page.

Some questions to ask yourself:

- Who is the intended audience of the Web page?
- What is the source type?
- Is this a memo, a letter, a personal page, an unpublished article, a conference proceeding?
- Is the author or publisher of the web page listed clearly?
- Is there an e-mail link to the author for questions or comments?
- Is the author or publisher a professional, or an expert in the web page topic?
- Is the URL appropriate to the content of the page?
- .edu sites are hosted by educational institutions. Example: <http://www.unf.edu>.
- Personal web pages at an academic site (student and faculty pages) usually contain a username in the URL
- .gov sites are hosted by the government. Example: <http://www.ed.gov>
- .com, .org, and .net sites are hosted by commercial interests. Many personal home pages are hosted commercially
- Does the site indicate the last page update?
- Has the site been updated recently?
- Read the Web page content critically. Is there evidence of bias?
- Are links from the page current and relevant?

Student Accountability

The further you progress in higher and continuing education, the more responsibility you will need to take for your own learning. You will begin to define and prioritize what you need to know, how you will learn it, and how you will assess your progress. Outside direction and measures of your learning will continue to be a part of your education, but these will serve more to guide and direct you in your exploration of knowledge.

Self-Directed Learning

As you explore the many avenues of learning available and begin to define your individual path, you will still need to work with your instructors to make sure you are meeting the requirements of the individual courses. Proving you understand the subject matter and can apply what is taught is still important.

Develop Self-Discipline

This need may seem fairly obvious, but without self-discipline, you cannot be a successful online learner. In residential classes, you have an instructor and peers with whom you interact on a regular basis. You also typically meet at a certain time and place each week. This interaction and schedule help to keep you on task in your coursework. In an online learning environment, especially if you do not meet at specific times, it's much easier to put off assignments, discussion, and responsibilities. In this context, self-discipline means

motivating yourself to pay regular and consistent attention to the work that needs to be done, and doing it without delay or procrastination. Even more than in a residential course, falling behind in an online class can jeopardize your likelihood of completing the course and earning the credit.

Computer Requirements

It will be essential for you to have access to a computer if you take a course delivered via the Internet. Even in Face to Face Live™ courses, instructors will provide a course website through a system called Populi. Students are expected to check their email on at least a weekly basis (daily is preferable) for communication with their instructors. Having your own computer may be more convenient, but having access to someone else's computer will do.

These requirements refer specifically to your computer hardware. Remember, it is okay if you satisfy or exceed the "Recommended" settings. "Minimum requirements" are meant for basic use of Populi. If you require any additional plug-in software applications, always check with the appropriate vendors as the "minimum requirements" may change.

You should also check with your instructor for any other hardware/software requirements specific to your course. Remember, always be prepared for your online class before it begins for the best learning experience!

Any computer that will view videos from the Internet will work with the Face to Face Live™ system, including Windows-based, Linux-based, and Apple computers. Supported browsers include Internet Explorer 7 & 8, Firefox 3.5 or newer, Chrome 1.2 or newer, and Safari 5.0 or newer.

Grace's Learning Management System (LMS) Details

As a distance-learning student, you will likely have many questions about how to proceed once you have registered for your course(s). Information is provided here on completing assignments and turning them in, communicating with your fellow students and your instructor, and other important issues.

Populi Login

Internet courses will use web sites for the support and delivery of instruction. For these courses, Grace relies on Populi (<https://grace.populiweb.com/>). In order to access Populi, Grace will provide you a Populi username and password after you complete your initial online application to Grace. You will receive an email from populibot@populiweb.com sent to the email address you provided in your initial application. This email will provide your exact Populi username and will allow you to set a password for your Populi account.

Usually, your Populi **username** is the combination of your first initial, last name, dot, "st", and the last two digits of your student identification number (e.g., John Doe, Student ID1234: Username is **jdoe.st34**). If you have a common name, your username will likely vary from this convention.

Populi Login

https://grace.populiweb.com/

GRACE
SCHOOL OF THEOLOGY

Username
jdoe.st34

Password (Forgot your [username](#) or [password](#)?)

☐ Show Password

I agree to the [Terms of Service](#)

© Populi 2011

If you forget your password, contact the Registrar (dsmith@gsot.org) who can reset your password. Note that **passwords in Populi are case sensitive**.

Student Identification Number

You can find your student identification number in Populi under the **My Profile** tab, then the **Student** tab – look under your name or on the right:

College Management Email Calendar Financial Bookstore Micke Goteman Log Out Settings Help

GRACE Grace School of Theology

Home My Profile Files Admin Academics Communications Admissions Facilities Search

Dixie Smith
#0001

Activity Feed Bulletin Board Info **Student** Registration Admissions Financial

Transcript Degree Audit Course Mapping

Student Information
Student ID 0001 edit

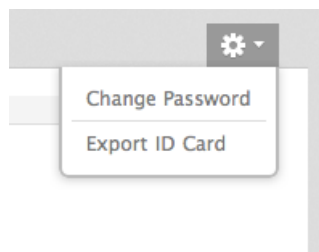
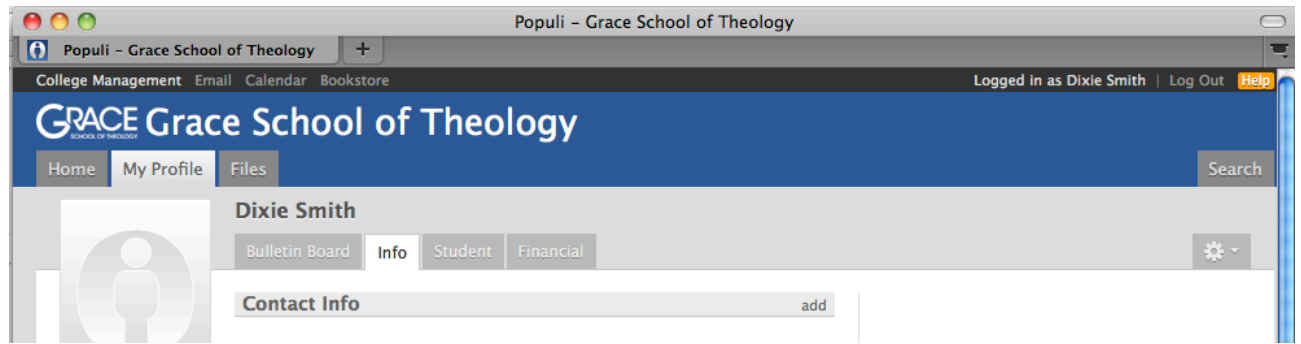
Populi Password Change

You may change your Populi password. To do so, go to the **My Profile** tab, and then the

Info tab, and then click on the **settings icon**

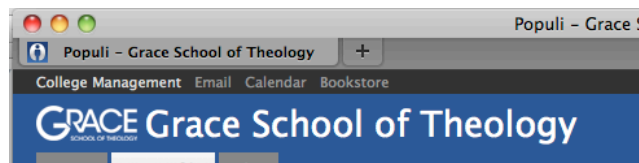


near the top right:



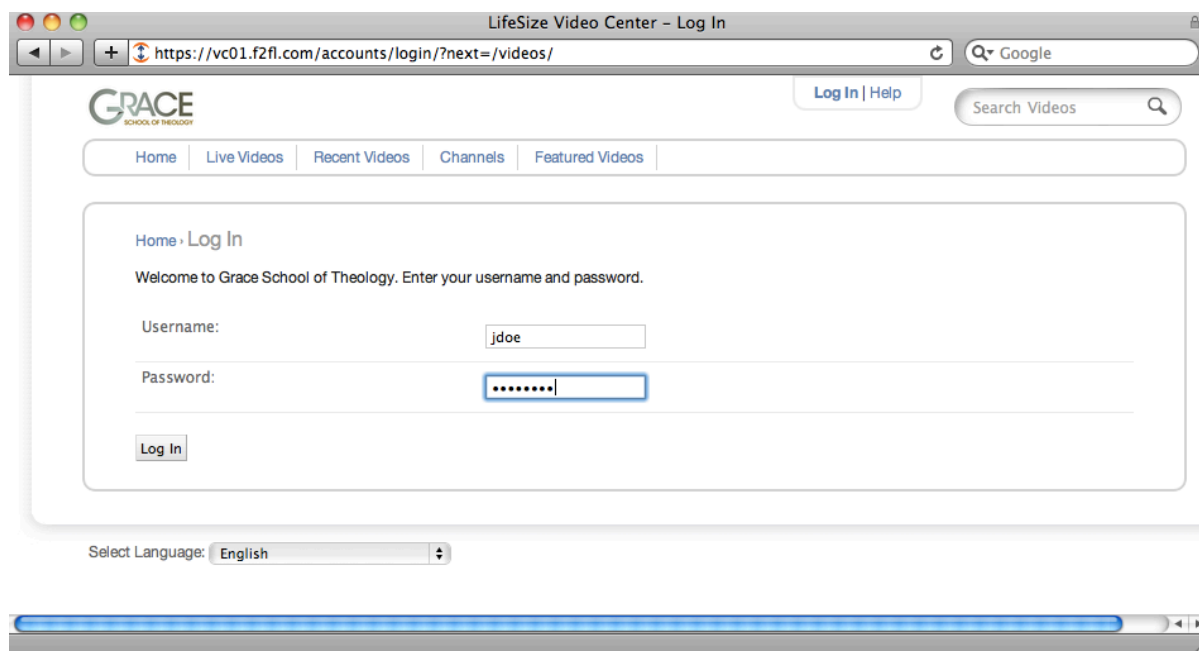
Google Calendar & Gmail

All Grace students with Populi accounts automatically have Gmail and Google Calendar. You may access your Google accounts when you log into Populi by clicking on the respective icons (“Email” or “Calendar”) at the top left of your Populi screen:



Face to Face Live™ Video Center – Username & Password

Students viewing classroom instruction remotely (not attending class at a campus or teaching site) will use the Face to Face Live™ Video Center (<http://vc01.f2fl.com/videos/>) – click on **Log In** at top right. The student **username** for the Face to Face Live™ Video Center is the student's first initial plus last name (e.g., for student John Doe, the username is “jdoe”). The **password** is the combination of your first initial, last name, “st”, and the last two digits of your student identification number (e.g., John Doe, Student ID1234: password is **jdoest34**).



Submitting Assignments

Your instructor will supply directions for submitting assignments as well as due dates, rules and other conditions. Be sure to read over any directions he or she provides. These will likely be in the Assignments area posted in the course website in Populi.

Submit assignments according to the directions provided by your instructor. Possibilities include:

Email – you can use the “email” link in Populi and attach it

Upload assignment page – link located within the assignment

Drop off in person – an option open to some; Instructors will direct students where to drop off assignments.

Instructors will confirm receipt of assignments via email as requested. Make sure the email address listed for you in Populi is correct.

Use Microsoft Word to create all the documents you send to your instructor unless instructed otherwise.

If you send assignments electronically (as email attachments or as uploads), your instructor may require that you name the files a certain way so he or she can organize them easily. Check the Lessons area of your Populi course to review instructions.

Exams and Other Assessments of Student Achievement

Your instructor will inform you of how your performance will be assessed in the course. This will be expressed most likely in the Syllabus and/or in the Lessons area on the Populi site for your course. Instructors may choose from one of the following or devise their own method for determining your performance:

1. In-person exams at a Grace campus (proctored)
2. Internet-based testing/quizzing in Populi
3. Take-home downloads from your Populi course (open-book)
4. Research papers
5. Course projects

If your instructor requires proctored exams and you cannot come to one of Grace's campuses, discuss arrangements for a proctor. Your instructor will provide specific rules for the proctor of your test or exam.

When taking a proctored exam on one of Grace's campuses, all cell phones and pagers must be turned off and put away during testing. Allow yourself enough time to take an exam.

Resources & Help

Populi Support: <http://support.populiweb.com/home>

Logos Demonstration Video: <http://vc01.f2fl.com/videos/video/379/>

Grace Personnel Available to Assist You:

Erica Sanger, Director of Admissions and Enrollment
esanger@gsot.org
(713) 897-8290

Diana Smith, Registrar
dsmith@gsot.org
(713) 897-8021

Micke Goteman, IT Coordinator
mgoteman@gsot.org
(713) 435-9917

STUDENT LIFE POLICIES

General Statement of Purpose

This section is designed to help students understand student life at Grace School of Theology. Here, we continue to strive for a spirit of community by focusing on Jesus Christ and creating an atmosphere that fosters spiritual maturity and intellectual excellence. Of course, the goal of community is the responsibility of faculty, staff, and students working together to achieve our desired objective.

With the spirit of community, the seminary has nurtured a climate of academic freedom and of freedom of inquiry. Insofar as possible, this climate should enable Grace School of Theology to solve its own problems, to the extent that they are peculiar to the nature of a Seminary, in an atmosphere of considered deliberation in which all interested parties can participate by means of legitimate representation. This is the purpose of the Student Life Policies.

In these policies are found-as clearly defined as possible-the distribution of authority, the identification of rights and responsibilities, the determination for accountability, the application of sanctions, and the mechanisms and guidelines for conflict resolution. These policies are intended to stimulate intellectual and spiritual excellence in an atmosphere of freedom and to protect the integrity of the seminary community.

Members of the seminary community share the same responsibilities of citizenship as other members of the broader community. Students, faculty, and staff members are all subject to the same laws and ordinances. The Seminary does not stand between national, state, or local law enforcement agencies and persons who break the law. Persons who break the law on the campus are subject to action by these agencies and, when appropriate, to the Seminary's internal discipline procedures. There will be no retroactive application of any changes in the Student life Policies. However, future change may supersede policies published herein. Policies included herein apply to Grace School of Theology.

Non-Discrimination Policy

Grace School of Theology strongly believes that it exists to prepare men and women to share the true Gospel of Free Grace to those from "every tribe and tongue and people and nation" (Revelation 5:9). Grace desires to admit and enroll potential and current students who have a thirst for the Word and meditate in it (Psalm 1:1-3), who "fear the Lord" knowing it is "the beginning of knowledge" (Proverbs 1:7), and who are faithful, teachable, and desire to teach others (2 Timothy 2:2), irrespective of their various backgrounds. Grace also understands that those who it employs must agree with its Foundational Statements above all other criteria (2 Corinthians 6:14-15), knowing that God looks on the heart.

Therefore, guided by the Scriptures, Grace provides equal treatment and opportunity to all persons without regard to race, color, national or ethnic origin, sex, age, disability, or veteran status except where such distinction is required by law. This statement reflects

compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of Educational Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973. Furthermore, Grace School of Theology, is in compliance with the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act (ADA) of 1990, Executive Orders 11246 and 11375 and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, does not discriminate against any employees or applicants for employment on the basis of age or because they are disabled veterans or veterans of the Vietnam era.

This non-discrimination policy covers admission, access, and treatment in programs and activities, and application for and treatment in employment that includes the selection, retention, and advancement of staff, faculty, and administrators. Ultimate responsibility for achievement of equal employment and educational opportunity at Grace School of Theology rests with the President. The President and the Executive Vice President and General Counsel's Office delegates the responsibility and authority to direct these activities.

Student Code of Conduct

Be Respectful: Respect the learning/classroom environment and the dignity and rights of all persons. Be tolerant of differing opinions.

Be Courteous/Considerate: Extend courtesy in discourse. Please do not interrupt speakers. Avoid distractions such as cell phones, beepers, and irrelevant discussions. Do not eat or drink in class without permission.

Be Supportive/Caring: Exhibit concern for others and promote a caring environment. Think about how your behavior affects others. Help distressed peers find appropriate resources/assistance.

Be Informed: Familiarize yourself with the course and instructor expectations. Read the course syllabus.

Be Honest and Fair: Grades should reflect individual work, unless group work is authorized. Maintain the code of academic honesty.

Be Attentive: Mentally prepare yourself for listening. Resist distractions, emotional reactions, or boredom.

Be Punctual: Attend classes regularly and on time. Instead of closing your notebook early, listen carefully to information given near the end of class; summary statements and instructions may be important. Moreover, leaving class early distracts from a lecture.

Be Organized/Prepared: Prepare for class by completing readings and assignments. Avoid procrastinating and set realistic goals.

Be Participatory/Curious: Contribute and participate in class discussions; display interest during class by raising thoughtful and relevant questions that enrich discourse.

Be Communicative: Interact with the instructor and discuss assignments, grading and

subject matter. Express complaints and concerns in a calm and respectful manner.

Be Enthusiastic: Enjoy the educational experience. Seek ways to make your coursework meaningful and relevant. Give your best effort.

Be Dedicated/Committed: Show initiative and desire to excel and make your studies a priority. Avoid over-committing your time to activities that do not support your goals.

Equal Education and Employment Opportunity

Grace School of Theology is fully committed to the principle of providing equality of treatment and opportunity to all persons in an environment that appreciates and respects the community it serves. It is Seminary policy to prohibit discrimination in employment and educational services based on race, color, religion, national origin, sex, age, disability, or veteran status, except where such a distinction is allowed by law.

It is the responsibility of all persons making seminary employment and educational decisions to follow this policy. The Seminary is committed to providing the training and resources necessary to facilitate implementation of the policy. The Department of Human Resources is responsible for reviewing personnel actions in order to monitor conformance with the Seminary's policies and objectives. Personnel actions include, but are not limited to: recruitment, interviews, selections, promotions, demotions, transfer, reductions in force, returns from reductions in force, disciplinary actions, terminations, compensation, benefits, parental leaves, tuition assistance, and Seminary-sponsored training and education.

Grace School of Theology's official Equal Educational and Employment Opportunity Nondiscrimination Statement is found in this Student Handbook.

Freedom of Expression

Freedom of Expression Policy Grace School of Theology is committed to fostering a learning environment where free inquiry and expression are encouraged. The Seminary expects that persons engaging in expressive activities will demonstrate civility, concern for the safety of persons and property, respect for Seminary activities, respect for those who may disagree with their message, and compliance with Seminary policies and applicable local, state, and federal laws. Grace School of Theology maintains its right to place reasonable time, place, and manner restrictions on expressive activities. Additionally, any activities that are unlawful or disruptive to the normal operations of the Seminary including classes and Seminary business activities will not be tolerated. The purpose of the Seminary Freedom of Expression Policy is to provide for organized expressive activities to be conducted on the grounds of the Seminary in a manner consistent with these principles. Groups or individuals engaging in disruptive activities or failing to comply with Seminary policies and applicable local, state, and federal laws may face immediate removal from the campus and other appropriate actions by Seminary officials.

The Freedom of Expression Policy is applicable to Grace School of Theology students, faculty and staff, who wish to engage in extracurricular, organized expressive activities including public speaking, literature distribution, poster displays, sign displays, any other type of graphic exhibitions, expressive performances, petitioning, or similar noncommercial activities at locations on Seminary property. This policy does not apply to official Seminary activities. Seminary grounds and buildings are reserved for use by Grace School of

Theology students, faculty, and staff, except as otherwise permitted by policies of the Seminary. Expressive activities permitted under this policy do not imply official endorsement by the Seminary. Groups or individuals engaged in expressive activities are responsible for the content of the expression.

Student Development, Involvement, and Personal Needs

Mentoring Program

The GRACE Mentorship Program is designed to help the student develop as individuals in various areas of life, academics, ministry, accountability, discipleship, etc... This program is structured in such a way that will assist the student in building life-long relationships that are critical to their health as a believer, while serving as a mechanism for GRACE to be an active part in the student's life.

In regards to the student's file or transcript, the mentorship program courses are 0 credit hours, and are considered as "pass/fail" courses. This means that the student will either "pass" by completing what is required according to the proper timelines, or the student will "fail" if he/she is unable to complete the requirements. These courses do not affect the student's overall GPA, but is considered on a completion basis. The mentorship courses will be conducted through the Populi system as a way for the Seminary and student to know what is required and to maintain proper records of progress and completion.

Each credit student enrolled in a *certificate* or *graduate* program must complete the mentorship requirements as determined by their specific program. The program is divided into 8 courses (MP01-MP08) and are to be completed based on the student's certificate or degree plan/program. It is the student's responsibility to: (1) ensure that **all** forms are submitted on their allocated due dates; (2) coordinate and schedule regular meeting times with their mentors (e.g. face-to-face, video-chat, phone, etc...); and (3) keep a simple record of such meetings (e.g. date, time frame, and a basic summary of the areas of discussion).

The mentoring program is divided into 8 courses (MP01-MP08) and are to be completed based on the student's certificate or degree plan/program. Each program requires a specific number of mentorship courses that are to be successfully completed ("pass") prior to graduating.

1. *Certificate Program Students (BSC/TSC)*: Students enrolled in either the BSC/TSC must successfully complete ("pass") **MP01-MP02** prior to graduating.
2. *M.A.B.S. Students*: Students enrolled in the Masters of Biblical Studies (M.A.B.S.) Program must successfully complete ("pass") **MP01-MP04** prior to graduating.
3. *M.Div. Students*: Students enrolled in the Masters of Divinity (M.Div.) Program must successfully complete ("pass") **MP01-MP06** prior to graduating.
4. *Th.M. Students*: Students enrolled in the Masters of Theology (Th.M.) Program must successfully complete ("pass") **MP01-MP08** prior to graduating.

Counseling Services

There are numerous services available to students who desire to receive counseling.

Professors are prepared to give general counsel to students regarding personal, spiritual or theological matters as needed. Students are encouraged to utilize the services available through the Mentoring Program as another means of receiving counseling. The Student Services department is in the process of establishing other avenues such as peer counseling and further life planning and development services in order to assist the student in any way possible.

In addition, the seminary maintains a list of recommended professional counselors for those desiring specialized counseling.

Ambassadors of GRACE

Students are invited to be a part of the Ambassadors of GRACE Program by invitation only. The program is comprised of students who believe in the message of GRACE and are willing to share that message with others. The goal of this team is to inform the rest of the student body regarding special programs and bring in new students to the seminary as well. The Ambassadors of GRACE team will elect a governing board and meet at least twice a year.

Religious and Social Outreach Services and Opportunities

Grace School of Theology strives to maintain close networks by partnering with local churches in order to better provide students with opportunities to serve in their community. Responsibilities vary dependent upon the needs of the local ministries or service opportunities. This form of networking not only provides students with opportunities to exercise their learned abilities, but also serves as an avenue of service the Seminary provides to local ministries.

Student Government, Clubs, and Organizations

Grace School of Theology currently does not have a student government organization, but is in the process of evaluating the needs of the student body in order to better structure such an organization. The Seminary currently works through the Ambassadors of GRACE to communicate with the student body across campuses and teaching sites. There are no other student clubs or organizations available at the present time.

Resident Life and Automobile on Campus

There are no dorm facilities available for students. Parking is available for students who take courses at one of the campuses or sites, but the Seminary does not possess a special policy regarding parking regulations.

Health Services and Student Insurance

Grace School of Theology does not require or provide student health insurance. It is highly encouraged for students to find a best solution that fits their needs. If a student needs help in regards to this personal need, someone within the Seminary staff can provide assistance.

Administrative Services & Bookstore

Grace School of Theology campuses and teaching sites provide copying machines, printers, and mail services to students. There is also a campus bookstore available at the Main Houston (Southwest) Campus to students.

Soliciting of Funds, Selling of Non-Food Items

Persons wishing to solicit funds, sell printed matter or other nonfood items, or distribute or post advertising dealing with noncommercial items or services must seek approval in advance from the Academic Vice Presidents' designate. Except for newspapers, these activities must be sponsored by the Seminary or a registered student organization, and the individuals engaged in these activities must be currently enrolled at the Seminary. State law prohibits the Seminary from permitting its facilities and grounds to be used for personal gain. The distribution or posting of commercial literature and/ or other items for personal gain on campus is prohibited.

Library Services

Using the Library Electronically:

In addition to a beautiful physical library, GRACE offers our students a wonderful array of online library resources. Your library online: available anytime, any place!

Information Literacy and Ethical Use of Information: As a Grace Student, you have automatic access through the CBS website to 8 electronic databases. The chart given below tells you more about these databases and gives you the Username and Passwords to access them. Remember, only registered students of Grace School of Theology, College of Biblical Studies, and Dallas Theological Seminary are allowed to access these databases with the passwords below. It is unethical and illegal to allow anyone who is not a student, faculty member, or staff member at one of these schools to use the usernames and passwords provided below. As Christians we are called upon to take an ethical stand on these issues. When you are off-campus, you may access any of these resources from home or any other computer Internet connection using the URL, user names, and passwords below.

Now, here are your databases:

Databases offered on GSOT/CBS Library Web Page

Database:

On campus usage of these databases does not require a username or password.

How to Access Off Campus:

All off campus access to these databases will require library username and password for access into the database.

ProQuest

259 Religious journal, magazine and newspaper titles, 5,065 Research Library titles. Full-text with citations.

[ON Campus Access \(no username or password required\)](#)

Video

Tutorials: <http://www.youtube.com/playlist?list=PL943D4F9759615B70&feature=plcp>

[OFF Campus Access \(username and password required\)](#)

ATLA Religion Index Database with ATLA Serials Full Text

150 full text Biblical & Theology journals. ATLA Religion Database with ATLA Serials combines the premier index to journal articles, book reviews, and collections of essays in all fields of religion with ATLA's online collection of major religion and theology journals. Video Tutorials for searching in ATLA:

<https://www.atla.com/products/support/pages/producttutorials.aspx>

Basic searches: <http://www.youtube.com/watch?v=EvFWBIJEZd8>

Scripture search: http://www.youtube.com/watch?v=9jHicY_dALM

World Sacred texts:

<http://www.youtube.com/watch?v=zgGnLCVmbeQ>

<http://search.ebscohost.com> OFF Campus Access (username and password required)

Christian Periodical Index

140+ titles, Christian, Bible & Theology citations only. With coverage of journals from 1976 to the present, Christian periodical Index contains over 200,000 records including both journal articles and reviews. The journals included in the database cover a broad spectrum of knowledge including science, literature, medicine, political science, music, philosophy, history, sociology, nursing, and education.

Tutorial: Ebscohost Overview:

<http://www.youtube.com/watch?v=kBxcfl7p93U>

<http://search.ebscohost.com>

OFF Campus Access (username and password required)

Enciclopedia Universal en Español

(Britannica in Spanish only)

Video Tutorials: Search Strategies Part One

[Be sure to turn on captions en Espanol]

<http://www.youtube.com/watch?v=PkiXoEokEbk&feature=plcp>

Video Tutorial: Search Strategies Part Two

http://www.youtube.com/watch?v=3Q_XIKOwx0&feature=plcp

<http://www.fofweb.com>

OFF Campus Access (username and password required)

Wilson Web OmniFile

2,300 full text titles – Education, Science, Humanities, Reader's Guide, Social Science, Business, Art, Technology, Library Literature, Biographical & Agricultural Index, Index to Legal Periodicals

ON Campus Access (no username or password required)

Video Tutorial:

<http://www.youtube.com/watch?v=1T6BD3tFSfg&feature=related>

OFF Campus Access (username and password required)

African-American History Online: by Facts on File

Video Tutorials: Articles, videos, images on African-American history and culture.

Tutorials for this resource are not available at this time, but will be added soon.

<http://www.fofweb.com>

OFF Campus Access (username and password required)

World Religions Online: by Facts on File

Articles, videos and images on world religion

<http://www.fofweb.com>

[OFF Campus Access
\(username and
password required\)](#)

Tutorials for this resource are not available at this time, but will be added soon.

e-Book Collection (Religion): by EbscoHost

300+ current religious e-books for reading online or downloading for a set period on your computer. (You must set up your own username and password on first time usage to read e-books.) Off campus access will also require library username and password for access into the

<http://search.ebscohost.com>

[OFF Campus Access
\(username and
password required\)](#)

database. Video Tutorial How to Search for ebooks:

<http://www.youtube.com/watch?v=aS2c0L1si2E>

Downloading ebooks Tutorial:

<http://www.youtube.com/watch?v=fAbmmu94I0g>

When you are off-campus, you may access the databases above from home or any other computer Internet connection using the URL, user names, and passwords (found in *Populi*). Access to these databases is restricted to Grace students only. Please do not share this information with non-Grace students.

Need a Book? The Library Catalog Is Open Online 24/7 For Your Research Needs

This catalog shows you what is available in our on-campus library! Library materials are organized according to the Library of Congress classification scheme and cataloged according to AACR2 cataloging standards and may be electronically searched through the KOHA operating system online at nine terminals in the Library proper or online from any computer logged into the CBS website through a "Library click-on button". Materials may be put on reserve hold or renewed through the website login. The holdings of the Grace/ CBS Library are adequate to support academic programs. As of May 2011, Library holdings exceeded 41,000 volumes. The growth rate of Library holdings reflects the commitment to provide adequate academic support resources for faculty and students. Need Help with the Koha library catalog for our college, we have that for you: Location of Koha tutorials

<http://www.youtube.com/playlist?list=PL355BB8E4F1C8DFB1>

More Books for you:**e-Book Collection (Religion): by EbscoHost**

These books can be accessed in full-text 24/7. The entire text of

300+ current religious e-books for reading online or downloading for a set period on your computer. (You must set up your own username and password on first

<http://search.ebscohost.com>

[OFF Campus Access
\(username and password
required\)](#)

time usage to read e-books.) Off campus access will also require library username and password for access into the database.

How to Reach Your Librarians:

Your Grace School of Theology Librarians are eager to help you achieve all your educational goals. Librarians can help you understand your assignments, limit your topic, and find research materials in physical and electronic libraries. In fact, in graduate school, many students say that the librarian is their best friend!

You can contact GSOT Assistant Librarian, **Mr. John Witmer**, in person at the Grace/CBS Library between the hours of 8:00 am and 6:00 pm, T-Th. On Mondays, Mr. Witmer's schedule is different but another librarian is available. You may call Mr. Witmer at the main library number at 832-252-4618 or use our toll-free number 877-476-8674. By email, you may reach Mr. Witmer with any information or research needs at jwitmer@cbs-houston.edu. Never hesitate to ask a librarian for help. Most librarians went into the profession in order to help people!

Your GSOT Librarian **Mrs. Debbie Cox** works from the Main Campus in the Woodlands and is available to take your afternoon and evening telephone calls M-Th. between 6:00 and 8:00 pm, and Saturday 4:30-8:30. The best number to reach Mrs. Cox is 281-298-6427, or simply call the campus toll-free number 877-476-8674 and your information can be forwarded to her for a quick call-back. If you do not reach Mrs. Cox the first time you call, leave a message, and your call will be answered within 24 hours during the week and within 48 hours on weekends. You may reach Mrs. Cox by email at dc Cox@gsot.org. Think of these individuals as your personal research librarians. We are here for you! Grace librarians can help you more than you can even begin to imagine—just ask! Never wait until the last minute to get the library and information help you need! Remember the educator's 6 P Rule: Proper Prior Planning Prevents Poor Performance. Please be aware that library research takes time, you cannot expect to do it the night before the assignment is due.

Visiting the Library in Person:

All currently enrolled Grace students have access to wonderful library resources and services. We share the library with the College of Biblical Studies (CBS) and Dallas Theological Seminary. This is an outstanding library with thousands of print and electronic resources, computer work stations, study rooms, meeting rooms, etc. The library is located inside the main CBS building adjacent to the Grace Southeast campus. The address for the library is 7000 Regency Square Blvd, Houston, TX 77036. The main library phone number is 832-252-4618.

When you are present at the physical library, you may sign on to one of the library computers, allowing you to type, save, e-mail, upload or download material as needed. The library is open during the following hours: Monday/Tuesday/Thursday: 8:30 a.m. - 9:00 p.m. Wednesday: 8:30 a.m. - 6:00 p.m. Saturday: 8:30 a.m.- 3:00 p.m. The library is CLOSED on Fridays and Sundays.

To gain access to the library, please see the librarian or clerk on duty and let them know you are a current student at Grace School of Theology. The library staff person will verify

that you are on the list of Grace students and you will be asked to show some proof of ID (driver's license, etc.).

Websites selected for you by GSOT Librarians:

All Links and Databases below are free public access and do not require name and password.

[Directory of Open Access Journals](#)

Free Full Text scientific and scholarly journals. Directory of Open Access Journals covers free, full text, quality controlled scientific and scholarly journals. They aim to cover all subjects and languages. There are now **4026** journals in the directory. Currently **1448** journals are searchable at article level. As of today (April 14, 2009) **271243** articles are included in the DOAJ service.

[Research in Ministry \(RIM\)](#)

Research in Ministry (RIM) - Online indexes and abstracts projects and theses from over 100 D Min and D Miss Programs.

[CDRI: Digital Resources for the Study of Religion](#)

The Cooperative Digital Resources Initiative of the American Theological Library Association and Association of Theological Schools is a repository of digital resources contributed by member libraries. The creation of CDRI was made possible by a generous grant from the Henry Luce Foundation; it is now an ongoing ATLA program. The CDRI database provides access to digital images of woodcuts, photographs, slides, papyri, coins, maps, postcards, manuscripts, lithographs, sermons, shape-note tune books, and various forms of Christian art, architecture, and iconography. The collections included in the database are described below.

[Theological Research Exchange Network \(TREN\)](#)

A Library of over 10,000 Theological thesis/dissertations titles representing 70 different institutions The Theological Research Exchange Network (TREN) is a library of over 10,000 theological thesis/dissertation titles representing research from as many as 70 different institutions. Titles may be ordered online through our search and order system. TREN also makes available conference papers presented at annual meetings of several academic societies. Here are a few of our conference paper sources: Evangelical Theological Society (1,129 papers), American Society of Church History (150 papers), Society for Pentecostal Studies (75 papers), North American Patristic Society (20 papers), American Catholic Historical Association (14 papers), You can obtain documents from TREN in three media formats: Digital, downloadable e-docs (NEW!), Paper copies are available at 15 cents per page. Low cost microfiche between \$3.00 and \$5.00 per title. **Shipping and handling is \$6.50 per shipment.**

Writing Helps

[BibMe \(Bibliographic Maker\)](#) - Free automatic bibliographic maker for downloading into your paper, Turabian, MLA, APA, Chicago styles

[EasyBib.com](#) - Citation guides, bibliographic guides for MLA, APA, Chicago and Turabian

Examples of Citations

[Formatting](#) (PDF) Turabian/Chicago Citations

[Examples](#) (PDF) Turabian/Chicago Citations

[More Hints, Helps and Examples](#) (PDF) For paper writing

[Dallas Theological Seminary \(DTS\) Research Writing](#) - Guidelines and Citing

Useful Library Catalogs – Home Pages

[Dallas Theological Seminary - Turpin Library](#)

[Harris County Public Library-Home Page](#)

[Houston Public Library-Home Page](#)

[Houston Baptist University - Moody Library- Home Page](#)

Remember: This is YOUR Grace School of Theology Library and the Librarians are here and happy to help you.

By serving you, we serve Jesus.

Your Grace School of Theology Librarians

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Computing Facilities User Guidelines

Article 1: Introduction

Grace School of Theology computing facilities exist to provide computing services to the seminary community in support of instructional, research, and seminary business activities. These guidelines are intended to improve the computing services offered and provide these services in a cost-effective manner. Seminary computing facilities are a public resource.

Article 2: Violations of Conditions of Use

In accordance with established seminary practices, allegations or unauthorized use of the computing facilities may also result in being charged with violations of the student disciplinary code, which could lead to expulsion from the Seminary, termination of employment and/or legal action.

Article 3: General Computing

Grace School of Theology computing facilities exist to provide computing services to the Seminary community in support of instructional, research, and Seminary business activities. These guidelines are intended to improve the computing services offered and provide these services in a cost-effective manner. Seminary computing facilities may not be used for personal or corporate profit. These guidelines apply to all Seminary computing facilities. The guidelines of each facility are enforced by a facility manager. Within the limits of available resources, Grace School of Theology has a responsibility to provide service to users in an efficient and equitable manner. Any user who believes that these access guidelines are not being followed, or that they fail to recognize the needs of a

group of users, should address their concerns to the facility manager. If the user and the facility manager cannot reach an agreement concerning user access, either the user or the facility manager may ask the CIO to assist in resolving the problem. The Seminary computing facilities service students, faculty, and staff. All users have the responsibility to use the Seminary computing systems in an effective, efficient, ethical, and lawful manner. The ethical and legal standards that are to be maintained are derived directly from standards of common sense and common decency that apply to the use of any public resource. The following conditions apply to all users of the computing facilities. Violations of any of the conditions are considered unethical and may also be unlawful.

Article 4: Conditions of Use

As a condition of use of any of the computing facilities, the user agrees: To respect and follow state and federal laws related to integrity, confidentiality and safeguarding educational information of former and current students, financial and protected health information against unauthorized access and destruction. The Board of Trustees requires the Seminary and its employees to protect the integrity and confidentiality of information and to take measures to protect information resources against unauthorized access and destruction.

Article 5: Gramm-Leach-Bliley (GLB) Act

Requires the Seminary and its employees to safeguard personal financial information that it collects and/or maintains in electronic and paper forms.

Article 6: Family Education Rights and Privacy Act (FERPA)

Requires the Seminary and its employees to protect educational information of both former and current students.

Article 7: Health Insurance Portability and Accountability Act (HIPAA)

Requires the Seminary and its employees to ensure the confidentiality and integrity of protected health information that it receives, creates, collects, transmits and/or maintains and to protect such health information from reasonably anticipated threats, uses and disclosures.

To respect the privacy of other users; for example, users shall not intentionally seek or reveal information on, obtain copies of, or modify files, tapes, or passwords belonging to other users, or misrepresent others, unless explicitly authorized to do so by those users.

To respect the legal protection provided by copyright and license to programs and data; for example, users shall not make copies of a licensed computer program to avoid paying additional license fees or to share with other users.

To respect the intended usage for which access to computing resources was granted; for example, users shall use computing resources authorized for their use by the individuals responsible for these resources only for the purpose specified by that individual. Examples of inappropriate use may include the use of computing resources for purely recreational purposes, the production of output that is unrelated to the objectives of the project, and, in general, the use of computers simply to use computing resources.

To respect the integrity of computing systems; for example, users shall not intentionally develop or use programs that harass other users or infiltrate a computer or computing system and/or damage or alter the software components of a computer or computing system. Any defects discovered in system accounting or system security should be reported to the appropriate system administrator so that steps can be taken to investigate and solve the problem.

To respect the financial structure of a computing system; for example, users shall not intentionally develop or use any unauthorized mechanisms to alter or avoid charges levied by the Seminary for computing services. To respect the shared nature of the computing resources; for example, users shall not engage in deliberately wasteful practices such as printing large amounts of unnecessary listings, performing endless unnecessary computations, simultaneously queuing numerous batch jobs, or unnecessarily holding public workstations, scanners, or network bandwidth for long periods of time when other users are waiting for these devices. To respect the rights of other users; for example, users shall not engage in private or public behavior that creates an intimidating, hostile, or offensive environment for other users. Users of computing resources should be aware that although they may perceive the security of files, account numbers, and passwords to be secure, security can be breached through actions or causes beyond the reasonable control of the user. Users are urged, therefore, to safeguard their data, to take full advantage of file security mechanisms, and to change account passwords frequently.

Article 8: E-Mail Distribution of Information

Users of e-mail systems should be aware that e-mail is not a secure form of communication by default. Sensitive information including social security numbers, payment card numbers and other forms of confidential information should not be distributed via email. Users are strictly prohibited from sending an individuals name and restricted personal information which includes an individuals social security number or data protected under state or federal law (e.g. financial, medical or student data) via email unless the data is encrypted.

Article 9: Violations of Conditions of Use

Violations of these conditions -- e.g., unauthorized use of another user's account; tampering with other users' files, tapes, or passwords; harassment of other users; unauthorized alteration of computer charges; unauthorized copying or distribution of copyrighted or licensed software or data; deliberately wasteful practices; accessing pornography; online behavior that intimidates or offends -- are certainly unethical and may be violations of Seminary policy or may be criminal offenses. Users should report information they may have concerning instances in which the above conditions have been or are being violated to a Seminary official.

When possible violations of these conditions of use are reported or discovered, the Seminary reserves the right to commence an investigation of possible abuse. In this connection, the Seminary, with due regard for the rights of privacy and other rights of users, may be given the authority to examine files, passwords, accounting information, printouts, tapes, or other material that may aid the investigation. Examination of user files must be authorized by the CIO or the Executive Vice President, or a designate. Users, when requested, are expected to cooperate in such investigations. Failure to do so may be

grounds for cancellation of access privileges.

Copyright Laws

The U.S. Copyright law (title 17 U.S. Code) governs the making of photocopies of copyrighted material. Photocopies may be made for purposes such as criticism, comment, news reporting, teaching, scholarship, or research as long as the reproduction or distribution is made without any purpose of direct or indirect commercial advantage. Grace School of Theology subscribes to the Digital Millennium Copyright Act for handling certain copyright complaints.

Security

Identification

Students are required to obtain and show proof of some form of valid, legal identification and present it upon request of a seminary official.

Search and Seizure

Students may be subjected to searches and seizures as authorized by seminary policies and federal, state and local laws.

Security Sensitive Positions Policy

In accordance with Grace School of Theology Security Sensitive Positions Policy a criminal history record investigation will be conducted for student workers in certain security sensitive positions. Failure to successfully pass the criminal history record investigation or falsification of the Authorization to Conduct a Criminal History Record investigation form may result in disqualification from employment or termination. For more information, contact Human Resources.

Drug and Alcohol Abuse Prevention

It is the policy of the Seminary that illicit drug use, including their manufacture, sale, distribution, dispensation, possession, or use is prohibited in the workplace, on the campus, or as part of any seminary activities. Sanctions imposed for violation of this policy are indicated below.

Article 1: Definitions

The following terms are defined for the purposes of this policy and are important for purposes of expressing the Seminary's policy on a drug-free workplace:

- **Controlled Substance** means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), as further defined by regulations at 21 CFR 1300.11 through 1300.15, and as defined in the Texas Controlled Substances Act [Texas Health & Safety Code, 481.001 et seq].
- **Contract** means a legal instrument reflecting a relationship between the federal government and a recipient whenever the principal purpose of the instrument is the acquisition by purchase, lease, or barter, of property or services for the direct

benefit or use of the federal government; or whenever an executive agency determines in a specific instance that the use of a type of procurement contract is appropriate.

- Conviction means finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
- Criminal drug statute means a federal or non-federal criminal statute involving the manufacture, sale, distribution, dispensation, use, or possession of any controlled substance.
- Employee means an individual receiving a salary, wages, other compensation and/or stipend support from the Seminary.
- Federal agency or agency means any United States executive department, military department, government corporation, government controlled corporation, or any other establishment in the executive branch (including the Executive Office of the President), or any independent regulatory agency.
- Grant means an award of financial assistance, including a cooperative agreement, in the form of money, or property in lieu of money, by a federal agency directly to a grantee. The term grant includes block grant and entitlement grant programs, whether or not exempted from coverage under the grants management government wide regulation ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and local Governments"). The term does not include technical assistance which provides services instead of money, or other assistance in the form of loans, loan guarantees, interest subsidies, insurance, or direct appropriations; or any veterans' benefits to individuals; i.e., any benefit to veterans, their families, or survivors by virtue of the service of a veteran in the Armed Forces of the United States.
- Grantee means a legal entity that applies for or receives a grant or contract directly from a federal agency.
- Illicit drug use means the use of illegal drugs and the abuse of other drugs and alcohol.
- Student means an individual registered or enrolled for credit or non-credit in a course or program offered by the Seminary or any of its units.
- Seminary activities mean an activity officially sponsored by Grace School of Theology.
- Workplace means the physical boundaries of the Seminary and facilities owned, controlled or used by the Seminary.

Philosophy - the unlawful use of drugs or abuse of other drugs and alcohol is inconsistent with the behavior expected of members of the seminary community. The Seminary is committed to the development and maintenance of a drug-free environment on the campus as well as an environment that prohibits the abuse of other drugs and alcohol.

Article 2: Alcohol Policy

As an institution interested in the intellectual, physical, spiritual, and psychological well being of the campus community, Grace School of Theology deems it important to curtail the abusive or illegal use of alcoholic beverages. All members of Grace School of Theology community and guests are required to comply with federal, state, and local laws regarding the distribution, possession, and consumption of alcoholic beverages. Students will be held responsible for their guests' compliance with seminary regulations.

Article 3: Penalties for Violation of the Policy

The seminary policy prohibiting the unlawful possession, use, or distribution of illicit drugs and/or alcohol on the campus and at Seminary-sponsored events held off campus protects and supports the employees and students of the Seminary.

Any employee admitting to or convicted of the unlawful possession, use, or distribution of illicit drugs and alcohol on the campus or at seminary sponsored events held off campus, will be subject to disciplinary action (up to and including termination), may be referred for prosecution, and may be required to satisfactorily participate in a drug and alcohol assistance or rehabilitation program, as agreed upon between the employee and the Department of Human Resources.

Any student admitting to or proven to have violated Grace School of Theology's Student Disciplinary Policies and Procedures regarding the unlawful possession, use or distribution of illicit drugs and alcohol on campus or at seminary sponsored events (see Student Disciplinary Policies and Procedures Section) will be subject to disciplinary action (up to and including expulsion), may be referred for prosecution, and may be requested to satisfactorily participate in a drug and alcohol assistance or rehabilitation program. Further information concerning student penalties is available from the Dean of Students Office.

In addition, there are penalties under Texas and federal law.

Article 4: Employee and Student Assistance Programs

Grace School of Theology offers Information and Referral - All members of the seminary community are eligible to consult with the professional staff of Grace School of Theology regarding the availability of drug abuse assistance programs. Drug and alcohol abuse counseling and rehabilitation program referrals are made to help organizations, private hospitals, public treatment programs, and private drug treatment practitioners.

Smoking Policy

Article 1: Purpose

The purpose of the Smoking Policy is to:

- Protect from unwanted smoke any member of the Grace School of Theology campus community or visitor who seeks to study, work, socialize or attend public events; and
- Protect life and property where smoking would present a safety and/or fire hazard.

Article 2: Smoking Defined

To "smoke" and "smoking" means creating smoke by lighting a cigarette, cigar, pipe or other smoking product; it means as well puffing on, carrying or holding a lighted cigarette, cigar, pipe or other tobacco product.

Article 3: Enforcement

Smoking is hereby prohibited inside all facilities and vehicles owned or leased by Grace School of Theology, regardless of location. Students who violate this policy shall be subject to discipline under the seminary's student-life disciplinary procedures as set forth in the Student Handbook. Persons who smoke in areas where smoking is prohibited by state law (i.e., an elevator, enclosed theater or movie house, library, hospital or transit system bus) are subject to fines not to exceed \$500 (Texas Penal Code, Section 48.01).

Article 4: Emergency Notification Personal Contact Information

Students who violate this policy shall be subject to discipline under the Seminary's student life or residential life disciplinary procedures as set forth in the Student Handbook. Persons who smoke in areas where smoking is prohibited by state law (i.e., an elevator, enclosed area) are subject to fines not to exceed \$500 (Texas Penal Code, Section 48.01).

Sexual Assault Policy

Sexual assault is a non-consensual sexual act involving force, manipulation, or coercion; it is an act of aggression, violence and power. The perpetrator can be a stranger, relative, acquaintance, or date. Grace School of Theology is committed to providing a working and learning environment free from sexual assault. A sexual assault is an illegal criminal act that can devastate victims physically, violate their sense of safety and trust, and interfere with personal and educational goals; as such, it can damage the educational atmosphere for the entire seminary community. Sexual assault is a serious and flagrant violation of the seminary rules of conduct for faculty, staff and students and will not be tolerated. The Seminary will vigorously investigate all allegations of sexual assault; it will treat victims with respect, make their legal rights and options clear, and fully cooperate with them in their exercising of those rights. Procedures protecting the rights of sexual assault victims and those accused of sexual assault have been established, are readily available, and will be enforced rigorously.

Article 1: Definition

A stranger or acquaintance commits sexual assault through forcible sodomy, forcible sexual penetration, however slight, of another person's mouth, anal or genital opening with any object. These acts must be committed without the victim's consent either by force, threat of force or violence, intimidation or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware. Sexual assault also includes the touching of an unwilling person's intimate parts (defined as genitalia, groin, breast or breasts, or buttocks or clothing covering them) or forcing an unwilling person to touch another's intimate parts. These acts must be committed either by force, threat, and intimidation or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware. Rape is a form of sexual assault involving sexual intercourse without the victim's consent. It includes being coerced through force or threats of force, or having sexual intercourse with someone who is unconscious or incapable of giving consent.

Article 2: Comments and Statutory References

Sexual assault is non-consensual acts involving psychological manipulation, physical force, or coercion. It is an act of aggression and violence, and a crime punishable under

the laws of the State of Texas by fines and incarceration up to 20 years of confinement. Grace School of Theology definition of sexual assault captures the essence of the Texas criminal definition, found in Section 22.011 of the Texas Penal Code. The perpetrator can be a stranger, relative, acquaintance, or a date. Sexual assault is not limited to non-consensual sexual intercourse, but involves touching of various body parts without consent. Under the definition sexual assault has occurred if there is not consent. Voluntary undressing could indicate consent, but even such consent does not deprive the person of the right to change his or her mind and halt the activity; failure to acquiesce to the expressed desire to stop would constitute a sexual assault. Sexual misconduct without physical contacts as defined above is not deemed sexual assault but may violate seminary regulations and state criminal laws. Similarly, sexual misconduct which is lewd, exhibitionistic, voyeuristic, or similar such conduct which does not involve physical contact may violate seminary student life policies or state and seminary prohibitions against sexual harassment.

2.01 If you are Sexually Assaulted

- GET TO A SAFE PLACE AS SOON AS POSSIBLE.
- TRY TO PRESERVE ALL PHYSICAL EVIDENCE
- SEEK MEDICAL ATTENTION as soon as possible. It is important to seek immediate and follow-up medical attention for several reasons: a. to assess and treat any physical injuries you may have sustained; b. to determine the risk of sexually transmitted diseases, HIV, Hepatitis B or pregnancy and to take appropriate medical measures; and c. to gather evidence which would aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of evidence may be diminished.
- SEEK COUNSELING by calling the Rape Crisis Center at 713-528-RAPE, 528-7373 or the Houston Area Women's Center at 713-528-6798. Counselors will maintain confidentiality, help explain your options, give information, and provide emotional support.
- CONTACT THE OFFICE GENERAL COUNCIL. This office has staff specially trained in how to advise victims of sexual misconduct.
- CONTACT SOMEONE YOU TRUST to be with you for support. *If you are Accused of Sexual Assault Consider the Following Options* • CONTACT AN ATTORNEY. Accusations of sexual assault can invoke criminal and administrative processes that can lead to criminal confinement, fine and administrative sanctions including expulsion from the seminary. Thus, a person accused of sexual assault should contact his or her attorney. If the accused has no attorney, referrals can be received from the Houston Bar Association Lawyer Referral Service at 713-237-9429. • DO NOT TALK TO SEMINARY STAFF ABOUT THE FACTS SURROUNDING THE ALLEGATIONS until you have fully considered the fact that those staff persons can all be forced to testify as to what you said should there be a criminal prosecution. • DO LEARN ABOUT THE SEMINARY PROCEDURES for handling allegations of sexual assault on campus through campus disciplinary procedures.

Article 3: Sexual Assault Complaint Procedure

Grace School of Theology provides procedures by which victims may file a complaint and

seek administrative sanctions against an accused perpetrator. These procedures apply where the accused is a Grace School of Theology student, faculty or staff member. Sexual assault complaints directed to the Office of General Council will be addressed utilizing the sexual harassment procedures. The sexual harassment procedures are outlined below. Allegations of student-to-student sexual assault should be directed to the Vice President of Student Services. Student-to-student sexual assault complaints will be adjudicated via the Student Disciplinary Policies and Procedures. The Vice President of Student Services will inform and consult with the General Council regarding student-to-student sexual assault complaints. Sexual assault complaints may defer, if necessary, to any criminal investigations.

Sexual Harassment Policy

Grace School of Theology is committed to providing a professional working and learning environment free from sexual harassment. Sexual harassment is a form of sex discrimination and is illegal. Sexual harassment on a campus most often exploits a relationship between individuals of unequal power and authority (as, for example, between an employee and supervisor or between a student and teacher), but may also occur between student peers or employees of equal rank. At a Seminary, sexual harassment also constitutes unprofessional conduct that compromises the Seminary's commitment to the integrity of the learning process. As such, Grace School of Theology will not tolerate any form of sexual harassment. The Seminary is prepared to take preventive and corrective action in the case of sexual harassment; any individual who engages in such misconduct and/or retaliation will be subject to appropriate disciplinary action, up to and including termination of employment or expulsion from the Seminary. Failure to investigate allegations of sexual harassment or failure to take timely corrective action is considered a violation of the Seminary's sexual harassment policy and may also violate federal and state laws.

Article 1: Definition

Sexual harassment consists of the following: 1. unwelcome sexual advances, 2. requests for sexual favors, 3. verbal and written comments of a sexual nature, 4. and/or physical conduct of a sexual nature; when such conduct:

- Is made, either explicitly or implicitly, a term or condition of instruction, employment, or participation in a seminary activity; or
- Is used to be a basis for evaluation in making academic or personnel decisions affecting an individual; or
- Has the effect of creating an intimidating, hostile, or offensive seminary environment; or has the purpose or effect of substantially interfering with an individual's employment or learning. In relation to the foregoing statements, sexually harassing behavior may include, but is not limited to, the following:
 - Unwelcome sexual flirtations, advances, propositions, or leering; favoritism based on a sexual relationship (or adverse impact on other members of a group);
 - Verbal remarks of a sexual nature whether directed to an individual or a group, or in the guise of humor, including sexually explicit derogatory remarks, suggestive comments, demands, or jokes found to be offensive or objectionable to the recipient;
 - Use of sexually oriented photos, posters, cartoons, materials, or themes unrelated to instruction and/or the pursuit of knowledge;

- Graphic or degrading verbal, written, or electronic comments of a sexual nature about an individual or the individual's appearance;
- Any suggestive or unwelcome physical contact; any aggressiveness such as touching, pinching, or patting; or
- Actual or threatened physical assault. Sexual harassment, it must be understood, is not limited by gender of either party, nor by superior-subordinate relationships. The fact that the parties may have had a previous consensual sexual relationship shall not be a defense against a complaint based on subsequent unwelcome sexually harassing behavior.

Grace School of Theology's Sexual Harassment Policy does not proscribe all conduct of a sexual nature on the campus; thus, it is important to clearly define sexual harassment: only unwelcome sexual conduct constitutes a violation. Conduct is unwelcome if the recipient did not solicit or incite it and regarded the conduct as undesirable or offensive. In other words, it is not the intent behind the sexual behavior that controls rather; it is the impact on the recipient, i.e., the unwelcomeness of the behavior that matters.

Article 2: Seminary Action

The Seminary is prepared to take preventive and corrective action in cases of sexual harassment; individuals who engage in such misconduct and/or retaliation are subject to appropriate disciplinary action, up to and including termination of employment, and/ or the expulsion from the Seminary.

Article 3: Responsibility of Seminary Employees

Seminary policy commits the institution to preventing and eliminating sexual harassment in the seminary community. Seminary supervisors, administrators, and faculty have the responsibility of preventing and eliminating sexual harassment within the areas they oversee.

In addition, the Seminary may be legally liable if a person with supervisory responsibility knows or should have known about the sexual harassment and fails to take any action to stop it. Seminary procedures do not require a grievant to file a formal complaint in order to trigger the Seminary's responsibility to take some kind of action. Seminary supervisors, administrators, and faculty must report immediately any and all incidents or complaints of sexual harassment to an administrative officer or to the Office of General Council, even if such complaints or incidents have been resolved within the department. Seminary employees are encouraged to report immediately any and all incidents of sexual harassment to an administrative officer or to the Office of General Council.

Article 4: References

Harassment on the basis of sex may be discrimination in violation of title VII of the Civil Rights Act of 1964, 42 U.S.C. Sec. 2000e, and Title IX of the Educational Amendments of 1972, 20 U.S.C. Sec. 1681. In addition, sexual harassment by a public servant may be a criminal offense under Texas Penal Code Sec. 39.02, and sexual harassment by any individual may constitute assault, sexual assault, public lewdness, or indecent exposure under Chapters 21 and 22 of the Texas Penal Code or sexual assault under Grace School of Theology's Sexual Assault Policy.

Additional avenues for filing a complaint at any time before, during, or after use of the Seminary Sexual Harassment Procedures, but within time limits required by law, include but are not limited to, the Equal Employment Opportunity Commission; the Texas Workforce Commission Civil Rights Division, the Office of Federal Contract Compliance Programs and, for students, the Office of Civil Rights, and the U.S. Department of Education.

Student Disciplinary Policies and Procedures

Grace School of Theology, as an educational institution, has a special set of interests and purposes essential to its effective functioning. These include (a) the opportunity for students to attain their educational objectives, (b) the creation and maintenance of an intellectual and educational atmosphere throughout the Seminary, and (c) the protection of the health, safety, welfare, property, and the property of the seminary itself. The Seminary has a clear responsibility in the area of student conduct to protect and promote the pursuit of its goals. The Student Disciplinary Policies and Procedures emphasize the Seminary's obligation to promote the personal freedom, maturity, and responsibility of students.

The Student Disciplinary Policies and Procedures set forth those acts that constitute unacceptable conduct for students of the Seminary. All alleged violations of the Student Disciplinary Policies and Procedures might result in referral to the Vice President of Student Services. The Seminary does, in addition, reserve the right, for educational purposes, to review any action taken by civil authorities regarding students. It also has the obligation to introduce counseling and/or disciplinary action if the student's conduct has interfered with the Seminary's exercise of its educational objectives or responsibilities to its members. Disciplinary action taken on this basis shall conform to the terms of the Student Disciplinary Policies and Procedures.

Grace School of Theology supports the concept of educational discipline. When a student is not a danger to the seminary community, or when a repetition of misconduct is unlikely, the Seminary will make an effort to educate the student through a sanction; but should the student demonstrate unwillingness to obey the rules governing conduct, s/he will be treated in the same manner as one who has failed academically. Students are expected to adhere, and will be held accountable for adhering, to all federal, state, and local laws in addition to all seminary policies and regulations not mentioned herein.

A student admitted to Grace School of Theology accepts the responsibility to conform to all Grace School of Theology rules and regulations. Proven failure to meet this obligation will justify appropriate disciplinary actions including, but not limited to, expulsion, suspension, disciplinary probation, or reprimand. Although the Seminary will make every reasonable effort to make the rules and regulations available, students are responsible for becoming familiar with them.

Grace School of Theology Judicial System is the responsibility of the Vice President of Student Services Office.

Article 1: Gender of Pronouns

Whenever appearing, the pronouns, "he," "his," or "himself " shall be considered gender neutral and shall refer to persons of both genders.

Article 2: Definitions

- “Vice President for Student Services” means the Vice President for Student Services. “Board” means Seminary Hearing Board
- “Code” refers to this Disciplinary Code.
- “Handbook” means the Official Student Handbook.
- “Hazing” means those activities defined in the Texas Education Code Sec. 37.151 et seq.
- “Hearing Authorities” include the Vice President for Student Services and Hearing Board.
- “Notice” means correspondence delivered to addressee by mail or in person.
- “Policy” means the Student Disciplinary Policies and Procedures.
- “Preponderance of the evidence” means that the proof need only show that the facts are more likely to be so than not so.
- “Record” means all documents, forms, copies, reports, statements, tape recordings, or tangible evidence presented in a disciplinary hearing or conference.
- “Referral Notice” refers to the notice initiating disciplinary action. • “Respondent” means accused student. • “Sanction” means penalty for violation of Disciplinary Code. • “Seminary” means Grace School of Theology.
- “Seminary officials” means those persons who have been given the authority and the responsibility by the appropriate agency or person, including regents, officers, faculty, and administrative staff.
- “Seminary grounds” means property owned, controlled, used, or occupied by the Seminary including property physically removed from campus.
- “Will” and “shall” are used in the imperative sense.

Article 3: Violations

3.01 Unauthorized Use of Seminary Keys

Unauthorized use, distribution, duplication, or possession of any key(s) issued for any building, facility, room, or other seminary property.

3.02 False Report of Emergency Causing, making, or circulating a false report or warning of a fire, explosion, crime, or other catastrophe.

3.03 Misuse of Safety Equipment Unauthorized use or alteration of fire fighting equipment, safety devices, or other emergency equipment.

3.04 Possession of Dangerous Weapons Unauthorized possession of a firearm, weapon, dangerous chemicals, or any explosive device of any description (including compressed-air guns, pellet guns, BB guns, shotguns, or illegal knives) or the ammunition of any firearm or other dangerous weapon or explosive device on Seminary grounds. (A weapon in your vehicle constitutes possession.)

3.05 Manufacture, Distribution, Sale, Offer for Sale, or Possession of Controlled Substances or Drug Paraphernalia The manufacture, distribution, sale, offer for sale, or possession of any controlled substances, including but not limited to, barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin, or marijuana. Controlled Substances and Drug Paraphernalia are defined by Texas law.

3.06 Unauthorized Use of Alcoholic Beverages a. Possession, distribution, or

consumption of alcoholic beverages and/ or failure to comply with state or seminary regulations regarding the use or sale of alcoholic beverages. b. Public Intoxication- Presenting a threat to oneself or others due to being under the influence of alcoholic beverages.

3.07 Failure to Comply or Identify Failure to comply with directions of seminary officials, police, or any other law enforcement officers acting in the performance of their duties, or failing to identify oneself to these persons when requested to do so.

3.08 Failure to Appear Failing to appear at the request of any hearing authorities or failure to schedule an appearance with a hearing authority as directed by police or any other seminary official.

3.09 Misuse or Abuse of Computers Unauthorized use or misuse of any computer, computer system, service, program, data, network, cable television network, or communication network.

3.10 Falsification of Records Altering, tampering, forging, or knowingly using falsified documents or records of the Seminary; being party to falsification; giving or providing false statements, written or oral; and/or providing false information during any seminary proceeding or to any seminary official.

3.11 Misuse of Identification Transferring, lending, or borrowing seminary identification.

3.12 Violation of Established Seminary Policies and Procedures Violation of seminary policies and procedures as established in the Grace School of Theology Student Handbook, and other policies that relate to student behavior.

3.13 Violation of Criminal Law Alleged violation of any criminal law where the student's conduct interferes with the Seminary's exercise of its educational objectives or responsibilities to its members.

3.14 Aiding and Abetting Assisting, hiring, or encouraging another person to engage in a Code violation.

Article 4: Disciplinary Code

The following acts are defined by the seminary to be unacceptable. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the Disciplinary Code. The list may not be all- inclusive.

4.01 Violation of Probation Violation of the code while on probation, or violation of the terms of that probation.

4.02 Disruption/Obstruction

Obstructing or interfering with seminary functions or any seminary activity. Disturbing the peace and good order of the Seminary by, among other things, fighting, quarreling, disruptive behavior or excessive noise, including but not limited to, a disruption by the use of all types of cameras, cell phones, and/or communication devices.

4.03 Mental or Bodily Harm a. Intentionally inflicting mental or bodily harm upon any person; b. Taking any action for the purpose of inflicting mental or bodily harm upon any

person; c. Taking any reckless, but not accidental action from which mental or bodily harm could result to any person; d. Engaging in conduct (including, but not limited to stalking) that causes a person to believe that the offender may cause mental or bodily harm; e. Any act that demeans, degrades, or disgraces any person. "Any person" as used in this section may include oneself.

4.04 Discrimination Intentional discrimination against a person on the basis of race, color, religion, national origin, sex, age, disability, veteran status, except where such distinction is allowed by law.

4.05 Destruction of Property Intentionally or recklessly damaging, destroying, defacing, or tampering with seminary property or the property of any person or business on campus.

4.06 Theft Theft, or attempted theft, of property or services from any person or any business on seminary property.

4.07 Possession of Stolen Property Possessing property known to the possessor to be stolen and that may be identified as property of the seminary or any other person or business.

4.08 Forcible Entry or Trespass Forcible or unauthorized entry to any building, structure, or facility and/or unauthorized entry to or use of seminary grounds.

4.09 Unauthorized Use of Property or Service Unauthorized use of property or services or unauthorized possession of seminary property or the property of any other person or business.

Article 5: Disciplinary Action Initiated

Any person may bring charges under this code, and that person may be required to supply information pertinent to the case.

Article 6: Notification and Procedural Interview

6.01 A procedural interview will be scheduled with the Vice President of Student Services within three business days after the respondent is notified in writing of an alleged violation of the policy.

6.02 Failure to appear at the procedural interview shall constitute a separate violation of this code and may result in further disciplinary action.

6.03 Copies of the following documents will be made available to the student at the time of the interview: a. A copy of the Student Disciplinary Policies and Procedures. b. A copy of the referral notice. c. A copy of the Students' Rights and Responsibilities form from the Student Disciplinary Code Review and Standards Committee.

6.04 Within five business days of the procedural interview the student is required to choose either a hearing before the Hearing Board or a disciplinary conference with the assistant. The student shall indicate his choice in writing.

6.05 The Vice President for Student Services shall notify the student of the time, date, and place of the disciplinary conference or hearing.

Article 7: Disciplinary Conference

Students electing to participate in a disciplinary conference with the Vice President for Student Services are afforded the following procedural protections:

- Written notice of the alleged violations at least three business days prior to the scheduled conference.
- The right to be accompanied and assisted by an advisor as provided herein.
- The right to have access to the case file prior to and during the conference.

The Vice President for Student Services will investigate the complaint, including interviewing witnesses. Before a decision is rendered, the respondent will be given an opportunity to respond to the information obtained by the Vice President for Student Services.

The Vice President for Student Services will advise the student in writing of the decision within 10 business days from the close of the investigation. At the same time, will make a copy thereof available to the respondent in the Vice President for Student Services' Office.

Article 8: Seminary Hearing Board

8.01 A Hearing Board shall be composed of two students appointed by the President, two faculty members appointed by the Vice President for Student Services, and two staff members appointed by President.

8.02 There will be one alternate appointed by the President.

8.03 A quorum shall consist of four persons, at least one of which shall be a student and one shall be faculty or staff. If quorum is not met and at least three people are present with one being a student, the respondent can request the hearing proceed with those in attendance.

8.04 The Chair will be selected by the board members to serve for an academic year.

8.05 The Vice President for Student Services may remove a board member for justifiable cause.

8.06 If a board member resigns, cannot serve, or is removed from office, the Vice President for Student Services will select one of the alternates to fill the vacancy.

Article 9: Hearing Procedures

The following procedural guidelines shall be applicable in disciplinary hearings:

1. Three business days prior to the hearing, the Vice President for Student Services will make available, to the respondents, copies of documents relevant to the case and a list of witnesses and a summary of their expected testimony.
2. The respondent is entitled to an advisor, who may be an attorney, but who sits in an advisory capacity and who addresses the board only upon permission from the Chair. Respondents who wish to have an attorney

- attend the hearing as their advisor shall notify the Vice President for Student Services of the attorney's name and phone number three business days prior to the hearing. Advisors may not appear in lieu of respondents.
3. In the event that the Seminary chooses to proceed through legal counsel, the respondent will be notified three business days prior to the hearing and shall also have the right to proceed through counsel. Counsel may not appear in lieu of the respondent.
 4. Hearings will be closed to the public except when the respondent requests an open hearing. This request must be made in writing to the Vice President for Student Services at least three business days prior to the hearing.
 5. If a respondent fails to appear, the hearing may proceed without him/her.

The Vice President for Student Services or his designate may present the case for the Seminary or the complainant. Prospective witnesses, other than the complainant and respondent, may be excluded from the hearing during the testimony of other witnesses. All participants shall be excluded during board deliberations. The hearing will be held in two parts: Determination of violation; Determination of sanction.

9.01 The Chair will exercise control over the proceedings. Any person disrupting a hearing or who fails to adhere to the rulings of the Chair may be excluded from the proceedings

9.02 Any party may challenge a board member on the ground of personal bias.

9.03 The burden of proof shall be on the complainant or Seminary, whichever is applicable, to prove the case by a preponderance of the evidence.

9.04 The Chair shall determine what evidence is admissible. Formal rules of evidence shall not apply.

9.05 Respondent, complainant, and board members may examine the written evidence offered and may question all witnesses.

9.06 Respondent, complainant, and witnesses may speak on their own behalf; however, they will not be forced to testify against themselves and their silence shall not be used to their detriment.

9.07 Individuals referred to in the statements of respondent, complainant, and witnesses have a right to respond briefly.

9.08 Individuals wanting to exercise this privilege during the hearing must direct their request in writing or orally to the Vice President for Student Services in attendance who shall notify the hearing Chair. The hearing Chair shall determine the length of the response and when it shall be heard during the hearing.

9.09 At the conclusion of the presentations, the board shall deliberate in closed session. After deliberation and a vote, the decision of the board will be announced to the participants.

9.10 The board may hear evidence concerning the appropriate sanction if the respondent is found to have violated a student life policy. The board may consider the respondent's

prior disciplinary record only in order to recommend an appropriate sanction.

9.11 Decisions by the board shall be by majority vote. In the event of a tie, the Chair will vote to break the tie.

9.12 Hearings will be tape-recorded and, upon request, the respondent will be afforded the opportunity to listen to and review the tapes in preparation for an appeal. The only recording devices allowed in the hearing are those provided by the Vice President for Student Services' Office.

9.13 The board's recommendation will be forwarded to the Vice President for Student Services for further action. The Vice President for Student Services will advise the respondent of his decision in writing within seven business days of the hearing and, at the same time, will make a copy thereof available to the respondent in the Vice President for Student Services' Office.

Article 10: Sanctions

Factors to be taken into consideration when issuing sanctions include, but are not limited to: the respondent's motivation for displaying the behavior; the respondent's disciplinary history; the extent to which the behavior jeopardizes the safety and security of Grace School of Theology community; and, the likelihood of the behavior occurring again. One or more of the following sanctions may be imposed:

- Expulsion prohibits the student from ever attending the Seminary and from being present without permission on seminary property. Expulsion will be noted on the student's permanent record.
- Suspension prohibits the student from attending the Seminary and from being present without permission on seminary property for the duration of the sanction, which shall not exceed a period of more than one calendar year following its effective date. The Vice President for Student Services will determine the effective date.
- Disciplinary Probation indicates to a student that his behavior has resulted in a sanction close to suspension. Any further misconduct while on probation may result in expulsion from the Seminary. It is imposed for a definite period of time.
- Other sanctions may include, but are not limited to, restrictions from participating extracurricular activities, restitution, monetary fines, and community service. Students may also be required to meet periodically with a person designated by the Vice President for Student Services.
- Reprimand is an official written notification to the student that his behavior has been unacceptable.
- Verbal Reprimand is used to advise/counsel a student about his behavior.

Article 11: Interim Suspension

11.01 The Vice President for Student Services or his designate may in the interim suspend a student prior to a hearing if the student's conduct presents a danger to himself or the seminary community.

11.02 The Vice President for Student Services will immediately notify the student(s) of his interim suspension. This notice will include a statement of the regulations that the student

allegedly violated, a specific statement of the facts constituting the alleged violation, the time and place of the hearing, and a copy of the Seminary Student Disciplinary Policies and Procedures.

11.03 An extension may be granted to either party by the assistant Vice President for Student Services for good cause. If either party fails to appear at a scheduled hearing without a cause, the hearing may proceed in his absence.

11.04 The hearing shall be conducted according to the procedures set forth in Section 8.

11.05 The student may appeal the decision as provided for in Section 15.

11.06 If the decision is to suspend or expel the student, the sanction takes effect from the onset of the Vice President for Student Services interim suspension.

11.07 In the event a lesser sanction is imposed, the interim suspension will not become part of the permanent record.

Article 12: Counseling Referrals

The Vice President for Student Services may refer any student who exhibits behavior that interferes with the student's normal functioning for counseling with a person designated by the Vice President for Student Services. This person, with written permission of the student, may discuss the results of the referral with the Vice President for Student Services. The student may refuse to submit to a conference without penalty at which time the disciplinary process will continue as if no referral were made.

Article 13: Reporting at the Request of Vice President for Student Services

A request to meet with the Vice President for Student Services or designate shall be heeded by the students at the time and place set and shall have priority over other duties unless arrangements are made because of extraordinary circumstances.

Article 14: Seminary Hearing Board Appearances

The Chair of the Seminary Hearing Board shall have the qualified, upon a majority vote of the remaining members of the board, conducted by secret ballot. Authority to require a student to appear before the board at a designated time and place when the student's presence is necessary to resolve a question which is before the board. The Chair shall have the authority to require the student to produce such items as are relevant to the adjudication.

Article 15: Official Withdrawal from Grace School of Theology

15.01 The Vice President for Student Services' Office may place a disciplinary hold on the records of any student who withdraws prior to the resolution of pending disciplinary action.

15.02 The Vice President for Student Services may also place a notation on the student's official transcript indicating "disciplinary proceedings are pending at Grace School of Theology."

Article 16: Appeals

Respondents may appeal the decision of the Vice President for Student Services by filing a written notice, a detailed explanation of the reason for the appeal, with the Executive

Team within 15 business days from the date of the receipt of the letter notifying the respondent of the sanction.

Article 17: Student Organization Discipline and Organizational Responsibility for Violations

Registered student organizations may be charged with violations of this Disciplinary Code or Seminary Policy. An organization violates a Disciplinary Code or Seminary Policy, when:

- One or more of its officers or authorized representatives acting in the scope of their organizational capacities commit(s) the violation;
- One or more of its members commit(s) the violation after the action that constitutes the violation was approved by majority vote of the organization present and voting members;
- One or more members of a committee of the organization commit(s) the violation while acting in the scope of the committee's assignment;
- A member of an organization acting with apparent authority of the organization commits the violation; • one or more members of an organization or its officers permit, encourage, aid, or assist any of its members in committing a violation;
- One or more members of an organization or its officers, under circumstances where such persons knew or should have known that an action constituting a violation was occurring or about to occur, fail(s) to prevent that action; or
- One or more members of an organization fail(s) to promptly report to appropriate Seminary or civil authorities their knowledge or any reasonable information about a violation.

17.01 Disciplinary Procedure

When the Vice President for Student Services' Office receives a Student life Referral indicating that an organization has allegedly violated a Disciplinary Code or Seminary Policy, the Vice President for Student Services shall follow the Disciplinary Procedures set forth in Sections 4 - 15. - Notwithstanding any other provision of this chapter, Vice President for Student Services or Executive Vice President and General Council may take immediate disciplinary action, pending a disciplinary conference or hearing, against an organization that violates a Disciplinary Code or Seminary Policy when, in the opinion of the Vice President for Student Services or Executive Vice President, the interest of the Seminary would be served by interim action. See procedures set forth in Section 10. A student may be disciplined for a violation under the Student Disciplinary Code even if the organization of which the student is a member is penalized under these procedures for the same violation.

17.02 Disciplinary Sanctions

The Vice President for Student Services may impose one or more of the following sanctions on the organization for violation of a Disciplinary Code or Seminary Policy. Failure to meet the conditions of the sanction imposed may be considered an additional violation:

1. Letter of Reprimand;
2. Social Probation;
3. Require restitution, educational seminars, and/or community service; • Suspend or cancel the organization's registration for a defined period of time; • Bar future registration of the organization; • Deferred

- suspension/cancellation of the organization's registration
4. Suspend the organization's right to do one or more of the following: - publicly post signs; - set up a table or exhibit; - publicly raise funds or make a solicitation; - reserve the use of Seminary rooms or spaces; or - hold events for a defined period of time

17.03 Notice

The Vice President for Student Services shall notify the President of the accused organization by letter of his or her decision. The letter may be sent to Seminary Advisors, Chapter Advisors, the National Headquarters and the governing council of the organization if applicable.

Article 18: General Procedures for Appeal

An organization may only appeal to the Vice President for Student Services. See procedures set forth in Section 15. The Vice President for Student Services may uphold, overturn or modify the decision in question. The decision of the Vice President for Student Services shall be final. However, the Vice President for Student Services may refer the Executive Vice President and General Council.

Article 19: Status of Students Suspended for Disciplinary Reasons

Students under disciplinary suspension are required to disassociate themselves from the Seminary except for appointments that have been made to conduct official seminary business approved in advance by the Vice President for Student Services or designate.

STUDENT RECORDS EDUCATIONAL RIGHTS & PRIVACY ACT

2011-2012 Grace School of Theology Annual Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights 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 student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. You may do this by emailing dsmith@gsot.org or by visiting the registrar's office. The registrar's office 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 registrar's office, the student shall be advised 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 are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - A student who wishes to ask Grace School of Theology to amend a record should write the registrar's office, clearly identify the part of the record the student wants changed, and specify why it should be changed.
 - If the Seminary decides not to amend the record as requested, Grace School of Theology 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 Seminary discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - Grace School of Theology 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 Grace School of Theology in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Grace School of Theology

has contracted as its agent to provide a service instead of using Grace School of Theology employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting 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 Grace School of Theology.
 - Upon request, Grace School of Theology also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
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. 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 20202-5901

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Grace School of Theology, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Grace School of Theology may disclose appropriately designated "directory information" without written consent, unless you have advised Grace School of Theology to the contrary in accordance with Seminary procedures. The primary purpose of directory information is to allow Grace School of Theology to include this type of information in certain school publications. Examples include:

- A playbill, showing your role in a drama production,
- The annual yearbook,
- Honor roll or other recognition lists,
- Graduation programs, and
- Sports rosters showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student's prior written consent. Outside organizations include, but are not limited to, companies that may inquire for potential employment purposes. If you do not want Grace School of Theology to disclose directory information from your education records without your prior written consent, you must notify Grace School of Theology in writing. Grace School of Theology has designated the following information as directory information:

1. Student's name
2. Address

3. Telephone listing
4. Electronic mail address
5. Photograph
6. Date and place of birth
7. Major and minor field of study
8. Dates of attendance
9. Current enrollment status
10. Participation in officially recognized activities and sports
11. Weight and height of members of athletic teams
12. Degrees, honors, and awards received
13. The most recent educational agency or institution attended

Grievance Policy & Complaint Procedures

A *grievance* is a just or supposed basis for complaint arising out of any alleged unauthorized or unjustified act or decision made by a member of the Grace community that in any way adversely affects the status, rights, or privileges of a student. An aggrieved student may complain to the administration to correct the problem. The burden of proof is on the individual who submits a complaint. The grievance process is *not* the correct means for appealing disciplinary actions or for contesting a grade (see separate policies within the Catalog and/or Student Handbook).

Step 1—Informal Action

Seek resolution first through direct, informal communication with the responsible person (Matthew 18:15). Discussion between those involved is encouraged at all stages, but is essential in the early stages of resolution. Following an unsuccessful attempt to resolve the conflict one-on-one, students are encouraged to discuss the matter with their faculty mentor or with Student Services, as appropriate. After the student has made every available effort to resolve the conflict in an informal manner, formal action may be taken.

Step 2—Formal Action

The following procedure is used to resolve a formal complaint.

1. State the grievance in writing (write a complaint) within 60 days of the alleged event and submit the complaint to the Executive Vice President. No special form is needed, but the complaint must include:
 - The date you submit the complaint;
 - A description of the grievance that includes all relevant information such as date(s) when the problem was evident, evidence substantiating the grievance, and witnesses; and
 - A proposed resolution, that is, what you want to happen to resolve the grievance.
2. The Executive Vice President has two working days from the date of receipt to forward the grievance to the administrator who will serve as mediator to resolve the matter. Care will be taken to ensure that the mediator has the expertise necessary to resolve the grievance.
3. The mediator has two working days from the date of receipt to:

- Send to the student an acknowledgement that briefly summarizes the grievance and informs the student that a resolution will be sent within ten working days, and
 - Forward to the President a copy of the grievance and acknowledgement.
4. The mediator has ten working days from the date of receipt to:
- Investigate the alleged basis for the complaint;
 - Investigate previous efforts taken to resolve the grievance
 - Investigate any contingencies and take such action that may help resolve the grievance;
 - Send to the aggrieved student a *formal response* (a statement describing what was or will be done to resolve the grievance); and
 - Forward to the President a copy of the formal response.
- 1) If the student is satisfied with the formal response, the grievance is resolved.
- 2) If the student is not satisfied with the formal response, a request for a hearing may be made to the Grievance Committee, which:
- Shall be given a copy of the case to date;
 - Shall schedule a hearing date and time within seven working days of the request and notify all concerned (but not necessarily invite them to attend);
 - May invite the student and any witnesses to attend the hearing—the student does not have a right to attend;
 - Shall conduct the hearing as informally as possible, while reviewing and evaluating the case;
 - Shall keep its deliberations confidential; and
 - Shall, by majority vote, recommend to the President a course of action to finally resolve the grievance.
- 3) The President will issue a decision, which shall be final, in writing to the student within three working days of the hearing.

The Office of the Executive Vice President is tasked with the overall responsibility for collecting and securing documentation, and for ensuring confidentiality of all matters related to any filed grievance or complaint. The Executive Vice President may delegate these responsibilities to the Vice Presidents.

Any student who has already followed the Grievance/Complaint Procedures as noted above, and the issue is not resolved, may contact the Texas Workforce Commission's Career School section (Phone: 512.936.3100 - certificate /diploma program issues) or our accreditor.

In accordance with requirements issued by the U.S. Department of Education, Grace School of Theology is providing its students or prospective students with contact information for filing complaints with its accreditor that would appropriately handle a student's complaint that is not yet resolved after completing the Grievance/Complaint Procedures. Students may contact:

Transnational Association of Christian Colleges & Schools (TRACS)
15935 Forest Road, Forest, Virginia 24551

Phone: 434-525-9539
FAX: 434-525-9538
E-Mail: info@tracs.org
Website: www.tracs.org

EMERGENCY PROCEDURES

Building Evacuation Procedure

Grace conducts regular building evacuation drills during times of student presence on campus.

Evacuation routes and procedures are clearly posted at the door of each room or office.

All personnel have been familiarized with evacuation routes.

An **Area Monitor** (plus an alternate) is designated for each area of each building, and an additional person is designated as the **Campus Recorder**.

A. At the sound of an evacuation alarm, each person should exit the building at the nearest exit. B. Personnel from the campus buildings should congregate on the drive near the parking lot. C. Personnel from the office complex and classroom complex should congregate on the drive near parking lot.

The **Monitor** is to be the last person to exit the area after having checked all rooms (including restrooms and closets) to make sure the area has been completely evacuated.

All **Monitors** report to the **Recorder** that their areas are clear. The **Monitor** for the office complex and classroom may indicate "all clear" by holding arms horizontally to the side forming a "T" with their body.

For an evacuation DRILL, the **Recorder** notes on the "Evacuation Data Form" the date, time of day, and the number of minutes required to evacuate each building.

NO personnel should re-enter any building until the **Recorder** signals "all clear." In case of actual emergency, **Emergency Officials** will indicate when it is safe to re-enter any building.

Take Cover Procedure

The weather Emergency Plan may be activated by:

The local Weather Warning Sirens (a 3 minute steady sound)

NOAA radio and/or

The designated weather spotter

The Health and Safety Official of the school will inform all personnel of the location of

designated safe areas. Drills will be conducted on a random and regular basis.

The plan may be activated by impending severe thunderstorm that may be accompanied by high winds and/or hail or by tornado warnings/watches.

An announcement will be made from the main office, and the designated official for each building will check all rooms for personnel. All occupants should proceed immediately to the safe areas located in the building where they are present at the time of the emergency.

The following areas are the designated areas where building occupants should go in case of a potential weather emergency:

MAIN BUILDING:

1. Preferred areas First floor restrooms
2. Secondary areas First floor hallways from elevator back to restrooms including,

AUXILIARY BUILDING (Library, Classrooms):

1. Preferred areas Restrooms
2. Secondary areas Eating areas of kitchen by the counters Kitchen area beside the metal counters

ADMINISTRATORS AND PROFESSORS' OFFICES:

1. Preferred areas Basement
2. Secondary areas bathrooms In the event that persons are caught OUTSIDE in a weather emergency and cannot make it to an interior safe area, they should seek the lowest area on the ground, lie down as flat as possible and cover their head. The ditches on the west side of the buildings are for storm water run-off and should NOT be used is heavy rain occurs.

Emergency Lockdown (Shelter-in-Place) While these situations may seem to be distant from the Grace, the possibility of these occurrences does exist. Hostile individuals do attempt to enter buildings for a variety of reasons.

General Emergency Lockdown Procedures If it is recognized by a staff member that a hostile individual or group is attempting to enter, or has already entered, a building:

Communication:

1. Call 911, with as much information as possible
2. Quickly, clearly announce by voice or intercom that a lockdown situation exists.

Procedures:

1. Lock all exterior doors and windows
2. Lock all interior doors
3. Close curtains, shades and blinds
4. At night, turn off lights
5. Remain quiet and do NOT enter hallways
6. Crouch down in areas that are out of sight from doors and windows
7. If the fire alarm sounds, do NOT evacuate the building unless:
 - You have firsthand knowledge that there is a fire
 - You have been told to do so by emergency personnel
8. If you go outside a building, leave the area as quickly and quietly as possible. Do NOT attempt to enter a building
9. Instructors should account for all students/visitors in their charge.

“QUICK CHECK” LIST FOR EMERGENCY PROCEDURES CALL 911**Building Evacuation (Escape Routes Posted by Doors)**

1. Pull fire alarm nearest you and advise the central office.
2. Instructors carry out class lists.
3. Close the windows and doors are exiting the room.
4. Instructors check restrooms and closets.
5. Exit building in an orderly, calm manner.
6. Assemble at designated areas, where instructors will take role to account for all in their charge. Instructors will keep their students together.
7. Do NOT re-enter buildings until university officials or emergency response team approves.

Weather Emergency (Take-Over Procedures)

1. Move quickly, calmly to nearest take-cover area.

2. Instructors take their class lists
3. Close doors and windows; turn off lights.
4. Instructors check restrooms and closets; take role at designated area.
5. If possible, kneel against wall and cover head.
6. Outside personnel should take cover in the nearest building. If that is not possible, lie flat in the lowest ground away from trees and other structures.
7. Remain in take-cover area until university officials or emergency response team indicated "All clear."

Lockdown

1. Lock all doors and windows, both exterior and interior
2. Close curtains, shades, blinds.
3. Turn off lights.
4. Remain quiet and do not enter hallways.
5. Crouch down in areas that are out of sight from doors and windows
6. Do not respond to a fire alarm unless you are certain of a fire or are instructed by emergency personnel to do so.
7. Instructors should account for all persons in their charge