STUDENT HANDBOOK
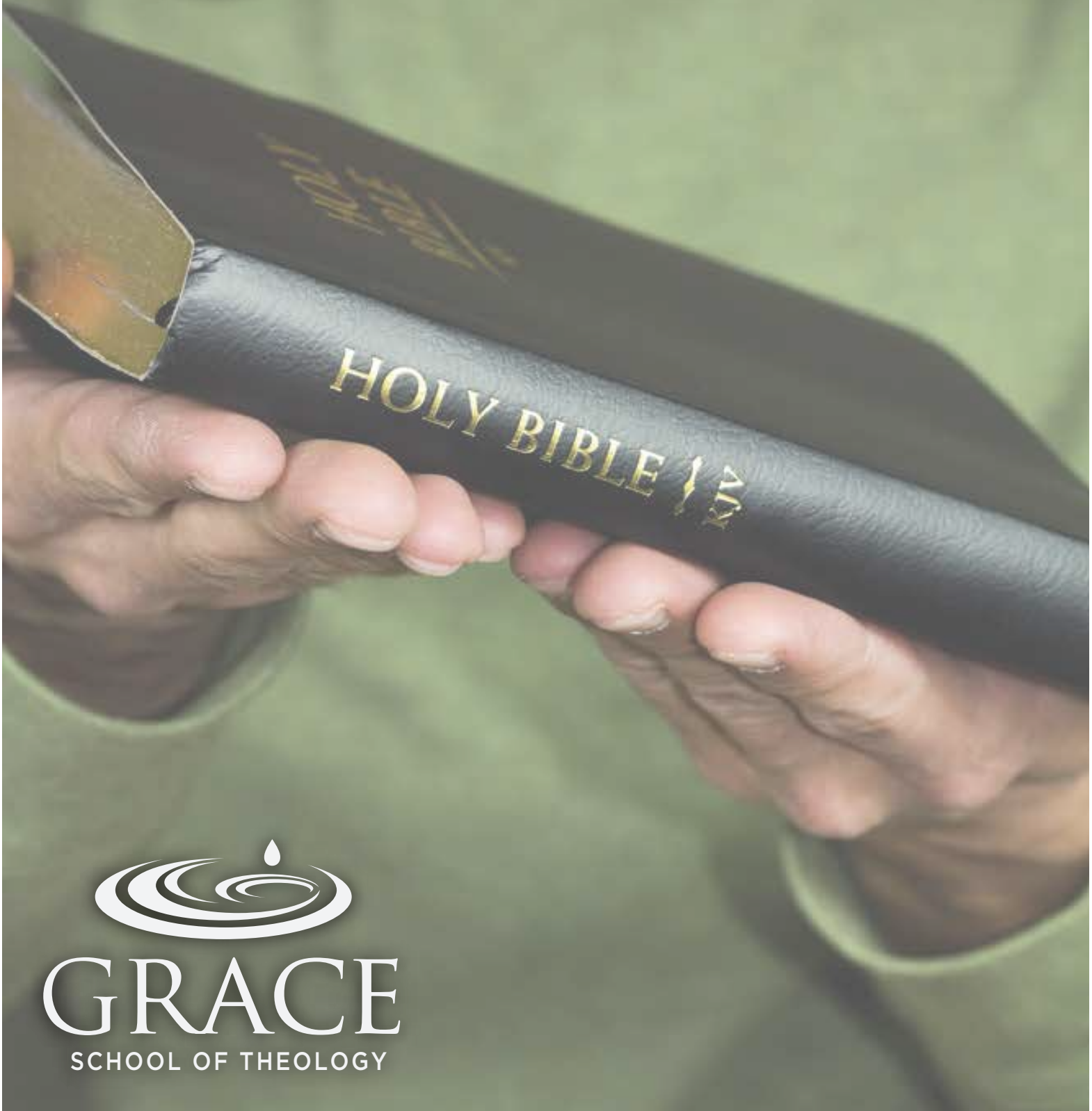# 2014-2015

GRACE SCHOOL OF THEOLOGY

EST. 2002

Free Grace

GRACE SCHOOL OF THEOLOGY

Grace School of Theology

Student Handbook

2014- 2015

(Revised August 2014)

Accreditation Status

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 Accredited status as a Category III institution by TRACS' Accreditation Commission on November 6, 2012; 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). Grace is also an Associate Member of the Association of Theological Schools (ATS), 10 Summit Park Drive, Pittsburgh, PA 15275-1110. See http://www.ats.edu/member-schools/grace-school-theology

Student Services Staff and Contact Information

Dr. S. Mark Haywood – Vice President of Student Services
Phone# 713-897-8294, Email: mhaywood@gsot.edu
Any questions or concerns regarding:
1. All matters dealing with Student Services
2. Student Grievances
3. Student Conduct

Erica Sanger – Director of Admissions and Enrollment
Phone # 713-897-8290, Email: esanger@gsot.edu
Any questions or concerns regarding:
1. Admissions
2. New Students Recruitment and Orientation
3. Registration
4. Open House Events
5. Exhibiting Events: How the seminary can be involved in exhibiting opportunities

Willie Gaines – Senior Enrollment Specialist
Phone# 713-897-8293, Email: wgaines@gsot.edu
Any questions or concerns regarding:
1. Mentoring Program
2. Retention Plan
3. Grace Ambassadors
4. Career Planning and Opportunities
5. Alumni Program

Taryn Littles – Student Services Administrative Assistant
Phone# 713-897-8299, Email: tlittles@gsot.edu
Any questions or concerns regarding:
1. Application and Admission Process
2. Billing and Student Accounts
3. General Information

Alyssa Himebaugh – Financial Aid Administrator
Phone# 713-897-8295, Email: ahimebaugh@gsot.edu
Any questions or concerns regarding:
1. Title IV Financial Aid
2. VA Benefits and Tuition Assistance
3. Foreign Student Information

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, important services, and other 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 and procedures.

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.

Only by His grace,

S. Mark Haywood, JD, Th.M.
Vice President of Student Services
Associate Professor of Bible Exposition
mhaywood@gsot.edu

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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 the 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 institution 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 twelve (12) years planted churches in southern Texas and then, 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 and is comprised of two campuses. The main administrative offices are located in The Woodlands, Texas, and

include classrooms, faculty offices, and the main Library. In 2013, with the demands of a rigorous graduate curriculum and a growing student body, Grace School of Theology secured additional campus office and classroom space at the Greater St. Matthew Baptist Church in Southwest Houston. The second main campus location provides student services administrative staff offices and classroom facilities for students located in the southern part of the Houston area.

From modest beginnings, Grace now employs twenty-three (23) full-time staff and five (5) part-time staff. As Grace has begun to significantly grow, teaching sites have been developed in areas near Houston (Hitchcock and Beaumont) and as far away as Midland and San Antonio where much support and encouragement from Christian leaders has developed. International initiatives have become priority directives by the institution's Board of Trustees. Many World-Region opportunities have emerged and are under evaluation by administrators and faculty.

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 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 in an environment where academic excellence is emphasized and a biblically based perspective is maintained. Grace is committed to enriching its students 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 people 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; 2Corinthians 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; 1Peter 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 North - The Woodlands (Main Campus and Business Office)*
  3705 College Park Drive, The Woodlands, Texas 77384

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- ○ *Houston Southwest Campus (Greater St. Matthew Church)*
  14919 Main St, Houston, Texas 77035
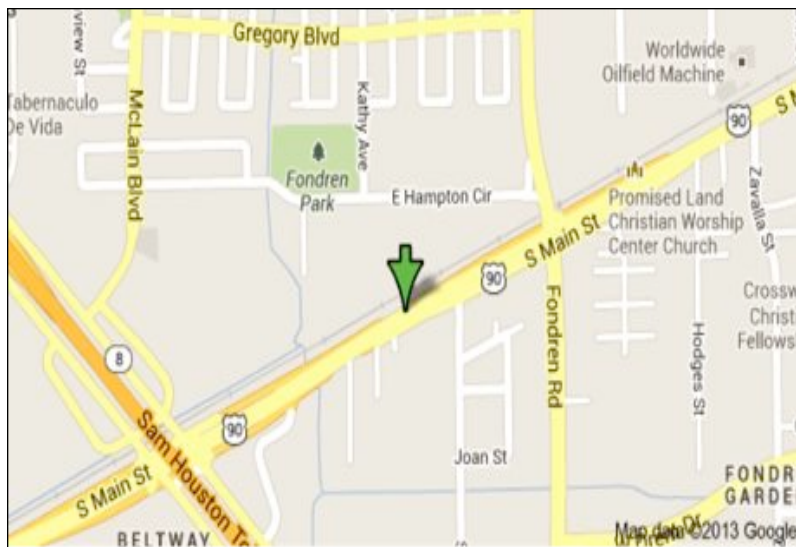
- *Hitchcock Teaching Site (Greater St. Matthews Church):*
  6333 Texas 6 Hitchcock, TX 77563
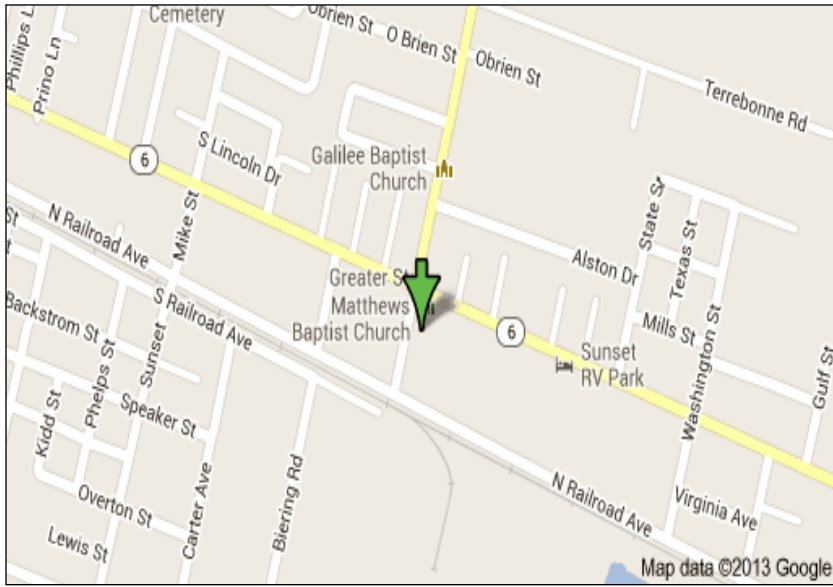
- *Midland Teaching Site (Midland Bible Church):*
  2800 North A Street, Midland, Texas 79705

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

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o ***Beaumont Teaching Site (First Baptist Church)***:
   3739 North Major Drive, Beaumont, Texas 77713

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

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EDUCATIONAL PROGRAMS & OPTIONS

Overview Undergraduate Programs
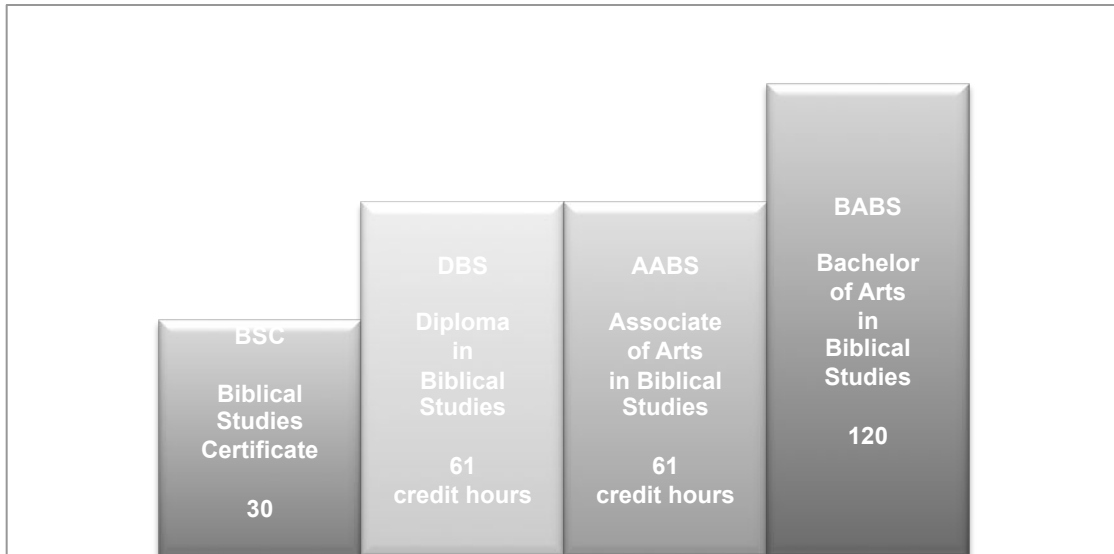
Summary of Disciplines Within Each Undergraduate Program

Discipline	BSC	DBS	AABS	BABS
Foundational Core	12	12	12	12
Bible Exposition	6	27	12	27
Systematic Theology	6	12	6	20
Ministry Skills	2	10	4	10
General Education	-	-	18	36
Electives	4	-	9	15
TOTAL CREDIT	**30**	**61**	**61**	**120**

Overview of Graduate Degree Programs
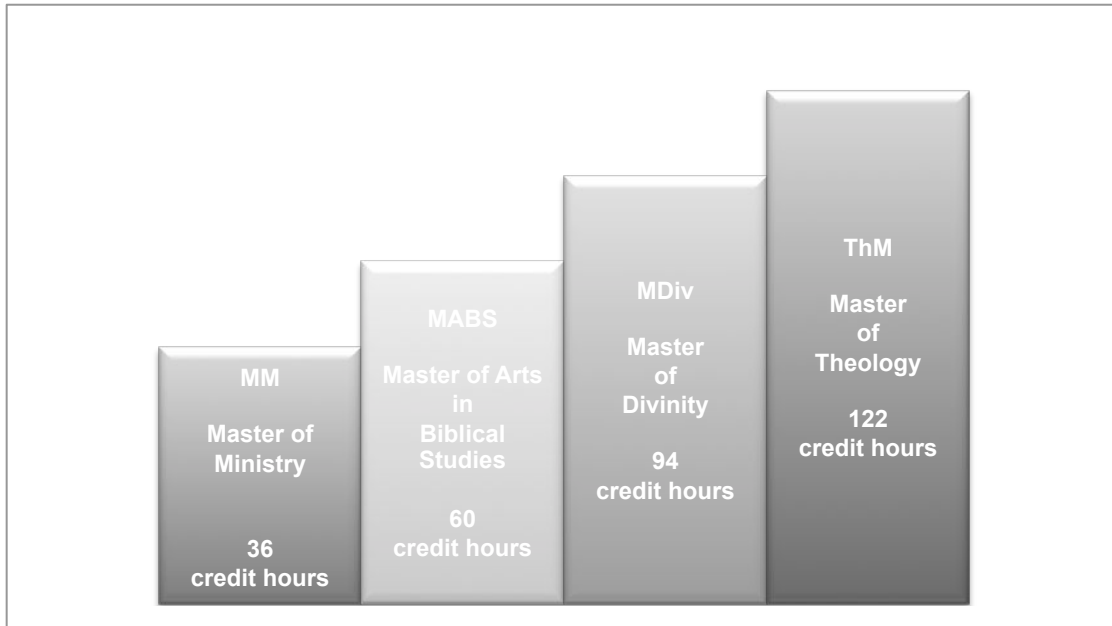
Summary of Disciplines Within Each Graduate Program

Discipline	MM	MABS	MDiv	ThM
Foundational Core	12	12	12	12
Bible Exposition	-	18	24	24
Systematic Theology	-	12	18	21
Biblical Languages	-	-	16	36
Ministry Skills	6	6	6	6
Ministry Concentration or Electives	8	6	8	6
Internship	4	-	4	-
Research	-	-	-	8
Electives	6	6	6	9
TOTAL CREDIT	**36**	**60**	**94**	**122**

Undergraduate Degree Plans – Comparison Chart Overview

Code	Course Name	Biblical Studies Certificate (BSC)	Diploma in Biblical Studies (DBS.)	AA in Biblical Studies (AABS)*	BA in Biblical Studies (BABS)*
FOUNDATIONAL CORE					
RS-210	Research Writing and Technology	3	3	3	3
TH-300	The Life of the Believer	3	3	3	3
TH-310	Principles of Biblical Interpretation	3	3	3	3
TH-330	Doctrine of Salvation	3	3	3	3
BIBLE EXPOSITION					
BI-201	Old Testament Survey	3			
BI-203	New Testament Survey	3			
BI-303	Pentateuch		3	3	3
BI-305	The History of Israel		3	3	3
BI-307	Prophetic Books		3		3
BI-309	Poetic Books		3		3
BI-340	The Life of Christ		3	3	3
BI-342	Pauline Epistles (less Romans)		3	3	3
BI-343	Acts		3		3
BI-344	Romans		3		3
BI-346	General Epistles		3		3
SYSTEMATIC THEOLOGY					
TH-250	Survey of Bible Doctrine	3			
TH-407	Doctrine 1 – The Bible and God	3	3	3	3
TH-412	Doctrine 2 – Man, Sin and Spirit Beings		3	3	3
TH-415	Doctrine 3 – Christ and the Holy Spirit		3		3
TH-420	Doctrine 4 – The Church and Last Things		3		3
TH-430	Doctrinal Summary 1				4
TH-435	Doctrinal Summary 2				4
MINISTRY SKILLS					
MS-312	Ministry Stewardship	2	2	2	2
MS-310	Conflict Resolution		2	2	2
MS-402	Homiletics		2		2
MS-404	Spiritual Leadership		2		2
MS-430	Internship		2		2
GENERAL EDUCATION					
Students transfer into Grace their General Education (GENED) credits. These are required with a minimum of three semester hours (or equivalent) in each of the following: humanities, fine arts, behavioral science, social science, communications, natural science, and math. Students may complete their GE requirements concurrently with their studies at Grace.		0	0	18	36
ELECTIVES					
	* Must be MS courses.	4*	0	9	15
TOTAL		**30**	**61**	**61**	**120**

Undergraduate Degree Programs

Biblical Studies Certificate (BSC)

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 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 undergraduate level degree program at this time. Nine 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. Express a general knowledge of key books of the Bible, including individuals, major events, and historical settings.
2. Explain key doctrines of the Bible in basic terms.
3. Understand the Free-Grace principles of progressive sanctification in their personal life.

Required Courses in the BSC Program
(All courses are 3 credits except as noted; all MS courses are 2)

Foundational Core – 12 credits
RS-210   Research Writing and Technology
TH-300   The Life of the Believer
TH-310   Principles of Biblical Interpretation
TH-330   Doctrine of Salvation

Bible Exposition – 6 credits
BI-201   Old Testament Survey
BI-203   New Testament Survey

Systematic Theology – 6 credits
TH-250   Survey of Bible Doctrine
TH-407   Doctrine 1 – The Bible and God

Ministry Skills – 2 credits
MS-312   Ministry Stewardship

Electives – 4 credits
Chose any two MS courses.

BSC Course Distribution Summary
Foundational Core	12 credits
Bible Exposition	6 credits
Systematic Theology	6 credits
Ministry Skills	2 credits
Electives	4 credits
TOTAL	30 credits

Diploma in Biblical Studies (DBS)

[Anticipated Start in Spring 2015]

The Diploma in Biblical Studies is a 61-credit course of instruction that focuses on the exposition of each book of the Bible, an overview of systematic theology, and selected ministry skills. The diploma is primarily designed for those who live in locations where the completion of General Education Credits is difficult for various reasons such as cost or accessibility, but would still like to be trained for practical ministry. Therefore, to receive this diploma, students are not required to complete General Education courses.

The DBS is designed for students who do not intend to continue on to a degree program. Students planning to work toward a degree should pursue the Associate or Bachelor programs as listed in this Catalog. Students who complete the DBS and then later decide to continue on to an undergraduate degree may do so by transferring in the required General Education credits and open electives. Ministry electives may also be completed at Grace. DBS credits completed will transfer into the undergraduate degree programs.

DBS Program Learning Outcomes
Upon successful completion of the DBS Program the student will be able to:
1. Express a general knowledge of the books of the Bible, including key individuals, major events, and historical settings.
2. Articulate a synthesis of every major category of systematic theology.
3. Understand and articulate the Free-Grace principles of progressive sanctification in life and ministry.

Required Courses in the DBS Program
(All courses are 3 credits except as noted; all MS courses are 2)

Foundational Core – 12 credits
RS-210   Research Writing and Technology
TH-300   The Life of the Believer
TH-310   Principles of Biblical Interpretation
TH-330   Doctrine of Salvation

Bible Exposition – 27 credits
BI-303   Pentateuch
BI-305   The History of Israel
BI-307   Prophetic Books
BI-309   Poetic Books
BI-340   The Life of Christ
BI-342   Pauline Epistles (less Romans)
BI-343   Acts
BI-344   Romans
BI-346   General Epistles

Systematic Theology – 12 credits
TH-407   Doctrine 1 – The Bible and God
TH-412   Doctrine 2 – Man, Sin, and Spirit Beings
TH-415   Doctrine 3 – Christ and the Holy Spirit
TH-420   Doctrine 4 – The Church and Last Things

Ministry Skills – 10 credits (2 credits each)
MS-312   Ministry Stewardship
MS-310   Conflict Resolution
MS-402   Homiletics
MS-404   Spiritual Leadership
MS-430   Internship

DBS Course Distribution Summary
Foundational Core   12 credits
Bible Exposition   27 credits
Systematic Theology   12 credits
Ministry Skills   10 credits
TOTAL   61 credits

Associate of Arts in Biblical Studies (AABS)

The curriculum leading to the AABS degree is a two-year, 61-unit course of instruction designed to give students a basic biblical and theological foundation in preparation for a wide variety of Christian ministries. U.S. resident students must transfer in their General Education credits. Students who successfully complete the AABS are encouraged to continue on to the BABS at Grace.

AABS Program Learning Outcomes
Upon successful completion of the AABS Program the student will be able to:
1. Express a general knowledge of the books of the Bible, including key individuals, major events, and historical settings.
2. Articulate a synthesis of every major category of systematic theology.
3. Understand and articulate the Free-Grace principles of progressive sanctification in life and ministry.

Required Courses in the AABS Program
(All courses are 3 credits except as noted; all MS courses are 2)

Foundational Core – 12 credits
RS-210   Research Writing and Technology
TH-300   The Life of the Believer
TH-310   Principles of Biblical Interpretation
TH-330   Doctrine of Salvation

Bible Exposition – 12 credits
BI-303   Pentateuch
BI-305   The History of Israel
BI-340   The Life of Christ
BI-342   Pauline Epistles (less Romans)

Systematic Theology – 6 credits

TH-407   Doctrine 1 – The Bible and God
TH-412   Doctrine 2 – Man, Sin, and Spirit Beings

Ministry Skills – 4 credits (2 credits each)
MS-312   Ministry Stewardship
MS-310   Conflict Resolution

Electives – 9 credits
Select from OT, NT, and/or TH courses

AABS Course Distribution Summary

Foundational Core	12 credits
Bible Exposition	12 credits
Systematic Theology	6 credits
Ministry Skills	4 credits
General Education	18 credits
Electives	9 credits
TOTAL	61 credits

Bachelor of Arts in Biblical Studies (BABS)

The curriculum leading to the BABS degree is a four-year 120-unit course of instruction designed to develop Christian character, a sound knowledge of the English Bible, and the skills appropriate for ministry in a local church, mission field, or other Christian ministry..

BABS Program Learning Outcomes
Upon successful completion of the BABS Program the student will be able to:
1. Express a general knowledge of the books of the Bible, including key individuals, major events, and historical settings.
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 principles of interpretation.
4. Communicate biblical truth clearly and effectively and make application to everyday living.
5. Relate effectively as a servant-leader in a local church or para-church setting.
6. Understand and articulate the Free-Grace principles of progressive sanctification in life and ministry.

Required Courses in the BABS Program
(All courses are 3 credits except as noted; all MS courses are 2)

Foundational Core – 12 credits
RS-210   Research Writing and Technology
TH-300   The Life of the Believer
TH-310   Principles of Biblical Interpretation
TH-330   Doctrine of Salvation

Bible Exposition – 27 credits
BI-303   Pentateuch
BI-305   The History of Israel
BI-307   Prophetic Books
BI-309   Poetic Books
BI-340   The Life of Christ
BI-342   Pauline Epistles (less Romans)
BI-343   Acts
BI-344   Romans
BI-346   General Epistles

Systematic Theology – 20 credits
TH-407   Doctrine 1 – The Bible and God
TH-412   Doctrine 2 – Man, Sin, and Spirit Beings
TH-415   Doctrine 3 – Christ and the Holy Spirit
TH-420   Doctrine 4 – The Church and Last Things
TH-430   Doctrinal Summary 1 (4 credits)
TH-435   Doctrinal Summary 2 (4 credits)

Ministry Skills – 10 credits
MS-312 Ministry Stewardship
MS-310 Conflict Resolution
MS-402 Homiletics
MS-404 Spiritual Leadership
MS-430 Internship

Electives – 15 credits
Select from OT, NT, and/or TH courses

BABS Course Distribution Summary
Foundational Core   12 credits
Bible Exposition   27 credits
Systematic Theology   20 credits
Ministry Skills   10 credits
General Education   36 credits
Electives   15 credits
TOTAL   120 credits

Graduate Degree Plans – Comparison Chart Overview

	Course Name	MM	MABS	MDiv	ThM
FOUNDATIONAL CORE					
RS-503	Research Methods, Writing and Technology	3	3	3	3
TH-560	Hermeneutics	3	3	3	3
TH-568	Soteriology	3	3	3	3
SF-550	Spiritual Life	3	3	3	3
BIBLE EXPOSITION					
OT-512	The Pentateuch		3	3	3
OT-514	Historical Books		3	3	3
OT-516	Wisdom Literature			3	3
OT-618	Major Prophets		3	3	3
OT-620	Minor Prophets			3	3
NT-513	Gospels		3	3	3
NT-515	Acts and Pauline Epistles		3	3	3
NT-517	General Epistles and Revelation		3	3	3
SYSTEMATIC THEOLOGY					
TH-563	The Basis of Free Grace Theology		3	3	3
TH-565	Bibliology and Theology Proper		3	3	3
TH-567	Christology and Pneumatology		3	3	3
TH-663	Angel, Anthro. and Hamartiology			3	3
TH-667	Ecclesiology and Eschatology		3	3	3
TH-767	Church History and Historical Theology			3	3
TH-780	Advanced Theological Methods				3
BIBLICAL LANGUAGES					
NT-772	Elementary Greek 1			3	3
NT-774	Elementary Greek 2			3	3
OT-771	Elementary Hebrew 1			3	3
OT-773	Elementary Hebrew 2			3	3
NT-876	Fundamentals of Greek Exegesis			4	4
NT-878	Advanced Greek Exegesis				4
OT-875	Introduction to Hebrew Exegesis				4
OT-877	Advanced Hebrew Exegesis				4
OT- / NT-	Advanced Exposition in OT / NT				8
MINISTRY SKILLS, Required (All MS courses are 2 credits each)		6 Credits	6 Credits	6 Credits	6 Credits
MS-755	Preaching & Teaching for Impact	2	2	2	2
MS-761	Ministry Stewardship	2	2	2	2
MS-763	Introduction to Ministry	2	2	2	2
MINISTRY CONCENTRATION (MM and M.Div. students will choose from the Concentration (8 credits) options below; MABS and Th.M. students may choose any MS courses.)		8 Credits	6 Credits	8 Credits	6 Credits
INTERNSHIP					
MS-890	Ministry Internship 1	2		2	
MS-891	Ministry Internship 2	2		2	
RESEARCH					
RS-890	Thesis Proposal				4
RS-892	Thesis Project				4
OPEN ELECTIVES					
		6*	6	6	9
	TOTAL CREDIT HOURS	**36**	**60**	**94**	**122**

Graduate Degree Programs

Master of Ministry (MM)

This 36-credit program is designed for maximum flexibility for the graduate level student who is primarily interested in acquiring general ministry skills. The student is able to choose from a wide variety of ministry classes that fit their needs and interests. The MM is designed to prepare students to serve in local churches or other forms of Christian work and ministry and can be completed in about one year (if attending full time). Ten credits may be transferred into the MM from another accredited graduate institution.

MM Program Learning Outcomes
Upon successful completion of the MM Program the student will be able to:
1. Describe major concepts of each area of ministry studied.
2. Acquire ministry skills in their area of interest and expertise.
3. Understand and articulate the Free-Grace principles of progressive sanctification.

Required Courses in the MM Program
(All courses are 3 credits except as noted; all MS courses are 2)

Foundational Core – 12 credits
RS-503   Research Methods, Writing and Technology
SF-550   Spiritual Life
TH-560   Hermeneutics
TH-568   Soteriology

Ministry Skills – 6 credits (2 credits each)
MS-755   Preaching and Teaching for Impact
MS-761   Ministry Stewardship
MS-763   Introduction to Ministry

Ministry Concentration – 8 credits
[See below for Ministry Concentration Options.]

Ministry Internship – 4 credits (2 credits each)
MS-890   Ministry Internship 1
MS-891   Ministry Internship 2

Electives – 6 credits
Select from OT, NT, and/or TH courses

MM Course Distribution Summary
Foundational Core	12 credits
Ministry Skills	6 credits
Ministry Concentration	8 credits
Ministry Internship	4 credits
Electives	6 credits
TOTAL	36 credits

Master of Arts in Biblical Studies (MABS)

The MABS program (60 credits) 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 a little over two years to complete (if attending full time) and is uniquely structured to provide a comprehensive overview of the majority of the books of the he Bible and most categories of systematic theology. This degree program is designed for those seeking ministry opportunities in the local church or in other Christian ministry and is a stair-step degree for those who desire to continue their studies in the Master of Divinity degree. Students may transfer up to 18 credits into the MABS from another accredited graduate 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 and trace its development throughout church history.
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.
5. Communicate effectively, orally and in writing.

Required Courses in the MABS Program
(All courses are 3 credits except as noted; all MS courses are 2)

Foundational Core – 12 credits
RS-503 Research Methods, Writing and Technology
SF-550 Spiritual Life
TH-560 Hermeneutics
TH-568 Soteriology

Bible Exposition – 18 credits
OT-512 The Pentateuch
OT-514 Historical Books
OT-618 Major Prophets
NT-513 Gospels
NT-515 Acts and Pauline Epistles
NT-517 General Epistles and Revelation

Systematic Theology – 12 credits
TH-563 The Basis of Free Grace Theology
TH-565 Bibliology and Theology Proper
TH-567 Christology and Pneumatology
TH-667 Ecclesiology and Eschatology

Ministry Skills – 6 credits (2 credits each)
MS-755   Preaching and Teaching for Impact
MS-761   Ministry Stewardship
MS-763   Introduction to Ministry

Ministry Skills Electives – 6 credits
Choose any MS courses.

Open Electives – 6 credits

MABS Course Distribution Summary

Foundational Core	12 credits
Bible Exposition	18 credits
Systematic Theology	12 credits
Ministry Skills	6 credits
Ministry Skills Electives	6 credits
Open Electives	6 credits
TOTAL	60 credits

Master of Divinity (MDiv)

The Master of Divinity degree (94 credits) 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 MDiv 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 94-credit hour degree typically takes a little over 3 years to complete (if one attends full time). Students may transfer up to 28 credits into the MDiv. program that are from another accredited graduate institution.

MDiv Program Learning Outcomes
Upon successful completion of the MDiv 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 and trace its development throughout church history.
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.
6. Communicate effectively, orally and in writing.

Required Courses in the MDiv Program
(All courses are 3 credits except as noted; all MS courses are 2)

Foundational Core – 12 credits
RS-503   Research Methods, Writing and Technology
SF-550 Spiritual Life
TH-560   Hermeneutics
TH-568 Soteriology

Bible Exposition – 24 credits
OT-512 The Pentateuch
OT-514 Historical Books
OT-516 Wisdom Literature
OT-618 Major Prophets
OT-620 Minor Prophets
NT-513 Gospels
NT-515 Acts and Pauline Epistles
NT-517 General Epistles and Revelation

Systematic Theology – 18 credits
TH-563 The Basis of Free Grace Theology
TH-565 Bibliology and Theology Proper
TH-567 Christology and Pneumatology
TH-663 Angelology, Anthropology, and Hamartiology
TH-667 Ecclesiology and Eschatology
TH-767 Church History and Historical Theology

Biblical Languages – 16 credits
NT-772 Elementary Greek 1
NT-774 Elementary Greek 2
OT-771 Elementary Hebrew 1
OT-773 Elementary Hebrew 2
NT-876 Fundamentals of Greek Exegesis *(4 credits)*

Ministry Skills – 6 credits (2 credits each)
MS-755   Preaching and Teaching for Impact
MS-761   Ministry Stewardship
MS-763   Introduction to Ministry

Ministry Concentration – 8 credits
[See below for Ministry Concentration Options.]
Ministry Internship – 4 credits (2 credits each)
MS-890   Ministry Internship 1
MS-891   Ministry Internship 2

Electives – 6 credits

MDiv Course Distribution Summary
Foundational Core   12 credits
Bible Exposition   24 credits

Systematic Theology	18 credits
Biblical Languages	16 credits
Ministry Skills	6 credits
Ministry Concentration	8 credits
Ministry Internship	4 credits
Open Electives	6 credits
TOTAL	94 credits

Master of Theology (ThM)

The ThM degree (122 credit hours) is the highest graduate level academic degree available at Grace. The ThM typically takes a little over 4 years to complete (if one attends full time) and builds upon the MDiv by adding additional credit hours in biblical languages and research, culminating in the thesis. The ThM also prepares students to enter post-graduate theological programs. This degree is also beneficial for those who desire to teach in an academic institution and/or who desire to be more effective in their teaching and preaching.

Students may transfer up to 36 credit hours into the ThM Program from another accredited graduate institution.

ThM Program Learning Outcomes
Upon successful completion of the ThM 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 and trace its development throughout church history.
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 ThM Program
(All courses are 3 credits except as noted; all MS courses are 2)

Foundational Core – 12 credits
RS-503 Research Methods, Writing and Technology
SF-550 Spiritual Life
TH-560 Hermeneutics
TH-568 Soteriology

Bible Exposition – 24 credits
OT-512 The Pentateuch
OT-514 Historical Books
OT-516 Wisdom Literature
OT-618 Major Prophets
OT-620 Minor Prophets
NT-513 Gospels

NT-515 Acts and Pauline Epistles
NT-517 General Epistles and Revelation

Systematic Theology – 21 credits
TH-563 The Basis of Free Grace Theology
TH-565 Bibliology and Theology Proper
TH-567 Christology and Pneumatology
TH-663 Angelology, Anthropology, and Hamartiology
TH-667 Ecclesiology and Eschatology
TH-767 Church History and Historical Theology
TH-780 Advanced Theological Methods

Biblical Languages – 36 credits
NT-772 Elementary Greek 1
NT-774 Elementary Greek 2
OT-771 Elementary Hebrew 1
OT-773 Elementary Hebrew 2
NT-876 Fundamentals of Greek Exegesis *(4 credits)*
NT-878 Advanced Greek Exegesis *(4 credits)*
OT-875 Introduction to Hebrew Exegesis *(4 credits)*
OT-877 Advanced Hebrew Exegesis *(4 credits)*
OT/NT Advanced Exposition in OT/NT *(4 credits each)*

Ministry Skills – 6 credits (2 credits each)
MS-755 Preaching and Teaching for Impact
MS-761 Ministry Stewardship
MS-763 Introduction to Ministry

Ministry Skills Electives – 6 credits
Choose any MS courses.

Research – 8 credits
RS-890 Thesis Proposal *(4 credits)*
RS-892 Thesis Project *(4 credits)*

Open Electives – 9 credits

ThM Course Distribution Summary

Foundational Core	12 credits
Bible Exposition	24 credits
Systematic Theology	21 credits
Biblical Languages	36 credits
Ministry Skills	6 credits
Ministry Skills Electives	6 credits
Research	8 credits
Open Electives	9 credits
TOTAL	122 credits

Ministry Concentration Options for MM and MDiv students

Ministry Concentration Overview

MM and MDiv students have an option of selecting a ministry concentration from four areas or remain in the interdisciplinary track that gives them the flexibility of exploring the multiple areas of study. In addition to 6 credit hours of ministry core, MM and MDiv students will be able to customize 8 credit hours with one of the four concentrations with respect to their interest. MABS and ThM students will take 6 credit hours of any ministry skills courses in addition to the required ministry courses. While the core courses lay the foundation for a multifaceted ministry, the concentration courses address the students' need for ministry skills unique to the students' concentration. Students who are interested in one of the following four concentrations should consult their Academic Advisor to determine their concentration and to map out the courses accordingly. The determination of concentration will vary based on students' academic record, background and interests.

Concentration in Church Planting
This concentration is designed to equip students for planting a church in local and cross-cultural settings. Courses will cover church planting principles and practice including the elements of vision, strategy, and leadership.

Concentration in Pastoral Ministry
This concentration is designed to prepare students for the task of effectively leading the congregation of a local church. The student will have opportunity to develop skills necessary in exercising servant leadership.

Concentration in Global Outreach
This concentration is designed to equip students with skills necessary in conducting outreach ministry in various cross-cultural settings, whether local or global.

Concentration in Biblical Counseling
This concentration is designed to equip students with some basic theories and skills for Christian counseling in a non-professional environment.

Graduate Programs: Ministry Concentrations (8 credits; courses may be taken in any order)				
Interdisciplinary	Church Planting	Pastoral Ministry	Global Outreach	Counseling
Choose any 4 Ministry Skills courses from this catalog	MS-870 Church Planting Principles and Practice	MS-854 Pastoral Ministries	MS-753 Missions & Outreach	MS-757 Christian Counseling
	MS-858 Vision and Strategic Planning	MS-756 Expository Preaching	MS-870 Church Planting Principles and Practice	MS-864 Crisis Counseling
	MS-759 Servant Leadership	MS-759 Servant Leadership	MS-880 Short Term Experience in Missions	MS-856 Conflict Resolution
	MS-860 Edification Programs in the Local Church	MS-856 Conflict Resolution	MS-866 Cross-Cultural Communications	MS-868 Foundations of the Christian Home

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 or Diploma must be completed within three years.
All work leading to the AABS or 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 BABS or 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.

Academic Calendars and Class Schedules
2014 – 2015 Academic Calendar

Mod	Open Registration	Late Registration	Syllabi Available	Class Dates	Drop Date	Withdraw Deadline	Grades Posted
Fall Semester 2014 (Aug 18 - Dec 18)							
1	6/16 – 6/25	6/26 – 8/8	7/1/14	8/18-10/13	8/30/14	9/22/14	10/27/14
2	6/16 – 6/25	6/26 – 8/8	7/1/14	10/22-12/18	11/4/14	11/25/14	1/2/15
1-2	6/16 – 6/25	6/26 – 8/8	7/1/14	8/18-12/18	8/30/14	10/13/14	1/2/15
Spring Semester 2015 (Jan 5 – May 11)							
Intensive	11/10-12/19		12/1/14	1/5-1/9	1/5/15	1/7/15	3/23/15
3	11/10-12/19	12/20-1/2	12/1/14	1/12-3/9	1/26/15	2/16/15	3/23/15
4	11/10-12/19	12/20-1/2	12/1/14	3/17-5/11	3/30/15	4/20/15	5/26/15
3-4	11/10-12/19	12/20-1/2	12/1/14	1/5-5/11	1/26/15	3/9/15	5/26/15
Summer Semester 2015 (May 18 – July 20)							
Intensive	3/23-5/1		3/30/15	5/18-5/22	5/18/15	5/20/15	8/3/15
5	3/23-5/1	5/2-5/15	3/30/15	5/26-7/20	6/8/15	6/29/15	8/3/15

Financial Aid Calendar

Mod	Tuition Assistance Open	Tuition Assistance Deadline	Financial Aid Disbursement
1	6/16/14	7/18/14	9/2/14
2	6/16/14	7/18/14	11/5/14
3	11/17/14	12/12/14	1/27/15
4	11/17/14	12/12/14	3/31/15
5	3/30/15	4/24/15	6/9/15

Application & Payment Calendar

Mod	Application Deadline	Payment in Full	1st Payment Date	2nd Payment Date	3rd Payment Date	4th Payment Date	5th Payment Date
1	7/25/14	8/8/14	8/8/14	9/2/14	10/1/14	11/3/14	12/1/14
2	10/10/14	10/17/14	10/17/14	11/3/14	12/1/14	*Module 2 Only*	
Intensive	12/17/14	12/26/14					
3	12/17/14	1/2/15	1/2/15	2/2/15	3/2/15	4/1/15	5/1/15
4	2/27/15	3/6/15	3/6/15	4/6/15	5/1/15	*Module 4 Only*	
Intensive	5/1/15	5/8/15					
5	5/1/15	5/15/15	5/15/15	6/15/15	7/15/15	*3 Payments in Module 5*	

Academic Important Dates

2014 – 2015

Fall Semester 2014 (Aug 18 - Dec 18)   **Important Dates**

    New Student Orientation   August 12
    Labor Day, no classes   September 1
    Thanksgiving, no classes   November 26 – 27
    Christmas Break, no classes   December 19 – January 4, 2015

Spring Semester 2015 (Jan 5 – May 11)   **Important Dates**

    New Student Orientation   January 6
    Martin Luther King Day, no classes   January 19
    Spring Break   March 10 – 16
    Commencement   May 15

Summer Semester 2015 (May 18 – July 20)   **Important Dates**

    New Student Orientation   May 19
    Memorial Day (observed), no classes   May 25
    Independence Day, no classes   July 4

2015 – 2016

Fall Semester 2015 (Aug 15-Dec 19)   **Important Dates**

    New Student Orientation   August 11
    Labor Day, no classes   September 7
    Thanksgiving, no classes   November 26-27
    Christmas Break, no classes   December 20, 2014 – January 2, 2015

Spring Semester 2016 (Jan 4-May 9)   **Important Dates**

    New Student Orientation   January 5
    Martin Luther King Day, no classes   January 19
    Spring Break   March 11 - 17
    Commencement   May 16

Summer Semester 2016 (May 16 –July 18)   **Important Dates**

    New Student Orientation   May 10
    Memorial Day (observed), no classes   May 25
    Independence Day, no classes   July 4

ADMISSIONS

Personal Enrichment

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

Undergraduate Programs

Anyone with a high school diploma, GED, or equivalent can apply for the Undergraduate r Programs offered at Grace. Applicants must complete the Undergraduate application for admission before his/her acceptance is considered.

Graduate Degree Programs

Applicants for graduate 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 2.0 or higher for admittance.

Applicants for the Th.M. program must have completed the Master of Divinity (a minimum of 90 credit hours, including one year each of biblical Greek and Hebrew) with a minimum 3.0 GPA, 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.edu). Once the admissions office has received the application and all necessary information, the Admissions Committee will review the application 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- Visit the Grace School of Theology website (www.gsot.edu) and click on the button that says "Apply Today."
b. The form will ask the applicant to select the program he/she wishes to apply for and pay the application fee online before beginning the online application.
c. Once the application is paid, the applicant will receive a link via email to the application for admission. The student can return to the application at another time to complete.

d. The Admissions department will begin processing the application once the applicant 'Submits' his/her application.

e. The Application for the Undergraduate Programs includes the following:
    i.   Admissions Essay
    ii. Official transcripts from where an applicant received a High School Diploma or GED is required. Official transcripts are also required from any Undergraduate work completed higher than High School.
    iii. Three Personal Recommendation forms (can be completed online)
    iv. One Pastoral or Church Recommendation form (can also be completed online)

f. The Application for the Graduate Programs includes the following:
    i.   Admissions Essay
    ii. Official transcripts are needed from where an applicant has completed his/her Undergraduate Studies. Official transcripts from any institution post High School is necessary for applications to be considered.
    iii. Three Personal Recommendation forms (can be completed online)
    iv. One Pastoral or Church Recommendation form (can also be completed online)

g. Applicants for Audit/Personal Enrichment
    i.   Applicants applying for the Audit/Personal Enrichment must only complete the online components of the application for admission.

h. Once the Admissions Department receives all application components, (including transcripts and recommendation forms) the completed application is sent to the Admissions Committee.

Special Admissions

Dual 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 for a maximum of two semesters. Students must meet (no exceptions) the cumulative GPA requirement for admission in good standing into a graduate program to be eligible to register under dual enrollment for that program. Students must meet all other admissions requirements as stated herein.

Students must provide, along with their application, a current official undergraduate transcript (sent directly from their school to the Registrar's Office), a letter from their current Registrar' Office indicating their current Grade Point Average, the specific degree they are pursuing, the estimated date of undergraduate graduation, and the number of remaining credit hours for degree completion. Students must complete the *General Petition Form* requesting Dual Enrollment and submit it to the Registrar's Office for final approval. Once all documents are received by the Registrar's Office a decision will be made by the Dean of either the Undergraduate or Graduate Program.

Probationary Admittance

If a graduate student's undergraduate grade point average is below 2.0 then the student may be admitted into the Graduate program on probation. Students admitted on probation must complete 9 graduate credits of satisfactory work with a

minimum overall grade point average of 2.0 in order to be removed from Probation Status to Full Admission status. A graduate student admitted on probation to the ThM program must complete 9 post-graduate credits of satisfactory work with a minimum overall grade point average of 3.0, in order to be changed from Probation Status to Full Admission status.

Grace accepts students into the undergraduate programs, on a limited basis, in Probationary Status, who have not earned a high school diploma or possess a GED. Undergraduate students admitted on probation must complete 12 undergraduate credits of satisfactory work with a minimum overall grade point average of 2.0 in order to be changed from Probation Status to Full Admission status.

The Registrar's Office will monitor all students' progress in the *Populi* system (grades and progress) and keep the student's Academic Advisor (a Faculty member) informed of the status. The student's status will be stated in the acceptance letter.

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 an *Admissions and Exception Petition* explaining the reason why the applicant wishes to be considered for entrance without all necessary documents. The *Admissions and Exception Petition* can be requested from the Admissions Department. Provisional Entrance is only for students applying for either the Undergraduate or Graduate Programs. The Admissions and Exception Committee will vote on provisional entrance and notify the applicant of the decision.

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 Admissions Department will monitor and collect the appropriate application documentation for students who are accepted provisionally.

Special Status

If an applicant does not intend to earn a degree or enroll in an academic program but would like to earn credit, he may be admitted as a special-status student. Students must meet the same entrance requirements as degree-seeking applicants. Course grades are based on the same criteria applied to students in degree programs. Students may later apply to enter a degree program based on the entrance requirements in this publication. If the application into a degree program is approved, credits earned under special status will be evaluated for transfer, based on the rules for transfer credit.

Ability to Benefit

Graduate students who do not meet the entrance 2.0 minimum GPA requirement for the MM, MABS, and MDiv programs and students who do not meet the entrance 3.0 minimum GPA requirement for the ThM program, may enter on Probationary Status (see section above). Grace accepts students into the undergraduate programs, on a limited basis in Probationary Status, who have not earned a high school diploma or possess a GED. The

Registrar's Office will monitor student's progress in the *Populi* system (grades and progress) and keep the student's Academic Advisor (a Faculty member) informed of the 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 graduate students are required to take RS-503, *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. Undergraduate students are required to complete RS-210 *Research Writing and Technology,* which teaches valuable writing and research skills along with starting skills in using technology in Bible study.

Diploma Mills/Degree Mills Diploma and Transcript Verification

As a direct response to the increase in the number of online high school diploma issuing companies (Diploma Mills), the federal government has suggested that each Title IV issuing educational institution develop a standard policy to better identify valid high school and secondary education transcripts. While we are fully aware that a traditional high school degree may not be obtainable for all, we strongly suggest completing a state issued G.E.D. as an alternative if the traditional high school completion option is not realistic. If we suspect that a diploma submitted in not from a legitimate school (such as a diploma mill/degree mill), we will proceed in the following manner:

1. If the Applicant is applying to be apart of the Graduate Program, a representative from the Admissions Committee will look up on the Council for Higher Education Accreditation site (www.chea.org) for the name of the school where the Applicant received his/her Bachelor's Degree. If the name of the school does not appear on the list, then the Admissions Committee Representative will research further and consult either the Registrar or research further online to verify accreditation.
2. If the Applicant is applying to be a part of the Undergraduate Program, a representative from the Admissions Committee will supply the Applicant's official transcript of diploma to the Undergraduate Dean for further evaluation.
3. Below are some key items that must be listed on the high school transcript for the College to certify it as valid:
   - Name, address and phone number of the high school from which you graduated
   - Four (4) years of high school credits
   - Graduation date
   - School seal and/or signature of school official High school diplomas may only be used for verification of high school completion if special circumstances prevent the submission of the official high school transcript There are also some key items that the college will look for in determining the validity of an online diploma:
   - Was the diploma obtained from an online high school that does not operate in the state of the applicant's primary residency?
   - Did the student pay a sum of money (other than standard transcript request fee) in order to obtain the diploma?
   - Was any work required in obtaining the diploma and can the student show

proof of the work that was completed?
- Is the high school accredited by an accrediting agency approved by the U.S. Department of Education?
- Is the diploma recognized or approved in the state from which it was granted?

If it has been determined that an applicant's diploma is submitted from a school which is not legitimate, then the Admissions Committee Representative will contact the Applicant and let him/her know about the discovery. Grace reserves the right to be cautious in accepting high school transcripts that may not meet the requirements as put forth by the federal government in helping to determine eligibility for Title IV funding. The applicant may be instructed to submit a petition to be accepted under the Ability to Benefit status.

Residency Requirements

Graduate students are required to complete at least 70% of their program and Undergraduate students are required to complete at least 25% 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 an *Admissions and Exception Petition form* to the Admissions Office for Approval from the Admissions and Exception Committee. 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, financial aid 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 undergraduate and 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 graduate program and 75% of any undergraduate 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 undergraduate or graduate credits.

Students may apply for an evaluation of their credits after they have applied for admission through the Registrar's Office. However, prospective students may confer with the Graduate Dean or the Undergraduate Dean 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 "C" grade (2.0 on a 4.0 scale) or higher for graduate credit (MM, MABS and MDiv) and undergraduate credit and a "B" grade (3.0 on a 4.0 scale) or higher for ThM credit.

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 the Catalog entitled, Academic Appeal Process.

Transfer of General Education (GENED) Credit

Both the AABS and the BABS are Degree Completion Programs (DCP) meaning that Grace expects students to complete their GENED requirements at another higher educational institution and the complete their non-GENED degree requirements at Grace. The AABS requires that students complete 18 credits and the BABS requires that students complete 36 credits of GENED.

The general education core includes a minimum of three semester hours in each of the humanities/fine arts, behavioral/social sciences, communications, and natural sciences/math.

Core Components	Sample courses that qualify	Minimum Number
Humanities/Fine Arts	Humanities, Music, Art, Philosophy, Foreign Languages	3
Behavioral/Social Sciences	Anthropology, Economics, Geography, Government, Psychology, Sociology, History	3
Communications	English, English Composition, Speech, Communications	3
Natural Sciences/Math	Any Mathematics, Biology, Chemistry, Geology, Environmental Studies, Physics	3
Other acceptable GENED transfer credit	Accounting, Computer Technology, Literature	

Advanced Standing

Applicants who have graduated from a Bible college with a degree in Bible or biblical studies, or possess an equivalent biblical studies degree, and who enroll in the the Master of Arts in Biblical Studies (MABS) program, up to 12 units of advanced standing may be provided. Applicants 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 MABS 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 been earned with 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. Students should see pages 84-86 in this Handbook for further information.

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 (formerly 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 Bursar.

Student Course Overload

The maximum course load per semester in graduate programs is 9 credits, normally 3 courses. The maximum course load per semester in undergraduate programs is 12 credits, normally 4 courses. Students who desire to enroll this maximum course load must first 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/Personal Enrichment

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 during the first half of the course. The student must have timely completed all assigned material, pay the difference in tuition and fees due for credit enrollment, 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 Vice President of Academic Affairs.

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 program 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.

Frequency of Required Course Offerings

The Seminary makes every attempt to offer a wide range of courses in physical locations and online synchronously and via archived video (asynchronously). Bible exposition and theology courses required by the undergraduate and MABS and MDiv degree programs, as applicable, are typically offered at least once annually. Ministry skills courses and language courses are typically offered at least once every two years.

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

Grace School of Theology seeks to offer a high quality of training in a cost-effective way. A significant portion of the cost of training is paid for through the generous gifts of God's people. This allows us to keep students' cost to a minimum.

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. Incidental fees, and cost of books and supplies are examples of additional fees other than the mandatory fees listed.

TUITION AND FEES		
Non-Credit/Audit Tuition	$60	Per credit hour (for 15 week or 1 week intensive)
Non-Credit/Audit Tuition	$30	Per credit hour (for 8 week course)
Credit Tuition	$180	Per credit hour
Application Fee	$50	One time charge, any program
Administration Fee	$36	Per course
Technology Fee	$73	Per semester (credit students only or for non-credit students taking one or more
Graduation Fee	$135	Per Program
Transcript Fee	$20	Per Transcript Request
Late Registration Fee	$30	Per Semester
TUITION REFUND POLICY		
Before Module Begins	100% tuition and $66 technology fee	
After First Class Session	75% tuition, no fees	
After Drop Date	0% tuition, no fees	

Refunds Related to Official Drops
Refunds are never due for *unofficial* drops. Be sure to follow the approved procedure to drop a course.

Tuition and Fees Refund Policy
If a student drops a course before the first day of the module, he will be refunded 100% of his tuition plus the technology fee. If a student drops a course after the first class session but before the Drop Date for the module/semester, the student is still responsible for 25% of his tuition plus all the fees. After the Drop Date there are no refunds. All refunds must be requested from the Registrar's Office. Refunds are based on the amount billed, not what has been paid.

Tuition Benefit for Spouses
In order to encourage spouses to participate in training, Grace School of Theology offers a special tuition benefit. Spouses of students taking 6 or more credit hours may attend classes on an audit/non-credit basis with no tuition charge (fees still apply).

Financial Aid Program

Grace School of Theology is offering Title IV Financial Aid for the Graduate programs. We prayerfully will be able to extend the Financial Aid Programs to the Undergraduate Degree level for the 2014-2015 Academic Calendar Year.

FINANCIAL AID APPLICATION PROCESS FOR THE 2014-2015 ACADEMIC YEAR:
1. Student applies for PIN on FAFSA Website:
   http://www.pin.ed.gov/PINWebApp/pinindex.jsp
2. Student completes FAFSA (school code: B42154) and signs with PIN at http://www.fafsa.ed.gov/.
3. Student completes the VFAO interview (can be done the same day as the FAFSA as long as the student signed with a PIN and was shown their EFC)

   Go to https://gsot.vfao.com/ to complete your interview
   ** NOTE: You will need to register with a username and password

4. Student signs the Federal Direct Loan MPN at https://studentloans.gov
   a. Your award will not be able to be packaged until you sign your MPN

After you have completed the steps above, either Weber and Associates, our third party processor, or Alyssa Himebaugh, Grace's Financial Aid Administrator will contact you on the progress of your application. Be sure to review the Seminary's Policies and Procedures located at www.gsot.edu

Other Tuition Assistance Opportunities:

GRACE Tuition Assistance Program

Prior to the start of every semester, students may 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 further details. The awarding of tuition assistance, if any, is for the current semester registration only. Students must re-apply for tuition assistance before each semester registration. Please note: tuition assistance is not guaranteed. Students who accept and receive tuition assistance are required to take MS-761/MS-312, *Ministry Stewardship* during the semester in which tuition assistance is received or as soon as the course is offered. Students who fail to complete the course for credit will forfeit their tuition assistance and may be required to pay the tuition for courses taken. If you have any questions, contact Student Services for details.

Veteran's Benefits for Credit-Seeking Students

Veteran's benefits are available for eligible Grace students. Veterans who have not applied for VA benefits need to go to www.gibill.va.gov and fill out the requested information. Once the student receives the certificate of eligibility, the seminary can proceed with certifying the student under one of our programs. For more information, contact Alyssa Himebaugh, ahimebaugh@gsot.edu or 713.897.8295.

The Student will need to provide Grace School of Theology with the following:
1. Certificate of Eligibility (go to http://www.gibill.va.gov/ to obtain)
2. DD-214 (go to http://www.archives.gov/veterans/military-service-records/)
3. Military Transcripts (go to https://jst.doded.mil/smart/signIn.do to obtain)
4. Transcripts from all post secondary schools (anything above high school)

Texas Hazelwood Act

The Hazelwood Act is a State of Texas benefit that provides qualified Veterans, spouses, and dependent children with an education benefit at public institutions of higher education in Texas. Because the Hazelwood Act is available only for use at a Texas public college or university, it is **not available** and does not apply to Grace School of Theology students and programs.

Student Referral Program

This program allows a student the opportunity to earn at least ½ off tuition for one class a semester. Download the Student Referral Discount Form from our website www.gsot.edu or contact student services at 713.897.8299 if you have additional questions.

Raising Support

Students can ask their church/ministry leaders as well as family and friends to support them financially to continue their theological training.

Tuition Benefits for Spouses

In order to encourage spouses to participate in training, Grace School of Theology offers a special tuition benefit. Spouses of credit students taking 6 or more credit hours in a semester may take courses for non-credit/audit in that semester with no charge for tuition (fees still apply).

Billing, Payment Plans, and Collections

Billing

The Bursar'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 Bursar's Office

Enrolled students statement of account is available in the Bursar'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 Bursar's Office. The Bursar'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.

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 who have not been enrolled for three semesters or more and return, will be subject to the catalog at the time of readmission. 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.

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.

Classification of Students

The school year runs from the beginning of the fall semester through the end of the summer semester.

Graduate Students:
• Full-time graduate students are those enrolled in nine (9) or more credits per semester, 18 or more credits per school year.
• 3/4 time graduate students are those enrolled in six (6) to eight (8) credits per semester, 12 credits per school year.
• 1/2 time graduate students are those enrolled in five (5) credits per semester, 10 credits per school year.

- 1/4 time graduate students are those enrolled in one (1) to four (4) credits per semester, two (2) to eight (8) credits per school year.

Undergraduate Students:
- Full-time undergraduate students are those enrolled in twelve (12) or more credits per semester, 24 or more credits per school year.
- 3/4 time undergraduate students are those enrolled in nine (9) to eleven (11) credits per semester, 18 credits per school year.
- 1/2 time undergraduate students are those enrolled in six (6) credits per semester, 12 credits per school year.
- 1/4 time undergraduate students are those enrolled in one (1) to four (5) credits per semester, two (2) to ten (10) credits per school year.

Attendance

Grace School of Theology believes interaction between the professor and students is a vital part of training. This interaction may occur in the classroom and/or online. All classes utilize Populi as the online Learning Management System (LMS), whether the student is attending in the classroom or only online. All students are expected to participate in the course weekly. Faculty prepare assignments that are typically due on a weekly basis. Attendance at Grace is defined as academic participation in the coursework such as online group discussions, completing online requirements, completing tests and quizzes, and by submitting assignments as required in the course syllabus. Student communication (email or texting) to the professor does not, in itself, constitute attendance.

If a student has planned absences for personal reasons, they should notify their professor as soon as it is known so that the student can work ahead and not fall behind. Professors will take into account personal, family emergencies, but it is the student's responsibility to notify the professor as soon as possible of any potential disruption in their studies.

Students enrolled in modular classes (8-weeks) who do not attend (as defined above) for 14 days in succession, will receive a final grade of F/A (Failure to Attend) for the class; those students enrolled in semester-long classes and who do not attend for 21-days in succession will receive the same final grade of F/A. A student's GPA and financial aid benefits (if applicable) will be affected when a student receives the F/A grade. The professor is responsible for reporting attendance of all students 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). At the graduate level, no points are given for a grade lower than a C- (1.7 grade points) and at the undergraduate level, no points are given for a grade lower than a D- (0.7 grade points). Any required failed course must be retaken until passed. The retaken grade will automatically replace the original failed grade. The grade point values are as shown in the following chart.

The F/A grade (Failure to Attend) is assigned when students have not participated in the course for 14 days in succession in a modular course and 21 days in succession in a semester-long course.

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
D+	75-77	1.3
D	72-74	1.0
D- **	70-71	0.7
F	0-69	0.0
AUD	Audit	n/a
WP	Withdrawal during the first nine weeks of a 16-week course or first five weeks of an 8-week course	n/a
WF	Withdrawal after the first nine weeks of a 16-week course or first five weeks of an 8-week course	0.0
F/A	Failure to Attend	0.0
I	Incomplete	n/a
IP	Class in Progress	n/a
NOTES: * C- (1.7) is the lowest passing grade at the graduate level. ** D- (0.7) is the lowest passing grade at the undergraduate level		

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. Graduate students in MM, MABS and MDiv programs and undergraduate students are considered "in good standing" when they maintain a minimum of 2.0 grade point average and when ThM students maintain a 3.0 grade point average. If a student's cumulative grade point average falls below his or her minimum standard, 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 any graduate program whose grade point average falls below 1.5 for a semester is subject to dismissal at the end of that semester. Any undergraduate student whose grade point average falls below a 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 Appeals Process.

Readmission

General Readmission Process

Readmission of returning students is subject to review by the administration. A student who withdrew from Grace, has graduated, has been dismissed for academic or disciplinary reasons from Grace, or has been gone for more than a twelve-month period, and desires to be re-admitted, must reapply. The Readmission process steps are outlined below:
1. Visit gsot.edu and click on 'Apply Now.'
2. Select Readmission Application from the application options.
3. Pay the $50 application fee.
4. Complete the Readmission Application.

The Readmission Application requires a student to provide transcripts from all schools attended subsequent to withdrawal from Grace, a recommendation from the applicant's pastor or church, and a brief essay by the applicant on his/her activities and spiritual growth since withdrawal from Grace School of Theology.

Students who have been absent for more than one year for whatever reason and return, will be subject to the catalog at the time of readmission. The Readmission application must be completed (required documents included) by the application deadline.

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 withdrew and again 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.

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.

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 30 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.

Students receiving financial aid need to see the SAP (satisfactory academic progress) Policy at www.gsot.edu/financial-aid There is a separate appeals process for Title IV students to continue receiving Title IV.

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 16-week semesters. Most courses are 8 weeks in length while courses in biblical language are 16 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 111 hours of assignments such as reading, research and writing, exam preparation would be needed to complete the minimum requirement of 135 course hours. Lecture time may be adjusted accordingly depending on the assignments given in addition to the lectures.

> ***Sixteen-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 48 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. Lecture time may be adjusted accordingly depending on the assignments given in addition to the lectures.

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.
2. Complete the prescribed course of study and achieve a minimum GPA of 2.0 for undergraduates and graduates (MM, MABS, and MDiv), and 3.0 for the ThM.
3. Settle all financial obligations, including payment of the graduation fee.
4. Receive the recommendation of the Faculty and approval by the Board of Trustees for graduation.
5. Submit an official *Intent to Graduate Form* to the Registrar's Office prior to enrolling for their final semester.
6. 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 fell 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 two are 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.

If you forget your password, contact the Registrar (dhenry@gsot.edu) 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:
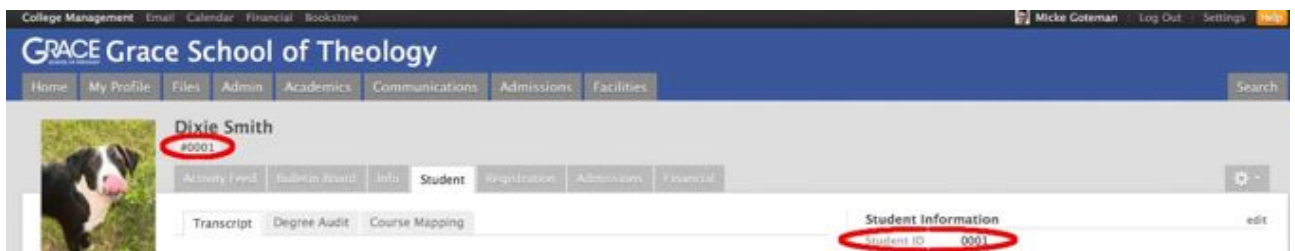
Populi Password Change

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:
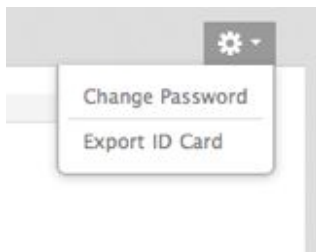
Google Calendar & Gmail

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**).
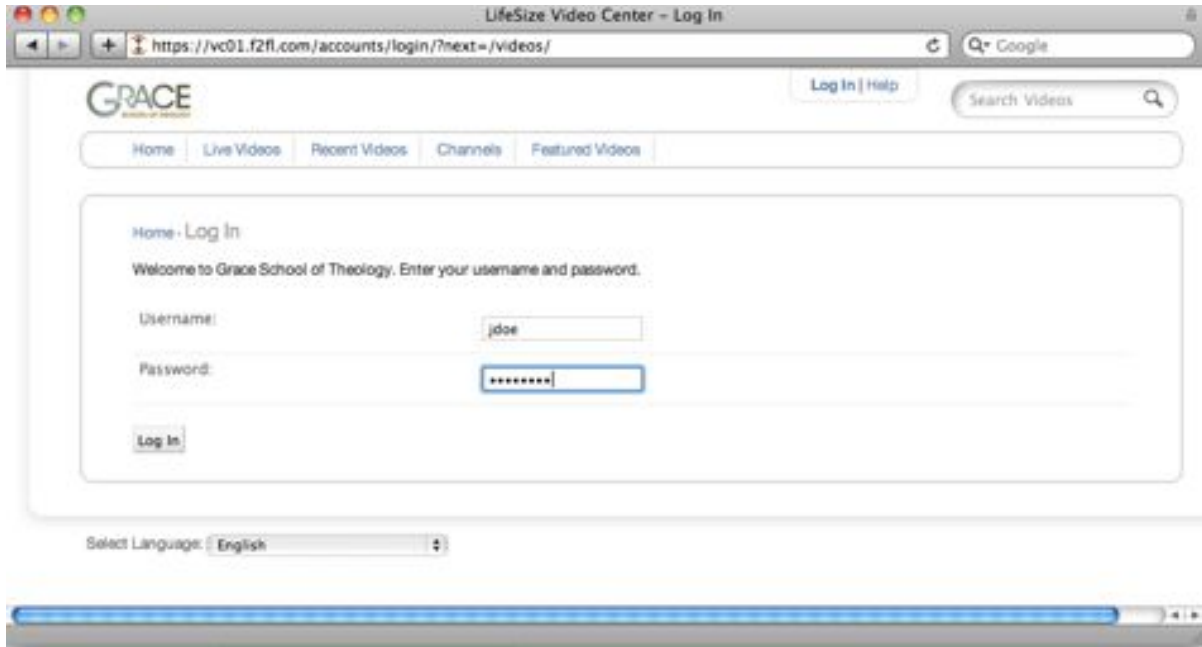
Submitting Assignments

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:
 https://vc01.f2fl.com/videos/video/2622/?access_token=shr00000026224979010044466890482349951147577

Grace Personnel Available to Assist You:

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

Diana Henry, Registrar
dhenry@gsot.edu
(713) 897-8021

Micke Goteman, IT Manager
mgoteman@gsot.edu
(713) 435-9917

Clint Dixon, IT & Facilities Coordinator
cdixon@gsot.edu
(713) 897-8301

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. 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).

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.

Furthermore, the Ambassadors of Grace strengthen the student body by developing accountability through spiritual counseling as well as leading and participating in prayer support. Additionally, Ambassadors encourage other students to model conduct consistent with the teachings provided by GRACE.

Ambassadors of GRACE

The Ambassadors of Grace is a program comprised of students who believe in the message of GRACE and are willing to share that message with others. Students are invited to be a part of the Ambassadors of GRACE Program by invitation only. Prospective

Ambassadors must possess the following additional qualifications to become team members:

- Have been a student at GRACE for at least 2 semesters;
- Have a minimum of a B average (for current students);
- Possesses a positive attitude;
- Believe in the ministry here at GRACE;
- Complete the *Ambassadors of GRACE Commitment Form*.

The Ambassador team serves as the student government organization for the seminary, provides peer-to-peer tutoring and mentoring, and assists in recruitment of new students through individual and collective marketing efforts. The Ambassadors also help inform the overall student body regarding special programs and events via person-to-person conversation, online communication, social media etc. The Ambassadors of GRACE team will elect a governing board and meet at least twice a year.

GRACE Alumni Association

Grace School of Theology has a growing alumni association whose members continue to support Grace as they serve in leadership roles in ministry. Grace alumni support the seminary in various capacities at several events throughout the calendar year. These events come in the form of Grace Day recruiting activities, the annual fund-raising banquet, and other opportunities as requested.

Many Grace alumni currently serve in ministry leadership roles. These roles include senior and associate pastors, Christian Education Directors, Sunday School teachers, Women's Ministry leaders, etc. As such, these alumni members continue to promote Grace to those in their sphere of influence by encouraging consideration of or enrollment into the seminary.

The alumni association is formally celebrated and recognized annually through a Seminary sponsored banquet. This banquet helps to maintain connectivity between past graduates, current student body, and the Grace administrative staff and faculty.

Religious and Social Outreach Services and Opportunities

Church and para-church organizations periodically contact the Student Services Department seeking applicants for positions within their organization. These positions may be part time or full time opportunities. Grace School of Theology actively assists current students and graduates with related short term and permanent employment. Local and distant intern or part time positions, as well as full time positions, are continually posted on the Grace website and within the Populi System to inform candidates of employment opportunities.

The Student Services Department also maintains communication with affiliated pastors to encourage the hiring of current Grace students or graduates to fill part-time or permanent staff positions. This is a component of our ongoing effort to assist students and graduates in attaining degree-related employment

Student Government, Clubs, and Organizations

The Ambassadors of Grace serve as our on campus student government and leadership component. As such, the Ambassadors offer tutoring, peer-to-peer mentoring and counseling, and prayer support as means of sustaining and enhancing spiritual and academic excellence for all students. This organization plans for co-curricular and extra-curricular activities and opportunities. This student organization holds meetings each academic term. The students and student service staff are responsible for planning spiritual and social events, visits to local area churches, and supportive campus ministries.

The Seminary currently works through the Ambassadors of GRACE to communicate with the student body across campuses and teaching sites. The Ambassadors also work with Student Services in producing student events designed to facilitate a sense of community for students at multiple teaching sites. Major student-centered events, such as Student Appreciation Week, are opportunities whereby the Ambassadors serve as important liaisons between GRACE staff and the student body. 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.

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 and 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.

Students must be keenly aware that any unauthorized use, illegal downloading, or distribution of copyright material, including unauthorized peer-to-peer file sharing when using the school's information technology system, may result in disciplinary action that includes a failing grade, suspension, and/or expulsion.

Additionally, the following civil and/or criminal penalties may apply:

CIVIL PENALTIES
The civil penalties for copyright infringement not registered with the Library of Congress include actual losses sustained by the copyright owner as the result of the infringement.

When it comes to a registered copyright filed with the Library of Congress, the copyright owner can also obtain triple damages above and beyond actual damages, together with attorney fees in a copyright infringement case.

CRIMINAL PENALTIES
The maximum penalty for a criminal conviction in the area of copyright infringement may include up to five years in prison and up to a $250,000 fine.

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

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Grace School of Theology provides the following information to provide a campus environment free of illicit drug use and alcohol abuse and to prevent the abuse of alcohol and drugs by students, faculty, and employees.

Grace School of Theology believes that illegal drugs and abuse of alcohol have no place in the college environment. The unauthorized manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol is strictly prohibited in all facilities of the college, in all places where employees/students work/attend, including all state-owned vehicles, and as any part of the college's activities. As a condition of employment/enrollment, all employees/students shall abide by this prohibition and notify the college of any criminal drug or alcohol use. Violation of such prohibition shall result in action against the employee/student, which shall include action up to and including termination/expulsion, and/or satisfactory participation in an approved drug or alcohol abuse assistance or rehabilitation program. Participation in such a program shall not be paid for by the college, but may be covered by an employee's/student's health insurance policy.

No student may engage in the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol on the Grace School of Theology's property or as part of any of its sponsored activities.

Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion. Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically in the case of a drug related offense, the student shall minimally be suspended for the remainder of the term and forfeit all academic credit for that period.

GSOT shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction.

Within 30 days of notification of conviction, Grace School of Theology shall with respect to any student so convicted:

1. Take additional appropriate action against such student up to and including expulsion as it deems necessary.
2. Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or re-entry programs that are available for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

The use of illicit drugs and the abuse of alcohol can, and in many instances, very probably will, lead to serious health problems, chemical dependency, deterioration of the quality of life, and, if untreated, early death.

- **Cocaine** provides a short-lived "high" followed by depression, paranoia, anxiety, guilt, anger and fear. It can cause rapid physical and psychological addiction. In some instances, cocaine may cause a heart attack or sudden death, even on the first use. The dangers of this highly addictive drug and its close derivative, "crack", are evidenced daily through the news media. Overdose of cocaine (or other stimulants) can cause agitation, increase in body temperature, hallucinations, convulsions and possible death.
- **Marijuana**, like cocaine, provides a short-term high, and like cocaine, is addictive. While the "high" may last only a short time, traces remain in the body for a month or more, inhibiting short-term memory, reducing reaction time and impairing visual tracking. It may also cause an inability to abstract and understand concepts. In some instances it can depress the immune system, increase the risk of heart attack, contribute to lung diseases, and infertility. Marijuana and other cannabis can cause euphoria, relaxed inhibitions, increased appetite and disoriented behavior. Overdose can cause fatigue, paranoia and possible death.
- **Depressants** such as barbiturates, chloral hydrate, benzodiazepines, etc., can cause slurred speech, disorientation and drunken behavior without the odor of

alcohol. Overdose can cause shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death.

- **Hallucinogens** such as LSD, Mescaline and Peyote, amphetamine variants, etc., can cause illusions and hallucinations, and poor perception of time and distance. Overdose can cause longer, more intense illusionary hallucinatory episodes, psychosis and possible death.
- **Narcotics** such as opium, heroin, morphine, and codeine can cause euphoria, drowsiness, respiratory depression, constricted pupils and nausea. Overdose of narcotics can cause slow and shallow breathing, clammy skin, convulsions, coma and possible death.
- **Prescription** drugs, used improperly, can cause tiredness, or hyperactivity, impaired reflexes, brain damage, and, in some instances, addiction or death.
- **Alcohol**, used abusively, will impair judgment, result in anxiety, feelings of guilt, depression and isolation. Prolonged use may cause liver and heart disease, cancer, and psychological problems and dependency in the form of alcoholism. Alcohol used by pregnant women is the leading preventable cause of mental retardation in children.

Criminal Sanctions

Simple Drug Possession in Texas

Texas state law imposes penalties that range from a relatively minor misdemeanor to severe felony charges. Depending on certain factors or circumstances charges could be drug possession or drug possession with intent to distribute.

Determining factors are:
- quantity
- how the drug was concealed or stored
- possession of drug with paraphernalia (scale)
- drugs found with large amount of money
- past convictions

As you can tell from the specific statutes below, the penalties can be serious. If you find yourself facing drug possession charges in Texas, it is in your best interests to get advice from a lawyer as soon as possible.

Marijuana Possession Penalties

Considered as a class on it's own, possession of Marijuana has it's own penalties that are not the same as other drugs or substances.

The most common marijuana possession offense of under 2oz have a maximum penalty of 180 days in jail. However, in most situations, you can negotiate a deal for probation in exchange for a drug treatment program, and successful completion of such a program can result in the charges being dropped.

If you are accused of being in possession of more than 2oz, Texas marijuana penalties range from 180 days in jail up to 20 years in prison with fines of up to $10,000.00. However, the illegal possession of more than 2,000 pounds of Marijuana may result in a life sentence.

Possession of Cocaine, Heroin, Methamphetamine
Known in Texas under "Penalty Group 1", <u>minimum penalties could be two years in jail</u> and $10,000.00 fine but it may run up to a maximum of life imprisonment for possession of 400 grams or more.

Possession of LSD
Held under Penalty Group 1A, hallucinogens like LSD could result a penalty of two years to life imprisonment with fines imposed of up to $250,000.00.

Possession of Ecstasy, PCP, Mescaline (Group 2)
Penalty Group 2 under Texas drug laws includes ecstasy, mescaline, and PCP. Ecstasy or MDMA (also called "Molly") in particular is a common club drug and is regularly charged in Texas courts.

Hashish and forms of cannabis with resinous or extracted THC are also in this felony category.
These drugs carry two-year jail sentences for less than one gram, and maximum sentences of life imprisonment and fines up to $50,000 for 400 grams or more.

Possession of Valium, Ritalin, various chemical compounds
The final category (Penalty Groups 3 and 4) includes common prescription drugs, and could result in minimums of one year in jail and fines of about $4000; maximum sentences are given for amounts over 200 grams and are in the area of 20 years in prison and $10,000 in fines.

Controlled Substances Delivery & Manufacture (Drug) Laws in Texas
The punishment for manufacture and delivery of controlled substances vary depending on the type of drug and the quantity involved in the offense.

Texas drug laws (The Texas Penal Code and Texas health and safety code) divides the offenses and punishment in four penalty groups, by drug classification.

Penalties for felony drug offenses include imprisonment of up to ninety-nine years in jail and fines of up to $250,000.00.

Narcotics
Narcotics are made or derived synthetically from opium. Examples include opium, morphine, codeine, hydrocodone, fentanyl, and many others.

Depressants
Depressant are drugs that slows the functions of the body. Medically taken to calm people down or help a person to sleep.

Examples are barbiturates, inhalants and Chloral Hydrate

Stimulants
Tend to increase alertness and physical activity. Amphetamines are the most common of these "uppers" and cocaine.

Hallucinogens
These drugs alter perception (visual), mood and thought. Examples are LSD, PCP and Marijuana. (See our Texas Marijuana Laws page.)

Public Intoxication and Driving While Intoxicated in Texas
Under Texas law, you can be charged with public "drunkenness" (intoxication) for being "high" in public.

Under the Texas Penal Code the term **intoxication** is deemed not only to have its general meaning of intoxication by alcohol. It also means *"not having the normal use of mental or physical faculties by reason of introduction of alcohol, a controlled substance or drug"*.
Under the Texas Penal Code, It is an offense for a person to appear in a public place while intoxicated to the degree that such appearance may cause danger to him or to another unless such intoxication may be explained to have been administered for therapeutic treatment and such other medical reasons.

Appearing in public while intoxicated is a **Class C misdemeanor**.

Federal Law
The use, possession, manufacture, distribution, dispensing, and trafficking of illegal drugs is prohibited by federal law. Strict penalties are provided for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of potential federal statutory maximum penalties.

However, precise federal sentencing is governed by the Federal Sentencing Guidelines. Please note that sentencing under these guidelines can result in penalties that are more severe than the federal statutory maximums and which are more severe than the penalties imposed under state law under certain circumstances.

A federal drug conviction may result in the denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses [21 U.S.C. sec. 853]. Moreover, any person convicted of a federal drug offense punishable by more than one year in prison will forfeit personal and real property related to the violation, including homes, vehicles, boats, aircraft, or any other personal belongings [21 U.S.C. sec. 853(a)(2), 881(a)(7) and 881(a)(4)].

Further, persons convicted on federal drug trafficking within 1,000 feet of Grace School of Theology may face penalties of prison terms and fines that are twice as high as regular penalties for the offense, with a mandatory prison sentence of at least one year {921 U.S.C. sec. 845(a)].

Drug and Alcohol Abuse Education Programs
A variety of counseling services and treatment centers are available throughout the state for anyone experiencing problems related to substance abuse. Although most counseling and treatment centers charge for their services, some programs are free of charge. Faculty, staff, and students should avail themselves of sources to identify the services or programs which most closely meet their specific needs.

The following agencies can be contacted for assistance with drug/alcohol abuse related issues:

Organizations:	Website:	Phone Number:
Alcoholics Anonymous	www.aa.org	
Narcotics Anonymous	www.na.org	
Al-Anon for Families of Alcoholics	www.al-anon.alateen.org	1-800-356-9996
National Directory of Hotlines & Crisis Intervention Centers		1-800-999-9999
Drug & Alcohol Rehab/Treatment Referral Service		1800-662-HELP
National Cocaine Hotline		1-800-COCAINE
National Suicide Prevention Lifeline		1-800-9-HEROIN
Drug-Free Workplace Help		1-800-WORKPLACE

Substance Abuse Treatment Facility Locator

Sponsored by the Substance Abuse and Mental Health Services Administration (SAMHSA) www.findtreatment.samhsa.gov or 1-800-662-HELP.

GSOT is a Tobacco Free Campus

Grace School of Theology is a tobacco free campus. Smoking and the use of other tobacco products will not be permitted on any college campus to include but not limited to, campus buildings, sidewalks, parking lots, building entrances, common areas, and college-owned vehicles.
Want to Quit?

Contact the American Cancer Society Quit-line for free and confidential counseling services, support and information:

1-877-937-7848
TTY: 1-866-228-4327

You can also visit **www.yesquit.com**

Resources

- Texas Department of State Health Services
- SmokeFree.gov
- American Lung Association

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. Sexual assault is a 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. Grace School of Theology has a zero tolerance for sexual assaults, as it is a serious and flagrant violation of seminary rules of conduct for faculty, staff, and students. 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. Grace School of Theology will provide sexual assault awareness at the new student orientation at the main campus by a seminary representative, and it will be recorded so that each student has access to this information. The seminary will also have additional sexual assault information available to all students who ask for it.

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; o
- 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 Vice President of Student Services. 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 recorded and, upon request, the respondent will be afforded the opportunity to listen to and review the recording in preparation for an appeal. The only recording devices allowed in the hearing are those provided by the Vice President for Student Services' Office. Any violation of this section will be deemed a new and additional violation.

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. The accused and the accuser will be notified of the result of the hearing.

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 Article 8 and 9 above.

11.05 The student may appeal the decision as provided for in Article 16.

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 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 of Student Services 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 of Student Services' Office receives a Student life Referral indicating that an organization has allegedly violated a Disciplinary Code or Seminary Policy, the Vice President of Student Services shall follow the Disciplinary Procedures set forth in Articles 4-15. - Notwithstanding any other provision of this chapter, Vice President of 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 of Student Services or Executive Vice President, the interest of the Seminary would be served by interim action. See procedures set forth in Article 10 and 11. 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:

6. Letter of Reprimand;
7. Social Probation;
8. 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
9. 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 of Student Services. See procedures set forth in Section 16. The Vice President for Student Services may uphold, overturn or modify the decision in question. The decision of the Vice President of Student Services shall be final. However, the Vice President of Student Services may refer the matter to 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 of Student Services or his designate.

Learning Resources

"YOUR LIBRARY ONLINE: AVAILABLE ANYTIME, ANY PLACE!"

Visiting the Library in Person

All currently enrolled Grace students have access to wonderful library resources and services. With two librarians and an excellent student/librarian ratio, students can speak to a librarian for any research issues. The library is located at the North Campus where you can reach your librarians by email, phone, or in person.

The Grace Library contains thousands of books appropriate to biblical and theological study. It also contains books appropriate to life as the pastor of a church and a minister of the Gospel. Other appropriate materials are included. You can find the library catalog by going to the GSOT.edu website where the library is listed under Students, Academics, and at the bottom of the page under Library login. In the Grace library collection, you will see books, videos, and audio resources to meet your research needs.

Electronic Resources

The best sources for college research are books and journals. Since the advent of the Internet, e-books and journal articles can best be found in databases. Students, faculty, and staff may use these password-protected databases for all your research needs at any time of the day or night. Passwords to all proprietary databases can be found in Populi under Library.

ATLA Databases

ATLA is the theological database of the Association of Theological Libraries. This is the most complete theological database in America, and we are happy to offer it to you for all your biblical research needs. This Database contains full-text articles from academic journals and citations to other articles which may be useful in your research.

EBSCO EBooks

This database offers online books, complete and exactly like the printed copy, word for word. Over 14,000 e-books are available here on a wide variety of topics. Over 7,000 biblical and theological books are to be found in this collection.

EBSCO Academic EBooks

This database offers academic and scholarly ebooks appropriate to the college and graduate school levels. Currently this database contains over 120,000 ebooks.

TWENEL

Grace students and Faculty have access to The William E. Nix Electronic Library (TWENEL) electronic database that is hosted by *Veritas Evangelical Seminary*. You will be amazed by the quality and quantity of the resources offered at this site. There are nearly 160,000 e-files that consist of several significant collections. You will be able to access TWENEL with a password (found in Populi). A few of these resources require a second login and password; however, most of the TWENEL library resources require no passwords beyond the first login.

Some of the main TWENEL collections are as follows:

1. General Library: consists of about **25,000** full-text ebooks books (from public domain) dealing with multiple searchable subjects including Buddhism, church history, eastern churches, ecclesiology, ecumenism, ethics, fine arts, geography and anthropology, Islam, Bahai, and Theosophy, Judaism, language and literature, law, logic, missions, New Testament, Old Testament, philosophy, philosophy and special collection, political science practical theology preaching, Protestantism, psychology, religion, science, social science, theology, and worship.

2. Biblical Archaeology Society Online Archives: features thousands of scholarly journal articles from "Biblical Archaeology Review" (BAR), Bible Review (BR), The rise of Ancient Israel, Feminist Approaches to the Bible, Aspects of Monotheism, The Search for Jesus, and Archaeology Odyssey. Thousands of articles on archaeology and the Bible.

3. Ages Collection: collection of classical texts in 20 Volumes on subjects of history, theology, and religion. Collection titles as follows:
        Vol 1: Classic Sermon/Commentary Collection
        Vol 2: McClintock and Strong Cyclopedia
        Vol 3: Expositors Bible
        Vol 4: The Biblical Illustrator - Old Testament
        Vol 5: The Biblical Illustrator - New Testament
        Vol 6: Charles H. Spurgeon Collection
        Vol 7: John Calvin Collection
        Vol 8: Arthur Pink Collection
        Vol 9: John Owen Collection
        Vol 10: Jonathan Edwards and Timothy Dwight
        Vol 11: B.H. Carroll Collection
        Vol 12: The Pulpit Commentary - OT
        Vol 13: The Pulpit Commentary - NT
        Vol 14: B.B. Warfield
        Vol 15: Classic Commentary Collection
        Vol 16: Carl Henry Collection
        Vol 17: Systematic Theology Collection
        Vol 18: Classic Theological Collection
        Vol 19: John Bunyan Collection
        Vol 20: Biblical and Church History Collection

4. Puritan Collection: consists of **2,122** full-text books on puritans and reformers. Also includes **71** puritan videos.

5. Reformation Bookshelf Collection: Collection consists of reformers, theology, and their lectures and more in a 30-volume reformation bookshelf collection, each volume contains 10 to 46 files. Also contain **10,000** audio sermons, audio books, and lectures.

6. Princeton Theological Seminary Collection: contains **76,000** books and journals on theology and religions and **26,000+** from Princeton Theological Seminary Library.

7. Veritas Media Collection: Dozens of apologetics/theological video presentations (with

powerpoint embedded in video) by Evangelical scholars (Ravi Zacharias, Norman Geisler, Ron Rhodes, Lee Strobel, and more).

8. Full-Text Links: Several links to millions of full-text e-books in Canada and the USA.

Information Literacy and Ethical Use of Information

As a Grace Student, you have automatic access through the website to several electronic databases (See the Grace website for more information.) 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 to Grace students. As Christians we are called upon to take an ethical stand on these issues. When you are off-campus, you may access the databases 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.

The Library Catalog Is Open Online 24/7 For Your Research Needs

The digital 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 AARC2 cataloging standards and may be electronically searched from your own computer. Materials may be put on reserve, hold or renewed by email. The holdings of the Grace Library are adequate to support academic programs. The collection has grown from 500 volumes in early 2012 to close to 25,000 volumes. The growth rate of Library holdings reflects the commitment to provide adequate academic support resources for faculty and students.

How to Request a Book Remotely

To request a library book when you are not at the North Campus, simply email your librarian and provide your name address and phone number along with the title and author of the book you wish to check out. If you come to the library, you may take the book with you. Books are due in two weeks in person, but may be renewed for an additional week by email.

If you are not close to the physical library, find the book in our online library catalog and email one of the Librarians with the information listed above. Your book will be sent to you by mail. You may check out up to five books at a time by mail. When you return one or all of them, you may check out more. By mail, books are checked out for three weeks or more to make sure transit time does not cut into research time for you. All books must be returned at the end of each module.

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!

Mrs. Debbie Cox, Seminary Librarian
Phone: 713-897-8025; dcox@gsot.edu

Mrs. Cox is also available for consultations regarding research papers, both format and content, in person, by phone, or by email. Do not hesitate to call her about your research needs. Most librarians went into their profession in order to help people!

Think of the Librarian as your personal research librarian. The Grace librarian 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.

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

E-Turabian – Online citation help for Turabian Format.
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

FAMILY EDUCATIONAL RIGHTS AND 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.edu 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.

In accordance with requirements issued by the U.S. Department of Education, any student who has already followed the Grievance/Complaint Procedures as noted above, and feels the issue is not resolved, may contact the our accrediting agency:

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

OR may make a complaint to the State of Texas by contacting:

Texas Higher Education Coordinating Board
P.O. Box 12788
Austin, TX 78711
Phone: 512-427-6101

Staff Positions	Degrees	Contact Info
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Tom Kruppstadt Executive Vice President & General Counsel (COO/CFO)	BS-United States Military Academy JD Baylor University School of Law	tkruppstadt@gsot.edu 713.897.8024
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Ezekiel Serrato Undergraduate Dean	BA-Seminario Teologico de Baja California MA-Tyndale Theological Seminary M.Div.-Southern California Seminary PhD (ABD)-Baptist Bible Seminary	eserrato@gsot.edu

EMERGENCY PROCEDURES

BUILDING EVACUATION PROCEDURE

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

2. All personnel have been familiarized with evacuation routes.

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

4. 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.

5. 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.

6. 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.

7. 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.

8. **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 PROCEDURES

The weather Emergency Plan may be activated by:

1. The local Weather Warning Sirens (a 3 minute steady sound)
2. NOAA radio and/or
3. The designated weather spotter

The IT & Facilities Coordinator 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

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

MAIN BUILDING – INCLUDES ALL OFFICES (SW CAMPUS and NORTH CAMPUS):
- Preferred areas   First floor restrooms (SW)
          Restrooms (North)
          Book hallway (North)

AUXILIARY BUILDING (Library, Student Areas, Additional Classrooms at SW CAMPUS Only):
- Preferred areas   Restrooms
- Secondary areas   Hallways, eating areas of the kitchen.

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.

EMERGENCY LOCKDOWN (Shelter-in-Place)

While these situations may seem to be distant from 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:
- Call 911, with as much information as possible
- Quickly and 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:
    a. You have firsthand knowledge that there is a fire.
    b. 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.
9. Do NOT attempt to enter a building
10. Instructors should account for all students/visitors in their charge.

"QUICK CHECK" LIST FOR EMERGENCY PROCEDURES
CALL 911 FIRST !!

Building Evacuation (Escape Routes Posted by Doors)
• Pull fire alarm nearest you and advise the central office.
• Instructors carry out class lists.
• Close the windows and doors are exiting the room.
• Instructors check restrooms and closets.
• Exit building in an orderly, calm manner.
• Assemble at designated areas, where instructors will take role to account for all in their charge. Instructors will keep their students together.
• Do NOT re-enter buildings until university officials or emergency response team approves.

Weather Emergency (Take-Over Procedures)
• Move quickly, calmly to nearest take-cover area.
• Instructors take their class lists
• Close doors and windows; turn off lights.
• Instructors check restrooms and closets; take role at designated area.
• If possible, kneel against wall and cover head.
• 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.
• Remain in take-cover area until university officials or emergency response team indicated "All clear.."

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

Emergency Contact Information Medical & Facilities

All Locations:
Ambulance/Fire/Police/Sheriff	911
Hazardous Materials	911
Poison Control	800-764-7661

Southwest Location:
Property Manager: Clint Dixon	832-863-6980
City of Houston	713-247-1000
HPD Non-Emergency	713-884-3131
Hospital: Memorial Hermann Southwest Hospital	713-456-5000
(7600 Beechnut Houston, TX 77074)	

The Woodlands Location:
Property Manager: Clint Dixon	832-863-6980
Hospital: St. Luke's The Woodlands Hospital	936-266-2000
(17200 St. Luke's Way The Woodlands, TX 77384)	

Hitchcock Teaching Site:
Hospital: Mainland Medical Center	409-938-5000
(6801 Emmett F Lowry Expressway Texas City, TX 77591)	

Beaumont Teaching Site:
Property Management: LeeRoy Hervey,	
FBC Maintenance Supervisor	409-791-2884
Emergency Care Clinic: Doctors Express of Beaumont	409-291-4791
(3195 Dowlen Road Beaumont, TX 77706)	
Hospital: Baptist Hospital	409-212-5000
(3080 College Street Beaumont, TX 77701)	

San Antonio Teaching Site:
Property Management: Chris Whiteley	210-215-5797
Emergency Care Clinic: Texas MedClinic	210-549-5893
(9307 N. Loop 1604 West San Antonio, TX 78249)	
Hours of Operation Mon-Sun 8am-11pm	
Hospital: Christus Santa Rosa Northwest	210-705-6300
(2827 Babcock Road San Antonio, TX 78229)	

Midland Teaching Site:
Property Manager: Mike Loftis	432-853-6523
Emergency Care Clinic: Premier Urgent Care	432-683-7425
(2501 W. Illinois Avenue Midland, TX 79701)	
Hospital: Midland Memorial Hospital	432-685-1111
(2200 W. Illinois Avenue Midland, TX 79701)	