

Institutional Policies

Students are responsible for reading and being familiar with current policies and procedures contained in the Academic Catalog and Student Handbook. There will be no retroactive application of any changes in policies. However, future change may supersede policies and procedures published herein. Policies and procedures 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, 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, Provost, and Vice Presidents delegate the responsibility and authority to direct these activities.

Honest Communications

Grace School of Theology strives to communicate its programs and policies honestly in all of its publications and in its website. Every effort has been made to ensure that this publication contains only clear, accurate and current information. Readers are invited to bring errors and suggestions for improving this publication to the attention of the Academic Dean. To the extent an inconsistency is found to exist between the information in this publication and the actual policy or procedure, the actual policy or procedure governs.

Nonbinding Communications

No oral or written communication made by any employee of Grace, including faculty, shall be binding on Grace without the express approval of the Board of Trustees or the Executive Leadership Team, as appropriate, and no contract is expressed or implied by this publication or any other Grace informational publication or its website.

Reasonable Accommodation Policy

Grace School of Theology will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue hardship or would result in a fundamental alteration in the nature of its services, programs or activities, or in undue financial or administrative burdens. Changes in teaching techniques occur continually as instructors discover new ways to aid handicapped students. The term “reasonable accommodation” is used in its general sense in this policy to apply to employees, students, and visitors.

Student requests for reasonable accommodation should be addressed to the Dean of Students. A student must self-identify as an individual with a disability and provide appropriate diagnostic information that substantiates the disability. The Student Services Division will then assess the impact of the disability on the student’s academic program and record the required academic accommodations. The Disability Accommodation Request form is found on the Student References form on the Grace website. Individuals who have complaints alleging discriminations based upon a disability may file them with the Dean of Students.

Facilities for the Physically Handicapped

The Grace School of Theology facilities in The Woodlands, Texas are accessible to the disabled using the ramp in the front of the school. All classrooms, offices, and restrooms meet the state requirements for disabled accessibility and are in compliance with the Americans with Disabilities Act.

Disability Access Policy

The Disability Access Policy aims to remove administrative, procedural, and physical barriers that prevent equal access to services for people with disabilities. It is designed to reflect the Seminary's commitment to independent access for all staff, faculty, students, board members, donors, and members of the community. The policy aims to integrate an awareness of disability issues into policies, practices, and procedures in all areas of service provision. It also gives some guidance as to how this might be achieved and links to other policies and strategies where appropriate. It aims to improve access, prevent discriminatory practices, and ensure compliance with the Americans with Disabilities Act (ADA) and other applicable federal and state laws and regulations.

This policy supports a social model view of disability where disability is defined as the loss or limitation of opportunity to take part in society on an equal level due to barriers in society and/or the environment.

General Principles

It is the Seminary's policy to:

- ❖ Actively promote disability awareness and equality ensuring that it continues to be an integral part of our strategy, service delivery and future developments.
- ❖ Continue to audit current provision to ensure that the best opportunities are taken to improve physical access to premises, the built, transport and rural environments, and prioritize future works and refurbishments.
- ❖ Be aware that any change in services might have an effect on service delivery for disabled people.
- ❖ Ensure that current information is accessible and available in appropriate formats.
- ❖ Use all available guidance, examples of good practice and of best value to ensure a corporate response to disability access issues.
- ❖ Involve our staff and customers in the process of developing and delivering the policy and procedures.
- ❖ Develop ongoing training opportunities, monitor, and share examples of good practice.

Contact and Further Information

If you require any further information, advice or guidance please contact the Student Services Division.

Changes to Operations Policy

Grace School of Theology reserves the right to change at any time and without notice any aspect of its operations, including changes to personnel, programs, costs, policies, and procedures. Changes may affect faculty, staff, enrolled or prospective students, or some combination thereof, as the administration determines, and will be published as soon as practicable.

Assessment and Institutional Effectiveness

Grace School of Theology is constantly working to improve our academic programs, student services, and operations. From time to time students are asked to help by completing course evaluations, surveys, and similar questionnaires. These provide rich data on student learning and student satisfaction. Departments also conduct SWOT analyses in order to improve quality, efficiency, and effectiveness. Assessment results and summaries are available on the website.

Student ID and Email Requirement

When communicating via telephone, students will be required to identify themselves with their student ID number, GSOT email, or (birthdate and mailing address) that can be found in their Student Profile in Populi.

Students are required to communicate with faculty and staff using only their official GSOT student email address when communicating via email.