

SOUTHERN REFORMED COLLEGE & SEMINARY



STUDENT HANDBOOK

2018

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A WARM WELCOME

You have sensed the calling of God upon your life to Christian service and ministry and have decided to prepare to fulfill that calling through academic studies. We want to help you meet these goals. This Handbook provides information and guidelines for daily routines that will enhance your experience here at Southern Reformed. It is our prayer and expectation that you will fit into this setting with respect, gratitude, and in a professional manner that will bring honor to our Lord Jesus Christ, His church and our school.

OUR MISSION / VISION STATEMENT

Mission

As an evangelical Christian institution, Southern Reformed Theological College and Seminary exist for the express purpose, through biblical higher education, to train men and woman of varied ethnic origins for spiritual development and effective ministry in today's complex society of diverse cultures.

Vision

Our vision is to become a strong, vibrant ministry training center, pulsating within a multi-ethnic, multi-denominational and multi-lingual atmosphere, with a passionate desire to proclaim Christ's Kingdom throughout the nation and beyond.

RESPONSIBILITY AND STYLE

SRCS students are asked to:

- *Use good judgment and taste in their dress and appearance while at the school.*
- *Refrain from smoking both inside and outside the facility.*
- *Avoid loud discussions in class and the hallway while other classes or meetings are in progress.*
- *Treat each other (students, faculty, and staff) with utmost respect regardless of differences of opinion. Personal attacks or insults are not acceptable.*
- *Attend chapel and convocational services as feasible.*
- *Complete assignments by deadlines as indicated in syllabi.*
- *Keep financial accounts and payment plans current*
- *Be aware of academic policies and requirements and take initiative in meeting these responsibilities.*
- *Because other businesses and professional services share our business complex and parking, Southern Reformed should present themselves well within this setting.*
- *Have a cooperative attitude and maintain a Christian demeanor at all times.*

FACILITIES

Southern Reformed's Houston campus is located in Northwest Houston near the freeway intersections of Loop 610 West and the Northwest (#290) freeway at 4740 Decoma Street, Suite H, Houston, Texas 77092.

Classes

The main classroom is located in the large lecture hall. Classes may also meet in other axillary rooms. Off campus sites may at times be authorized.

Food Services

No food service is available. Numerous restaurants, however, are located nearby. The Fellowship Hall is located at the end of the administrative hall and is equipped with a refrigerator, stove, oven and microwave for student use. Care must be taken to maintain these areas. Students are responsible to clean up after themselves so as to leave the area clean for others. Care should be taken when bringing food and beverages into classroom areas.

Parking

Ample unrestricted parking is provided for students in the areas directly in front of the school's entrance.

STUDENT SERVICES AND RELATED POLICIES

Please refer to the Academic Catalog for a complete listing of policies

Academic Probation

A student will be placed on academic probation for the following reason:

- *A student's cumulative GPA falls below the minimum required for his or her degree program as published in the Academic Catalog.*
- *A student placed on academic probation may register for no more than 12 credit hours per regular semester until the student's cumulative GPA rises above the minimum requirement.*
- *A student failing to attain the minimum GPA during the probationary period may be dismissed from the school.*
- *A student placed on academic probation due to a low cumulative GPA shall automatically be removed from academic probation when the student's cumulative GPA rises above the minimum required for his or her degree program.*

Attendance

Regular classroom attendance is required for all resident students. Students are responsible for obtaining information from fellow students about missed lectures or announcements made in their absence and assume the risk of missing assignments or quizzes by unexcused absence. Whenever possible, the instructor should be notified prior to the absence. The success of any course depends upon the regular attendance and participation of each member.

Therefore, an excessive number of absences, as outlined in the syllabus or the Academic Catalog, may result in a grade of “F” for the course, despite completion of other requirements. See the Catalog for detailed information concerning class attendance.

Campus Security Information

The U.S. Department of Education requires all Title IV institutions to publish and make available up-to-date campus security information to their students and staff.

Copying and Copyright

SRCS students are expected to purchase or otherwise obtain a copy of each required textbook. A copy of required textbook(s) for each class is placed on reserve in the Library each semester; however, reserve books may not be removed from the Library nor may they be photocopied in their entirety. Except in cases where a book is out of copyright (published prior to 1923) or is not available at a reasonable cost, photocopying an entire book is forbidden under U.S. Copyright Law. Following is the actual text that the U.S. Copyright Office suggests posting in libraries and is posted in the Southern Reformed’s Library.

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a

user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Course Load

A full-time load is defined as at least twelve credit hours for fall and spring semesters. Students who wish to graduate within the time period designated for each degree program should plan to enroll full-time whenever possible with additional credit hours. Students who are employed twenty or more hours per week are advised to take fewer than twelve credit hours per semester.

Educational Rights and Privacy

FERPA is an acronym for the Family Educational Rights and Privacy Act (20 U.S.C. 1232g, 34 CFR 99). Congress enacted FERPA, also referred to as the “Buckley Amendment,” in 1974. FERPA mandates that schools, including colleges and universities, maintain students’ records in a confidential manner. It requires that students be allowed to inspect and review their education records and request the amendment of records that are inaccurate or misleading. It also prohibits the disclosure of student information except in limited circumstances. Rights under FERPA apply to eligible students. An eligible student is an individual who is or has been a student at Southern Reformed. FERPA rights begin on the first day of class in the academic term for which the student is accepted. Applicants who are denied admission or who never attend are not covered under FERPA.

Education Records

Education records are records directly related to a student and maintained by Southern Reformed. Printed documents, handwritten notes, emails, electronic documents, and web pages can all contain education records covered by FERPA. Education records may include but are not limited to:

- *Student folders in Admissions/Registrar/Financial/ Advisors/ Placement office*
- *Student classroom activity, papers and tests maintained by SRCS as part of the student's permanent record*
- *Application forms for student organizations / activities*
- *Memos between school faculty and administrators*
- *Photographs*
- *Student disciplinary records*
- *The following are not included in the definition of education records:*
- *Employment records where employment is not connected to student status*
- *Alumni records that do not relate to the person as a student*
- *Records made by instructional, administrative, and educational personnel that are not shared with others*

Directory Information

FERPA permits institutions to define some education record information as “directory information” not confidential under FERPA. This is information that is generally not

considered harmful or an invasion of privacy if disclosed. SRCS considers the following directory information:

- Student's full name
- Permanent address and telephone number
- Local address and telephone number
- Email address
- State of residence
- Date and place of birth
- Marital status
- Academic status
- Class schedule and roster
- Name of advisor
- Concentration field of study
- Dates of attendance and graduation
- Degrees and honors and awards received
- Photographic, video, or electronic images of students taken and maintained by the school.

Although the above information is not confidential under FERPA, SRCS will not disclose this information to third parties who plan to use the information for purposes of commercial solicitation. Students may opt out of the release of directory information by completing a written request submitted to the Registrar.

Student Rights Under FERPA

Under FERPA, students may:

- *Inspect and review their education records (requests should be made in writing) to the President*
- *Request the amendment of inaccurate or misleading records (requests must be made in writing) to the Registrar*

- *Consent to disclosure of personally identifiable information contained in their education records by written statement submitted to the Registrar.*
- *File a complaint with the U.S. Department of Education concerning alleged failures by SRCS to comply with this law*

Southern Reformed is not required to provide a copy of education records unless failure to do so would deny access. Records cannot be destroyed if a request is pending. The school must comply with written requests to inspect and review education records within 45 days.

FERPA does not grant the student access to:

- *Educational records that contain information on more than one student (the student may review only the specific information about himself or herself).*
- *Confidential letters of recommendation, for which the student has signed a waiver and which are related to admission to Southern Reformed.*

School Officials and Legitimate Educational Interests

A school official is a person employed by Southern Reformed in an administrative, supervisory, academic, research, or support staff position. This includes contractors, consultants, volunteers, and other outside parties to whom the institution has outsourced institutional services or functions, persons serving on the Board of Trustees, and students serving on official committees or assisting school officials in performing their tasks.

Only school officials with a legitimate educational interest may access education records. 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 the school. Upon request, Southern Reformed may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

Grades

Grade Point Average (GPA) is based on the four point system: A=4.0; A-=3.7; B+=3.3; B=3.0; B-=2.7; C+=2.3; C=2.0; C-=1.7; D+=1.3; D=1.0; D-=0.7; F=0.0.

Courses in which the student receives a failing grade (“F”) count as hours attempted and are computed in the GPA. If a grade of P, W, WA, WP, or WF is received, the course is counted toward the number of hours attempted but is not computed in the GPA. No grade below C- will be considered a passing grade for a required course.

Grade Reports are distributed via email to students at the close of each semester. Students who do not wish to receive grades via email may choose to opt out through the office of the Registrar. In the event a grade of “I” has been given, an adjusted Grade Report will be issued when incomplete work is completed. Students whose business office accounts and library fines remain unpaid at the end of the term will not receive Grade Reports until the accounts are settled.

Grievances and Appeals

A grievance is a cause of distress affording reason for complaint. When a student has a grievance regarding

treatment under school policies, including grades, every effort will be made to deal with the matter fairly according to this process:

- *An appeal by a student for redress of a grievance must be made in writing with the signature of the person making the complaint.*
- *A grievance from a student must first be given to the faculty or staff member to whom the grievance pertains.*
- *A further step, in the event it is necessary for a second consideration, will be to have the grievance presented to the Registrar.*
- *If necessary, a decision by the Registrar concerning the grievance may be appealed to the President. The decision of the President is final.*

Illicit Drugs and Alcohol Abuse

(Pertaining to Section 22: The Drug Free Schools and Communities Act – Amendment of 1989)

Standards of Conduct - Any student who is found under the influence of illicit drugs or alcohol while on SRCS property, or who is in unlawful possession of, using, or distributing an illicit drug or alcohol on SRCS property or as part of any of its activities, will be expelled immediately from the campus and must appeal, in writing, to the SRCS President for reinstatement.

Report to Legal Authorities

SRCS will observe all City of Houston, State of Texas, and United States federal laws and sanctions for the unlawful possession or distribution of illicit drugs and alcohol by students. If there is a violation of any applicable policy or sanction, law enforcement authorities

will be called for the appropriate action or response. Charges resulting from violation of local, state, and federal laws could range from misdemeanor punishment to felony charges; this could result in fines or confinement in jail.

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol - The health risks associated with the use of illicit drugs and the abuse of alcohol are identifiable in several areas. Excessive drinking causes a multiple series of psychological, physiological, and social problems. Illicit drugs such as marijuana, cocaine, barbiturates, and designer drugs are more devastating to the physiological and psychological aspects of human beings.

Library Services

The Student ID card also serves as the SRCS library card. Students may check out up to six books from the Library. The borrowing period is two weeks. Books may be renewed provided another patron has not requested the item. Reference (including bound SRCS theses or project reports) and Reserve items may not leave the Library. The fine for overdue books is 25 cents per book per day. Students cannot receive final course grades, diplomas, or transcripts until all library fines are paid in full.

Non-discrimination Policy

SRCS welcomes students, regardless of age, national or ethnic origins, sex, marital status, race, socio-economic status, and disability, to all the rights, privileges, and programs generally accorded or made available to faculty. SRCS does not discriminate on the basis of any of these factors in the administration of its policies.

Further, the use of sexist, religious, or racial epithets or any other derogatory statement or conduct based upon a person's race, national origin, religion, age, sex, handicap, or veteran status will not be tolerated. All faculty members, staff, and students are entitled to equal treatment, respect, and dignity.

Plagiarism

Plagiarism is presenting the work of another person as one's own without giving proper credit for the use of the information. Students must not quote or paraphrase books, articles, essays, or Internet sites without giving proper credit to the author(s). Students should guard against plagiarism by crediting the original author through use of proper citations. Internet plagiarism is a particularly easy and tempting form of intellectual theft. Cutting and pasting sentences and paragraphs from the Internet without citations is plagiarism. Failure to cite Internet sources is plagiarism. Any student found guilty of plagiarism is subject to a range of consequences as outlined below:

If a faculty member suspects plagiarism, the instructor will investigate. If suspicions are confirmed, the faculty member will present the evidence to the respective Dean as a record of the offense. If the Dean concurs with the allegations, the following procedures should be implemented as applicable:

- *The faculty member may discuss the offense with the student following consultation with the Dean, but the student will also meet with the Dean.*
- *For a first offense, the faculty member, in consultation with the Dean, may give opportunity*

for a rewrite of the assignment or may assign a grade of zero for the plagiarized assignment.

- *For a particularly egregious case of plagiarism on a major assignment, the consequences could result in automatic failure of the course.*
- *The student may appeal the above-mentioned decisions of the faculty member in writing to the Academic Dean.*
- *The second confirmed offense will result in expulsion from school. The student will be notified by a letter from the Academic Dean. His or her only opportunity for appeal will be to the President in writing. The President's decision will be final.*

Sexual Abuse and Harassment

General Policy - Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex, including sexual harassment, in any educational programs and activities of educational institutions that receive federal funding. Students and employees are covered by Title IX.

As Christians, we affirm that God's will for both religious institutions and society as a whole is the full and equal participation of all persons without distinction as to gender, race, religion, or physical disability (Gal. 3:26-28). Human relationships in the church should be marked by respect and Christ-like love (Gal. 5:16-18). Leadership should be marked by the Christ-like servant character that distinguished the Lord we serve while he was on this earth (Luke 22:24-27).

When sexual harassment or abuse occurs, the Christian community bears a responsibility to offer healing to the

victims of such abuse and to correct it. The existence of human sin, however, means that this desirable solidarity and equality in the human community has been and perhaps will continue to be broken by violence and sexual abuse. SRCS also has a responsibility to insure that policies are in place both to prevent such abuse insofar as it is possible and to discipline offenders when it occurs.

Student Relationships

Relationships, between students and their teachers, advisors, and others holding positions of authority over them, should be conducted in a manner that avoids potential conflicts of interest, exploitation, or personal bias. Given the inherent power differential, the possibility of intentional or unintentional abuse of that power should always be borne in mind. For example, a conflict of interest arises when an individual evaluates the work or performance of a person with whom he or she is engaged in a romantic or sexual relationship.

Romantic or sexual relationships between students and persons in positions of authority compromise the relationship between students and the seminary. No faculty or staff member should be romantically or sexually involved with a current SRCS student.

In the case of a student complaint of sexual harassment or inappropriate relational contact with an employee, the follow steps will be taken:

The Dean of Students, President, or a designated representative will investigate the incident, including meeting with the student and other involved party or parties. If the incident can be resolved to the satisfaction of all parties, the incident will be considered concluded.

If the incident is not resolved, a sexual harassment grievance committee will be convened to investigate and recommend a satisfactory solution. The committee, appointed by the President, should include at least one member from the following groups:

- *Board of Trustees*
- *Administration*
- *Faculty*
- *Student Body*

The committee will gather all necessary evidence and make one of the following recommendations.

Dismissal of charge because of insufficient evidence.

Recommendation of disciplinary action against the accused, which may

include dismissal, a period of probation, or official reprimand, following the general guidelines for disciplinary actions in this manual. In an extreme situation, the committee may recommend legal action by the complainant.

Either party may appeal the decision of the committee to the Board of Trustees. The Board of Trustees may choose the course of action that they deem appropriate. The decision of the Board of Trustees will be final.

[Student Participation in School Decision Making](#)

Meeting the needs of the students, as they pertain to graduate education, is a priority. It is important, therefore, for the school to know how students perceive the operations and programs of the school and how their educational needs are being met. For these reasons, the participation of students is needed in institutional planning, evaluation, and decision-making at several

levels. By invitation from the Dean of Students, students may be asked from time to time to serve on various committees. In addition, students regularly evaluate each course and participate in periodic evaluation of the school and its programs through opinion questionnaires.

The Student Handbook represents a condensed summary of the policies, procedures, and standards explained more fully in the SRCS Catalog, which is the official student policy guide of the school.

ACADEMIC CALENDAR

2018 – 2019

Fall 2018 Semester

Opening Convocation	August 27
First day of classes	August 27
Last day to drop a course	September 15
Day of Prayer	October 15
Last day to withdraw	November 15
Thanksgiving holidays (no classes)	November 22-23
Closing Convocation	December 3
Last day of classes	December 8
Final Exam Week	December 10-14

Spring 2019 Semester

Opening Convocation	January 28
First day of classes	January 28
Last day to apply for graduation	February 1
Last day to drop a course	February 15
Last day to withdraw	April 15
Good Friday	April 19
Last day of classes	May 11
Final Exam Week	May 13-17
Commencement Ceremony	May 18

CONTACT INFORMATION



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