

STARK COLLEGE & SEMINARY

Student Handbook 2018-2019

Corpus Christi Campus:

7000 Ocean Drive, Corpus Christi, Texas 78412

Phone: 361.991.9403 ~ Fax: 361.991.8634

McAllen Extension Site:

1809 N. Main Street, McAllen, Texas 78501

Phone: 956.340.4859

Crossroads Extension Site:

2601 N. Ben Jordan St.

Victoria, Texas 77903

www.stark.edu

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WELCOME

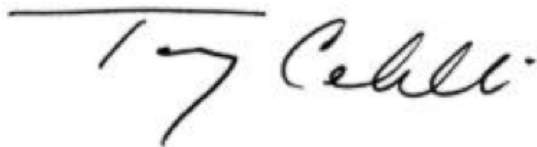
Welcome to the Stark College and Seminary (SCS). I am pleased that you are considering Christian education options at SCS. Let me acquaint you with our distinctive institution.

As the hub for a theological education consortium, SCS provides a unique opportunity to the South Texas region. We offer various levels of certification to help each student reach academic and personal goals. A student may earn a Certificate in Ministry, Diploma in Ministry, or a Bachelor of Arts in Ministry.

SCS welcomes the opportunity to help you fulfill the calling God has placed upon your life. We are committed to providing an environment that fosters academic and spiritual growth. Thus, we are dedicated to training exemplary leaders who will change the world by serving God and His church.

I look forward to getting to know you and sharing this portion of your journey.

Blessings,

A handwritten signature in black ink that reads "Tony Ceelli". The signature is written in a cursive style with a horizontal line above the first few letters.

Tony Ceelli, Ph.D.
President

CONTACT INFORMATION

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Monday – Thursday, 8:30 a.m. - 5:00 p.m.

Friday, 8:30 a.m. – noon

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<https://www.facebook.com/stscs>

Mission Statement

Stark College and Seminary exists to equip educationally under-served followers of Christ for service in the church and community.

UNDERGRADUATE PROGRAMS

CERTIFICATE IN MINISTRY

The Certificate in Ministry provides entry-level preparation courses for ministry service. Serving students of Stark College and Seminary by offering Bible and theology courses, this program demonstrates the intent of the mission of SCS to equip educationally under-served ministers and other leaders to change the world through service to their communities.

Students enrolled in the Certificate in Ministry have used this course of study as a basis for the Diploma in Ministry or the Bachelor of Arts in Ministry at the Stark College and Seminary.

DIPLOMA IN MINISTRY STUDIES

The Diploma in Ministry Studies addresses the formation of the minister through biblical, theological, and professional studies. Serving students of Stark College and Seminary by offering Bible, theology, and professional studies courses, this program promotes the intent of the mission of SCS to equip educationally under-served followers of Christ to change the world through service in the church and the community.

Lay leaders and support leaders can use the Diploma in Ministry Studies to serve the Lord in their local congregations. Also, bi-vocational ministers can use this course of study to expand their ministry opportunities. The primary audience for this program is the non-traditional, older student who does not wish to pursue a B.A. degree.

BACHELOR OF ARTS IN MINISTRY

The Bachelor of Arts in Ministry addresses the formation of the minister through biblical, theological, and professional studies. Serving students by offering general education, Bible, theology, and professional studies courses, this program promotes the intent of the mission of SCS to equip educationally under-served followers of Christ for service in the church and community.

The primary audience for this degree is the student who wishes to further his/her education through the pursuit of a bachelor program. The Bachelor of Arts in Ministry is designed as a continuation of the Stark College and Seminary Certificate in Ministry and Diploma in Ministry programs. All credits earned in these programs are transferable to the Bachelor of Arts in Ministry.

GENERAL ACADEMIC POLICIES

GRADES

<u>Grade</u>	<u>Interpretation</u>	<u>Grade Points</u>
A	Excellent	4 per semester hour
B	Good	3 per semester hour
C	Average	2 per semester hour
D	Passing	1 per semester hour
F	Failing	0 per semester hour
I	Incomplete	0 per semester hour
P	Passing	0 per semester hour
VWP	Withdraw Passing	0 per semester hour
VWF	Withdraw Failing	0 per semester hour
NG	No Grade	0 per semester hour

COURSE NUMBERING SYSTEM

Courses are numbered using four digits. The first digit indicates the level of the course (1 = Freshman; 2 = Sophomore; 3 = Junior; 4 = Senior). The second digit indicates the amount of semester hour credit (0 = 0 hours credit; 1 = 1 hour credit; 2 = 2 hours credit; 3 = 3 hours credit, etc.) unless otherwise indicated. The third digit denotes courses within a department, and the fourth number is used to indicate a different course within a discipline.

ATTENDANCE POLICY

Students are encouraged and expected to attend all classes. A student must attend a minimum of 75% of the course sessions in order to receive credit for the course. Each instructor may establish a more stringent absence policy if it is outlined in the course syllabus. Absences are counted from the first day class meets, not from the date the student registers. All absences, excused or unexcused, are counted as classes missed. Work missed for an excused absence may be made up, but the absence is still considered in the total count.

<u>Class</u>	<u>Total Class Meetings</u>	<u>75% Attendance</u>	<u>Absences Allowed</u>
Once weekly	15 + exam	12	4
Hybrid	8 in class; 8 online	12	4
Week-end course	10 + exam	9	2

ACADEMIC INTEGRITY

Consistent with the Christian character and values of SCS, students are expected to conduct themselves in accordance with the highest standards of academic integrity. Academic dishonesty will not be tolerated. Academic dishonesty occurs when a student submits the work of someone else as his or her own or has special information for use in an evaluation activity that is not available to other students in the same activity. All professors or proctors shall have the right to examine materials in the student's possession during quizzes, examinations, and/or laboratory sessions. Examples of academic dishonesty include but are not limited to the following:

1. Cheating on an examination

This type of academic dishonesty may include copying from another student; possessing or using unauthorized material during the examination; collaborating with or seeking aid from another student during the examination; knowingly using, buying, selling, stealing, transporting, or soliciting contents of an examination; substituting for another student or permitting another student to substitute for one's self when taking an examination; and obtaining an unadministered examination or information about an unadministered examination.

2. Plagiarism

Plagiarism is the appropriation, buying, receiving as a gift, or obtaining by any means another person's work and the unacknowledged submission or incorporation of it as one's own work. Plagiarism includes failure to cite specific sources for the writings, ideas, etc. of another.

In accordance with each student's commitment to honesty and integrity, students enrolled at SCS agree to complete their own work on papers, exams, reports, etc., unless the professor's assignment specifically invites collaboration.

Should a second party agree to the misrepresentation, the error is simply compounded by the complicity of another dishonest person. If the second party is also a student, both students are subject to disciplinary action.

Plagiarism is an age-old problem that has been compounded by the ease of cut-and-paste technology and the accessibility of many sources on the Internet. The faculty and staff at SCS are aware that entire websites exist for the purpose of providing complete research papers on all topics. The Internet is a useful tool for legitimate research, but plagiarism is not research. Students who are confused about how to use online research without plagiarizing should discuss specific examples with their professors.

As employees of a Christian institution, SCS professors are accountable for maintaining the highest standards of academic honesty and integrity. SCS faculty and staff use software

designed to identify material plagiarized from Internet and other various sources. Students understand that all work submitted to SCS professors is eligible for review. Students further understand that if the results of such a review support an allegation of academic dishonesty, the course work in question as well as any supporting materials may be submitted to the Provost for investigation and further action.

If a student willfully uses another's material as if it is his or her own, or if a student willfully aids another in such dishonesty, subsequent disciplinary action may include an F on the assignment, an F in the class, or dismissal from the program. Such disciplinary action will apply in all cases of plagiarism, whether the copied material is from the Internet, a book, another student, or any other source.

3. Collusion

Collusion shall be defined as the unauthorized collaboration with another in preparing work offered for credit. A student is not guilty of collusion if he or she merely discusses with another a matter relevant to the work in question.

CHAPEL

Chapel is an important component of the student's spiritual formation. To encourage students to engage in chapel, SCS programs have a chapel requirement. Students receive a credit for each chapel or its equivalent within which they participate. To fulfill the chapel requirement, each Diploma in Ministry Studies and Certificate in Ministry student must earn 20 chapel credits prior to graduation. To fulfill the chapel requirement, each Bachelor of Arts in Ministry student must earn 60 chapel credits prior to graduation. Credits may be earned in several ways:

1. Chapel attendance – Tuesday evening or Thursday mid-day chapel – 1 credit each
2. Community service through the following approved service forums – 1 chapel credit for each hour volunteered
 - After-school program at Crossbridge Fellowship
 - First Baptist Church of Corpus Christi - Assist with Food Pantry
 - Assist with GED program – Jobs for Life
3. Special Events – 1 credit for each hour or event (if less than one hour)
 - Self Symposium
 - iYC
 - Other training or worship events, including periodic prayer chapels

For community service or special events, the student may pick up a chapel credit request form from the Academic Office or download the form from the college website under the section "Chapel." Service or attendance must be verified by the signature of the director of

the program or event or his or her designated representative. Other community service opportunities may be suggested or approved by the Provost.

GENERAL STUDENT POLICIES

TECHNOLOGY SYSTEMS USAGE POLICY

Introduction

The purpose of this document is to specify the policies and procedures that foster and maintain a safe, efficient, and reliable technology environment at Stark College and Seminary.

This policy applies to all students, faculty, staff, permanent residents, guests, and other authorized parties to access SCS technology services or assets.

This document is not exhaustive. The policies and procedures below do not cover all potential problems or situations, but are meant as a preventative guideline for the appropriate use of SCS technology systems.

Stark College and Seminary technology systems include but are not limited to:

- computers
- computer accounts
- mobile devices
- printers
- networks, network devices, resources, and services
- software
- electronic mail
- SCS owned, maintained, or operated web pages
- teleconferencing equipment
- telephones
- telephone long distance
- voicemail accounts

Technology Systems Usage

I. Technology systems are provided for the use of SCS students, faculty, staff, permanent residents, guests, and other authorized parties, as approved, in support of the programs of the College. All parties are responsible for seeing that these technology systems are used in an effective, efficient, ethical and lawful manner. The use of technology systems is a privilege, not a right, which may be revoked at any time for misuse.

II. The technology systems are owned by SCS and are to be used for College related activities only. All access to central technology systems, including the issuing of accounts, must be approved through SCS. All access to college and departmental information systems must be approved by authorized personnel.

III. Technology systems are to be used only for the purpose for which they are assigned. Incidental personal use of technology systems is permitted, but must not interfere with College's mission or official or educational use of such technology systems and are not to be used for commercial purposes or college related activities.

IV. Electronic mail, voicemail, and files including Google applications for Education files (aka Google Docs, Sheets, Slides, etc.) on a SCS-owned or SCS-operated technology system are presumed to be private and confidential unless they have explicitly been made available to other authorized individuals or as required by law. Their contents may be accessed only by authorized personnel for compelling business or security reasons. All requests for electronic records should be submitted to the SCS Office. The request must be accompanied by the approval of the President. According to federal law, SCS owns any electronic messages sent or received through access provided by SCS, and can and does hold the right to monitor, inspect, alter, or otherwise control such messages.

V. Internet access provided to all students, faculty, staff, permanent residents, guests, and other parties authorized is filtered through a content-management system. SCS does not provide internet access outside this content-management system.

VI. Fraudulent, harassing, offensive or obscene messages or materials are not to be sent, printed, requested, displayed, or stored on SCS-owned or SCS-operated technology systems. SCS technology system resources should not be used in a manner that would embarrass or bring discredit to SCS according to the view of its constituencies.

VII. A computer, network resource, computer account, electronic mail account or voicemail account assigned to an individual must not be used by others without the consent of SCS. The individual is responsible for the proper use of the resource, including proper password protection. Any and all SCS assigned accounts must be complex and include a combination of numbers, uppercase letters, lowercase letters, and/or symbols. A minimum of 10 characters is highly recommended. Faculty, staff, or students may request a password reset by contacting the SCS Technology department. A minimum of three unique credentials will be required prior to a password reset.

VIII. Software is installed on SCS technology systems in order to support resource usage accounting, security, network management, hardware and software inventory, computer back-up systems and software updating functions, and to provide support to personnel. Authorized personnel may access any files or systems when necessary for the maintenance of technology systems or when acting to protect the performance, integrity, and security of

technology resources. When possible, advanced notification of access will be given except for cases covered in paragraph IV above. When performing maintenance, reasonable effort will be made to safeguard the privacy of a user's files. However, if violations of college policy or applicable law are discovered, they will be reported to the appropriate personnel.

IX. The administrative SCS network hosts a shared repository of authorized software for use by faculty and staff. Software retained in this repository may be used by faculty and staff as necessary within the guidelines of this policy and according to the license agreement governing the individual application. Faculty and staff may request approval for the use of additional software applications from the SCS Office.

X. No one may attempt to degrade the performance of a technology system or to deprive authorized personnel of reasonable access to SCS technology systems.

XI. No unauthorized person may alter a SCS technology system. The use of loopholes or specific tools to circumvent technology systems or network security; the knowledge of special passwords; or the covert acquisition of passwords to damage technology systems, obtain extra resources, take resources from another user, or gain access or control of any system for which proper authorization has not been granted is expressly prohibited.

XII. All protected materials, including but not limited to software and other materials that are protected by copyright, patent, trade secret, or another form of legal protection may not be copied, altered, transmitted, or stored using SCS-owned or SCS-operated technology systems, except as permitted by law or by the contract, license agreement, or express written consent of the owner of the protected materials. The use of software on a local area network or on multiple computers must be in accordance with the software license agreement.

Policy Violation

An individual's technology systems usage privileges may be suspended immediately upon the discovery of a possible violation of this or other SCS policy. The SCS Office may also disable accounts to protect the integrity of the information technology infrastructure or data stored within. Violations of this technology policy by students, faculty, staff, permanent residents, guests, or other parties will be evaluated and addressed by the SCS Office on a case-by-case basis. Appeals to a violation or decision in relation to a violation may be made to the College President.

Disclaimer

The most recent official version is valid and may not be superseded by previous versions. The current official copy of this and other policies are available on the SCS website.

Appendix to the Technology Systems Usage Policy

All forms of electronic mass mailings, whether related to SCS or not, are prohibited without the prior approval of the SCS Office.

Unauthorized networking equipment (such as routers and wireless access points, etc.) is prohibited from use on any SCS network. Network services and wiring may not be modified or extended beyond their intended use.

Users of any SCS network may not provide access to technology resources to anyone outside of the SCS community for any purpose unless approved by the SCS Office.

Computer names, computer descriptions, and messages broadcast across any SCS network should not be defamatory, lewd, or obscene.

Network users are responsible for any network activity linked to their accounts. Passwords should be secure, and should not be shared with anyone (including family, guests, and friends). Users who believe that another person is using their account should notify the SCS Office immediately and change their password.

Federal law prohibits the transmission (sharing) of copyrighted materials without express written permission from the copyright holder. Copyrighted works (including but not limited to original writings, software, movies, and music) may not be shared on any SCS network without prior written permission of the copyright holder on file with the SCS Office.

SCS reserves the right to restrict access to any service or equipment detrimental to the College's technology resources. Attempts to bypass these restrictions will be considered a violation of this policy.

SCS does not allow network users to run unauthorized SMTP, DHCP, DNS, or directory services on any SCS network.

Unauthorized registration of a domain to an SCS-owned or SCS-operated domain or IP address is prohibited. This includes but is not limited to direct DNS resolution and DNS aliasing.

Unauthorized hardware and/or software used to detect and/or exploit network vulnerabilities are forbidden on any SCS network. Forgery or other misrepresentation of one's identity via electronic or any other form of communication is prohibited regardless of intent.

Personally-owned computers are only allowed access to SCS wireless networks broadcasted with the following SSID: STUDENT.

Each SCS classroom is equipped with educational technology. Students will often be expected to make use of this technology, but should do so only under the supervision of a professor.

SCS reserves the right to control and restrict the operation of all devices using the 2.4/5.2 GHz bands within SCS property.

Please be courteous to other students regarding your use of Library technology computers and resources. The availability of computers is limited and requires that individuals share resources to the benefit of all students.

CELL PHONE USAGE

Classroom disruption by cell phones or other electronic devices is prohibited. All cell phones and similar electronic devices (i.e., iPhones, Blackberry devices) must remain turned off and out of sight for the duration of the class session. Use of cell phones and/or camera phones will not be permitted during exams. Electronic devices utilized in a learning context, such as laptops and language interpreters, may be permitted at the professor's discretion. A student may face a zero and/or failure of the course if an electronic device is used for cheating during a test. Cheating at SCS is not tolerated and may result in expulsion.

FINANCIAL ARRANGEMENTS

Financial aid opportunities are available to every SCS student. Please see <https://www.stark.edu/financial-aid> for details.

Certificate, Diploma, and Bachelor Students

1. SCS does not make student loans. Once all discounts or scholarships have been applied, the student should pay at least one-third of the current balance owed to SCS by the first payment deadline. The remainder of the balance will be due at specified dates during the semester. In some cases, payment may be deferred until the last business day before the semester begins. For information regarding payment deadlines, please see the Academic Calendar in the SCS Catalog.
2. Should a student find it impossible to keep a financial commitment made to SCS, an appointment should be scheduled with the Finance Office immediately.
3. Late Payments – Finance charges of 1.5% per month (18% APR) will be assessed on any unpaid balance following the end of the fourth month of the semester regardless of the payment plan or pending financial aid.

STUDENT SAFETY

In case of an emergency, SCS students should contact Campus Security at Texas A&M University, Corpus Christi, at 361.825.4444, or dial 911.

The Board of Trustees voted in April 2016 to OPT OUT of Texas Senate Bill 11. This bill gave governors of private colleges and universities authority to determine concealed carry policy

on the campus. SCS's policy means that the carrying of a concealed firearm on the SCS campus by faculty, staff, and students is not allowed. The new law only provided for concealed carry; the open carrying of firearms on any collegiate campus continues to be illegal. Any violation of this policy will result in disciplinary action up to and dismissal from the academic program.

INCLEMENT WEATHER

In case of inclement weather, SCS will respond in consultation with area colleges. Plans will be communicated to students via student email, social media, and text message.

CHILDREN IN CLASSES AND UNACCOMPANIED CHILDREN

Minor children of SCS students are not permitted to attend class with their parents. Furthermore, minor children may not be unaccompanied on SCS property. If a minor child is brought to the SCS campus, the child must be accompanied by an adult at all times. For their safety and welfare, unaccompanied children on the SCS campus will be escorted to the main SCS building, and the parents or guardians will then be summoned to pick them up immediately.

PARKING

SCS students will receive parking permits during student orientation. The permit should be displayed on the interior, bottom left-hand corner of the rear windshield of each student's vehicle, enabling easy identification by SCS faculty and staff or other security personnel. Additional permits may be acquired for a \$10.00 fee. Lost parking permits will incur a \$10.00 fee.

SCS parking is available to all students in the parking lot in front of the main SCS building. Parking at the Stark building is limited to residents and faculty.

STUDENT PRIVACY RIGHTS

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student records. The law gives students four specific rights:

1. The right to inspect and review their education records.

Students should submit written requests, with signature, that specifically identify the record(s) they wish to inspect to the appropriate administrative personnel. Students may also request the record(s) in person. No information will be given over the telephone or through email.

2. The right to amend their education records.

Students may ask SCS to amend a record that they believe is inaccurate or misleading. Requests can be made by notifying the Provost of the request, identifying the record and the reason why it is inaccurate or misleading. If the College determines the record is not to be amended, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

3. The right to consent to disclosure of some of their personally identifiable information (referred to as “directory information”).

Exceptions to this are:

A. College officials with legitimate educational interests. College officials include those employed by the institution in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the institution has contracted (ex. Attorney); a person serving on the Board of Trustees; or a student serving on an official committee or assisting another school professional in his or her tasks. Legitimate educational interests are defined as need of an education record in order to perform his or her professional responsibility.

B. If a student is a dependent of parents according to the Internal Revenue Code, the institution may release record(s) to the parents. (Proof of dependency must be on file at SCS before records may be released.)

C. If a student is under 21 years of age, the institution may give the student’s parents information concerning the student’s violation of alcohol and drug rules.

D. SCS may give information about the results of a student’s disciplinary action to a student victim of a sexual offense.

Upon request, the institution discloses education records without consent to officials of another college in which a student seeks or intends to enroll.

At this time, SCS does not publish a directory, and this right is not applicable to students. Should a directory be published, however, students will have the right to decide what personal information may be disclosed.

4. The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures of SCS or Hardin-Simmons University 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 Independence Avenue, S.W.
Washington, D.C. 20202-4605

A student who is not a dependent of parents according to the Internal Revenue Service Code may give SCS permission to release student educational records and information to specific people. The student must complete and sign the appropriate paperwork, and SCS must have the paperwork on file before student educational records and information may be released.

Under no circumstances may SCS faculty or staff discuss student records or information over the telephone with a person other than the student.

SCS BACTERIAL MENINGITIS VACCINATION REQUIREMENTS

Texas legislation mandates that every new student and new transfer under the age of 22 to any Texas university, regardless of living on campus or off campus, will be required to have a Meningitis Vaccination within the 5 years prior to the first class day and at least 10 days prior to the first class day. In addition, SCS requires every new incoming student under 22 years of age provide proof of the meningitis vaccine prior to registering for classes. (A returning student following a break in enrollment of at least one fall or spring semester is also considered a new student.) Exceptions to this law would be:

- The student is enrolled only in online or other distance education courses; or
- The student is enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training; or
- The student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus; or
- The student is incarcerated in a Texas prison.

A student is not required to submit evidence of receiving the Meningitis Vaccine if the student submits to SCS:

An affidavit or certificate signed by a physician who is duly registered and licensed to practice medicine in the U.S., stating that in the physician's opinion, the vaccine would be injurious to the health and well-being of the student; or

An affidavit signed by the student stating that the student declines the vaccine for reasons of conscience, including a religious belief.

Students must use the official Texas Department of State Health Services (DSHS) form. It may be ordered electronically. The form is then mailed from DSHS to the student, and it may take up to two weeks to receive it. It must be completed, notarized and provided to SCS Academic office. It is the student's responsibility to complete the DSHS form and have it notarized. The site to request the form is: <https://corequest.dshs.texas.gov/>

The latter exemption does not apply during a disaster or public health emergency, terrorist attack, hostile military or paramilitary action, or extraordinary law enforcement emergency declared by a Texas Department of State Health Services authority and is in effect for the location of the university the student attends.

Texas law states that acceptable evidence of your Meningitis Vaccination must include:

- Student's name and date of birth.
- Month, day, year the vaccine was administered.
- Signature or stamp of the physician or his/her designee, or public health personnel;
OR
- An official immunization record generated from a state or local health authority (as from the Texas Public Health Department); OR
- An official record received from college officials, including a record from another state.
- The student has to have received the vaccine or a booster during the 5-year period preceding the first day of class.

The vaccine can be obtained through the health department, some pharmacies, and perhaps some private physicians. It is important you consult your physician regarding the need for the Meningitis Vaccine to prevent bacterial meningitis.

STUDENT CONDUCT

Students are urged to remember that Stark College and Seminary is first and foremost a Christian program and a Christian campus. The conduct of SCS students, faculty, and staff should reflect Christian value systems both on and off campus. The conduct of every individual associated with SCS reflects on the college and its partner institutions.

SCS standards are high for the sake of SCS students, their families and ministries, the integrity of the college, the good name of SCS partners, and the glory of God.

Recognizing the need for an atmosphere of mutual respect and trust in any academic community, those associated with SCS should agree to conduct personal and academic matters in a manner consistent with Christian value systems. By enrolling in SCS, each student agrees to act with the utmost honesty and integrity in personal and academic matters.

When, in the opinion of SCS, the conduct of a student is reprehensible or detrimental to the best interests of the student, other SCS students, or SCS, appropriate disciplinary action will be taken. Examples of misconduct for which disciplinary action may be administered are as follows: academic dishonesty; aggressive behavior; inappropriate dress; use or possession of alcoholic beverages, illegal drugs, or drug paraphernalia; disrespect for personal and public property; sexual impropriety; and any other behavior unbecoming to followers of Christ.

Disciplinary action may include any of the following: a failing or reduced grade on a particular assignment or exam, a failing or reduced grade in a course, dismissal from the program, or other measures agreed upon by the professor, the President, and/or the Provost.

The student has the right to appeal a disciplinary action. Appeals must be submitted in writing to the Vice President of Student Experience, who will then refer the item to the grievance committee. The levels of the appeals process are as follows: grievance committee, President, and Christian Education Activities Corporation Board. Ultimate appeal may be made to the Association for Biblical Higher Education, 5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822; 407.207.0808. The Stark College and Seminary is accredited by the Commission on Accreditation of the Association of Biblical Higher Education to grant certificates and degrees at the Associate and Baccalaureate levels.

STUDENT GRIEVANCE POLICY

At SCS it is our goal to provide an equitable system for the speedy and amicable resolution of problems between students and faculty, staff, and administrators. If a student encounters problems that require mediation for resolution, the following procedures have been instituted:

- Offenses against one another should be corrected with the individuals involved, as prescribed in Matt. 18:15-17 and Gal. 6:1-5.
- For course-related issues, the individual should speak to the instructor. If the problem is still unresolved, the student may petition the Director of SCS programs in writing. If an issue still exists after the Director addresses the matter, the student may submit a written petition to the Student Grievance Committee.
- For issues which are not course related, the student should first speak to the individual(s) involved. If resolution is not achieved at that level, appeals must be made, in writing, through the following channels:
 1. First, to the Vice President, Student Experience;
 2. Second, to the Student Grievance Committee;
 3. Third, to the President;
 4. Fourth, to Christian Activities Education Corporation board;
 5. Ultimate appeal may be made to the Association for Biblical Higher Education, 5850 T. G. Lee Blvd., Suite #130, Orlando, FL 32822. Stark College and Seminary is accredited by the Commission on Accreditation of the Association of Biblical Higher Education to grant certificates and degrees at the Associate and Baccalaureate levels.

At each level, evidence will be required of sincere attempts to seek resolution, following the steps outlined above. To the extent possible, the student's identity, the identity of any

witness, and the identity of the individual with whom the grievance is with, will be protected against unnecessary disclosure. The Student Grievance Committee is chaired by the Vice President, Student Experience and includes a faculty member appointed by the chair and a student representative appointed by the Student Life Council.

STUDENT LIFE AND SERVICES

ADVISING

SCS provides each student with an academic advisor who will assist the student in designing the most advantageous program of study to meet his or her ministry and academic goals. Students should consult with their academic advisor each semester for the selection of courses and registration. Please contact SCS to set up an advising appointment.

REGISTRATION INFORMATION

All SCS registration paperwork is returned in a timely manner in order to avoid late registration fees. After registration closes, no refunds will be available.

After registration closes, students auditing a course may not change their registration to credit, and students taking a course for credit may not change their registration to audit.

A student with an outstanding debt from previous semesters may not enroll until the bill is paid in full or arrangements have been made with the Financial Office.

ADDING A COURSE

Students wishing to add a course after initial registration should obtain and complete the appropriate paperwork at SCS. Deadlines for adding a course are dependent upon each semester's academic calendar.

DROPPING A COURSE

Any student wishing to drop a course during the semester should complete the appropriate paperwork at SCS. The student will incur a processing fee for each dropped course. The student will be assigned a grade of VWP or VWF, depending upon whether the student is passing or failing at the time of withdrawal. A grade of VWP does not affect the grade point average. A grade of VWF, however, carries the same grade point average value as a grade of F. The deadline for dropping a course is included in the Academic calendar each year.

Before dropping a course, the student should consider the work already completed for the course, the priority of finishing his or her degree, and the cycle of course offerings that may

impede completion of the degree. In addition, SCS cannot refund the cost of a dropped course, and each course dropped will incur a drop-fee. No class may be dropped until the student's semester bill is paid in full.

A student wishing to drop a course should make an appointment with the course professor to discuss the decision. Second, the student must meet with his or her academic advisor, secure official drop forms from the office, and deliver them to the professor for grade assignment and signature. After the professor's portions of the drop forms are completed, the student should return the forms to the office. Failure to follow this procedure may result in a grade of F for the course.

AUDITING

A student desiring to benefit from the instruction in a course may audit the course if the space is available. An auditor is not entitled to have work evaluated by the instructor and the degree of participation is determined by the instructor. No credit or grade is received. The decision to audit must be done at registration and cannot be changed after the close of the registration period.

STUDENTS WITH DISABILITIES

Students with a professionally diagnosed learning disability and/or other professionally diagnosed disability that affects course performance may choose to seek accommodation. It is the student's responsibility to notify the director of the appropriate academic program and provide documentation of the disability upon enrollment. Additionally, the student also has the responsibility to notify their professors during the first week of class to allow time for discussion of legitimate alternative means for the student to succeed in the course.

COMPUTER ACCESS

SCS students have access to SCS library computers, which are connected to the Internet. The SCS main building supports high-speed Internet connections in every room and provides on-site wireless Internet access to students.

Each SCS classroom is equipped with educational technology. Students will often be expected to make use of this technology, but should do so only under the supervision of a professor.

All SCS students are assigned an SCS Google Applications for Education account which includes Gmail, Google classroom, Drive, Calendar, and other SCS approved, enabled applications. To access student records via SCS KanopySIS, log on to www.stark.edu. At the top right of the SCS main page, select Log In, then select the SCS KanopySIS link. Enter your login information. If you do not know your login information, please contact the SCS Office.

SCS students should check their SCS email accounts and SCS KanopySIS accounts on a regular basis for updated course information.

All faculty, staff, and other authorized users of the SCS technology systems must also adhere to the SCS Technology Systems Usage Policy available at www.stark.edu

LIBRARY ACCESS

All SCS students have access to the library collection housed at SCS. By using their SCS KanopySIS account, a student may check out books for two weeks. Special arrangements may be made with SCS staff should a student need to check a book out for an extended period of time.

Reference works, journals, and magazines located in the main library, and professors' private collections cannot be checked out. Students should ensure that these resources do not leave the library accidentally. These items are used by all classes for writing papers. Please be courteous and respectful of your fellow students' needs.

A computer catalog through SCS KanopySIS allows students to locate resources efficiently. Students needing instructions for the SCS KanopySIS computer catalog should contact SCS library staff.

Please consult the SCS website for library hours of operation and for instructions for using the Abilene consortium online catalog. The SCS librarian is also available for research assistance.

TEXTBOOK AVAILABILITY

The SCS textbook list is made available to all SCS students prior to the beginning of each semester. Students must order textbooks on their own based upon the textbook list provided to them by SCS.

STUDENT LIFE COUNCIL

It is important for students to have substantive input into the activities, policies, and other elements of life at SCS. Consequently, we have established a Student Life Council, consisting of representatives from the student body, the faculty, and the administration.

The role of the Student Life Council is to work with the faculty and administration to contribute to multiple areas of student life. This role includes, but is not limited to the following:

- Coordinating with the Student Development office regarding special events and conferences
- Relating to student organizations by coordinating with the staff, faculty, and administration for their establishment and instituting appropriate policy measures
- Provide the student representation on the Student Grievance Committee. The Student Life Council consists of the following:
 - ❖ 4 students – three from SCS programs and one from our partner program (Logsdon Seminary) - selected by the student body the spring prior to the beginning of their one-year term; an additional student may be added for proper representation of the McAllen and/or Crossroads campus.
 - ❖ the Vice President, Student Experience
 - ❖ one faculty member
 - ❖ one of the partner program directors

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