

Faith Evangelical College & Seminary Student Handbook



2015 – 2016

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Student Handbook 2015-2016

Faith Evangelical College & Seminary is an accredited member of the Transnational Association of Christian Colleges and Schools (TRACS).

TRACS is a member accrediting agency of the Council for Higher Education Accreditation (CHEA) and is recognized also by the United States Department of Education (USDE).

Faith Evangelical College & Seminary is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act.

This authorization is subject to periodic review and authorizes

Faith Evangelical College & Seminary to offer specific degree programs.

The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430.

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Welcome and Introduction

We are glad you have chosen Faith Evangelical College & Seminary to further your Christian education. We pray you will be blessed as we progress in this academic journey together. The following pages are designed to give you an overview of what you can expect while you are a student at the college or seminary. The Student Handbook is constructed so that you should understand the basics of student life and classes. This Handbook will lay out the steps of Registration, class attendance, online instruction, and grading scales. In addition it will explain library resources both for those on campus students as well as for those studying online. Faith Evangelical College & Seminary has clear Biblically-based expectations concerning Christian conduct that are also presented in the Handbook. We believe that these standards reflect the godly character of those who follow Christ. They are presented in this document as a spiritual standard that is a reflection of our Savior. For that reason we believe that every student should read them and agree to follow them.

In general, this Handbook presents what we believe are the important matters a student should know regarding the school's administrative and academic policies. While this Handbook may not answer all a student's questions we believe that it presents a cohesive outline of what is expected. If you have a specific question that is not covered here, please contact us and we will do our best to answer your questions in a timely, and courteous manner.

Sincerely in Christ,
Dr. Mark Wagner
Vice President/Student Services
Dean of Students

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IX. STUDENT POLICIES & PROCEDURES

Purpose of this Handbook

This handbook provides information regarding the policies and procedures of Faith Evangelical College & Seminary as well as the philosophy and organization, academic and academically related policies and procedures, student standards and responsibilities, and various services.

Each student is required to become familiar with the contents of the handbook, noting in particular the areas that outline his or her responsibilities and rights. Additional statements of policy and procedure may be added to the handbook from time-to-time. Students are to abide by the regulations of the handbook.

Introduction

The Student Handbook is designed to be a resource tool for students. Within this handbook you will find the answers to many common questions, with the exception of information on specific programs of study (refer to the academic catalog for programs of study). You also are encouraged to seek additional information from the offices and departments mentioned throughout the handbook.

School History

Faith Evangelical College & Seminary was originally founded as Faith Evangelical Lutheran Seminary by Lutherans Alert-National as a part of their broad program that included the publication of Lutherans Alert magazine. Founded in 1965 in Cedar Rapids, Iowa, Lutherans Alert-National has endeavored to preserve from erosion one of the basic doctrines of Christian theology, that being the inerrancy of Holy Scripture. At its annual convention in Los Angeles in 1968, the organization voted to establish a Seminary Committee that was charged to investigate possible avenues of proclaiming historic, biblical theology among seminarians in the Lutheran Church. The Seminary Committee, headed by the Rev. Dr. Carl Pederson of Seattle, WA, tried to secure permission to endow a chair of theology at one of the ALC seminaries in order that the conservative point of view might have a spokesman on the campus of a synodical seminary. This offer was refused because this was not the method by which seminary professors were appointed.

It seemed good to the Seminary Committee, therefore, to recommend establishment of a seminary in which the conservative, evangelical Lutheran position would be maintained. This recommendation of the committee was approved unanimously by the Governing Board and the Executive Committee of Lutherans Alert, and a constitution was drawn in which the Lutheran position on the inerrancy of scripture was expressed and protected in some detail. Rev. Dr. R. H.

Redal was called as President and the first classes were held September 23, 1969 in Tacoma, Washington.

In 2005 the name of the school was changed to Faith Evangelical Seminary to reflect the interdenominational character of the school. In 2006, Dr. Michael J. Adams was appointed to serve as the school's second president. In 2010 "College" was added to the name to reflect properly the degree programs offered. Faith Evangelical College & Seminary has over 1,500 graduates serving God throughout the United States and around the world.

School Definition

Faith Evangelical College & Seminary is an interdenominational, nonprofit, religious, and educational institution with a Lutheran heritage that respects the right of students to affiliate with the evangelical denomination or synod of their choice.

Mission Statement

Faith Evangelical College & Seminary exists to glorify God by equipping Christian leaders with a biblical, theological, and practical education empowering them to apply and proclaim the inerrant Word of God for worldwide Christian service.

The Mission Statement is pursued through the development of a community of teachers and students who seek to strengthen their Christian beliefs by exegeting and interpreting Scripture, who uphold the form or doctrine expressed in the historic creeds and confessions of orthodox Christianity, and who labor together in fellowship to proclaim the Gospel of Jesus Christ.

The school seeks to serve the church and society by educating, training, and nurturing students toward spiritual maturity and readiness to serve God effectively in both the church and the world.

The school expects faculty, staff, and students to model Christian values such as faithfulness, humility, and service. We are dedicated to excellence in teaching, research, and writing and expect our students to live and study "as unto the Lord." To this end, the school provides instructors and facilities for undergraduate and graduate education. The school also grants degrees required for the Church's multiplicity of ministries as well as "marketplace" vocations. The school provides academic opportunities in a life setting that encourages students to live under the guidance of God's Word for God's glory.

Though the school is an interdenominational, nonprofit, religious, and educational school that respects the right of students to affiliate with the evangelical denomination or synod of their choice, the school reserves the right to determine whether or not an evangelical denomination or synod falls under the guidelines of Christian orthodoxy.

The school exists to educate men and women for a worldwide Christian ministry as pastors, missionaries, instructors, and lay-workers. Our purpose is to train and equip students who truly believe and eagerly endeavor to proclaim and defend the teachings of the inerrant Scripture and the form of doctrine expressed orthodox Christianity.

Purpose Statement

Faith Evangelical College & Seminary is committed to stated objectives and to continually measure its effectiveness through assessment by students, alumni, and employees in order to ensure both the fulfillment of stated objectives and the continual improvement of the institution.

The objectives are pursued through the development of a community of Christian teachers and students who seek to strengthen their beliefs by exegeting and interpreting Scripture, who uphold doctrines expressed in the historic creeds and confessions of the Church, and who labor together in fellowship to proclaim the Gospel of Jesus Christ.

1. Institutional Integrity

Faith Evangelical College & Seminary is committed to Christian integrity in all aspects of the institution. This is accomplished by affirming that the inerrant Word of God informs and guides the institution's academic programs and institutional operations.

2. Academic Excellence

Faith Evangelical College & Seminary is committed to academic excellence and promotes scholarly discipline and inquiry. This is accomplished by defining the most important academic goals and competencies for students to achieve, by assessing those goals and competencies, and by using assessment results to improve the academic experience.

3. Spiritual Transformation

Faith Evangelical College & Seminary is committed to encourage students to grow in the love of Christ and to be transformed by the renewing of the mind. This is accomplished through devotional and academic contact with the Word of God, consistent prayer, collegial fellowship, and integrating faith and learning leading to Gospel proclamation and incarnational Christian service to the Body of Christ.

4. Missional Outreach

Faith Evangelical College & Seminary is committed to train students in the skills required for the persuasive communication of the Gospel through missional ministry in the contemporary world and to instill Christ-like attitudes that will assist them as they carry out the "Great Commission" in a culturally diverse world both locally and globally. This is accomplished through a curriculum that promotes academic learning coupled with the practical application of God's Word.

Doctrinal Statement

The Doctrinal Statement of Faith Evangelical College & Seminary (also known as our Statement of Faith) is a summary of our understanding of key biblical doctrines and which are in harmony with conservative, evangelical Christian thought. Our doctrinal beliefs specify our teaching position and thus provide a framework for curriculum and instruction. The Doctrinal Statement is founded on a submission to the authority of Scripture, the final authority of

Christian faith and practice, and the immovable anchor that protects against forms of biblical and theological drift in an ever-changing culture and world. For this reason, members of the Governing Board, the administration, and faculty members are required annually to sign a document affirming that they are in agreement with and will uphold the Doctrinal Statement. Students also are required to attest by signature on their initial application that they have read,

1. The Scriptures:

We believe in the plenary and verbal inspiration and authority of all sixty-six books of the Old and New Testaments as the divinely inspired Word of God and submit to them as the only infallible authority in all matters of faith and practice, the original documents of which are inerrant as to fact and infallible as to truth.

2. The Trinity:

We believe in one unique, divine essence which is called and is truly God, eternally existing in three persons, Father, Son, and Holy Spirit, identical in nature, equal in power and glory, and having precisely the same divine attributes and perfection. We believe in one creator and preserver of all things visible and invisible.

3. God the Father:

We believe that God the Father is the first person of the Holy Trinity. He creates and preserves all things as an act of grace and pure divine goodness.

4. The Lord Jesus Christ:

We believe that the Lord Jesus Christ, the eternal Son of God and second person of the trinity, became truly and fully man, without ceasing to be God, having been conceived of the Holy Spirit and born of the Virgin Mary, in order that He might reveal God and redeem sinful humanity. We believe that the Lord Jesus Christ accomplished our redemption through His true death on the cross as a propitiatory and substitutionary sacrifice, and that our redemption is made available to us by His bodily resurrection from the dead. We believe that the Lord Jesus Christ is now in heaven, exalted at the right hand of God the Father where He fulfills the ministry of intercession for all believers. We believe in the bodily return of the Lord Jesus Christ to judge the living and the dead.

5. The Holy Spirit:

We believe that the Holy Spirit is the third person of the blessed Trinity who dwells in all believers, calls humanity through the Gospel, enlightens with His gifts, sanctifies the whole church on earth, and preserves it in union with Jesus Christ in the one true faith. We believe that the manifestation of any particular gift is not required as evidence of salvation.

6. Creation and the Fall:

We believe that God created *ex-nihilo* and formed the universe in six days as described in Genesis chapter one. We believe that humanity was created in the image and likeness of

God, but through Adam's sin became alienated from God, acquired a sin nature, and came under the Law and the penalty of death. We believe that in addition to humankind, God created intelligent spirits endowed with free will known as angels. Some of those angels rebelled against God and formed an active opposition to God's purposes. The chief of these adversaries of God and the human race is called, variously, Satan, Lucifer, and the devil.

7. Salvation:

We believe that salvation is the gift of God offered to man by grace and received not by works but by personal faith in the Lord Jesus Christ, and that this faith is manifested in works pleasing to God.

8. The Sacraments:

We believe that the Lord has given the church two Sacraments to be observed: Water Baptism and the Lord's Supper.

9. Eternity:

We believe that the condition and retribution of the lost and the salvation and blessedness of the saved are conscious and everlasting. Hell is the place of eternal separation from God for the lost and heaven is the place of eternal union with God for the saved.

Institutional Objectives

The school desires to achieve the following objectives both in its teaching and the resultant learning of our students. The school plans to accomplish this through classroom instruction, research, reading, interaction and written papers; as well as the interpersonal interaction with professors, staff and other students. We also recognize the important role of the local church and its mentoring involvement in our student's lives.

Educational

Faith Evangelical College & Seminary will provide programs, structure, instruction, environment, and experiences which will educate and involve the student in both the theory and practice of biblical Christian ministry. To accomplish these objectives, the school will provide:

1. Instructional programs that lead to degrees designed for professional ministry;
2. Instruction that is biblically based and Christ-centered;
3. An environment that stretches, challenges, and motivates the student in their own personal life and ministry; and
4. An understanding of Christian ministry that integrates both academic and practical skills.

Ministry Skills

Faith Evangelical College & Seminary will provide programs, instruction, environments, and experiences to develop skills for ministry so that the student will:

1. Be able to know and apply biblical principles which will enable them to become an effective leader in their selected ministry, and develop and implement a biblical model for leading and governing their ministry for efficiency and effectiveness;
2. Be able to demonstrate what it takes for them to be an effective witness for Christ and to be able to equip people to do the same, in order to produce and replicate consistent ministry growth;
3. Be able to demonstrate an ability to communicate effectively the Word of God through preaching and teaching;
4. Be knowledgeable of the issues pertaining to global and cross-cultural ministry and stimulate a passion for world missions;
5. Be able to understand and apply the principles and purpose of effective biblical counseling;
6. Be able to address the challenge of carrying out the Ephesians 4:11 mandate to “equip the saints” so that all Christians will do the work of the ministry and be able to enlist, train, and deploy others;
7. Be able to “speak the truth in love” with conviction, from a biblical perspective, regarding controversial moral and ethical issues;
8. Be able to respond with a clear understanding of historic, orthodox Christian theology to the world of the ‘post-Christian and post-modern culture; and
9. Be able to enhance their own spiritual life and growth by integrating biblical knowledge and personal spiritual disciplines.

Student Life

The Student Body

The school is an interdenominational, nonprofit, religious, and educational institution that respects the right of students to affiliate with the evangelical denomination or synod of their choice. Therefore, the school provides a diverse student body population both ethnically and denominationally. We believe you will find a true Christian community atmosphere on campus.

The school is a Christian academic community in the tradition of evangelical institutions of higher education. This identity is fostered through the development of a community of teachers and students who seek to strengthen their Christian beliefs by exegeting and interpreting

Scripture, upholding the form of doctrine expressed in the historic creeds and confessions of orthodox Christianity, and laboring together in fellowship to proclaim the Gospel of Jesus Christ.

Orientation

To assist new students in their acclimation to the school an orientation program is provided one week prior to or during the first week of each Fall Quarter. The objective is to enable students to make a smooth transition into academic life and studies. The orientation is designed to provide both group and individual assistance in the academic, financial (scholarships and financial aid), social, and spiritual life of the students.

For online students there are online resources available for orientation.

Academic Advising

The Dean of Students, the Associate Registrar, and the Registrar are available to help students plan a course of action for completing academic program and degree requirements. They will provide students with a specific “degree map” upon request. Please contact the Office of Registrar (ext. 132) or the Dean of Students (ext. 120) to make an appointment for academic advising.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of personally identifiable information contained in a student’s educational record. FERPA applies to all schools (K-12 and postsecondary institutions) that receive funds under various programs from the US Department of Education. The Act affords students certain rights with respect to their education records. They are as follows:

1. The right to inspect and review the student’s education records within 45 days of the day FECS receives a request for access. Students should submit to the Registrar or other appropriate official, a written request that identifies the record(s) they wish to inspect. The appropriate FECS official will make arrangements for access and notify the student of the time and place where records may be inspected.
2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask FECS to amend the record that they believe is inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If FECS decides not to amend the record as requested by the student, FECS will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

FERPA protects the privacy of personally identifiable information contained in a student’s educational record.

FERPA defines “educational records” as records containing information in any medium—paper, electronic, microfilm, etc.--that directly relate to a student and are maintained by an educational institution or by a party acting for the institution. The information listed below is not considered part of an educational record and thus is not regulated by FERPA.

However, the information may be regulated or protected by other federal and state laws.

Items not considered part of an educational record include:

1. Records kept in sole possession of the maker that are not accessible or revealed to any other person except as a temporary substitute;
2. Certain law enforcement records;
3. Employment records that relate exclusively to the individual as an employee; and

4. Records that contain only information about an individual after s/he is no longer a student.

Conditions for which Student Records Can Be Disclosed Without Consent

Generally, schools must have written permission from the student (or parent, if the student is a minor) in order to release any information from a student's education record. However, FERPA allows schools to disclose educational records without consent under special circumstances.

The US Department of Education's summary of the FERPA regulations lists the following conditions under which student records can be disclosed without consent:

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies;
9. State and local authorities within a juvenile justice system, pursuant to specific state law; and
10. Directory information.

FERPA's definition of "directory information" is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. FERPA permits the following to be designated as directory information: the student's name, address, and telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (e.g. undergraduate or graduate, full- or part-time); and the most recent educational institution attended. The following are never designated as directory information: student social security numbers, citizenship, gender, religious preference, grades, and grade point average (GPA).

Under FERPA students are also given the opportunity to file a request to prevent disclosure of directory information ("opting out"). If a student opts out, FECS will not release any information on a student. For Additional Information contact the Office of the Registrar at (253) 752-2020 ext. 132 or registrar@faithseminary.edu.

Biblical Code of Conduct

Faith Evangelical College & Seminary is a community of Christian believers who confess and follow Jesus Christ as Lord and Savior. The community is expected to uphold the Word of God and apply biblical standards of morality and integrity in life. Students are expected, therefore, to conduct themselves in a manner in keeping with Christian decorum and

testimony. This involves embracing attitudes and actions the Bible identifies as virtuous and avoiding attitudes and actions the Bible identifies as sinful. Students are required to abide by all published policies, codes, and regulations prescribed by the institution. Students also must abide by applicable local, state, and federal laws. The institution reserves the right to require disciplinary action of students whose behavior is in conflict with the Biblical Code of Conduct.

According to the Word of God, followers of Christ are expected to manifest the fruit of the Spirit such as "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control" and "put on compassion, kindness, humility, meekness, longsuffering, bearing with one another and forgiving one another" (Gal. 5:22-23; Col. 3:12-14).

seek righteousness, mercy, and justice, and love what is good and detest what is evil (Prov. 21:3:31:8-9; Amos 5:15; Micah 6:8; Matt. 23:23; Rom. 12:9, 16:19; Gal. 6:10).

uphold the God-given worth of human beings, from conception to death, as the unique image bearers of God, uphold chastity and the sanctity of marriage, defined biblically as the covenant union between a man and a woman (Gen. 1:27, 2:24; Ps. 139:13-16; 1 Cor. 6:18; Heb. 13:4).

live in Christian liberty and practice wise stewardship of mind, body, time, abilities, money, and possessions (Gal. 5:13-14; 1 Pet. 2:16-17). be accountable to a local church or pastor, and live a peaceful, prayerful, and Godly life (1 Thess. 4:11, 5:17-18; Heb. 10:25; 1 Tim 2:2; Titus 2:7-8; James 5:16).

be humble people of integrity whose word is trustworthy, who witness for the Gospel, practice good works, and resolve inter-personal or corporate conflicts, grievances, or disputes in a biblical manner only (Ps. 15:4; Matt. 5:24, 5:33-37, 18:15-17; Acts 1:8; 1 Cor. 6:1-8; Gal. 6:10; Eph. 2:10, 4: 31-32; Heb. 10:24; 1 Pet. 2:11, 3:15; Psalm 15:4; Matt. 5:33-37).

According to the Word of God, followers of Christ are expected to abstain from blasphemy, lying, stealing, dishonesty, slander, gossip, greed, vulgarity, murder, hypocrisy, covetousness, self-righteousness, arrogance, immodesty, and illegal activities (Prov. 16:18; Exod. 20:7; Matt. 16:6, 23:13-36; Acts 15:5-11; Rom. 13: 1-2, 13:9; 1 Cor. 6:10; Gal. 3:26-29; Col. 3:8-9; 1 Tim. 2:8-10; Heb. 13:5-6; James 2:1-13).

sinful attitudes and behaviors such as "sexual immorality, impurity and debauchery, idolatry, witchcraft, hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions, envy, drunkenness, orgies, and the like" (Gal. 5:19-21).

adultery, lust, fornication, homosexual behavior (page 106 - RCW 26.04), and all other sexual relations outside the bounds of God-sanctioned marriage (Lev. 18:22, 20:10-17; Matt. 5:27-28; Rom. 1:21-27; 1 Cor. 6:9-10; Eph. 5: 3-5; Col. 3:5; 1 Tim. 1:10).

Students are expected to obey applicable local, state, and federal laws as well as the policies of the school. As they desire rights and responsibilities for themselves, they are expected to respect the rights and responsibilities of others. For infractions of laws, regulations, policies, and standards, students may be subject to disciplinary action up to and including dismissal from the school. Such disciplinary action may be imposed for violations that occur off campus when the violation may have an adverse effect on the educational mission of the school (see 9.8.3).

Spiritual Growth

Faith Evangelical College & Seminary students, having the Bible as the basis for their lifestyle, shall be encouraged to be involved in activities that cultivate and develop their personal relationship with Christ. These activities will include, but not be limited to, regular church attendance, prayer, and diligence in the study of God's Word and involvement in ministry opportunities. In support of its philosophy, the school seeks to provide services, programs, and activities for students that achieve the educational goals of the school.

Specifically:

1. The school advocates the development of the whole person intellectually, physically, socially, and spiritually, which is of primary importance.
2. The school seeks to promote and sponsor programs and activities which instill a sense of personal responsibility toward other students, the school and the community.
3. Within the student community, the school is committed to maximizing the learning value of a culturally diverse population. From that context, programming focuses upon the intellectual, social, and spiritual growth of students.
4. The school seeks to develop a community conducive to spiritual maturation. Each individual is challenged, through people and programs, to develop a Christian world-view.

Survey Requirements

Faith Evangelical College & Seminary is committed to the ongoing evaluation of programs and services. Student surveys are one method by which the school assesses its effectiveness. Therefore, it is of utmost importance that students participate. These surveys assist the school in the evaluation and planning process and give students an opportunity for input. The link for student surveys can be found in the Populi Dashboard.

Institutional Policies

Alcohol and Drugs

The possession, sale, and/or use of any drug identified as a controlled substance or as illicit as defined under United States Federal law is prohibited on the campus of the institution or at any off campus function sponsored by the institution. Alcohol is prohibited on the

campus with the exception of wine used for an approved worship service incorporating Holy Communion; but only with prior permission from the President or Executive Dean. The use of drugs and alcohol bring with it many dangers to an individual's health. Please see the health risk information from the U.S. Drug Enforcement Agency at (<http://www.justice.gov/dea/druginfo/factsheets.shtml>) and the Center for Disease Control (<http://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>). The institution administers the following Drug and Alcohol Policy in compliance with the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226):

1. Unlawful possession, use, or distribution of illicit drugs or alcohol by students on its property or as part of any of its activities is specifically prohibited and is a violation of local, State, and Federal laws. The institution will observe all local, State, and Federal laws relating to drug and alcohol abuse, including referral to local authorities for arrest or prosecution. The courts will determine penalties for violations of these laws.
2. Any student convicted, including a guilty plea or plea of *nolo contendere*, by a court of law of being under the influence of illicit drugs or of illicit possession or distribution of drugs, on- or off-campus, is sufficient cause for a minimum one-year suspension. Professional counseling during the suspension period may be required as a condition for future enrollment. A subsequent offense of the same nature during the suspension period is sufficient cause for termination of enrollment after due process.
3. Any student convicted, including a guilty plea or plea of *nolo contendere*, by a court of law of being under the influence of alcohol or of illicit possession or distribution of alcohol on- or off-campus, is sufficient cause for a minimum one-year suspension. Professional counseling during the suspension period may be required as a condition for future enrollment. A subsequent offense of the same nature during the suspension period is sufficient cause for termination of enrollment after due process.
4. Any student arrested for unlawful use, possession, or distribution of illicit drugs or alcohol, on- or off-campus, may be placed on probation until resolution of any court proceeding. Upon conviction, including a guilty plea or plea of *nolo contendere*, Faith Evangelical College &
5. Seminary will observe the above-referenced provisions.

The primary intent of the Drug and Alcohol Policy is to be preventative and remedial. Faith Evangelical College & Seminary provides readily available information about the physical and psychological dangers of drug and alcohol abuse in publications such as the *Academic Catalog*, *Student Handbook*, and *Employee Handbook*. In addition, institutional regulations about drugs and alcohol are addressed during orientation. The institution can, upon request, provide referrals for a student or employee struggling with or addicted to drugs or alcohol. The Drug Free Schools and Communities Act Amendment requires that "a description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol" be available.

Note: While the institution recognizes that RCW 69.50 et seq. and RCW 69.51A et seq. are now state law, these state laws do not repeal or modify federal laws. The school desires to assist any student to obtain pertinent information on drug abuse or to enter an appropriate, medically supervised treatment program. Violation of these standards by any student will be reason for mandatory evaluation and/or treatment for a substance abuse disorder or for disciplinary action up to, and including, dismissal from school. The intent of this program and participation by the school is to be preventative and remedial. Students are subject to the school's disciplinary action and referral to local authorities for violation of the school's drug policy.

Smoking

Smoking or other use of tobacco products is not permitted anywhere on campus.

Investigation of Biblical Code of Conduct Violations

A sincere attempt will be made to thoroughly investigate all instances of alleged misconduct and to assure preservation of the reputation and integrity of all involved individuals. In order to protect the student, every effort will be made to keep confidential the names of individuals involved, the facts of an investigation, and written information regarding an investigation, except to those actually involved in the investigation.

Timeline for Investigation and Outcome

All such incidents reported first warrant an informal investigation. The informal investigation shall be completed no later than ten days after the incident was reported to the Dean of Students, the Provost, or the President. If the situation dictates a formal investigation, the student will be notified via email or U.S. mail regarding the opening of a formal investigation into the alleged unacceptable conduct no later than three business days after the investigation has been initiated.

They are required to file their acknowledgement in writing no later than five days after the notification was sent, and they have ten days to file a formal statement of response thereafter.

Time Limit

It must be recognized that a lengthy period of time between an alleged occurrence and an investigation may make the fact-finding process extremely difficult. The final disposition of the incident will happen no later than 45 days after the student has filed his/her initial acknowledgement in writing.

Incident Report

The person reporting the incident must submit a written account of the incident to the Dean of Students.

Informal Investigation

Within ten working days of receipt of the written account, the Dean of Students will work to resolve the incident as recorded and submitted. The Dean of Students may or may not choose to meet with the person before determining whether or not the situation warrants

the opening of a formal investigation. The person has the right to request an advocate to be present at all proceedings. If the Dean of Students determines there is no need to launch a formal investigation, the person will be informed that the investigation is closed. As part of the resolution of the informal investigation, a plan for follow-up action may be agreed to between the Dean of Students and the person. The Dean of Students will be responsible to follow up to make sure the plan has been completed. If there is no successful resolution, the Dean of Students or the person may file a request for a formal investigation. For an incident that warrants a formal investigation, a record of the incident and its resolution shall become a part of the person's permanent record.

Formal Investigation

Should there be a determination that the incident warrants a formal investigation, the Dean of Students must submit a report of the incident investigation to the President's Cabinet (PC). The school reserves the right to call in an outside mediator/investigator at any point through the investigation and/or, if applicable, the appeal process. In pursuing the investigation, the Chair of the PC shall:

1. Convene the PC within 15 working days of receipt of the incident.
2. Ascertain thoroughly all facts, asking questions in a nonjudgmental manner to determine the facts, date, and location where the incident occurred, and if there were any witnesses who observed the incident.
3. The PC shall issue its decision within 30 working days from the date the incident was referred to the Cabinet and will place the final report in the student's permanent file. Depending upon the nature of the offense, the PC may choose to suspend or dismiss the student from the school either during or after the investigation is complete.
4. The Cabinet may author a Strategy of Restoration plan for the student for follow-up care and redemptive task assignment, and
5. If appropriate, the Dean of Students will report the incident to the authorities for legal action.

Appeal and/or Arbitration

The decision of the Cabinet may be appealed to the Executive Committee of the Governing Board. An appeal must be filed in writing within 30 days of the issuance of the Cabinet's decision. In the event any claim or controversy arises out of this investigation, either party involved may elect to have the controversy submitted to binding arbitration as agreed upon by the parties, pursuant to Chapter 7.04 RCW of the State of Washington as amended (the "Arbitration Act"), or under any other form of arbitration mutually acceptable to the parties so involved.

Grievous Misconduct

Certain violations of the Biblical Code of Conduct may be viewed as grievous. Students who commit such actions are subject to suspension or dismissal from the school. The following behaviors are categorized as grievous misconduct: Criminal homicide, Sex offences (including harassment), Robbery, Aggravated assault, Burglary, Motor Vehicle Theft, and

Arson. Other areas which may be viewed as grievous (based on the nature and severity of the violation) include the following: Simple Assault (assault in the 4th degree); Intimidation; Hazing/Bullying; Theft; Destruction of Property; Alcohol violations, Drug violations, and/or Weapons violations. Repeated misconduct and/or the failure to abide by a verbal or written warning also falls under the category of grievous misconduct.

If grievous misconduct has occurred, or if an accusation of grievous misconduct is made verbally or in writing, the misconduct will be investigated and reviewed by the President or the President's designee. Students deemed to have committed such infractions are subject to suspension or dismissal based on the nature and severity of the violation. Suspension may be immediate. Dismissal can occur only after the Academic Affairs Committee or the President's Cabinet has thoroughly reviewed the matter utilizing interviews of all relevant persons, eyewitness accounts, admission of guilt, and/or legal authorities. In the case of a grievous misconduct dismissal, recourse is limited to a written appeal to the Governing Board.

Student Complaints (Due Process)

Faith Evangelical College & Seminary is committed to a policy of fair treatment of its students in personal, academic, and business relationships with fellow students, faculty, staff and administrators.

Informal Complaints

The Dean of Students serves as the primary student complaint officer for the school and will assist and advise the student through the informal or formal complaint process.

If possible, students are encouraged to seek an informal resolution of the matter directly with the individual involved. Following Matthew 18:15-17, offenses against one another initially should be discussed and corrected privately by the individuals involved (e.g., the student with the complaint should first privately address the offending student, faculty, or staff member to resolve the issue). Although this procedure is encouraged---it is not mandatory. The offended person may request the Dean of Students or another administrator to be present at the initial discussion if the offended person is apprehensive, fearful, or concerned about the response of the other individual.

Formal Complaints

If an informal approach does not resolve the problem, the student should complete a *Student*

Complaint Form available from the Office of the Dean of Students. When completing the form it is important that all documentation and other evidence associated with the complaint (e.g., witness statements and support documentation) be included. More than one complaint can be filed regarding the same incident.

The complaint should be sent to the Dean of Students for review, investigation, and resolution. The Dean of Students will notify the student in writing of his decision within ten business days of the date of the initial complaint and include the notice of a right to appeal.

The student has the right to appeal the decision of the Dean of Students to either the Academic Affairs Committee (academic complaints) or the President's Cabinet (non-academic complaints) decision of the Academic Affairs Committee or President's Cabinet is final.

If a student feels that FECS has not adequately addressed a complaint or concern, the student may consider contacting the institution's Accrediting Commission. Please direct all inquiries to:

Transnational Association of Christian Colleges and Schools (TRACS)
15935 Forest Road
Forest, Virginia 24551
(434) 525-9539 Phone
(434) 525-9538 FAX
info@tracs.org
www.tracs.org

Students also may contact and file a complaint with the state's educational agency and the state's

Attorney General at the following addresses:

Washington Student Achievement Council
917 Lakeridge Way
P.O. Box 43430
Olympia, WA 98504-3430
(360) 753-7800
www.wsac.wa.gov

Attorney General – State of WA
800 5th Ave. Suite 2000
Seattle, WA 98104
(360) 753-6200

Consumer line: (800) 551-4636
1-206-464-6684 (out-of-state callers)
1-800-833-6388 (Washington State Relay Service for the hearing impaired)
www.atg.wa.gov

Sexual Harassment

This school's policy enforces the mandates of Title VII of the Federal Civil Rights Act of 1964 and creates an academic environment free of sexual harassment. The community will not tolerate sexual harassment and is committed to providing and preserving an atmosphere free from all forms of harassment. Sexual harassment is categorized as grievous misconduct and is

Definition

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature by a person of the same or opposite sex. Petty slights, annoyances, offhand comments, or isolated incidents (unless extremely serious) do not rise to the level of illegality. Any action, however, becomes harassment if it is so frequent or severe that it creates a hostile or offensive learning environment. The person harassed is always a victim; anyone affected by the offensive conduct can also be a victim. The harasser can be the victim's instructor, another student, or an employee of the school.

Investigation of Complaints

A sincere attempt will be made to thoroughly investigate all complaints and to assure preservation of the reputation and integrity of all involved individuals. Every effort will also be made to keep names of individuals involved, the facts of an investigation, and written information regarding an investigation confidential, except to those actually involved in the investigation, in order to protect the accuser from retribution and the accused against false accusation. Sexual harassment violates the Biblical Code of Conduct and is subject to the Investigations of Biblical Code of Conduct Violations policy.

Campus Security and ASR/Jeanne Clery Act

Students should immediately report any crime occurring on the campus grounds to the Building Manager and/or Dean of Students. Federal regulations require that all schools with Title IV student financial aid authorization must comply with the 1998 Jeanne Clery Act involving the collecting and reporting of statistics on the number of specific crimes which have occurred on campus including criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, simple assault, intimidation, larceny/theft, destruction of property, alcohol, drugs, and/or weapons violations. Students may view an Annual Security Report (ASR) of crime statistics on the FECS website at www.faithseminary.edu Students also are encouraged to visit www.cleryact.ed.gov for more information regarding campus security and crime reporting.

Weapons and Violent Students

The possession of weapons on campus grounds or at any school sponsored event is strictly prohibited unless special permission is requested in writing and is granted by the school administration. Permission will only be granted if the student requesting the exception holds a current concealed weapon permit and is able to demonstrate a compelling reason to have the weapon on her or his person while attending the school or a school-sponsored event. If permission is granted, the faculty will be notified that the student will be on school grounds in possession of said weapon. The weapon must remain concealed at all times. There will be no exceptions to this policy. Failure to comply with this policy may result in immediate expulsion from the school.

If a weapon is displayed, whether or not it is in an intentionally menacing or threatening manner, the police may be notified. The administration and police will evaluate the circumstance to determine what, if any, disciplinary action should be taken. No threatening behavior will be tolerated. The following examples illustrate some, but not all, situations that could result in suspension or dismissal:

1. Disruptive or harassing conduct;
2. Possession of weapons or explosives, or violation of criminal laws on the campus grounds or at school sponsored activities;
3. Violence or the threat of violence, including, fighting or throwing objects; and
4. Threatening or intimidating other students, supervisors, staff or faculty.

Nondiscrimination Policy

Faith Evangelical College & Seminary admits men and women of any race, color, national and ethnic origin, marital status, age, or disability to all the rights, privileges, programs, and activities generally afforded or made available to students (men and women) at the school. FECS does not discriminate with regards to the above-mentioned categories in the administration of its educational policies, admissions policies, scholarships, and loan programs.

As a conservative, evangelical Christian institution, the school reserves the right to disqualify students whose moral beliefs, ethical standards and practices, and/or lifestyle choices are in conflict with our understanding of the Word of God, that is, the Bible as reflected in the Biblical Code of Conduct. The Governing Board is the final authority regarding the school's doctrinal position on standards and/or lifestyles, which it deems to be in conflict with our understanding of God's Word.

Disability Services

Disability Support Services (DSS) works in conjunction with the Admissions Committee for the purpose of designing "reasonable" accommodations that provide equal access to otherwise qualified students. Students are strongly encouraged to contact the Dean of Students (ext.120) before applying officially to the school to determine if a reasonable accommodation can be made. For example, an accommodation would not be reasonable if:

1. The accommodation poses a threat to the health or safety of the applicant or others;
2. The accommodation means making a substantial change in essential elements of the curriculum;
3. Making the accommodation would require a substantial alteration in the manner in which educational opportunities are provided, such as the altering of course objectives; and
4. Making the accommodation would impose an undue financial or administrative burden to the school.

To be eligible for disability-related services, a person must have a current diagnosed and documented disability (defined by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973).

Acquired Immunodeficiency Syndrome (AIDS)

Recognizing that out of fear, ignorance, or anxiety, students or employees who are either known to have AIDS or may be suspected of being infected with the HIV virus may be subject to emotional or physical abuse, the school has adopted the following policy on the Acquired Immunodeficiency Syndrome (AIDS). This policy is based upon the guidelines of the United States Public Health Service, the Centers for Disease Control, and the American College Health Association. Current medical studies indicate that students or employees with any form of Human Immunodeficiency Virus (HIV, the virus that causes AIDS) infection do not pose a health risk to other students or employees during their normal activities in an academic setting. This following policy is applicable to all students and employees of the school. Nothing contained herein shall mitigate, in any manner, the applicability of the Biblical Code of Conduct to the student body, faculty, and staff.

1. Consideration of any form of HIV infection shall not be a part of the initial admission decision for those applying to attend the school.
2. There is no medical justification for restricting the access of students or employees with any form of HIV infection to any school facilities.
3. Students having any form of HIV infection shall be allowed to attend regular classes in an unrestricted manner so long as their physical and mental health allows attendance.
4. In view of the fact that AIDS cannot be spread by casual contact in the work place, employees known to have any form of HIV will be treated for work-related purposes in the same manner as all employees.
5. There shall be no mandatory testing of prospective or current students, employees, or persons seeking employment. The administration will refer students or employees desiring testing to sources of testing.
6. The potential for discrimination and mistreatment of individuals with any form of HIV infection, whether or not they have symptoms of illness, and of individuals thought to be at risk of infection requires that confidential information regarding any aspect of HIV infection be handled with the utmost care.
7. Guidelines concerning the handling of confidential information about students or employees with any form of HIV infection shall follow the general standards set forth in the *American College Health Association's Recommended Standards and Practices for a College Health Program*. In general, it is recommended that no specific or detailed information concerning complaints or diagnosis be provided to faculty, administrators, or even parents without the express written consent of the patient in each case. This position, with respect to health records is supported by the Family Education Rights and Privacy Act of 1974. No person, group, agency, insurer, employer, or school shall be provided any medical information of any kind without the prior written consent of the student/employee/patient.

8. The school shall observe and comply with all public health reporting requirements regarding any form of HIV infection set forth in state or federal law.
9. As a result of the fear, anxiety, and anger that many people feel in relation to AIDS, students or employees who are either known to be, or suspected of being infected with HIV may be subjected to emotional and/or physical abuse. The school condemns all such occurrences as intolerable, and shall respond to them quickly and effectively.

Hazing and Bullying

Hazing or bullying may be considered forms grievous misconduct and are subject to suspension or dismissal. Hazing is any action or situation created by a group to intentionally produce mental or physical discomfort, embarrassment, harassment, or ridicule among those wishing to join the group. Bullying is an act of aggression by someone or a group with the intent of harming a person either physically or psychologically. Bullying may occur by teasing and taunting, hitting, threatening, intimidating, name-calling, or by more subtle attacks such as spreading rumors or encouraging others to reject the person. Cyber-bullying, or the use of the Internet to embarrass, humiliate, or harass individuals through messages or video, will not be tolerated.

Emergency Procedures and Notification

Notification: Emergency notifications will be sent via mass email to all students upon verification of imminent danger. FECS also utilizes an emergency notification system via mobile phone using short message service (SMS) through Populi to active faculty, staff, and students who have opted for SMS notifications. All students and employees are encouraged to opt in to the system.

Procedures: For most emergencies it is best to call 911.

Earthquake Red Cross Instructions

1. Know What to Do When the Shaking Begins.
2. Drop, Cover, and Hold On! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you are sure it is safe to exit. Stay away from windows. Expect the fire alarms and sprinklers to go off during a quake. If outdoors, find a clear spot away from buildings, trees, and power lines and drop to the ground. If in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.
3. Identify What to Do After the Shaking Stops. Check for injuries. Check others for injuries. Give first aid for serious injuries. Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it is leaking. A professional should turn it back on. Listen to the radio for instructions. Expect aftershocks. Each time you feel one, Drop, Cover, and Hold On. Inspect for damage. Get everyone out if your location is unsafe.

Fire

Call 911. Give specific information as to the nature of the fire and its specific location. The School address is 3504 North Pearl Street, Tacoma, Washington 98407 and the phone number is (253) 752-2020. Contact front desk staff or Building Manager to locate the nearest fire extinguisher and follow directions on the extinguisher. Review all directions on the fire extinguishers in the building before an emergency exists. The three basic ways to put out a fire are (1) take away its fuel, (2) take away its air (smother it), and (3) cool it with water or fire extinguishing chemicals. Never use water on an electrical fire; rather use only chemical type fire extinguishers (Class C Fire Type Fire Extinguishers). The type of Fire Extinguisher will be found on the extinguisher with a large letter(s); Type A is for common combustibles (paper, wood, etc.); Type B is for liquid combustibles (fuels, solvents, etc.); and Type C is for Electrical. Certain types of extinguishers may be for multiple use and will have a combination of the three types (AB, BC, ABC, etc.). Always point the extinguisher at the base of the flames.

Police

Call 911 for police emergencies. If people throughout the building need to be warned of danger, press the blue button on the alarm panel behind the Receptionist's desk. The alarm will sound throughout the building.

Medical Emergency

If a situation is obviously life threatening, such as heart attack, choking, or severe injury dial 911. Give specific information as to the nature of the problem and the specific location of the injured person. The address is 3504 North Pearl Street, Tacoma, Washington 98407 and the phone number is (253) 752-2020. A first-aid kit is located by the receptionist's desk. If a situation is not life threatening, contact any school employee, staff or faculty.

Person Exhibiting Threatening Behavior

If a stranger, student, or employee is menacing, threatening, out of control, displaying a weapon, etc., do the following:

1. Do not attempt to resolve the situation alone;
2. From any building dial 911. Give specific information to the police as to the nature of the situation and its specific location. The address is 3504 North Pearl Street, Tacoma, WA 98407 and the phone number is (253) 752-2020; and
3. Contact administrative staff immediately.

Selling and Solicitation

Solicitation applies to commercial, charitable, religious and political endeavors. Authorization to sell or solicit for the sale of merchandise will not ordinarily be given. All parties granted permission to sell or solicit for the sale of merchandise must agree to abide by appropriate federal, state, and local regulations. Commercial endeavors are divided into three categories: student ventures, student organization ventures, and non-student ventures.

Solicitations (Charitable, Religious, and Political)

Charitable, religious, and political solicitation on school property is not allowed unless they have received the permission from the Provost or Dean of Students.

Student Ventures/ Student Organization Ventures

Student ventures are defined as projects conducted by students for the purpose of making a profit. Students may sell or solicit for the sale of merchandise on school grounds only with the written authorization of the Dean of Students. Student organization ventures are projects conducted by recognized student organizations for the purpose of making a profit. Student organizations may sell or solicit for the sale of merchandise on school grounds only with the written approval of the Dean of Students. Such approval will be given only when it can be shown that the primary beneficiaries of the sale will be the school's community and the student organization.

Non-student Ventures

Non-student ventures include all efforts to sell or solicit for the sale of merchandise by school employees, school affiliates, or commercial vendors. School employees may sell or solicit for the sale of merchandise on school grounds only as directly related to the purpose and description of their employment. Commercial vendors may sell or solicit for the sale of merchandise only with the written authorization of an office of the school acting within the scope of its authority. Personal Injury: The school will assume no responsibility or liability for any damage to property or any personal injuries caused by the intentional, willful, or malicious conduct of students.

Academic Policies

Academic Code of Honor

Christian character and academic honesty are foundational to the mission of Faith Evangelical College and Seminary. Students are expected to demonstrate integrity and honor utilizing any mode of instruction and recognize the importance of being accountable for personal academic behavior. Students have the responsibility to be knowledgeable of and abide by the Academic Code of Honor and encourage honesty and integrity among fellow students. Students are required to conduct themselves in a Christ-like manner both behaviorally and ethically during the entire process of their education or be subject to disciplinary action. A non-exhaustive list of behavioral and ethical standards is offered below.

Behavioral Standards

1. Students will attend all class sessions, arrive on time, and remain until dismissed.
2. Students will be respectful, courteous, and civil when communicating verbally or in writing with their instructor, fellow students, other faculty members, or administrative staff.

3. Students will be prepared for class and maintain an appropriate academic climate by refraining from all actions that disrupt the learning environment.
4. Students will do assigned coursework in a consistent, timely manner throughout the quarter.
5. Students will pay tuition, fees, and other charges according to financial policies.

Ethical Standards

1. Students will submit their own course work.
2. Students will not cheat by utilizing unauthorized communication of information or give illicit aid to other students on examinations, papers, or projects.
3. Students will not plagiarize by representing someone else's words or ideas from books, articles, electronic sources (Internet), Bible software, etc., as one's own without proper citation.
4. Students will not falsify, distort, or invent any information, data, or citation.
5. Students will not submit the same work to more than one class or submit any work that has been used to fulfill the requirements of another course previously taken at another school.

Plagiarism

Plagiarism (papers, projects or any assignment prepared outside of class) shall include the following:

1. Omitting quotation marks or other conventional markings around material quoted from any printed source.
2. Paraphrasing a specific passage from a specific source without properly referencing the source.
3. Replicating another student's work or parts thereof and submitting it as an original. Lack of knowledge of the above is unacceptable as an excuse for dishonest efforts. Any student who knowingly assists in any form of dishonesty shall be considered as equally responsible as the student who accepts such assistance.

A student must be informed of any accusations of alleged academic dishonesty from any member of the community. The procedure for handling cases is as follows:

1. If the case occurs with respect to an individual professor and course, the case should be dealt with by the professor. The student may be penalized up to and including failure in the course and expulsion from the class. The professor must file a report with the Academic Dean.
2. The student may also appeal the professor's decision to the Academic Dean. The Academic Dean may confirm, modify, or overturn the decision and/or institute disciplinary action up to and including expulsion from the school. The student may appeal the Dean's decision to the Academic Affairs Committee for final disposition.

3. If a student has previously violated the plagiarism policy, subsequent violations will be referred directly to the Academic Dean who will assume responsibility to investigate the plagiarism. Should a third violation occur, the student will be suspended immediately after the appeal process is exhausted.
4. Any member of the school community may bring all alleged violations of this academic code directly to the attention of the Academic Dean either personally or in writing. He has the responsibility of investigating the complaint and dealing with the involved parties on a one-to-one basis. He is empowered to impose appropriate discipline or may refer the situation to the school's Academic Affairs Committee for action. Students having problems or grievances may submit them to the Academic Dean in person or in writing.

Academic Warning, Probation, Suspension, Dismissal, and Appeal

Enrollment at the institution should be viewed as a privilege and is subject at all times to academic warning, probation, suspension, or dismissal. The following steps are taken if a student fails to demonstrate satisfactory academic progress:

1. Students whose cumulative GPA falls below the minimum standard will be issued a letter (or email) of academic warning and have the following quarter in which to raise their cumulative GPA to the minimum standard.
2. Students whose minimum GPA does not reach the minimum standard after academic warning will be placed on academic probation for one quarter.
3. By the end of that quarter if the cumulative GPA has not been elevated to the minimum standard students (other than non-immigrant/international) will be placed on academic suspension for two consecutive quarters.
4. After two consecutive quarters have passed, suspended students may appeal (by written petition) to the Academic Affairs Committee for reinstatement. If reinstatement occurs, the student will be issued a letter of reinstatement. Failure to meet all requirements of the letter of reinstatement will result in academic dismissal.

Note: Non-immigrant/international students having F-1 Visa status who do not maintain the minimum cumulative GPA will not be allowed a period of suspension but will be subject to academic dismissal as determined by the Academic Affairs Committee.

Advanced Standing

Master's Degrees: If a student has earned a previous master's degree consisting of a minimum of 60 quarter hours in a field related to Christian studies and if the previous degree is recognized by the institution, a student may be admitted with advanced standing and enroll in a master's program with a reduced number of hours. The reduction of hours may vary depending upon the nature and weight of the previous degree(s). The normal

reduction of hours for the 72-hour MA is 12 hours with a maximum reduction of 24 hours. The normal reduction of hours for the 136-hour MDiv is 28 hours with a maximum reduction of 40 hours.

Doctor of Strategic Leadership: If a student has multiple graduate degrees or equivalent, the normal reduction of hours for the 80-hour DSL is 12 hours with a maximum reduction of 20 hours. Advanced standing is not available for the DMin.

Application for Readmission or Continuation

If a student was accepted to the school and either did not register for courses or withdrew temporarily (officially or unofficially), and more than one year has lapsed since the date of the original acceptance letter or date of last enrollment, he or she must submit a new Application for Admission along with the current application fee.

The student also may be required to submit new application materials. If a previously admitted student drops out of the school or becomes inactive and later returns, he/she falls under the jurisdiction of the policies and procedures of the catalog in effect at the time of return. Graduates are not automatically granted admission into another degree program but must submit a new application and application fee as relevant to their next program.

Class Attendance for Resident Courses

Resident students are to be present and well-prepared for every class session and should be ready each week to interact with the instructor and fellow students substantively throughout the quarter. In case of involuntary absence from classes due to sickness or other providential causes, the student should inform the instructor (via email, phone, or text) as soon as possible.

Class Attendance for Hybrid and Online/Distance Courses

Hybrid and Online/Distance students must log into their Hybrid and/or Online/Distance courses via the Canvas Learning Management System weekly (at a minimum) and interact regularly and substantively throughout the quarter with both the instructor and his/her classmates. Academic exercises will be listed on the course syllabus and consist of (but are not limited to) the following: discussion forum postings, quizzes, examinations, reflection and/or research papers, reading and written assignments, field trips, and practicums. The Canvas Learning Management System keeps an "attendance and activity" log, which tracks the number of times both student and instructor log into the Online/Distance course per week, as well as the amount and type of academic activity.

It is the student's responsibility to withdraw from a course if they have had a change of mind or if personal circumstances demand such. The student should first notify the instructor of their intention to withdraw. The student then should withdraw officially from the course using the online Add/Drop form found on the College & Seminary website.

A student may also may be withdrawn for cause by either the instructor or the Registrar. A student who does not participate regularly and substantively, and/or whose number of absences prevents him/her from meeting the objectives of the course, will be withdrawn for failure to maintain Satisfactory Academic Progress (as defined in the Academic Catalog). Students who do not check-in

to a course and interact substantively within the first two weeks of a quarter are subject to Administrative Withdrawal (WX) as defined in the Academic Catalog.

Class Cancellation Due to Inclement Weather

During inclement weather (usually ice or snow), the Executive Vice-President or Academic Dean may cancel or delay classes. Notifications of delays or cancellations may be heard over Seattle or Tacoma radio and TV stations. Faith Evangelical College & Seminary may not be specifically listed. However, if Tacoma Public Schools are closed, the school will automatically be closed. Tacoma Public School delays may also cause the school to close since most classes are held during evening hours. Please call the school (253) 752-2020 or (888) 777-7675 if Tacoma Public Schools are delayed. Use wisdom if you are commuting to school since weather conditions can change quickly. We advise caution first and foremost.

Course Cancellation by the Institution

Should a scheduled course be cancelled due to lack of enrollment, instructor illness, etc., students will be given as much notice as possible and provided academic advising regarding their program/curricular options. If the student has already enrolled and paid tuition for the cancelled course, the tuition will be refunded within seven (7) days of the course cancellation, or the student may opt to enroll in a different course. The institution reserves the right to limit, cancel, or change classes in the quarter offerings at any time without notification to the student.

Withdrawal from the Institution

If a student finds it necessary to withdraw from the school, official withdrawal notification should be sent to the Office of the Registrar immediately. Any student not enrolling for a minimum of three courses during a twelve-month period except for extenuating circumstances (explained in written form and submitted to the Registrar), is considered to have withdrawn from the school. Such students must apply for readmission by submitting a new application and an application fee.

Grading System

The grade point system is a simplified means for determining the grade average and class standing of the student. The total grade points for each course is determined by multiplying the point value of the grade by the credit value of the course. The grade point average (GPA) is computed by dividing the total number of grade points earned by the total number of credits.

Score	Grade	Quality Points	Definition
98 - 100	A+	4.0	Superior
94 - 97	A	4.0	
90 - 93	A-	3.7	Excellent
87 - 89	B+	3.3	
84 - 86	B	3.0	Good
80 - 83	B-	2.7	

77 - 79	C+	2.3	
74 - 76	C	2.0	Average
70 - 73	C-	1.7	
67 - 69	D+	1.3	
64 - 66	D	1.0	Below Average
60 - 63	D-	0.7	
Below 60	F	0.0	Failing

Other Listings

P	Pass
	(min. 2.0 or better for BA, 2.5 or better for MA and MDiv, And 3.0 or better for Doctoral)
R	Retake
CR	Credit Earned
AUD	Audit
W	Withdraw
WX	Administrative Withdrawal

Temporary Grades

I	Incomplete
IP	In Progress

Full-time/Part-time Status

Undergraduate: Using Faith Evangelical College & Seminary guidelines, to be considered a fulltime undergraduate student, one must enroll for at least 15 hours each quarter for three quarters, or a total of 45 hours per academic year. Three-quarter status is accorded to students registering for 10 hours each quarter for three quarters. Less than 10 hours each quarter is considered part-time.

Graduate: Using Faith Evangelical College & Seminary guidelines, to be considered a full-time resident or online graduate student (master's or doctoral level), one must enroll for at least 8 hours each quarter for three quarters, or a total of 24 hours per academic year. Half-time status is accorded to students registering for 4 - 7 hours each quarter for three quarters.

Pass/Fail Courses

A pass/fail may be taken for any course, but the student must earn the following minimum standards: 2.0 (BA), 2.5 (MA), and (MDiv), and 3.0 (DMin) in order to receive a pass. Normally, practicum or internship courses are taken on a pass/fail basis. Pass/Fail courses are not figured into the Cumulative G.P.A. if they are passed.

Registration

Students are required to register online through Populi (click Populi on the home page of the school's website www.faithseminary.edu).

- Registration is mandatory and ensures that students receive credit for courses taken during a quarter and that an accurate transcript record is developed.
- Registration dates for all students are stated in the academic calendar.
- Resident, distance, or online students cannot be admitted to classes or receive course materials without formal registration.
- Resident, distance, or online students are advised to register for courses at least two weeks before the beginning of each quarter and have all work completed by the end of the same quarter.

Normally the registration period begins five weeks prior to the beginning of each quarter. Official registration during the registration period is only completed through the student's Populi account (the student access system). After the normal registration period, students can only register using the Drop/Add form found on the website www.faithseminary.edu (under the drop-down menu for "Student Life").

Preparation for Registration

Students should do the following prior to registration:

1. Check their degree map to make sure they are on track with their program requirements and communicate with their academic advisor if questions arise.
2. Clear financial accounts or make an arrangement for payment of tuition and fees. Students cannot register for a future quarter without clearing their accounts or having made a payment schedule with Student Accounts (253-752-2020 ext. 130). Students should be prepared to pay all outstanding balances before registering for new classes.
3. Register during the assigned dates and times.
4. Be prepared to pay the total tuition or make payment arrangements. In all cases, payment may be made in cash, money order, personal check, through the *Populi* system, or by credit card (MasterCard, Visa, or American Express) over the phone.

Registration Policies

Returning Students

Continuous students are those who registered for classes during the previous quarter. Students who are returning after an absence of more than one academic year must reapply for admission through the regular application process.

New Students

New students are those who have completed an Application for Admission and have been granted Full or Probational status. Students must be accepted by the Admissions Committee prior to registration.

Audit-Only/Unclassified Students

Audit-only students must have completed an Unclassified Admission application on file prior to registration. All audits must have permission from the professor of record for the course prior to registration. Unclassified students must submit a request in writing to the

Registrar, via the online Drop/Add form (found on our website, faithseminary.edu), since Populi does not allow Unclassified students to register through the Populi system. An audit or non-credit status registration is simply permission to attend a class. Once registered, audits cannot be dropped and no refund is given.

Student Registration Accountability

When a student registers for a class, he or she enters into a contract with the school. This contract has certain stipulations, including a schedule of deadlines and tuition refunds. If a student wants to drop a class, he or she cannot simply stop attending the class or tell the professor that he or she is dropping. A Drop/Add form has to be submitted and approved in order to drop or add a course.

Drop/Add (Withdrawal)

Students may officially drop a course without academic penalty (with a mark of W) through the date listed on the academic calendar. Students may add a course after the second week of classes only with approval from the Registrar and professor. The student must fill out an Add/Drop Form on the faithseminary.edu website located under *Student Life*. Consult the academic calendar and quarter schedule for the final dates for drop/adds. When withdrawing from a course after week three of the quarter start date, students will be assessed a fee of \$200.00. A few notes to remember:

A course must be officially dropped to have it removed from registration in Populi and transcript record. If a student does not officially drop a course within the specified time-frame, they still may have the option to officially withdraw from a course. Final withdrawal dates are also published on the academic calendar and quarter schedules. Missing an extended period of class or asking the professor's permission, does not automatically drop or withdraw a student from a class.

Note: Withdrawing from a class could result in a change of status of enrollment and might affect students who receive Federal financial aid funds.

Student Responsibility

If that is all that a student does, then he or she has not dropped the class and is still liable for full tuition and a grade for the class. (The grade will be an "F" if the student does not complete all of the work for the class.) For more information please refer to the Academic Policies section of this handbook (Drop/Add (Withdraw)). Each student is fully and finally responsible for insuring that his or her registration in Populi is complete and accurate. No registration is complete unless it is saved in the Populi system within the appropriate deadlines. A student can verify their registration by viewing their transcript record within Populi. This is the responsibility of the student.

Course Extensions

Students unable to complete course requirements by the end of a quarter must complete an extension request online. Requests must be filed on or before the last day of the current quarter. Extension filing fees are \$55 per course per quarter. An approved course extension provides 10 calendar days from the last day of the quarter to submit final requirements.

Grades submitted during an approved extension period will not be diminished. Any work received after the 10-day time period may not be accepted and a contingency grade (based on the amount of coursework completed successfully to that point) will be posted. Students encountering extraordinary circumstances during a quarter (i.e., prolonged illness/hospitalization, military deployment, or other documented hardship) must contact the Registrar on or before the last day of the quarter to make arrangements for a special extension. Extension requests are evaluated and approved by the Registrar.

Late Registration

All late registrations must be completed by submission of the Drop/Add form found on the school's website (faithseminary.edu, under the drop-down menu for "Student Life"). Registration after the registration period or during the first week of classes constitutes late registration and is subject to a late registration fee of \$50. All students must pay tuition and fees on or before the first day of the quarter unless prior arrangements have been made with the Office of Student Accounts. Registration for any course after the first week of the quarter is not allowed without special permission from the professor and the Registrar. Payment by *VISA, MasterCard, Discover, American Express*, or an approved bank draft allows immediate shipment of materials for distance education students and provides immediate access for online students.

Taping Lectures

Students must receive permission from the instructor before audio or video taping any class lecture.

Time Limit for Degree Candidates

Degree requirements are normally to be completed within two to four years, although students may take up to six years or more, depending on the degree program (see below). Students who have not registered for more than four consecutive quarters must meet all course and quality requirements in effect at the time of re-entry. Also, students have specific degree time-limits to remain eligible for federal student aid or to receive a deferment on payment of their federal student aid loans. These time-limits may differ from the limits published in the school's Academic Catalog.

Bachelor of Arts (180 hours)

The BAR, BAE, BAL, or BAB degree normally is fulfilled by four years of study. Students who have not completed the requirements within a five-year period must apply for a one-year continuation. Except under extenuating circumstances, all requirements for the degree must be completed within six years from the date of matriculation.

Graduate Certificate in Leadership (24 hours)

The GCL normally is fulfilled by one year of study. Students who have not completed the requirements within a two-year period must apply for a one-year continuation. Except under extenuating circumstances, all requirements for the GCL must be completed within three years from the date of matriculation.

Master of Arts (72 hours)

The MALM, MACC, MACE, or MATS degree normally is fulfilled by two years of study. Students who have not completed the requirements within a three-year period must apply for a one year continuation. Except under extenuating circumstances, all requirements for the degree must be completed within four years from the date of matriculation.

Master of Divinity (136 hours)

The MDiv degree normally is fulfilled by three to four years of study. Students who have not completed the requirements within a five-year period must apply for a one-year continuation. Except under extenuating circumstances, all requirements for the degree must be completed within six years from the date of matriculation.

Doctor of Strategic Leadership (80 hours) and Doctor of Ministry (48 hours)

The DSL or DMin degree normally is fulfilled by two to four years of study. Students who have not completed all requirements within a four-year period must apply for a one-year "extenuating circumstances" continuation. Under extenuating circumstances all requirements for the DMin or DSL are to be completed within five years from the date of matriculation. Students applying for one-year continuation will be subject to a program continuation fee. After five years the DMin or DSL program is automatically terminated.

Students who have not completed the requirements within the time limits of any degree must apply to the Registrar for a one-year continuation. Students going beyond the program time limit will be subject to the current continuation fee for their program. If the student has not completed their program within the maximum time limit, the program will be terminated.

Transcripts and Grade Reports

Grades are posted as soon as possible after the end of each quarter, at which time the grades are entered on each student's permanent transcript in Populi. Normally, professors have 3 weeks from the end of each quarter to post the grades in Populi. Students are able to view their academic records and unofficial transcript by accessing the school's website and clicking on the link for Populi on the homepage which will take them to Populi.

Student Requests for Official Transcripts

Official Transcripts may be issued upon a written (email request is acceptable) and signed request accompanied by the current transcript fee (\$10.00 for each official transcript). Telephone requests are insufficient for the release of an official transcript. To release an official transcript, the student's financial accounts must be current. Official transcripts normally are sent directly to academic institutions or to denominational representatives. Occasionally, an institution will allow the student to collect official transcripts. In that case the official transcript will be issued to the student in a sealed envelope. If the seal is broken the official transcript becomes invalid.

Transfer Credit

A student desiring to transfer credits from another educational institution and be admitted to a degree program at the school must submit official transcripts of all previous college and/or graduate records. The maximum amount of transfer credit for each program is listed below:

Program Maximum Transfer Credit

BA	135 quarter hours
GCL	4 quarter hours
MA	36 quarter hours
MDiv	88 quarter hours
DSL	20 quarter hours
DMin	8 quarter hours

Transfer credit may be granted for courses taken at accredited schools (Council for Higher Education Accreditation approved agencies) when such work parallels courses listed in the school's academic catalog. Applicable undergraduate courses and credits taken with a grade of D or better are transferable. Applicable graduate courses and credits taken with a grade of C or better are transferable.

Transfer Credit Policies

Normally, no transfer credit is granted toward a graduate program for studies completed at an undergraduate level (although exceptions may be made in the area of biblical language requirements). Transfer credit normally cannot be granted for course work if it has been applied previously to another degree or if it is too dated. Transfer credit normally is not granted from schools that do not possess U.S. Department of Education and Council for Higher Education Accreditation (CHEA) recognition. The Admissions Committee reserves the right to evaluate all non-accredited schools regarding their academic standards and educational viability to determine if limited transfer credit is allowable.

Transfer Credit Appeal Policy

Students who are not satisfied with the decision made by the Admissions Committee concerning the number of credits that have been recognized for transfer and/or prior learning may appeal the decision and request a re-evaluation by means of the institution's Transfer Credit Appeal Form. The Admissions Committee will re-evaluate the request through consultation with the appropriate dean, division, or department chair. Once the re-evaluation is complete, the decision will be mailed to the student's FECS email account within 30 business days. The Dean of Students or the Registrar will contact the student via email if additional documentation is needed to make a decision. The student has two weeks from the date of the request to supply supporting documentation. For more information about the appeal policy and procedure contact the Office of the Registrar (registrar@faithseminary.edu or ext. 132)

Transfer Credit GPA

Grades and grade point averages earned at another institution do not transfer. The credits apply toward graduation, but the previous grade points are not used in calculating the academic average required for graduation. Also, transfer applicants should have left the sending institution in good academic and moral standing. An applicant desiring a transfer credit evaluation should request such in writing to the Registrar, accompanied by all pertinent transcripts, a list of courses proposed for transfer, and a copy of the academic catalog where the courses were taken. Semester hours from other schools normally will be converted to the school's quarter hour system.

Transfer Credit Request

Normally, transfer credit is applied at the time of admission and is noted on the transcript as found in Populi. After admission, any new or additional transfer of credit will not occur automatically; it is handled only when requested with the submission of new or additional official transcripts. Final decisions on all matters related to transfer credit rests with the Admissions Committee.

Applicability and Transferability of Credit

Academic institutions often are autonomous in determining policies for transfer of credit. Therefore, before beginning a program at the institution students should investigate the policies of other institutions regarding the possibility of eventual transfer credit. Faith Evangelical College & Seminary is accredited by the Transnational Association of Christian Colleges and Schools (TRACS). TRACS is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA) and is listed as a "National Faith-Related" accrediting agency.

Vicarage/Practicum Credit

A vicarage or practicum provides an excellent means for students to apply concepts learned in the classroom to a Christian environment. Many students use a vicarage or practicum to prepare themselves more completely for their first job after graduation. Both the vicarage and practicums are available for graduate credit. There is also an undergraduate equivalent to a practicum available for students pursuing their undergraduate degree. Students interested in either should contact the Registrar or the Academic Dean.

Clinical Pastoral Education (CPE) Transfer Credit

CPE units are earned through internship-type chaplaincy training positions with hospitals or other institutions offering accredited CPE education. The school does not offer a Clinical Pastoral Education (CPE) program or specific CPE training. However, the school accepts credits from recognized Clinical Pastoral Education Centers. CPE credits from approved training centers may be transferred into degree programs. The school is able to apply up to 12 quarter-hours of CPE education (1 unit) in transfer to a master's program pending transcript evaluation. The school is able to apply a maximum of 30 quarter-hours of CPE (2 units) at the undergraduate level.

Military Chaplaincy School Transfer Credit

The school accepts 12 hours of transfer credit toward the Master of Divinity upon the completion of Military Chaplaincy School. Additional hours may be attained through approved applied theology practicums during the course of study for chaplain candidates. Numerous benefit programs are available for veterans. Please contact John Wheeler (VA Certification Officer, ext. 132) for additional information.

Course Exemption

Exemption from certain required courses may be requested on the basis of previous work completed at another school. However, exemption does not equate to transfer credit. Alternative elective courses must be taken to make up the total number of credit hours required for a degree.

Any person desiring exemption should submit such request in written form to the Registrar, accompanied by a transcript, a list of courses proposed for exemption, and a copy of the academic catalog where the courses were taken.

Undergraduate Credit by Examination

FECS provides undergraduate students an opportunity to earn credit by proctored examinations in the area of biblical studies. Students may register for a 5-hour course OT 251 Old Testament Comprehensive Review and/or NT 252 New Testament Comprehensive if they wish to pursue this course of action. Students who pass the comprehensive examination in OT 251 will be allowed to waive OT 231, and OT 232 and will be granted 5 additional hours of academic credit in OT. Students who pass the comprehensive examination in NT 252 will be allowed to waive NT 231, and NT 232 and will be granted an additional 5 hours of academic credit in NT.

Undergraduate Portfolio Credit

In accordance with guidelines established by the Council for Adult and Experiential Learning (CAEL), the college has developed a way for undergraduate degree-seeking students to receive credit for prior ministry or learning experiences through a portfolio program. A maximum of 20 hours of portfolio credit may be granted for previous applied ministry experience. In addition, a maximum of 20 hours of portfolio credit may be granted for previous learning experiences that correspond to academic courses in the school's undergraduate curriculum. Credit granted must be course specific with respect to the student's degree plan. Portfolio components include (but are not limited to) the following: 1) Application for portfolio credit; 2) Chronological Record of ministry experience and/or academic endeavors; and 3) Documentation or attestation of ministry experience and/or academic endeavors. Students who apply for and receive portfolio credit will be charged for one five-hour class and a \$400 portfolio fee.

Relationship to Studies

The portfolio must relate to a course of study at the school. Therefore, credit proposed by the student and granted by the school will be course specific with respect to the student's

degree plan. The Ministry Portfolio fee is invoiced only after the portfolio has been submitted, reviewed, and credit determined.

Basic Components of a Portfolio

Application for Ministry Portfolio Credit: The application is the cover sheet of the portfolio. It includes the student's name, address, course number/s and title/s, quarter credits requested. At the bottom, the student verifies that the information included in the portfolio is true and accurate with a signature and date.

Ministry Experience Essay: The essay should be three to five pages in length and summarize significant learning experiences and how the learning experience has helped you in your current ministry or will help you in future ministry endeavors. The essay introduces you to the evaluator and helps him or her understand the context of your actual learning regarding the Discipleship and Ministry course/s you are requesting.

Chronological Record of Ministry: Develop a chronological outline of your applicable life experiences that involve Christian ministry (start the chronology as far back as necessary). Applicants also should list Church and ministry-related conferences, conventions, workshops, internships, volunteer work, licenses, books read in the field, and research/study travel.

Applicants should indicate how much time was involved in each ministry activity.

Documentation: Each of your experiences and competencies normally require verification. The verification can take several forms including certificates, personnel records, audio or visual documentation, and/or signed letters from pastors, instructors, or supervisors. Falsification or misrepresentation are unacceptable and will result in rejection of the portfolio.

The Completed Portfolio

Before submitting your portfolio, it is recommended that you make a copy for your file in the unlikely event that it may be lost during shipment. The evaluator will make a recommendation to grant full credit, deny credit, or return the portfolio for further explanation and/or documentation. Expect to receive the results in approximately two weeks.

Portfolio Fee

If credit is granted, an invoice will be sent charging \$400 portfolio fee. Fees are due within 30 days of assessment and before credit will be recorded on your transcript. If the portfolio is returned for revision, determine if you can make the appropriate revisions or additions per the evaluator's comments on the Evaluator Response Sheet. Resubmission of the portfolio must be made within 30 days of student's receipt of the returned portfolio.

Appeal Process

If credit is denied, you may appeal the decision using the following procedure:

1. Within 30 days of the evaluator's recommendation, notify your advisor in writing that you will appeal the portfolio evaluator's decision.
2. Request in writing to the Dean of Students a review of the decision. Include the reason(s) you feel the decision was unfair or inappropriate.
3. The Dean of Students will review your appeal, contacting the evaluator and any additional personnel as needed to discuss the portfolio recommendation.
4. The Dean of Students will render a written decision within 30 days of receiving the appeal.
5. Upon final credit award, the Dean of Student's portfolio response form will be sent to the student.

Online Access Procedures

Online students must have access to a computer (Windows 7/8 or MAC OS 10.3 or higher) with an Internet connection. Students begin the process by accessing the school's website at faithseminary.edu and linking to Login to Student Access System to register for courses through *Populi*, the online student management system for the school.

Once the online registration is processed, it will prompt the Registrar to forward an email to the student with a link that allows them access to Canvas. Canvas is the student interface and method of delivery for taking courses online. Once in the system the student will find the courses for which he or she has registered. Courses are accessed by each student when they link to "Online Courses Login" and follow the prompts.

FECS uses the Canvas Learning Management System. We believe that this system which promotes regular and substantive interaction between the student and the instructor, the student and the content, and the student and their peers, is an excellent delivery system for the school. Online courses involve regular and substantive interaction between the student and the instructor, the student and the content, and the student and their peers using the Canvas system. This is accomplished by a number of means including quizzes, research papers, group projects, and interactive discussion boards. Students are required to be familiar with each course syllabus, initiate courses on the start date, and remain interactive during the quarter.

Because of the security of the Canvas LMS all the student interaction, (including time in the class and all work) is kept securely not only during the quarter but for at least five years. To set-up your own login and password in Canvas, please use the link below and get started on your personal profile, read the latest postings and get information on your upcoming courses. If you have questions and need assistance in getting logged in, please contact registrar@faithseminary.edu.

Existing users click the following link to sign in:

<https://faith.instructure.com/>

The above links can be found on our website: www.faithseminary.edu

Graduation Requirements

Completion of Required Courses

It is the student's responsibility to make sure he or she is completing required courses on schedule to graduate on time. In order to be eligible for a degree, the candidate must have completed the required number and distribution of courses (outlined in their Degree Map), and have met the other requirements of the school. The student Degree Map is the degree plan outlined for each individual student and is provided to the student at the time of matriculation. It is the student's responsibility to follow the plan. If at any time the student has any questions regarding the Degree Map, the student should contact either the Registrar or the Dean of Students for clarification.

Minimum GPA and Other Obligations

A minimum cumulative grade point average (GPA) of 2.5 in all graduate coursework (2.0 for undergraduate), the approval of the faculty, and payment of all financial obligations to the school in tuition, fees, and other charges. Students must also submit an Application for Graduation (including fee) through the school's website. If all of the above requirements are not met, the student must meet with the Academic Affairs Committee to determine a course of action.

Honors

Honors are noted for undergraduate degrees only.

Undergraduate Honors are noted at the schedule below:

Honors (Cum Laude)	3.50 – 3.69
High Honors (Magna Cum Laude)	3.70 – 3.89
Highest Honors (Summa Cum Laude)	3.90 – 4.00

Credit Standing

Undergraduate Standing

Freshman	0 – 44
Sophomore	45 – 89
Junior	90 – 134
Senior	135 +

Master of Arts Standing

First Year	0 – 44
Second Year	45 +

Master of Divinity Standing

First Year	0 – 44
Second Year	45 – 89
Third Year	90 +

Course Numbering

Undergraduate Level –	100, 200, 300, 400, 4000
Graduate Level –	500, 5000, 6000, 7000
Post Graduate Level –	7000 (Select Courses), 8000

Units of Credit

The school operates on a quarter system for its academic courses and programs of study.

Length of Quarter

The length of each quarter is a minimum of 10 weeks. All courses of study regardless of the mode of teaching are for the duration of the quarter, i.e., module courses (graduate and postgraduate, with the classroom portion completed in one week) normally are at the beginning of the quarter, but require substantial reading and research that necessitate the 10-week quarter to complete.

Change of Student Information

Students should immediately revise their student information in Populi to notify the school of any changes in name, mailing address, telephone, email, FAX, or cell phone number.

Refunds

Please refer to the current academic catalog for the refund policy. There are no exceptions to refund policies.

Leave of Absence (LOA)

Students need to contact the Registrar for an extended absence of a quarter or longer.

1. All requests for a Leave of Absence must be submitted in writing and include the reason for the student's request.
2. The maximum days allowed on leave of absence is 180 days in a calendar year.
3. A Leave of Absence must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring a school to perform a
 1. Return Calculation.
4. Each Leave of Absence request should not exceed one (1) quarter (three months, 90 days) at a time.
5. There must be a reasonable expectation that the student will return from a Leave of Absence.
6. The institution will not assess the student any additional institutional charges, the student's need may not increase, and therefore, the student is not eligible for any additional federal student aid;
6. No Leave of Absence will be granted in the middle of the quarter in which the student is currently attending. If the student leaves in the middle of the quarter, his enrollment ceases and it will be treated as withdrawal.

7. A Leave of Absence is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a Leave of Absence.

Military Mobilization

Students called up for active military duty may be able to obtain a refund of payments made to their account for the quarter during which they were chosen for active duty. The school will explore with the student different ways to complete the quarter courses through independent study or through other means. If a student is not able to complete the quarter, a written request for refund or reversal of charges with proof of summons for military duty should be submitted to the Business Office for action. Since a student's enrollment status is likely to be effected because of the length of their military duty, the school may extend the deadlines for completion of any academic program.

Student Services

Student Classroom Access

Students may enter the building by using the main entrance. If a student needs to see an administrator or faculty member, the student is requested to check in with the Receptionist located in the lobby at the main entrance of the Administrative Building.

Building Hours

The school is open for business Monday thru Thursday from 9 a.m. to 5 p.m. and Friday from 9 a.m. to 1:00 p.m. Classes continue most Monday, Tuesday, Wednesday and Thursday

Library Hours

The library hours are typically the same as the business office hours (subject to change during Hybrid classes), unless otherwise posted.

Bookstore Hours

The bookstore hours are typically the same as the business office hours, unless otherwise posted. You may call ahead for more information.

Student Lounge

The student lounge provides space for all students, faculty, and staff to relax and enjoy fellowship. Clean up of the student lounge is the user's responsibility.

Health Insurance

Students are responsible to have a health insurance plan while attending the school. The school cannot assume the financial responsibility for hospitalization and medical expenses for students.

International Student Services

The school provides counseling, advising, and support services for international students. Information regarding the U.S. Immigration & Naturalization Service is provided for international students. Please refer to the Academic Catalog for additional information.

Textbooks

Books are listed at least four weeks prior to the first day of each quarter. Required textbooks may be purchased through the bookstore, online or through a general retailer. Purchasing textbooks is the responsibility of the student. The bookstore does not typically stock all books for online courses.

Spouses in the Classroom

We encourage and invite student spouses to join their partners in the classroom as co-learners and co-laborers. With the permission of the instructor, the spouse of a matriculated student may sit in on classes. Practicum classes are open only to matriculated students.

Children in the Classroom

FECS values its students and recognizes the importance that families fulfill in the lives of students. These guidelines address and outline the circumstances under which it is appropriate to bring non-student, minor children to the classroom. The guidelines are intended to foster respect for the needs of all parties impacted by the presence of non-student, minor children on the campus or in the classroom. As used in these guidelines, the term “non-student, minor child” means a minor child who is not enrolled in classes at FECS. In addition, the term “parent” means any student who has responsibility for a non-student, minor child while in the classroom regardless of the student’s relationship to the child.

In general, the classrooms are typically not appropriate places for non-student, minor children to be present on a frequent or continuing basis. Exceptions to this general rule include:

1. Officially sponsored institutional programmatic activities for non-students and minor children with appropriate adult supervision.
2. Brief visits, e.g., an employee brings his/her child, grandchild or other minor relative in to introduce that child to colleagues, provided the student supervises the child (ren) at all times during the visit.
3. In the event of an emergency, and if there are no other alternatives, parent students may have children present in the classroom for brief periods of time provided the parent obtains the instructor’s prior approval. Such arrangements are only to be temporary in nature and may be granted only in exceptional circumstances where the student and professor have considered and satisfactorily addressed certain factors. When authorized, the parent employee/student must supervise the child (ren) at all times and cannot not leave such child(ren) in the custody of another FECS employee or student, even for brief periods of time.

The exceptional circumstances under which children may be brought into a particular workplace or classroom setting should be established in a discussion between the parent student and instructor, respectively, taking into account the following factors:

- a. The parent must be willing to accept full responsibility for the child's safety and for any damage to property or injury to persons that is caused by the child's presence.
- b. When considering the presence of children on campus, the extent to which the child's presence in the classroom creates a potential danger to the child or exposes FECS to liability must be considered. Safety is a primary concern for parents, faculty, and the staff of FECS.
- c. The extent to which the child's presence in the classroom poses a risk of breach of confidentiality with respect to information in the classroom.
- d. The extent to which the child's presence in the classroom disrupts or has the potential to disrupt the work or classroom environment and/or creates an atmosphere that is not conducive to achievement of the specific goals and objectives of the classroom.

Computer Facilities

A computer lab is located in the reference section of the library including a printer, copy machine, and wireless internet for student use. Please see the Librarian if you need assistance in operating the equipment.

Library

The Library is located on the downstairs level of the facility. Features include:

1. Professional librarian to provide assistance in locating information and sources;
2. Inter-library loan;
3. Circulating books that may be borrowed for a period of four weeks. You are encouraged to return books as quickly as possible. Periodicals and reference books may not be taken out of the library; and
4. The school shares a library relationship with the Collins Library at the University of Puget Sound. Please ask the librarian for information on how to gain access to the Collins Library.

Theft or Damage

Theft or damage to library property is a violation of school standards. Violators are subject to disciplinary action from the Academic Affairs Committee. Depending upon the nature of the violation, the discipline could range from suspension of library privileges to expulsion from the school. The decision of the committee is final.

Academic Catalog

The Academic Catalog contains comprehensive facts for incoming students, including a description of all courses of study available, information on tuition, curriculum, faculty,

policies, and financial aid. The catalog is published annually. View it online at www.faithseminary.edu

Alumni Relations

The Alumni Association is a network of more than 1500 graduates. It is the goal of Faith Evangelical College & Seminary to develop an ongoing relationship with all graduates. To facilitate a strong tie to the institution all graduates will receive regular communication from the President. This will allow the alumni to stay informed of institutional developments.

Chapel Services

There are currently no set times for chapel services. If a student wishes to hold a chapel service he/she is to submit a chapel service agenda and format to the Dean of Students for final approval.

Lost and Found

All articles found should be given to the Receptionist or Dean of Students. Claims for lost articles should be made to the Dean of Students. All articles not claimed within 90 days may be disposed of in an appropriate manner as determined by the Dean of Students.

Pierce Transit Authority

City buses stop within one block of the school. Students may contact "Pierce Transit" for bus schedules and route information at (253) 581-8000. Schedules are also available online at <http://www.piercetransit.org/pierce-transit-routes/>.

Telephone Use

Students may use the school's phones to make local calls that are of an important nature (five minute limit, please).

Veterans Benefits

The school is eligible to assist military personnel who want to utilize educational benefits (i.e, TA, Ch. 30, Ch. 31, Ch. 33, etc.). Thus eligible veterans who are enrolled at the school may receive educational benefits. There are several factors that determine the amount of benefits. Veterans, widows, and children of deceased veterans who wish to inquire about their eligibility for benefits should contact the Department of Veterans Affairs by writing to: Department of Veterans Affairs Regional Office, Federal Building, 915 Second Avenue, Seattle, Washington 98174, or the Department of Veterans Affairs Regional Office of your particular state. Veterans within the State of Washington may telephone (888) 442-4551. For additional information, applicants should contact the VA Certifying Official and the Department of Veteran's Affairs.

Use of School Facilities

Conditions for Use

All activities involving the use of the facilities must be approved through the Dean of Students. The following conditions must be met for approval:

1. Assurance that all school regulations, local, state, and federal laws concerning fire and safety regulations, necessary security, and conduct will be followed.
2. Indication that the activity is consistent with the purposes and constitution of the sponsoring organization.
3. Availability of financial resources on the part of the sponsoring organization if property damage is incurred.
4. Assurance that no group or individual will accrue private financial gain from sponsorship of the event.

Student Responsibilities

Purpose

Activities sponsored by outside groups must be related to the general mission and function of the school or have a community-service function. These events will generally not be held while the school is in session.

Facility Cleanup

It is the responsibility of the sponsor(s) to leave the facility in a satisfactory condition, as determined by the school, after each event.

Financial Responsibility

The sponsor(s) assumes complete financial responsibility for any damage, theft, and/or abuse of the facilities immediately before, during, and after the event.

Fees

Appropriate fees will be assessed for rental, services, and maintenance.

Damage/Theft Responsibility

It is the responsibility of the sponsor(s) for any damage, theft, and/or abuse of the facilities immediately before, during, and after the event.

Campus Policies and Procedures

Animals

Under most circumstances, animals (except service animals) are not allowed in campus buildings. Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. The work or task a dog provides should be directly related to the person's disability. Any pet on campus grounds must be licensed in accordance with ordinances of the City of Tacoma.

Automobiles, Parking, and Traffic Rules and Regulations

Students are advised to drive carefully on the campus grounds. Although we have signs posted that forbid certain activities, young people still like to use the paved parking lot for skateboards, rollerblades, bicycles, etc. *Always use caution when driving in the parking areas.* If you see people who do not belong on the campus property, please contact an administrator or faculty member. The following rules apply to all students:

1. Parking is allowed only within approved marked parking spaces (paralleled white lines).
2. Do not park on any grass areas, dirt areas, sidewalks, or roadways, in travel lanes or fire lanes, or block fire hydrants.
3. The school has reserved some areas for handicap parking. Parking in these areas is allowed only with an official parking permit.
4. The speed limit on campus property is 10 mph.

Dress

Students may dress casually and comfortably. However, students should keep in mind that they are enrolled in a Christian school and that they are preparing for professional ministry. In accordance with health and safety requirements, shoes must be worn in all areas of the building.

Food and Drink

Food and beverages may be consumed in classrooms, lounges, or other designated eating areas. Food should not be consumed in the library, although covered drinks are acceptable.

Personal Property

The school makes every effort to protect the personal property of students and guests, but does not hold itself responsible for damages to automobiles or other personal property.

Poster and Sign Policy

Posters and signs must bear the name of the sponsoring organization or department and must have the permission of the Dean of Students before posting.

Appeals Procedures for Student Financial Accounts

Questions regarding a student's financial account that are not resolved after discussion with the Business Office may be appealed to the Dean of Students. The student should submit a written memorandum of his/her complaint to the DS within three business days after receiving the Business Office's decision. The DS will schedule a meeting or a telephone conversation with the student within five business days after receiving the memorandum. Decisions made by the DS may be reviewed by the President, if necessary. Final decisions will be shared with the student and the Business Office.

Career Services

The institution does not directly field employment opportunities for graduating students through a Placement office. However, the institution does work with local and national ministries to identify Possible candidates for solicited positions and offers a career/natural talent inventory and interpretation process (IDAK) for additional guidance. The institution is not an ordaining body and does not provide ordination for graduates. Before beginning any program, each student should contact their denomination or synod of to obtain information and criteria for possible ordination.

Student Counseling

Students experience a great deal of challenge from both the academic and personal areas of their lives. The school provides a place for students to discuss these many and varied changes in a private and confidential setting. Some of the instructors at the school are licensed, practicing counselors. Students experiencing serious emotional difficulties, or who require specialized or long-term treatment, are referred to professional services off campus. Please see the Dean of Students if you have counseling needs.

Student Handbook/Accreditation Concerns

Regarding the Student Handbook

While every effort is made to ensure the accuracy of the information in this publication, the school has the right to make changes at any time without prior notice. It is the school's expectation that students will follow school policies and procedures as presented in the online catalog and Student Handbook. The student assumes personal responsibility for fulfilling their course of study and completing the graduation requirements of Faith Evangelical College & Seminary. A student's ignorance of a policy, which appears in published student documents, particularly the catalog or student handbook (both available online), is not a valid reason for granting an exception to any policy. Inquiries regarding the Student Handbook should be addressed to:

Dean of Students
Faith Evangelical College & Seminary
3504 North Pearl Street
Tacoma, WA 98407
mwagner@faithseminary.edu

Addressing Accreditation Concerns

Students who have specific concerns which relate to accreditation standards should address their concerns to the Academic Dean, Faith Evangelical College & Seminary 3504 North Pearl Street, Tacoma, WA 98407 or they may contact The Transnational Association of Christian Colleges