

# 2013·2014 Student Handbook

[thesattleschool.edu](http://thesattleschool.edu)

**The Seattle School**  
OF THEOLOGY & PSYCHOLOGY



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## WELCOME

The Student Handbook is not a document I read as an undergrad many years ago. It was a missed opportunity to hear the story of the institution through commonly held community commitments.

Walter Brueggemann says somewhere that anyone who cares about the future invests in education. If we care about future generations, we remember past generations and what they have to teach us. If we care about future generations and the generation of new ideas, innovative thought, and emerging truth, we remember the currency of intellectual capital from the past and emotional and spiritual teachings that precede this moment in history.

In addition, anyone who cares about the unfolding of generations invests in covenant. Covenant with the future, covenant with the past, covenant with one another now. That's why the student handbook is important. I believe we live in covenant with one another as we share mission together. I believe we impoverish our vocation, our *vocare*, our work, if we don't remember that our work is mission. And I believe we agree to covenant when we matriculate as students at The Seattle School. It's what Wendell Berry called "Fidelity," a deep sense that we share what he also called membership. Members of a community---like the members of one's body---limbs, joints---that which together make the whole.

In his elegant collection of short stories, Wendell Berry goes even deeper with this idea of ownership, membership, belonging, and love. He uses that word that somehow fits what I want to call us to at the start of every academic year, "fidelity." He never defines it; he just tells stories of people who know they belong to each other, who feel some sense of belonging to one another, and who find ways, even in the midst of their shortcomings and failures, to understand there is fidelity to those to whom they belong. They do what needs to be done. There are agreements between them and among them, spoken and not. There is a culture of fidelity that defines the "membership."

These are the guidelines, policies and cultural expectations for our life together. But they are more--- what if we understand them as something larger? Something more like membership in something that is precious, honorable, sacred, worthy, valued; something to be cherished and prized because it matters. Fidelity is a remarkable invitation to the kind of pedagogy we practice at The Seattle School. Berry speaks of fidelity as this process of making commitments to self and community. Fidelity understands that we move toward taking responsibility for the self but it is in creative tension with the motion toward responsibility for the society, community and relationships in which one lives. He calls us to both--- responsibility for self within the context of the Other and of membership with others; responsibility for the Other within the context of the self.

We are thrilled you have joined us for this next part of your story. Welcome to membership in The Seattle School community.

For the sake of the kingdom,



Keith R. Anderson

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## **THE SEATTLE SCHOOL MISSION**

The mission of The Seattle School of Theology & Psychology (The Seattle School) is to train people to be competent in the study of text, soul and culture in order to serve God and neighbor through transforming relationships.

The Seattle School prepares people who, in obedience to Christ, serve in pastoral ministries, counseling, the arts, spiritual direction and other various professions.

Graduates will be able to:

- Demonstrate a growing ability to form and maintain maturing relationships with God and others.
- Articulate a responsible process for approaching and interpreting the biblical text.
- Exhibit self-awareness and an ability to care for others in a helping relationship.
- Express a passionate love for Christ's church and a sound understanding of the church's realities.
- Demonstrate competency in self-expression through writing, conversation and other means.

## **STUDENT LIFE**

At The Seattle School, Student Life is led and facilitated by students, under the guidance of the Dean of Students & Alumni/ Field Abbot, and is crucial in the leadership and direction of the school. We believe that the best way for students to learn the art of leadership is not merely through the obtaining and executing of good information and technique but through embodiment – entering into the wild drama and dance of pursuing life with one another on behalf of others. Students bring to the school a richness of ability and desire. Embracing the fullness of who they are, students are invited to participate and create on behalf of The Seattle School Community. The Seattle School student life is a living collage reflecting the vision, interests, passions, and personalities of the students here. Student Life is led by students and spouses in one of four realms within student leadership: Student Council, Sacred Space, Mosaic, and Anamchara.

### **Community Rhythms**

There are also events that shape our time together, becoming community rhythms. These community rhythms mark the beginning, middle, and end of each year, and seek to create seasons where The Seattle School community can participate in and celebrate each other's lives and the life of our communion with God.

### ***Beginning***

#### **Orientation & (RE)Orientation**

During the first week of class The Seattle School invites new and returning students to orient themselves to what the upcoming year will entail. For new students, this is a concentrated, two-day event intended to introduce the academic, social, and spiritual life of The Seattle School community. Returning students join this event for one morning to engage in discussion about their place and progress within each degree program, portfolio development, and to envision the upcoming year of academic learning.

#### **Community Weekend: Fall Forward & Convocation**

The Seattle School Community Weekend takes place the first weekend after the start of the Fall Term and is an important time for The Seattle School as we set aside time before God and with each other to transition into a new year, rest and reconnect with old friends, and welcome a new class into our community. The weekend culminates with Convocation at St. Mark's Cathedral, where we officially invite

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the incoming class into our community and enter the new academic year together by joining in a liturgy of dedication and the celebration of Holy Communion. Afterwards we share food and fellowship as a new community with a community picnic at Volunteer Park.

## ***Middle***

### **Christmas Party**

The Christmas Party marks the end of the first trimester and is a time we gather as a community to celebrate Immanuel, "God with us." It is a time to take a break from the intensity and routine of graduate school to eat good food, to dance, and to play. In this season we also join together to look outside of The Seattle School toward the broader community through the Christmas Party's Silent Auction, offering art and crafts made by the community, the proceeds going outside our walls.

### **The Artist Residency**

For seven days each December, ten artists from The Seattle School have 24-hour access to the 3rd floor of the building to create, explore, dialog, and collaborate with one another in their artistic endeavors. The rhythm of each day is up to the artists to structure for themselves. Every evening, artists come together around the table for dinner and fellowship with one another and the evening's host, providing a rich time for conversation and rest during the creative process. In the spring following the residency, artists display their work in the 2nd floor gallery and have the opportunity to share their process with the community through a gallery show in late March.

### **(S)Ending: Upcoming Graduates (S)ending Retreat**

Early in the Spring trimester, The Seattle School hosts a retreat for all upcoming graduates that begins the process of orienting them to life post-graduate school. During this time, graduates have the opportunity to interact with each other, those specifically in their degree program and the faculty therein, and participate in a variety of practical workshops as they anticipate the coming endings and new beginnings, including ever present and pressing job-search.

## ***Ending***

### **Spring Banquet**

The Spring Banquet is a community-wide celebration of the story of the past year as we move into the Summer Term. We gather for a meal, celebrate the year's La Danse Award recipients, dance, and enjoy being together one last time as a community before the summer term and break.

### **(S)Ending: Upcoming Graduates' Breakfast**

The Graduates' Breakfast is a celebration meal marking the final formal opportunity to gather with other upcoming graduates, faculty, and staff in a time of sharing food, memories, and words of gratitude and hope as we bring closure to our time together at The Seattle School.

### **(S)Ending: Upcoming Graduates' Open House**

The Open House is designed for friends and family of graduates to tour the school and meet some of the staff and faculty that have helped graduates along their journeys at The Seattle School.

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**Commencement**

Commencement is the concluding bookend to Convocation. It is here that we send another Seattle School class out to embody their mandate of blessing to the world.

These community rhythms seek to create a context for this beauty and provide each of us with entry points within which we can participate in and celebrate each other's lives and the life of our communion with God.



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## 2013-2014 THE SEATTLE SCHOOL STUDENT LEADERSHIP

“Inviting students and spouses to shape and embody the vision and mission of The Seattle School for the sake of blessing our community, the neighborhood of Belltown, and the larger community of Seattle.”

***What will we create to bless -- together?***

### The QUAD

*“Journeying together toward fulfilling the mission of The Seattle School Student Leadership.”*

Facilitator:

**Paul D. Steinke** – Dean of Students & Alumni / Field Abbot ([psteinke@theseattleschool.edu](mailto:psteinke@theseattleschool.edu))

Members:

**Matthew Rock** – Anamchara Facilitator ([Anamchara@theseattleschool.edu](mailto:Anamchara@theseattleschool.edu))

**Amber Englund** – Sacred Space Facilitator ([sacredspace@theseattleschool.edu](mailto:sacredspace@theseattleschool.edu))

**Kate Schleining**– Student Council Facilitator ([studentcouncil@theseattleschool.edu](mailto:studentcouncil@theseattleschool.edu))

**Kelsey Plummer** – Mosaic Facilitator ([mosaic@theseattleschool.edu](mailto:mosaic@theseattleschool.edu))

The Quad consists of three students and one spouse who collectively make up the student affairs team for The Seattle School. These students facilitate the four realms of student leadership (Anamchara, Mosaic, Sacred Space, and Student Council). In order to more fully embody its mission, the leadership of The Seattle School made a commitment in the fall of 2002 to incorporate students into the leadership fabric of the institution in order to ensure The Seattle School was always connected to the face and voice of the students. As a result of this commitment, the Quad serves The Seattle School community in the unique position of being both staff and student and, as a team, is facilitated by the Field Abbot/Dean of Students & Alumni.

Quad members are chosen based on his/her desire, skill, and ability to facilitate one of the four realms of student leadership teams. Each potential quad member goes through a selection process involving a written application, interviews with Field Abbot/Dean of Students & Alumni and the current members of the quad.

In the fall of every year, student leadership holds informational meetings for students who may be interested in volunteering for service to The Seattle School Community as part of student leadership. At this point, applications are made available to those who are interested in applying. Once an application is turned in, the student is invited to interview with a member of the Quad. The teams are chosen by the Quad based on the interviews and the application.

### **Anamchara**

“Soul Friend”

Originally birthed out of the rich soils of Celtic monastic tradition, the role of an Anamchara is alive here at The Seattle School. An uncommon word to most of us, Anamchara comes to us as a Gaelic word that, when translated into our English tongue, literally means “soul friend.” For the Celts, an Anamchara was one who embodied a servant’s heart in assisting, walking alongside, and giving of themselves to others through major passages of life. They served as midwives, assisting in the birthing process of new life into the world. They were the shepherds whose life’s work focused on assisting others growth in faith, hope, and love. They were there with others, blessing, honoring, and serving them as they were on their death

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beds. In short, they were there, from beginning to end, serving as the hands and feet of Christ, so that others may live more abundantly and more fully.

Anamchara creates contexts for connection through and aims to create "soulful" connections through:

*Stewarding the student lounge*

This includes keeping an eye on the lounge, encouraging others to take responsibility for themselves, and listening to what is needed.

*Neighborhood dinners / Student lounge dinners*

We identify host within neighborhoods and connect neighbors to dine together. Or we cook a bunch of food for the student body to have a meal together in the student lounge.

*Community conversations*

We create a time and space for conversations to take place between administration, faculty/staff and student body

*Picnics*

Flipping burgers (veggie included) and hot dogs, playing some games and having a bonfire and time during our year when we need such an occasion.

*Moving help*

Every year students move into Seattle and have lots of stuff to move. We bring together people who are willing to help others lift their valuables.

*Coffee*

We are available and enjoy spending casual time with others over coffee.

**MOSAIC**

Mosaic exists to support the unique needs of spouses, partners, and their families throughout the year at The Seattle School by facilitating regular opportunities for:

- Spouses and partners to gather with each other and the Dean of Students & Alumni for support and care;
- Parents to leave their children at school (childcare provided!) for a couple hours to go on a date or to provide single parents with a few hours alone;
- Virtual connection with Seattle School spouses and partners across the years via the Mosaic at "The Seattle School" Facebook page;
- Participating in creating the community life of The Seattle School

**Sacred Space**

"Seeks to create and enter space to rest, wrestle, and play in relationship with God, ourselves and each other." We co-create sacred space through:

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### *Sacred Rhythms:*

Nurturing, sojourning with and listening to the rhythms of the spiritual life cycle of The Seattle School, our local community, the global church and beyond.

- The Seattle School liturgical calendar reflecting the “work of the people” in our community, the global church and social-global advocacy
- Community gatherings for worship, reflection, and conversation
- Fostering student, spouse, faculty, and staff relationships
- Supporting student-led spiritual practice groups

### *Chapel:*

Creating and stewarding the chapel space for prayer, communion, rest, meditation, play and worship.

### *Art:*

Cultivating an environment for artistic expression, engagement, and reflection collaborating with artists both inside and outside our walls.

- Curate gallery space
  - 2<sup>nd</sup> floor (exhibiting local artists)-introducing The Seattle School to the greater community and inviting the greater community to The Seattle School
  - 3<sup>rd</sup> floor (exhibiting The Seattle School artists)-providing opportunities for students, spouses, staff and faculty to display art for exposure and engagement
- Artist receptions-connecting with art and artists through dialogue, education, and provocation
- Annual Art Auction-opportunity for The Seattle School artists to sell art and craft to raise money for a local/global cause and also for the artist

## **Student Council**

“To create a space where people can change. . .”

### *Faculty / Staff / Student Relationships*

Faculty/staff/student body relationships. It is our desire that the faculty, staff, spouses, and student body of The Seattle School build relationships of respect, trust, and gratitude with one another. We believe it is in the context of a community of “WE” an education’s life-transforming impact is maximized. We all play a role in creating and supporting “a community of learners” at The Seattle School. As such, student council seeks to ensure these relationships are facilitated and maintained throughout the year.

### *Academic excellence*

It is our desire to join the faculty and staff of The Seattle School in laboring toward ensuring an excellent education for students throughout the 2013-2014 academic year. Student Council facilitates the student body partnering with The Seattle School faculty and staff in addressing academic issues and concerns.

### *Culture*

It is our desire that The Seattle School be a context where diverse populations of students may gather to encounter the broadest spectrum of life for the sake of knowing ourselves, each other, and God. Student Council actively pursues the question, “How do we engage difference as it is expressed at The Seattle School and the larger Seattle community?” It is our hope that, as a community, we might deepen our love for what is Other and the multitude of its unique expressions. We seek to help our community discover generous ways of engaging around diversity on behalf of the kingdom of God.

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### *Embodiment*

Student council is first and foremost a representative of the student body. We seek to be their voice, as well as a bridge to allow their voices to be heard. As such, it is imperative that we be visible, accessible, and approachable to the student body, staff, faculty, and spouses at The Seattle School. In doing so, our desire is to invite every student of The Seattle School to bring themselves and their voices to The Seattle School experience by embodying their considerable abilities, callings, and passions for the sake of the larger The Seattle School community and its mission. We desire to help students bring together the learning from our classrooms with our own lived stories in a way that embodies the transformation we seek to bring in the world.

## **Student Groups**

### **Forming a Student Group**

If you have an interest in which you would like to invite other The Seattle School students/spouses to participate in an organized way or if a group of you have already organized yourself around an interest and would like to invite the larger student/spouse body to participate, send the following information in an announcement to Molly Kenzler at [mkenzler@theseattleschool.edu](mailto:mkenzler@theseattleschool.edu):

- State your group's name and/or interest
- Mission statement (if applicable)
- Contact information for interested student / spouses

This information will be posted in the student newsletter.

### **Student Group Resources**

Student groups that have organized by following the steps above will have access to several community resources, including:

- Participation in the student activities fair
- Publication of your group in the student handbook
- Possible financial assistance

Please contact Paul Steinke at [psteinke@theseattleschool.edu](mailto:psteinke@theseattleschool.edu) for more information.

## **2013-2014 Student Groups**

### *Eagle and Child*

"Eagle and Child" is a pub located in Oxford, England, and was the common meeting place for the *Inklings* writers' group, which included such great Christian authors and thinkers as J.R.R. Tolkien and C.S. Lewis. Continuing with the same spirit of communal exploration and curiosity, the mission of Eagle and Child at The Seattle School is to support Masters of Divinity students in their growth and development as students, pastors, and leaders in and outside of The Seattle School community. Eagle and Child provides a generative space where MDiv students can gather for fellowship and interaction with other MDiv students and spouses, MDiv alumni, faculty and staff, and leaders outside the Seattle School community. If you are interested, have any questions, and/or wish to be added to the email list contact Kate Davis at [kate.davis@theseattleschool.edu](mailto:kate.davis@theseattleschool.edu) or Brian Schroeder at [brian.schroeder@theseattleschool.edu](mailto:brian.schroeder@theseattleschool.edu).

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*Multicultural Dinner Group*

Multicultural dinners are intended to provide a space of support, encouragement, and celebration for students and alumni. We are a gathering of traditionally underrepresented ethnic and racial communities working towards the development of our cultural identity. We gather twice a semester to tell stories and process our journey through and after The Seattle School together. If you are interested, have any questions, and/or wish to be added to the email list contact Richard Kim at [richarddkim@theseattleschool.edu](mailto:richarddkim@theseattleschool.edu).

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## STUDENT SERVICES

### Bulletin Boards

There are several bulletin boards in the building - five in the east stairwell and two in the west stairwell. Each board is numbered, and marked as to posting "authority". There are two boards available for general postings by anyone in The Seattle School Community. To post on specific boards you must contact the person/department named on that board. All postings have a 30-day posting limit. For additional questions or comments, please contact Collette Bishop at the Front Desk.

### Campus Mail

Student mail files are located on the west end of the second (Library) floor near the elevator. All administrative correspondence and graded coursework is placed in your student file. Any communication or document, whether in a sealed envelope or not, is directed to and meant for the exclusive use of the person to whom the item is addressed. Going through another person's mail or reading materials placed in another person's mailbox is a violation of personal privacy.

All mail for faculty, practicum leaders, practicum facilitators, teaching assistants, or staff should be placed in the large mailbox located at the Front Desk. This mailbox is also for papers and assignment due outside of class. Assignments and papers should be received by 4:00 p.m. to be time stamped for that day. Assignments and papers submitted after 4:00 p.m. will be time-stamped for the next business day.

### Child Policy

Over the past several years, the number of The Seattle School students with children has increased dramatically. According recent assessments, there are over 90 children in our midst. Given the specific realities of being a student with children while also utilizing transit options, The Seattle School seeks to assist students navigate these realities as they seek to successfully complete a degree at The Seattle School. Thus, the following policy has been created to help give clarity to how The Seattle School seeks to be a hospitable place for parents/caregivers and their children.

Children are welcomed on the campus of The Seattle School provided that:

- Children under the age of 18 are not allowed to attend classes with their parents due to mature content discussed in the classroom. The only exception will be nursing mothers or babies of equivalent age who are bottle fed, *provided children are not disruptive to faculty or students*. Due to limited classroom space for some classes, children over 18 must have the permission of the professor to attend class.
- Children under the age of 12 must be supervised at all times by the parent or guardian.
- Children aged 12 to 17 may be unsupervised on the same floor as the parent while the parent is in class, *provided children are not disruptive to faculty, staff, or students*.
- Staff and faculty are not responsible for the supervision, discipline or safety of your children. However, staff and faculty have the freedom to intervene if they feel the child is not complying with the child policy or noise policy.

### Childcare Co-Op Requests

In past years, groups of The Seattle School students have formed a co-op in which they care for their children. The Seattle School wants to both encourage this type of student initiative on behalf of the community and assist these parents in finding space for their endeavor. If space is available, The Seattle

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School will allow the Co-op (and only the Co-Op) to use its space for childcare given the following conditions:

- Use of space must be requested at least 24 hours prior to need; contact Daniel Tidwell, [danieltidwell@theseattleschool.edu](mailto:danieltidwell@theseattleschool.edu) or 206.876.6126. Please note: given the proximity of the student lounge to the library and front desk, the student lounge will not be available for the purposes of a childcare Co-Op.
- Co-op members are solely responsible for the safety of their children and for controlling the noise level.
- Rooms must be left clean and returned to their original set-up. Failure to do this will result in the loss of room reservation privileges.
- The Facilities Manager (Daniel) has the authority to deny a room request due to academic priority, other The Seattle School priority or prior misuse of the facilities.

***This policy will be reviewed as needed by the Facilities Manager (Daniel), the Dean of Students & Alumni (Paul), and the contact person for the Co-op.***

### **Noise Policy**

The Seattle School seeks to promote an enjoyable and rigorous learning environment and professional business setting. In this regard, all students are asked to be sensitive when in proximity to class/practicum rooms and those around them seeking to study and/or work. With regard to the 2nd floor student lounge, library, and front desk areas, given the proximity of these locations to each other, students and their guests are asked to be particularly mindful of library and front desk staff seeking to do their work and those students in the library seeking to read/write/study. Of course, there will be periods of time throughout the day (i.e. breaks from class, meal times) when noise will simply be a reality. During other times, kind awareness and good judgment will be the rule. Toward this end, there is an expectation that any and all interactions around noise level will be both respectful and accommodating.

### **Pet Policy**

The Seattle School recognizes the important role of pets in the lives of some employees and students. Given limited space, our desire to respect the varied preferences of others, and issues of health and safety, pets are not allowed on The Seattle School property or other indoor locations procured for events and classes, including but not limited to areas that are open to the public and commonly used, such as the library, foyers, bathrooms, lounges, meeting and conference rooms, offices, and classrooms.

For the purposes of this policy, the following definitions apply:

- *Pet Owner*: Anyone working or studying at The Seattle School, including faculty, staff, administrators, students, temporary employees, spouses, or others who bring a pet to campus.
- *Pet*: A domestic animal that is owned by, resides with, and is cared for by an employee or student.

The Seattle School will ensure that all applicable legal requirements are met. These include, but are not necessarily limited to:

- Washington Industrial Safety and Health Act (WISHA), Responsibility: The Seattle School has a general duty to create a safe and healthful working environment for employees.
- Americans with Disabilities Act (ADA), Responsibility: The Seattle School must provide reasonable accommodations for employees and students with documented disabilities as defined by law.

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Questions about this policy should be directed to the Daniel Tidwell, Facilities Manager at x126.

### **Newsletter Announcements**

If you would like to place an announcement in the weekly student newsletter, simply write up a short announcement with time, location, and contact information and send it to Molly Kenzler at [mkenzler@theseattleschool.edu](mailto:mkenzler@theseattleschool.edu) no later than Thursday at 12PM. However, please note, the announcement must meet the following criteria:

- *Events* – If there is an event to which you would like to invite faculty, staff, students, and spouses and the event must be created “by The Seattle School students/spouses for The Seattle School students/spouses.” For instance, if you want to invite students to attend an area concert, seminar, or dinner with you, create an event providing a gathering time, contact information, and any other pertinent information. An announcement simply calling attention to the event will not be accepted.
- *Student/Spouse Art Exhibits* – If you are an artist and will be exhibiting your art or performing somewhere in the greater Seattle area, we want to support you! Please provide an announcement with location, time, and/or the duration of the exhibition.

Questions or help creating the announcement? Contact Molly Kenzler at [mkenzler@theseattleschool.edu](mailto:mkenzler@theseattleschool.edu).

### **Parking and Transportation**

#### ***Transit***

Comprehensive transit information can be found at the King County Metro web site:  
<http://transit.metrokc.gov/>.

Note: For those with disabilities preventing you from using Seattle transit, please contact Paul Steinke at [psteinke@theseattleschool.edu](mailto:psteinke@theseattleschool.edu) to work out possible alternatives.

#### ***Carpooling***

If you decide to park your car downtown, we recommend you find somebody with your class schedule in your neighborhood to carpool with and share the price of parking. Think creatively with friends to reduce costs and gas emissions! Anamchara may be able to help facilitate this process with neighborhood community groups.

#### ***Feeding the Meter***

Limited metered parking is available on the street. Rates are typically \$2.50 per hour and free after 8:00 p.m. Most street parking requires payment through the Pay Stations located on most streets throughout downtown Seattle. These stations are currently \$2.50 per hour around Belltown, and the stickers can be used in metered parking if you don't have change available. You can learn more about parking in Seattle at <http://www.seattle.gov/transportation/parking/>.

#### ***Biking***

Parking for bicycle commuters is easy, safe and free at the Bell Street Pier Parking Garage (on Wall Street directly across from The Seattle School). The garage is open Monday – Friday 6:30am – 11:00pm, and Saturday – Sunday 8:00am – 11:00pm. If you are biking with a longer commute, Sound Transit buses are equipped with easy-to-use front bike racks. You can learn more about Seattle bicycling resources at <http://www.seattle.gov/html/citizen/bicycle.htm>.



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### **Area Parking Garages**

The Belltown neighborhood has many parking garages that accept credit card payments and U-Park surface lots that are cash-only. The hourly and monthly parking rates vary at each location, and often range from \$4 per hour to \$17 for 10 hours. Some of these garages feature early bird specials and/or afternoon specials. You can find these locations and current fee schedules on the operators' websites. Some of the primary companies include:

- Diamond Parking:  
<http://www.diamondparking.com/monthlyParking/locationSearch.aspx?classic=mode>
- Republic Parking Northwest: <http://www.rpnw.com/seattle/locations/default.asp>

### **Reserving Classroom Space**

Due to limited availability, we are not scheduling reading groups or triads for classroom spaces. If this changes, we will announce it in the weekly newsletter. The only spaces that you can currently reserve for these uses are the practicum rooms, which you can reserve on the paper schedules posted outside each room. If you are having trouble finding a time, you might need to try for a different day or meet off site somewhere.

If you choose to meet in an empty classroom, know that the calendar changes frequently and you will likely be interrupted at some point and asked to leave, because the classroom may be reserved for an academic or staff function.

### **Student Health Insurance**

After several months of research, in the spring of 2007 a decision was made that due to the small size of The Seattle School student body and the high cost of health insurance, a plan that offers adequate coverage for students and their families was not possible.

We realize that deciding on health care providers and researching health insurance plans can be stressful and intimidating. A resource document is available in the Academics Office that includes a list of local clinics and health care providers, as well as a variety of web sites that provide information on local and national health care plans.

The Seattle School encourages all students to have adequate medical coverage for own safety and the safety of their families.

### **Student Identification Cards**

Student ID cards are necessary to access the classroom floors within the building; therefore you need to have your ID whenever you are on site. If you don't have your ID with you, you must check out a visitor pass at the front desk; this pass must be turned in when you leave the building. If you lose your ID, you will be required to get a new one (replacement IDs cost \$15). Pictures for student identification (ID) cards are taken during new student orientation. Students not attending orientation should make alternate arrangements with the Information Technology staff within the first two weeks of class. Student ID cards may be used to obtain student discounts for some events happening in the Seattle area, such as the Seattle Symphony and the Seattle Art Museum.

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Identification badges for student spouses can be obtained by application through the Technology Specialist. By applying for a spouse identification badge, the student assumes full responsibility of the presence of their spouse in the building. The badge will provide basic access around The Seattle School.

### **Student Lounge (The Commons)**

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*. The refrigerator may be used to store lunches/dinners, however each Friday the refrigerator will be cleaned out and all perishables will be donated or thrown away. The complete refrigerator policy is posted on the refrigerator.

### **Washington State Driver's Registration**

If the student is a full-time student, not a resident of the State of Washington and with out-of-state license plates on his/her vehicle, he/she may want to keep in the glove compartment of his/her vehicles copies of his/her student ID card and a copy of the Washington State Driver's book. If the student is married, he/she should do this for him/herself and spouse. Students with less than full-time enrollment status should register his/her vehicles with the Washington State Department of Licensing within 30 days of establishing residence.

## **BUILDING & SAFETY POLICIES**

### **Building Hours**

*Weekday:* During the week the building will open at 8:00 a.m. and closes at 6:00 p.m. If there is a class after 6:00 p.m. and entrance is needed into the building, students must present his/her The Seattle School Identification card at the front desk.

*Weekend:* When classes are meeting the building is open on Saturdays from 11:00 am – 4:00 pm and closed on Sunday unless there are intensive courses or conferences scheduled.

Building hours are shortened (generally 8:00 am – 4:30 pm, Monday-Friday) when classes are not in session. Reminder of these shortened hours are on the website and in the newsletter.

### **Campus Security/Crime Awareness**

Students, staff, and faculty are encouraged to report any criminal or suspicious activity, and are made aware of the need for everyone to be responsible for their own security and the security of others. To file a report, contact the Facilities Manager (x126, cell 206-446-0554). When a person files a complaint or applies for assistance, all pertinent information is obtained and is officially documented by the completion of an *Accident/Injury/Crime Incident Report* and on the Facility Manager's *Daily Records Log*.

### **The Clery Act – Campus Security and Crime Statistics**

The federal government mandates that every college or institution that provides Title IV Financial Aid to its students must comply with the *Clery Act*; the new name for the *Student Right-to-Know and Campus Security Act*. The Seattle School crime statistics are compiled on a yearly basis from daily records maintained by the Facilities Manager. Data from local law enforcement is also included when applicable in an effort to ensure that all crimes are reported. *The Seattle School Security Report* is posted on the website at

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*theseattleschool.edu/current-students/Safety-and-Security-at-The Seattle School/2007-2008-Crime-Statistics*. Printed versions of this report are readily available from the Facilities Manager.

## **Fire**

In the case of a fire:

- Pull the nearest fire alarm to alert other persons to exit the building.
- At any campus phone dial 911.
- Give specific information as to the nature of the fire and its specific location.
- The campus address is 2501 Elliott Avenue, Seattle, WA 98121, and the phone number is (206) 876-6100.

Contact front desk staff or Facilities Manager to locate nearest fire extinguisher and follow directions on the extinguisher. 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 fire extinguishing chemicals.

## **Health**

If a situation is obviously life-threatening, such as heart attack, choking, or severe injury: at any campus phone dial 911. Give specific information as to the nature of the problem and the specific location of the injured person. The campus address is 2501 Elliott Avenue, Seattle, WA 98121, and the phone number is (206) 876-6100. First-aid kits are located at the front desk, student lounge, and library. If a situation is not life-threatening: contact the Front Desk or Facilities Manager.

## **Persons Exhibiting Threatening Behavior**

The Seattle School strives to have an environment free from intimidation, threats or violent acts. Such conduct includes any form of intimidating, threatening or hostile behavior, physical altercations, vandalism, arson, sabotage, use or display of weapons, carrying weapons onto school property, or any other act which The Seattle School deems inappropriate under this policy. Likewise, jokes or offensive comments about violence or weapons are not tolerated. Such conduct may result in discipline, including suspension, termination or expulsion.

If a stranger is menacing, threatening, out of control, displaying a weapon, etc.: From any campus phone dial 911. Give specific information to the police as to the nature of situation and its specific location. The campus address is 2501 Elliott Avenue, Seattle, WA 98121, and the phone number is (206) 876-6100. Contact administrative staff immediately. Do not attempt to resolve the situation alone.

## **Student Entrances and Exits**

Students may enter/exit the building by using the main The Seattle School entrance. The main entrance is open from 8 a.m. till 6 p.m. To access the building before or after hours, you must contact the facilities manager. To access stairwells and elevators after hours, the student must use his/her The Seattle School identification card.

Should a student need to see an administrator or faculty member, he/she should check in at the front desk, located in the lobby at the main The Seattle School entrance.

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### **Weapons & Violence Policy**

The Seattle School has a zero-tolerance policy regarding firearms or weapons on campus. Specifically students, employees, faculty and others performing services for the school (including, but not limited to, temporary employees, consultants, contractors and vendors) are prohibited from carrying, possessing or using guns or other dangerous weapons or devices for any purpose at any time on school premises. Weapons and other dangerous devices are also prohibited off school premises while on The Seattle School related business or at The Seattle School-sponsored events. People who carry a concealed-weapon permit are not allowed to carry a weapon while on school premises or while representing The Seattle School.

Anyone who has knowledge of someone violating this policy should immediately report the incident to the Facilities Manager. The complainant should be prepared to provide to provide any relevant information that prompted him/her to observe or suspect violation. The Facilities Manager or any school administrator has the right to confiscate weapons from people in violation of this policy. Failure to adhere to the weapons policy or failure to cooperate in an investigation is grounds for disciplinary action, up to and including suspension, termination or expulsion.

### **Weather Closures**

For closures because of weather or natural disaster, The Seattle School voice mail greeting will convey the message if the business office is closed and if classes are cancelled for the day. The website will also list closures. These messages will be posted by 6:00 a.m.

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## ACADEMIC SERVICES

### Academic Integrity

Students at The Seattle School practice uncompromised integrity in all academic matters. Academic offences which are subject to penalty include, but are not limited to, the following:

**Plagiarism:** Plagiarism is an academic offense in which a student presents (in whole or in part) the work of another person as his/ her own work. Academic work properly involves the examination, critical evaluation and utilization of contributions of other people. However, whenever a student uses the contributions of others in an academic setting, he or she must acknowledge the author of those contributions through footnotes or other acceptable referencing practices. Failure to do so constitutes plagiarism. Plagiarism can occur in written work (e.g., failure to acknowledge the use of other people's words and ideas) and non-written work (e.g., failure to acknowledge the use of other people's images or creations in a work of art, or of other people's words in an oral presentation).

**Cheating:** Cheating is an academic offense involving the failure to follow the instructions pertaining to the conditions for writing an assignment or examination, or falsifying materials subject to academic evaluation. Cheating includes, but is not limited to, copying work from another person or text, using unauthorized materials or equipment in examination, obtaining examinations or similar materials by improper means, and impersonating another student or submitting work under another student's name.

**Duplicating Assignments:** Duplicating assignments is an academic offense involving the submission of the same, or substantially the same, essay, presentation or assignment in more than one course, whether the earlier presentation was at The Seattle School or at another institution, unless prior approval has been obtained.

**False Representation:** Making false representation by submitting false records or information, whether in writing or orally, by falsifying or submitting false documents (including, but not limited to, the following: transcripts, letters of reference, financial aid documents), or by failing to submit required records or information, is an academic offense.

All work submitted by a student may be reviewed, by whatever means seem appropriate, to ensure that an academic offense has not been committed. These means may include, but are not limited to, using one or more software and/or internet-based services to verify the authenticity and originality of students' work. Instructors who suspect that a student has committed an academic offense must report his/her suspicions to the Registrar in writing, with supporting evidence. Upon receipt of a report from an instructor of an alleged academic offence, the Registrar shall refer the matter, along with the supporting evidence provided by the instructor, to the Academic Policies Committee. The Registrar shall also invite the student alleged to have committed an academic offense to answer, in writing, the allegations being raised against them. The student will be given a minimum of 14 days to provide a written defense for the Academic Policies Committee. The Academic Policies Committee will consider the evidence provided by the instructor and the defense provided by the student (if any), and any other information that may be relevant to the case to determine whether or not an academic offense has been committed and the appropriate penalty. If the student is to be suspended from The Seattle School, the Academic Policies Committee will make a recommendation to the Academic Dean, who will make the final decision regarding the penalty. If a student is exonerated, all written materials remain as part of the Academic Policies Committee record but are removed from the student file.

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The student has the right to appeal, in writing, to the Academic Dean, the decision of the Academic Policies Committee. Letters of appeal must be submitted to the Academic Dean within 30 days of the decision of the Academic Policies Committee. Otherwise, no appeal will be entertained by the Academic Dean. The Academic Dean will consider the information that has been provided by the Academic Policies Committee and by the student, and any other information that may be relevant to the case, in deciding whether to uphold the decision of the Academic Policies Committee, to impose a different penalty, or not to impose a penalty at all. The decision of the Academic Dean is final.

### **Assistant Instructors**

Most large classes have Assistant Instructors (AI) assigned. The AI's role is to field student questions about assignments, participate with faculty members in creating grading rubrics, grade a majority of student papers and assignments, provide record-keeping of grades and points, and assist with lectures or class discussions as needed. AIs work closely with faculty members and the Assistant Academic Dean to strive for fairness and consistency in grading standards. Contact information for the class AI is posted on the course syllabus.

### **Class Attendance for Current Students**

The attendance policy for each class is to be included in each course syllabus, and students are expected to adhere to the attendance policy and participate in all classroom activities as directed by the instructor, including any mandatory reading groups. Instructors are allowed to include attendance policies in their grading rubric, which could include, but is not limited to, grade penalties for missing hours of class time or the awarding of participation points.

This policy will hold for all classes, including intensive style formats or practical, pass/fail classes including practicum and case conference.

Students will not be allowed to attend any course that they are not registered for, either for credit or audit. Current students who have already taken a course may attend subsequent classes under the same course name and number at no extra charge. Currently enrolled, degree-seeking or non-degree seeking students are not eligible for enrichment courses.

### **Class Attendance for Spouses**

The Seattle School invites spouses of students to join his/her partners in the classroom as co-learners. Spouses of matriculated students may sit in on as many classes at no extra charge. Due to content matter and pre-requisite issues, spouses may sit in the following courses only after having obtained the permission of the instructor.

- Any Practicum or Internship/Field Experience courses
- Any Selected Readings courses
- BTI 511 & BTI 512, Intro. to Biblical Languages I & II
- BTI 530 and BTI 540, Examination of Ruth & Romans
- CSL 503 Professional Ethics
- CSL 509 Multicultural Issues
- CSL 512 Substance Abuse
- CSL 513 Sexual Disorders
- CSL 514 Issues of Abuse
- CSL 542 & CSL 543, Therapy I & II
- CSL 544 & CSL 545, Psychopathology I & II
- RLM 505 Homiletics
- RLM 520 Developing Intercultural Competency
- TCE 503 Our Religious Impulse
- TCE 512 Essential Community

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## **Class Attendance for Non-Registered Students**

Class attendance is not allowed for any student not registered in the specific course. To be registered the student must either be taking the course for credit or for audit. This does not apply to prospective students visiting individual courses at the invitation of admissions personnel or the guest of a current student attending a single class session. Alumni or other community members may attend courses by registering as an Enrichment student. The Registrar reserves the right to limit Enrichment enrollment in any course.

## **Class Notes**

Student Council offers Notes for specific classes where notes are deemed helpful in reaching the overall academic goal of the particular class. Student Council works with the Academic Affairs office to determine said classes.

### ***Class Notes Purchasing Policy:***

Purchasing class notes is a privilege for those students enrolled in the class only. The notes may not be purchased for friends or family outside the class. The notes are to be used only for class since this is copyrighted material not to be used in a seminar, Sunday school class, or for any other kind of distribution. Students will sign up with a representative of Student Council to purchase class notes at the beginning of each semester. The amount will be reflected on his/her student account. For the 2013-14 academic year, the rate is \$90 for a set of notes. The student will receive the notes via e-mail. Students purchasing notes via e-mail are allowed to print one copy only for his/her personal use in class. He/she is not to print copies for other people. The buyer will be required to sign a statement, considered as a contract, stating he/she agree not to distribute or copy the notes in any way. Student Council is responsible for these statements.

### ***On Hiring Note Takers:***

Student Council hires note takers on a semester basis as contracted employees of The Seattle School. Note takers with previous experience with The Seattle School will have the opportunity to return for the next semester.

## **Confidentiality**

Students are requested to guard and respect the confidential nature of all conversations, papers, and other forms of communication in which sensitive material may be shared among students, staff and faculty.

## **Disabilities**

### ***What the student must do:***

The Seattle School would like to assist students concerning any disabilities for which they are eligible to receive accommodations in order that they get the most from their The Seattle School experience. Students seeking support services should report their assistance request to the Registrar. All requests for such assistance are reviewed on the basis of a formal diagnosis of a disability [including (ADD) attention deficit disorder & (AD/HD) attention deficit/hyperactivity disorder]. Students are required to submit documentation to verify eligibility. The cost and responsibility for providing this professional evaluation shall be borne by the student. To document his/her need for accommodations and services, this evaluation should meet the following requirements:

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A professional [e.g. licensed psychologist, psychiatrist or physician] qualified to diagnose specific disabilities should prepare the report submitted by the student. Experience in evaluation of adults is essential. Testing must be current. In most cases, this means that the testing should have been conducted within three years of the student's initial request for disability-related services at the graduate school. The documentation should demonstrate that the student has a disability in accordance with the Americans with Disabilities Act [ADA] and Section 504 of the Rehabilitation Act of 1973. Requests that are not supported by proper documentation will not be approved. The report should be on professional letterhead, signed by the individual making the diagnosis, and include the following information:

- Length of time the diagnostician has treated the student and the last date of contact;
- Instruments, procedures and data sources utilized in the diagnostic process;
- Current symptoms that satisfy the DSM-V criteria;
- Treatment being used;
- How this disorder impacts the student in the postsecondary environment;
- Diagnostician's name, title, license number, address and phone number
- Clear and specific evidence and identification of the student's disabilities.

Individual learning or processing differences do not, by themselves, constitute a learning disability. Comprehensive assessment includes [a] educational history [b] behavioral observations [c] clearly specified and described intra-cognitive and/or cognitive-achievement discrepancies and [d] recommendations for academic accommodations based on the assessment findings. All documentation shall remain in a private confidential file. The Seattle School reserves the right to consult with diagnosticians as needed.

***What the institution must do:***

Once documentation of a disability has been received and verified by the Academic Office, an individual response to support the student is determined depending on the nature of the disability and availability of resources. The individual response plan is based on dialog between the student and the Registrar at least four weeks prior to the beginning of the term. The plan will be communicated to the faculty member(s) as necessary. Common support services utilized by students at The Seattle School may include but are not limited to:

*Academic Office:*

- Private settings with limited distractions for testing.
- Additional time allowed for individuals during test taking.
- Permission to audiotape class sessions.
- Instructors' class outlines provided on disk prior to the beginning of each class.
- Strategy for allowing for student participation in class.
- Oral exams in place of written tests.
- Alternative assignments explored.

*Student Leadership:*

- Tutoring assistance.
- Class notes provided.
- Assistance in locating required reading text on tape.

If there are questions regarding this policy, please contact the Registrar.



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## Examinations

Final exams are generally held during the last week of the term during the regularly scheduled class time. Students are expected to take his/her examinations as scheduled. In the case of serious illness or family emergency, arrangements may be made to take the examination(s) at another time. An unexcused absence from any examination will result in a failing grade for that exam.

## Inclusive Language Policy

At The Seattle School, we value the diversity of our community, confessing that God loves everyone equally. Inclusive language is important because it represents this diversity accurately and it facilitates a culture where difference is respected and valued.

The Seattle School expects members of its community to use inclusive language and to avoid the use of discriminatory language. This includes avoiding demeaning terms or expressions reinforcing demeaning attitudes about persons or groups based on age, disability, ethnicity, gender, race, or national origin; and avoiding using masculine terms to refer to persons who might be either male or female. Faculty, staff and students should strive to use anecdotes or examples, and bibliographic references that are representative of the whole population.

All syllabi, papers or other written communications are covered by the terms of this policy. In exceptional circumstances, for example, in artistic expression, certain terms or language may be acceptable if the overall content is deemed respectful. For most circumstances, the current editions of the APA Publication Manual, Chicago Manual of Style, and writer's guides (e.g. A.A. Lunsford, *The Everyday Writer*) offer assistance to apply these guidelines.

## Library Services

Library hours correspond with the class schedule. We generally close at 4:30 PM during Reading Week and between terms. These changes will be posted in the Library, in the newsletter, and on the library website.

The main library phone # is 206-876-6109. The general email is: [librequest@theseattleschool.edu](mailto:librequest@theseattleschool.edu). Email addresses and phone numbers for the library staff can be found on the library webpage.

## Research Databases

The Library subscribes to several online research databases, summarized briefly below. Access to these databases is available 24/7, but off-site access is restricted to The Seattle School students, faculty, and staff.

- *ATLA Religion Database with ATLA Serials*, from the American Theological Library Association, covers Biblical studies, world religions, church history, and religious perspectives on social issues. The database is combined with ATLA's online collection of major religion and theology journals.
- *PsycINFO*, from the American Psychological Association, contains nearly 2.3 million citations and summaries of scholarly journal articles, book chapters, books, and dissertations. PsycARTICLES, which is part of *PsycINFO*, provides full-text articles to 60 of these publications.
- PEP Archive offers the full text of 20 principal psychoanalytic journals and more than 40 classic psychoanalytic books dating as far back as 1920.
- *Academic Source Complete* provides full text for over 7,500 publications, including full text for more than 4,600 peer-reviewed journals.

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- ProQuest databases offer a broad range of subject areas including: arts, business, children, education, general interest, health, humanities, international, law, military, multicultural, psychology, sciences, social sciences, and women's interests

### ***Course Reserves***

All required course texts for the current term will be placed on Reserve at the Circulation Desk (on-site or overnight use only). If the Library owns two or more copies of the required course text, two will be placed on Reserve, with the second copy available for a three-day check out.

Reserve material may be used in the library or checked out for in-building use for up to 2 hours. Items may be checked out overnight at 5:00 p.m. or two hours before the library closes (whichever is earlier) and returned before 10:00 am the next business day. A hold may be placed on a Reserve book the day that it is needed; however books not picked up an hour before closing will be made available to others.

### ***Circulation***

In general, books may be checked out for two weeks, audiovisual materials for one week. There is a 15-item limit per person. Books and audiovisuals may be renewed twice.

An automated e-mail reminder notice is sent three days prior to the due date of items checked out. Items that are not overdue may be renewed in person, over the phone, by e-mail or via the library website. If an item is overdue or it is needed beyond the second renewal, it may be returned to the library and re-checked out if there are no holds placed on it and any unpaid fines are resolved.

Circulation records are private; the Library will not provide circulation records to anyone but the borrower.

### ***Placing Books on Hold / Recall Requests***

If an item is checked out you may place a hold on it. The person who has the item checked out will not be able to renew it, and the hold requestor will be notified by e-mail when the item has been returned and is available. Requests for a hold for a Reserve item may only be done on the desired day of check out.

### ***Overdue / Lost Fines***

Overdue fines for all materials, except Reserves, accumulate at the rate of 25¢ per day per item. Overdue fines for Reserve materials accumulate at the rate of 50¢ per hour per item. If an item is not returned by the time of the fourth notice, it will be considered lost and the borrower will be charged for replacement and shipping plus a \$20 processing fee. Unpaid fines and fees will be sent to the Business Office and added to a student's account at the end of each term. A borrower's library privileges will be suspended when \$20 in fines have accrued. Privileges will normally be restored when the fines have been resolved.

*Whether or not a patron receives an overdue notice, that patron is still responsible for returning checked out materials on time.*

### ***Interlibrary Loan***

Items not in The Seattle School Library may be requested through Interlibrary Loan (ILL) via email, in person, using the ILL request form on the library webpage, or through the "Request this Article" option in the EBSCO databases.

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Interlibrary loan requests are evaluated to choose the most efficient way to obtain them. This may include purchasing the material, copying at the UW, or borrowing from the UW or numerous other libraries. Most materials arrive within a week, but actual time depends on the location of the lending library. Be sure to plan ahead when submitting your requests to allow plenty of time for the materials to arrive before your deadline. ILL request costs are paid out of the Library budget. The Library may limit the number of ILL requests per month for any one requestor, unless the requestor is willing to pay.

Users are expected to return all material by the due date and are responsible for any overdue fines or replacement costs for lost or damaged items. Books and other borrowed interlibrary loan materials have an overdue fine of 50¢ per day.

The following items cannot be ordered through ILL:

- Items owned by The Seattle School.
- Materials for group use.
- An entire issue of a periodical, magazine or newspaper.

### ***Reference Services & Library Instruction***

The Library Director is available to provide reference assistance and library instruction to students. Drop by assistance is available as schedules allow whenever the library is open. Appointments are encouraged and can be made emailing or calling the library.

### ***Computer Lab***

The library's computer lab, open during library hours, has eight public computers. The computers are all equipped with Windows XP, Adobe Acrobat Reader, Internet Explorer, Windows Media Player, and Microsoft Office 2010 (Word, Excel, PowerPoint, Access, and Publisher). Access to the Library's web-based research databases, EBSCO and ProQuest, is also available.

Printers are available in the library for those wishing to print papers, articles or other materials. Pre-paid print cards are available for students wishing to print in the library; there is a charge of 8¢ per page for each page. Materials may also be scanned and emailed or saved to a flash drive at no cost.

Personal laptops may connect to the wireless network. Instructions for setting up this access are available in the library and on the web site. An audiovisual viewing station is available for watching DVD or VHS materials in the library. Headphones are required to use this station; you may use your own or check out a set from the library staff.

## Privileges for Leave of Absences (LOA) and Recent Graduates

The following chart identifies certain student services or resources available to students on a leave of absence or who have graduated but have not yet participated in commencement.

	LOA STUDENT PRIVILEGES		GRAD PRIVILEGES	
	YES	NO	YES	NO
<b>Technology</b>				
Receive weekly newsletter	x		x (until commencement ceremony)	
Receive weekly prayer requests	x		x (until commencement ceremony)	
Portal:				
Full access	x			x
Faculty directory	x		x	
Degree audit	x		x	
Grades	x		x	
Message Center	x		x	
Student Directory	x			x
ID Badges left turned on:			x (until commencement ceremony)	
Less than 1 term LOA	x			
More than 1 term LOA ( <i>unless specific request is made</i> )		x		
<b>Library</b>				
In-library use of everything	x		x	
Interlibrary loans		x	x	
Checkout privileges		x	x	
Database use on-site	x		x	

## Papers and Other Assignments

Written assignments are to be typed in thesis format unless otherwise designated by the instructor. Guidelines for the proper development of a paper are available to students in course syllabi. It is the usual practice that papers are formatted in accordance with standards presented in the current editions of the American Psychological Association (APA) Publication Manual ([www.apastyle.org](http://www.apastyle.org)), or the Chicago Manual of Style, ([www.press.uchicago.edu](http://www.press.uchicago.edu)), unless otherwise designated by the professor.

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## **Papers Due During the Term**

Papers must be turned in at the start of class directly to the professor (or AI if the class has one) on the date they are due. Papers due outside of class time should be turned in to the Academics Office Mailbox at the Front Desk by 4:00 p.m. on the due date unless an earlier time is indicated by the instructor. All papers turned in to the Academic Office Mailbox are date stamped. If you are unable to turn in your paper in person, you must make prior arrangements with your AI (or professor if the class does not have an AI).

## **Reading Week**

Each fall and spring semester contains a Reading Week. While classes do not meet during Reading Weeks, they are not breaks from student instruction. Rather, Reading Weeks are special times dedicated to intense, out-of-class student work (i.e., reading, research, writing, etc.). It is expected that students will engage in significantly more out-of-class work during Reading Weeks than during normal weeks when classes are in session.

## **Recording Classes/Lectures**

Students may make arrangements for audio or video recordings of classes only with the knowledge and approval of the instructor, and only when the student is unable to attend class due to illness, emergencies or prearranged absences. Official note takers are the only students authorized to record class sessions on an ongoing basis.

## **Return of Course Papers**

Course papers submitted as completion of course assignments should be returned via student mail files located on the library floor near the elevators. Papers not yet collected four weeks following the student's graduation or withdrawal from the institution will be destroyed.

## **Student Name Documentation & Change**

Each student will be documented by his/her legal name in the school's database and departmental paper files (Admissions, Academic, Business Office and Student Financial Services Office). If the student has a preferred first name other than his/her legal given name, this will be noted as a nickname in the school's database.

When a student changes his/her legal name either through marriage, divorce or for other reasons, he/she must inform the Academics Office immediately by completing a Name Change Form and attaching legal documentation of this change (i.e. marriage license, court papers). The Academic Office will implement changes in the system within two business days.

## **Student Records**

The Academics Office retains a variety of records pertinent to the academic progress of students. Printed and computerized copies of student records pertinent to admissions, assessment, advising, and registration are maintained under the supervision of the Registrar. These records are available to faculty and staff who have a legitimate educational interest in the student. Student records are released to other individuals, institutions or agencies only as allowed under the Federal Family Education Rights and Privacy Act (FERPA). Please see the *Academic Catalog* for the full student records and FERPA policy.

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## **Syllabi**

Syllabi are considered a contract for each course. All syllabi are available online at MyCampus. A log in and password are available to all matriculated students. It is the students' responsibility to read all information and carefully note course policies. Syllabi may be updated, with notification from the instructor, during the term; check the revision date at the bottom of the page to ensure you have the most recent version.

## **Textbooks**

Book lists are posted prior to the opening of class registration and may be found by accessing our website under Current Students. There also may be relevant articles or book chapters required in a class. These articles will be available online at MyCampus as e-reserves.

## **Transcripts**

Copies of transcripts can be obtained through the Academic Office. A transcript request form must be filled out and signed by the student in order to release any records. Any transcripts ordered will be \$5.00 for each copy. You can obtain a transcript request form either on-line or in the Academic Office.

## **Writing Workshop**

The Seattle School offers a participative workshop on the writing process. Students are refreshed on the basics of the writing process, grammar, mechanics, citation style, paper organization, thesis statements, and research. The workshop is designed to provide support for students as they complete assignments for other courses. Peer review and in-class writing and revising are used extensively in this course; thus, it is appropriate both for the beginning writer as well as the experienced one.

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## **INSTITUTIONAL POLICIES**

### **Alcohol and Drug Policy**

Students are not allowed to bring alcohol and/or illicit drugs on site at The Seattle School or at any The Seattle School-sponsored activities off campus at any time. The Seattle School administers the following drug and alcohol abuse prevention program in compliance with the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226).

Unlawful possession, use, or distribution of illicit drugs and alcohol by students on its property or as part of any of its activities is specifically prohibited and is a violation of the laws of the City of Seattle, the State of Washington, and the United States. The Seattle School will support all local, state, and federal laws relating to drug and alcohol abuse, including referral to local authorities for prosecution. The courts will determine penalties for violations of these laws. The use of drugs brings with it many dangers to an individual's mental and physical health. Common results of abuse are addiction, delusions, hallucinations, toxic psychosis, depression, convulsions, loss of appetite, cirrhosis, emphysema, heart disease, various cancers, panic reactions, brain damage, bone marrow disorders, lower resistance to disease, abscesses, infections, hepatitis, proneness to accidents, and death. The Seattle 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, loss of eligibility for federal or institutional student aid and dismissal from school.

The intent of this program and participation by The Seattle School is to be preventative and remedial.

### **Copyright Infringement & Peer-to-Peer File Sharing Policy**

Copyright is a form of legal protection provided by U.S. law, Title 17 U.S.C. §512(c) (2), that protects an owner's right to control the reproduction, distribution, performance, display and transmission of a copyrighted work. The public, in turn, is provided with specific rights for fair use of copyrighted works.

Copyrighted works protect original works of authorship and include:

- Books, articles and other writings
- Songs and other musical works
- Movies and television productions
- Pictures, graphics and drawings
- Computer software
- Pantomimes and choreographic works
- Sculptural and architectural works

The Higher Education Opportunity Act (HEOA) was signed into law on August 14, 2008 and regulations for implementing the law were issued by the Department of Education on October 29, 2009. Several sections of the HEOA are designed to reduce the illegal distribution of copyrighted works, including the unauthorized uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing on campus networks. These provisions require all U.S. colleges and universities to make available to current and prospective students the institution's policies and sanctions related to copyright infringement, including:

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- An annual disclosure that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities;
  - a summary of the penalties for violation of federal copyright laws; and
  - the institution's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system.

Additionally, the institution must certify that the institution:

- has developed plans to effectively combat the unauthorized distribution of copyrighted material, including through the use of a variety of technology-based deterrents; and
- will, to the extent practicable, offer alternatives to illegal downloading or peer-to-peer distribution of intellectual property, as determined by the institution in consultation with the chief technology officer or other designated officer of the institution.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. P2P file sharing describes software programs that allow computer users, utilizing the same software, to connect with each other and directly access digital files from one another's hard drives. Many copyrighted works may be stored in digital form, such as software, movies, videos, photographs, etc. Through P2P file sharing it has become increasingly easy to store and transfer these copyrighted works to others thus increasing the risk that users of P2P software and file sharing technology will infringe the copyright protections of content owners.

If P2P file-sharing applications are installed on a student's computer, the student may be sharing someone else's copyrighted materials without realizing they are doing so. As a user of the school's network, recognizing the legal requirements of the files that a student may be sharing with others is important. A student should be careful not to download and share copyrighted works with others. Transfer and distribution of these works without authorization of the copyright holder is illegal and prohibited.

**The Seattle School takes the following steps to combat unauthorized distribution of copyrighted materials:**

At the beginning of each academic year, the *Copyright Infringement and Peer-2-Peer File Sharing Policy* will be incorporated into the *Student Handbook* and *Employee Handbook* and posted to the website (readily accessible to current and prospective students).

*The Acceptable Use of Computing Resources* policy explicitly prohibits unauthorized publishing of copyrighted material. Faculty and staff acknowledge and accept this policy when they are provided with the *Employee Handbook* at during their new hire orientation. Students acknowledge and accept this policy when they sign The Seattle School Statement of Agreement prior to enrollment.

All students, faculty, and staff *must* abide by federal and state copyright laws when using school computing or network resources. The unauthorized publishing or use of copyrighted material on the school's network is strictly prohibited and users are personally liable for the consequences of such unauthorized use. This



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specifically applies to P2P file-sharing of copyrighted music and movies. Students should be aware that by engaging in unauthorized sharing of copyrighted material, they not only violate school policy, but they may also be held criminally and civilly liable by federal and/or state authorities.

The school may monitor traffic or bandwidth on the networks utilizing programs designed to detect and identify indicators of illegal P2P file sharing activity and/or may employ other technical means to reduce or block illegal file sharing and other impermissible activities. Any Digital Millennium Copyright Act (DMCA) notices of unauthorized copyright use will be responded to promptly.

Disciplinary sanctions for students who violate this policy will be based on the seriousness of the situation and may include limiting and denial of network access.

#### Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

#### Plan to offer legal alternatives for illegal file sharing.

The Seattle School is committed to making you aware of legal options for downloading and sharing music, movies and other digital media. Some resources that offer these media at for no charge or for a reasonable cost include:

Educase's [Legal Sources of Online Content](#)

[Campus Downloading](#)

[RIAA Frequently Asked Questions for Students](#)

[Copyright Alliance](#)

More information on copyright law and fair use may be found at the following sites:

- The U.S. Copyright Office: [www.copyright.gov](http://www.copyright.gov)
- The Electronic Frontier Foundation fair use frequently asked questions: [eff.org/IP/eff\\_fair\\_use\\_faq.php](http://eff.org/IP/eff_fair_use_faq.php)

#### **Ethical Code of Conduct**

Students are expected to conduct themselves in an ethical, professional, and civil manner. Unprofessional behavior includes, but is not limited to, hostile or careless uses of profanity or obscenities, physical displays of anger or aggressiveness, threatening gestures or comments, violence or

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harassment, insubordination or persistent, disrespectful arguing, or any other illegal or unethical conduct. Unprofessional behavior may be cause for disciplinary action.

The Seattle School is dedicated to the advancement of knowledge and learning, as well as to the development of responsible personal and social conduct. Each student, by registering, assumes the responsibility of becoming familiar with and abiding by, the general standards of conduct expected by The Seattle School. By way of example, each student is expected to refrain from engaging in the following:

- Academic dishonesty of any kind with respect to examinations or coursework. This includes any form of cheating and plagiarism.
- Falsification or alteration of The Seattle School documents, records, or identification cards.
- Forgery, issuing bad checks, or not meeting financial obligations to The Seattle School.
- Theft or the deliberate damaging or misusing of property belonging to others or the property of The Seattle School.
- The manufacture, possession, use, or distribution of any form of alcoholic beverages or illegal drug while on The Seattle School property.
- Possession, display, or use of any dangerous instrument, weapon, or explosives (certified law enforcement officers. required by their employer to carry a firearm are excluded).
- Disrupting the study of others or of The Seattle School activities, or interfering with the freedom of movement of any member or guest of The Seattle School community.
- Deliberate interference with academic freedom, freedom of speech, or movement of any member or guest of The Seattle School community.
- Participation in any activity that disrupts or interferes with the education of others or the orderly operation of The Seattle School.
- Physical abuse, threatening acts, or harassment toward others.

Students found guilty of violating The Seattle School's Ethical Code of Conduct are subject to sanctions up to and including dismissal from The Seattle School.

## **Harassment**

It is the policy of The Seattle School to maintain a learning environment free from all forms of harassment and to insist that all employees, faculty and students are treated with dignity, respect, and courtesy.

Any comments or conduct relating to a person's race, color, age, handicap, or ethnic background which fail to respect the dignity and feelings of the individual are unacceptable.

### *Sexual Harassment Policy*

It is the policy of The Seattle School to insure a work and learning environment free of sexual harassment. Unwelcome sexual advances, requests for sexual favors, sexual demands, or other verbal, physical, or visual conduct of a sexual nature will constitute sexual harassment when:

- Submission to the conduct is either an explicit or implicit term or condition of employment;
- Submission to or rejection of the conduct is used as a basis for an employment decision affecting the person rejecting or submitting to the conduct;
- The conduct has the purpose or effect of unreasonably interfering with an affected person's work performance, or creating and intimidating, hostile or offensive work environment;
- In third party situations one individual is offended by the sexual interaction, conduct, or communications between others.

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While sexual harassment most often takes place where there is a power differential between the persons involved, it also may occur between persons of the same status. Sexual harassment can occur on school property or off campus at The Seattle School sponsored events. It can occur between members of the same gender as well as between members of different genders. The Seattle School expects faculty and staff to keep relationships with students on a professional level. Personal relationships must not be allowed to interfere with the academic or professional integrity of the teacher-student, staff-student, supervisor-employee or other professional relations within the graduate school. The Seattle School policy prohibits romantic and/or intimate relationships between a faculty member and a student. If such a relationship should exist or develop between a faculty member and a student, or between a supervisor and employee, The Seattle School requires the faculty member/supervisor to remove himself/herself from the situation. Failure to do so may subject the faculty member/supervisor to disciplinary action up to and including termination.

### *Reporting Procedures*

An employee or student who experiences or witnesses sexual harassment in the workplace or school environment must report it immediately to his/her immediate supervisor or student advisor. If an employee or student is not comfortable discussing the situation with his or her supervisor, the employee or student may report the harassment to the Dean of Students & Alumni or the Director of Human Resources.

All the allegations of sexual harassment will be investigated. To the extent possible, the employee's/student's confidentiality and that of any witnesses and the alleged harasser will be protected, except to the extent necessary to investigate and address the alleged harassment. When the investigation is completed, the complaining employee/student will be informed of the outcome of that investigation.

The Seattle School will permit no retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment. Particular efforts will be made to conduct investigations with due regard for confidentiality to ensure protection of the complainant and the accused. Complainants will be informed of the internal remedies available. The complaint procedure will provide for follow-up to determine if the sexual harassment has been effectively stopped.

### **Military Mobilization**

Students called up for active military duty may be able to obtain a refund of payments made to his/her account for the term during which he/she was chosen for active duty. The Seattle School will explore with the student different ways to complete the term courses through independent study or through other means. If a student is not able to complete the term, 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 his/her military duty, The Seattle School may extend the deadlines for completion of any academic program.

### **Non-Discrimination / Equal Opportunity**

The Seattle School actively subscribes to a policy of equal education and employment opportunity for all people and does not discriminate on the basis of race, national origin, sex, age, marital status or disability. This policy is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education

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Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Students have specific rights that are guaranteed by the Family Educational Rights and Privacy Act of 1974. The graduate school has a policy prohibiting sexual harassment. Inquiries regarding compliance with federal, state and local laws should be directed to the Office of Student Services. The responsibility for, and the protection of, this commitment extend to students, faculty, administration, staff, contractors, and those who develop or participate in college programs. It encompasses every aspect of employment and every student and community activity. The Title IX Coordinator is the Financial Aid Coordinator, The Seattle School, 2501 Elliott Ave, Seattle, WA 98121; phone number: (206) 876-6100.

### **Search Policy**

The Seattle School wishes to discourage theft or unauthorized possession of school property and/or property of staff, faculty, students, and visitors. To facilitate enforcement of this policy, a school representative may inspect not only desks and offices, but also persons entering and/or leaving the premises, and any packages or other belongings. Any student who wishes to avoid inspection of any articles or materials should not bring such items onto school premises.

### **Smoking**

Washington State law prohibits smoking in all places of employment. You may smoke outside provided you are not standing within 25 feet of a building entrance or exit, windows that open, or air intake equipment. Employees who observe a guest or visitor who is in violation of this policy should promptly and politely advise the individual of the policy. Any employee who violates this policy shall be subject to disciplinary action.

### **Solicitation and Sales**

The Seattle School policy prohibits distributing material or soliciting students, faculty, or staff on company premises at any time unless approved by the Chief Financial Officer. Solicitation for any purpose or cause may include requests for subscriptions, donations, pools, gifts, charities, memberships, or other forms of requests.

The Student Directory, staff and/or faculty rosters and classroom time may not be used for purposes of solicitation; such use is expressly forbidden.

### **Statement of Student Rights & Responsibilities**

All students enrolled at The Seattle School assume an obligation to conduct themselves at all times as responsible members of the campus community, to respect the personal and property rights of others, and to support the educational mission of The Seattle School. The Seattle School insists that its students demonstrate personal and professional integrity in addition to academic excellence.

The Seattle School's administrators, faculty, and staff encourage student involvement in decision making. Student participation and input on institutional committees and teams are not only valued and encouraged at The Seattle School, but considered to be missionally imperative.

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### **Student Conduct Committee**

Any student suspected of violating The Seattle School Ethical Code of Conduct may be referred to the Student Conduct Committee [SCC] which is responsible for investigating the allegations. Students found guilty of violating The Seattle School Ethical Code of Conduct by the SCC shall be subject to disciplinary action.

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## 2013-2014 ACADEMIC CALENDAR

### Fall Trimester 2013

#### August 26 - December 13

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Fall Interterm Intensive Classes (for continuing students only)	Aug 26 - Aug 30
New Student Orientation	August 30
Labor Day Holiday	September 2
Weekly Classes Begin & (Re)Orientation	September 3
Convocation	September 7
Last day to drop a weekly class without a "W"	September 13
Last day to receive a 100% refund for any class	September 13
Last day to receive a 50% refund for any class	September 20
Last day to drop a weekly class with a "W"	October 11
Reading Week:	October 21 - 25
Thanksgiving Holiday	November 27 - 29
Last Day of Classes	December 13
Christmas Holidays	Dec. 14 - Jan. 5
Fall term grades available on MyCampus	January 1

### Spring Trimester 2014

#### January 6– April 18

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Weekly Classes Begin	January 6
Last day to drop a weekly class without a "W"	January 17
Last day to receive a 100% refund for any class	January 17
Martin Luther King Holiday	January 20
Last day to receive a 50% refund for any class	January 24
Last day to drop a weekly class with a "W"	February 14
Reading Week	February 17-21
Last Day of Class	April 18
Easter	April 20
Inter-term Break	April 19 – May 4
Spring term grades available on MyCampus	May 7

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## Summer Trimester 2014

### May 5 – June 27

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Classes Begins:	May 5
Last day to drop a weekly class without a "W"	May 16
Last day to receive a 100% refund for any class	May 16
Last day to receive a 50% refund for any class	May 23
Memorial Day Holiday	May 26
Last day to drop a weekly class with a "W"	June 13
Last Day of Classes:	June 27
Commencement:	June 28
Summer term grades available on MyCampus	July 17

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**FOR QUESTIONS REGARDING:**

Academic Advising	Kristen Houston
Academic Petition	Kristen Houston
Academic Policy	Kristen Houston
Accreditation	Cheryl Goodwin
Address Changes	Request through MyCampus
Adjunct Professors	Derek McNeil
Admissions	Nicole Greenwald / Rachael Clinton / Ashlee Knight
Advancement	Cathy Loerzel
Alcohol & Drug Policy	Paul Steinke
Alumni	Paul Steinke/Carin Taylor
Anamchara	Matthew Rock
Art Display	Sacred Space - Amber Englund
Benevolence Fund	Paul Steinke
Billing Questions	Phil Bishop / Debbie Braden
Building Hours & Use	Daniel Tidwell
Building Maintenance	Daniel Tidwell
Bulletin Boards	Collette Bishop
Catalog	Kristen Houston
Chapel	Sacred Space – Amber Englund
Class Notes	Student Council – Kate Schleining
Code of Conduct	Keith Anderson / Paul Steinke
Commencement	Kristen Houston
Computer Technology	Jason Best / Matt Summy
Conferences	Jeanette White
Convocation	Kristen Houston
Course Changes	Kristen Houston
Course Schedules	Kristen Houston
Disabilities	Kristen Houston
Donor Development	Ashley Oster
Emergency Procedures	Daniel Tidwell
Facilities Management	Daniel Tidwell
Faculty Office Hours	Individual Faculty Members (posted outside office doors)
FERPA	Kristen Houston
Financial Aid	Carolyn Christmas
Financial Petitions	Carolyn Christmas
Front Desk	Collette Bishop
Grades	Kristen Houston
Grievances	Kristen Houston / Paul Steinke
Human Resources	Kartha Heinz
ID Cards	Jason Best / Matt Summy
Independent/Individualized Study	Kristen Houston
Internship Program	Derek McNeil
Library Services	Cheryl Goodwin



Lockup	Daniel Tidwell
Mail	Collette Bishop
Master Calendar	Daniel Tidwell / Collette Bishop
Media	Jason Best
MOSAIC (spouses group)	Kelsey Plummer
Newsletter	Molly Kenzler
Orientation	Paul Steinke
Parking	Daniel Tidwell
Personal Issues	Paul Steinke / Quad
Practicum Schedules	Kristen Houston
Recording Lectures	Kristen Houston
Registration	Kristen Houston
Reserving Space	Daniel Tidwell / Collette Bishop
Sacred Space	Amber Englund
Scholarships	Carolyn Christmas / Nicole Greenwald
Security	Phil Bishop / Daniel Tidwell
Sexual Harassment/Discrimination	Kristen Houston / Paul Steinke
Student Accounts	Phil Bishop / Debbie Braden
Student Council	Kate Schleining
Student Directory	Kristen Houston
Student Leadership	Paul Steinke / Quad
Student Life	Paul Steinke / Quad
Assistant Instructors	Stephanie Neil
Technology Questions	Jason Best / Matt Summy
Transcripts	Kristen Houston
Tuition Assistance	Phil Bishop / Debbie Braden
Tuition Payments	Phil Bishop / Debbie Braden
Weapons & Violence Policy	Daniel Tidwell / Paul Steinke
Website/Webmaster	Jason Best
Writing Workshop	Kristen Houston / Misty Anne Winzenreid

## INQUIRIES REGARDING THE STUDENT HANDBOOK

Student Life  
The Seattle School  
2501 Elliott Ave  
Seattle, WA 98121

While every effort is made to ensure the accuracy of the information in this publication, The Seattle School has the right to make changes at any time without prior notice. The Office of Students & Alumni is responsible for the annual updating and revision of the catalog. The Board of Trustees has final authority for approval of the catalog and approves changes annually.

The Student Handbook is considered to be a contract between the graduate school and its students. There are established procedures for making changes, procedures that protect The Seattle School's integrity and the individual student's interest and welfare.

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## **ADDRESSING ACCREDITATION CONCERNS**

Students who have specific concerns which relate to accreditation standards should address their concerns to the Academic Dean, The Seattle School of Theology & Psychology 2510 Elliott Ave., Seattle, WA 98121.

They may also contact:

- The Association of Theological Schools (ATS), 10 Summit Park Drive, Pittsburgh, PA 15275; (412) 788-6505.
- The Transnational Association of Christian Colleges and Schools (TRACS), P.O. Box 328, Forest, VA 24551; (804)-525-9539.