

Student Handbook
Academic Year 2026-2027
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The Seattle School of Theology & Psychology
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The Seattle School of Theology & Psychology
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The Seattle School of Theology & Psychology (The Seattle School) meets the requirements and minimum educational standards established for degree-granting institutions under the Washington State Degree-Granting Institutions Act. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Washington State Achievement Council at P.O. Box 43430, Olympia, WA 98504-3430.

The Seattle School participates in the State Authorization Reciprocity Agreement (NC-SARA). This multi-state consortium oversees distance education, including preceptorships and practicums in which students may engage outside of Washington. The Seattle School seeks approval, authorization, or exemption to operate in other states as needed. Additional information regarding NC-SARA is available at the [National Council for State Authorization Reciprocity Agreements](http://NationalCouncilforStateAuthorizationReciprocityAgreements.org) website, as well as the NC-SARA website of the [Washington Student Achievement Council](http://WashingtonStudentAchievementCouncil.org).

The Seattle School is accredited by the Commission on Accrediting of the Association of Theological Schools (ATS) in the United States and Canada, and the following degree programs are approved: Master of Arts in Counseling Psychology, and Master of Arts in Theology & Culture. The Commission's contact information is The Commission on Accrediting of the Association of Theological Schools in the United States & Canada - 10 Summit Park Drive, Pittsburgh, PA 15275. Telephone: 412-788-6505; Fax: 412-788-6510; www.ats.edu.

The Seattle School is accredited by the Northwest Commission on Colleges and Universities. Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation. Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution. Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

Northwest Commission on Colleges and Universities 8060 165th Avenue N.E., Suite 100
Redmond, WA 98052 (425) 558-4224 www.nwccu.org

The Department of Education has certified that The Seattle School is eligible for Title IV student financial aid assistance under the Higher Education Act of 1965, as amended (HEA).

While every effort has been made to ensure the accuracy of the information in this handbook, The Seattle School has the right to make changes at any time without prior notice. The Student & Academic

Services Department, in conjunction with other appropriate staff and faculty, is responsible for the annual updating and revision of the handbook. The Board of Trustees has final authority for approval of the handbook and approves changes annually.

The handbook is for purposes of information and does not constitute the irrevocable terms of a contract between The Seattle School and current or prospective students. There are established procedures for making changes and procedures that protect the school's integrity and the individual student's interest and welfare. A curriculum or graduation requirement, when altered, is not made retroactive unless the alteration is to the student's advantage and can be accommodated within the span of years normally required for graduation. If a student drops out of The Seattle School or becomes inactive and later returns, they fall under the jurisdiction of the policies and procedures of the handbook in effect at the time of return.

It is the school's expectation that students will follow school policies and procedures as presented in the [Academic Catalog](#) and [Student Handbook](#). The student assumes personal responsibility for fulfilling their course of study and completing the graduation requirements of The Seattle School. A student's ignorance of a policy, which appears in published student documents, particularly the catalog or student handbook, is not a valid reason for granting an exception to any policy. The [Academic Catalog](#) and [Student Handbook](#) are available to view and/or print from [The Seattle School website](#).

Modifications to our academic and co-curricular activities may be made throughout the year based on the CDC and State of Washington Guidelines regarding public health. Check the [Safety](#) page of The Seattle School website for updates.

Addressing Accreditation Concerns

Students who have specific concerns that relate to accreditation standards should address their concerns to the Provost, The Seattle School of Theology & Psychology 1130 Rainier Ave S, Seattle, WA 98144. They may also contact:

- [The Association of Theological Schools](#) (ATS), 10 Summit Park Drive, Pittsburgh, PA 15275; (412) 788-6505.
- [Northwest Commission on College and Universities](#), 8060 165th Ave N.E., Suite 100, Redmond, WA 98052 (425) 558-4224; www.nwccu.org.

OUR MISSION

The mission of The Seattle School of Theology & Psychology 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.

STUDENT & ACADEMIC SERVICES

The Student & Academic Services (SAS) team works to ensure students are holistically and equitably supported at The Seattle School of Theology & Psychology in alignment with our school's mission. The SAS team designs, implements, and oversees the various co-curricular programming, spiritual formation, and spiritual care opportunities for students across all degree and certificate programs in the graduate school.

Student & Academic Services, which includes the Nourish Market, comprises the following roles and is available to provide support and resources for students and student-led initiatives. For more information about advising and student support please [see here](#).

- [Ligaya Avila](#) - Academic Programs & Financial Services Manager
- [Nicholas Diaz](#) - Academic Advisor
- [Tina Shelton](#) – Registrar
- [Becca Shirley](#) – Manager of Student Life Programs
- [Sam Skillern](#) - Library Services Manager
- [Daniel Tidwell-Davis](#) – Director of Student & Academic Services
- **Student Fellows** - [Fellows](#) are students participating in a one year, stipended leadership development program at The Seattle School. They meet regularly with other student leaders, Student Services staff, and faculty, collaborating around programming and projects that benefit Student Groups as well as the student body as a whole. They are a great peer resource if you have questions, concerns, or you are looking for ways to engage more deeply in The Seattle School community. For personal introductions and contact information, see the Student Fellows discussion in the Student Hub group on Populi.

Vocational Formation

Student Lifecycle Programming exists to provide a context for ongoing vocational discernment and development. Part of what we mean about becoming “competent in the study of text, soul, and culture” is that credibility as a practitioner depends on ongoing growth and development over time. To facilitate this work, The Seattle School has gathered data about our student and alumni lifecycles. We use this data to identify the kinds of resources and capacities that our Alumni need in order to thrive vocationally.

While at The Seattle School, students participate in a variety of Lifecycle Programming focused on the needs of students in their first year, middle years, and what we call (S)ending in the year of graduation. Beginning with First Year Frameworks course and First Year Roundtables, and continuing with a variety of Orientations, Workshops, and Respond & Reflect sessions at residencies, students are guided through topics such as:

- vocational discernment

- orientation to academic requirements at each stage of their program
- reflection on ongoing academic and professional formation
- identifying resources for vocational development
- building personal resilience
- understanding and navigating diverse contexts as a practitioner
- sharing resources and support with others practitioners
- preparing for licensure and job searching

Alongside academic and interpersonal formation, Lifecycle Programming helps learners steward their own vocation and develop rhythms and practices that foster spiritual, relational, and professional flourishing.

Spiritual Care

The SAS team embodies practices of physical and spiritual care by stewarding community rhythms and programming that help to orient and connect students, families, and employees to one another physically, emotionally, and spiritually throughout the academic year. While The Seattle School is rooted in the Christian tradition, we seek to provide spacious community offerings and spiritual care that celebrate students of all faiths and non-faith alike. When our community gathers for prayer, worship, shared meals, and communion, all are welcome to participate in whatever way honors their own spiritual expression.

Members of SAS are also available to meet with students and their spouses and partners individually as needed. Please feel free to email them directly to schedule a time to meet (either in-person or via zoom) or just stop by the SAS Office.

Support for Underrepresented Students

Underrepresentation at The Seattle School is not based solely on demographic statistics but also takes into consideration the values, experiences, and narratives of cultural groups represented in curricular and co-curricular content. We seek to support students who are underrepresented in our programs and/or in the vocations for which our programs prepare students as practitioners. Areas of underrepresentation that we seek to support include (but are not limited to):

- Race/Ethnicity
- Sexual orientation/Gender identity
- Disability/Neurodiversity/Chronic Pain

The Seattle School seeks to support the development and vocational pathways of students who are historically and currently underrepresented in our student population and in their professional fields. Through Student & Academic Services, this includes support for Underrepresented Student Groups as well as direct pastoral support and assistance identifying culturally appropriate and accessible resources for housing, healthcare, financial aid, psychotherapy, spiritual care, and vocational networking through the Alumni Association and beyond. Students can reach out to a member of the Student & Academic Services team for assistance with any of these needs.

STUDENT SERVICES

Alumni Connections

The Student & Academic Services team is available to connect students with Alumni practitioners who serve as a vocational resource for students at The Seattle School. These Alumni offer context and connection between the formational experiences of graduate education and practice. Contact the SAS team for more information.

Benevolence Fund

A Benevolence Fund is available to provide short-term assistance to active students for the basic immediate necessities such as food, clothing, housing, utilities, transportation, and medical assistance including psychological counseling in a crisis situation. For MACP students required to complete psychotherapy: this does not include counseling to meet your Seattle School requirement. Applicants who apply for financial assistance are awarded assistance based on availability of funds. Applicants must be an active student and their need must meet the purpose of the Benevolence Fund.

The Benevolence Fund is sustained by community support. While we encourage our community to engage in direct mutual support, the Benevolence Fund allows those in crises a way of accessing community support based on need rather than visibility. Through the Benevolence Fund, community members can offer direct support to fellow students in a way that protects the privacy of those in need.

Contribute to or apply to receive funds here: <https://theseattleschool.edu/forms/benevolence-fund/>

Community Correspondence

All official administrative correspondence will be available through direct email to student Seattle School email accounts, and community announcements posted in the Community Newsletter, and/or posted on Populi. Graded coursework is available via Populi and/or returned in class.

CALENDARS

These are essential calendars for students to know and reference on a regular basis:

- **[Academic Calendar](#)** - This calendar lists all dates relevant for each academic term and campus holiday closures. It lives on the [Academic Essentials](#) page on the [student page of The Seattle School website](#).
- **Calendars in Populi** - Calendars can be found in the app menu in the top left of your screen in Populi. Each Course and Group in Populi has its own calendar, and Populi's Calendar app collects all of these calendars together in one place.
 - **Course calendar layers:** contain due dates and other essential information for each course a student is enrolled in.
 - **Student Hub calendar:** the calendar in the Student Hub populi group contains dates and details for all co-curricular programming, including community-wide events, orientations and student group gatherings. Once you have joined this group, its calendar will be included in your "my groups" layer in the Populi Calendar app.

STUDENT HUB

The Student Hub is a Populi group for all students that serves as our central hub for information and community connection online. (See a detailed introduction to the Student Hub in the About section on the right hand side of the group's dashboard).

- Calendar - see above section on calendars
- Dashboard posts - broad announcements and highlights
- Discussions - information meant to generate participation, conversation and connection

ELLIOT'S WALL

Elliott's Wall is a google group internal to The Seattle School where members of the community can post a variety of information. These posts are split into the following categories: jobs, internship, supervision (LMHCA), housing, office space, events, and items for sale (or for free). All students, staff, faculty, and alumni with "theseattleschool.edu" email addresses can join this group and post any notices. Students can sign up for email notifications ("send daily summaries" is suggested) when they join the group. Your selections can be edited in My Settings by selecting Membership and Email Settings. These submissions are not officially sponsored or endorsed by The Seattle School.

NEWSLETTER ANNOUNCEMENTS

The community newsletter is sent out via email each Monday. Students wanting to place an announcement in the weekly community newsletter can use the [online submission form](#) to send all the relevant details, including time, location, and contact information. Please note that while most announcements will be published, the Students & Academic Services team will edit and schedule announcements at their discretion. The following submission requirements apply:

- If this is a promotion for a school-sponsored event, please also submit the event information to marketing@theseattleschool.edu for entry on the website events page. Events listed in the newsletter should be linked to the website events page.
- Events or programs that are not school-sponsored are welcome, provided that there is a clear connection to The Seattle School community. Please explain the school affiliation in the submission and offer a way for The Seattle School community to connect around the event. Priority is given to external events that are low or no cost, or include student discounts.
- Students wanting to promote their skills or business and it falls outside these guidelines are welcome to utilize the Elliott's Wall Google Group or Alumni Association Facebook group to share information with the community. The Community Newsletter is not meant to be used as a space to advertise to students.

Questions or help creating the announcement? Contact academics@theseattleschool.edu.

Finding Health Insurance

The Seattle School encourages all students to have adequate medical coverage for their own safety and the safety of their families. We realize that deciding on health care providers and researching health insurance plans can be stressful and intimidating. The [Washington Health Plan Finder](#) and www.healthcare.gov are great resources to help find, compare, and select a quality health insurance plan that works for students, their family, and their budget. Students may contact the [Director of Student & Academic Services](#) for help navigating these resources.

Student Development Committee

The Student Development Committee (SDC) consists of administrative and instructional staff that exists to create interdepartmental pastoral awareness of students who are struggling at The Seattle School. Areas of struggle can include academic performance, not finding their place in Seattle School culture or community, or going through hard life transitions. It meets quarterly and seeks, as necessary, to provide collaborative care for students. The SDC operates with confidentiality; information shared there does not impact or become a part of students' formal or informal academic record. In the case of risk of harm to self or others, confidentiality cannot be guaranteed. Questions: contact [Becca Shirley](#).

Current Committee Members (2026-2027):

- Director of Student & Academic Services - Daniel Tidwell-Davis
- Manager of Student Life Programs - Becca Shirley
- Listening Lab Director - Monique Gadson
- Academic Advisor - Nicholas Diaz

Student Groups

FORMING A STUDENT GROUP

If students are interested in developing a new organized student group for Seattle School students and/or spouses/partners, or if a group of students have already organized around an interest and would like to invite the larger student and spouse/partner body to participate, send the following information in an announcement to [Becca Shirley](#):

- State the group's name and/or interest
- Group mission or purpose
- Contact information for interested students and spouses/partners

Students may also use the Groups function in Populi to connect and share resources. See the directory of active student groups [here](#). To create a new group, click "Create a Group" in the top right hand side of the page. Groups that have been inactive for two years will be removed.

STUDENT GROUP RESOURCES

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

- Regular meetings with other student group leaders for collaboration and support
- Publication of the group in Populi groups and in the Student Hub
- Possible financial assistance (when available)

Contact [Becca Shirley](#) for more information.

Student Identification Cards

Students will be issued an ID card during their first Fall term of enrollment at The Seattle School. Instructions for providing a picture for ID badges are provided in the First Year Frameworks course. Student ID cards may be used to obtain student discounts at a variety of arts organizations and retailers.

Students can also use their student ID to get discounts on educational software computers, etc. at major retailers. Students who have lost their ID may be assessed a replacement fee.

Student Resources

LIBRARY SERVICES

Library hours correspond with building hours which can be found on the [Contact](#) page of the school's website. The library phone number is 206-876-6119; the general email is: librequest@theseattleschool.edu.

More information on library resources, policies, and procedures can be found on the [library website](#) and in the [Academic Catalog](#).

REQUIRED COURSE TEXTS

Book lists are posted prior to the opening of class registration and may be found on individual class pages on Populi. A list of all required materials for each term is also available under the Files tab on the home page of Populi. Students are expected to purchase required textbooks and this cost is calculated in the cost of attendance published on the school website.

When available and affordable, the library purchases licenses to digital copies of required books and adds links to the library catalog on the relevant course pages on Populi. Many classes have assigned readings from articles or book chapters required in a class. These readings are also posted on Populi under the files tab for each course.

WRITING CENTER

The [Writing Center](#) is home to resources that promote outstanding writing for academic, professional, and creative work. The center exists to support Seattle School students in their writing processes by providing access to writing resources, formatting and citation guides, as well as 1-on-1 meetings with a Writing Center consultant.

Students can book a Writing Center Consultant meeting anytime they are looking for extra guidance or support on any of their writing or creative endeavors. The Writing Center team holds free appointments via Google Meet.

WRITING WORKSHOP

The Seattle School offers a participative, ungraded workshop on the writing process at the start of each academic year for incoming students. 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. This workshop is not a remedial writing course, nor is it designed as an ESL writing course. The workshop carries a small fee (see the Academic Catalog), is offered online, and is not credit bearing.

MICROSOFT 365 ACCESS

All enrolled students are eligible for a free Microsoft 365 license attached to their school email. To activate this license and enable access to Microsoft Word and other products, students must email help@theseattleschool.edu with a request for activation.

RESOURCES/FILES SHARED THROUGH GOOGLE DRIVE

Resources shared with students through Google Drive, including Student Lifecycle Folders (see the Student & Academic Services section above) and recordings of orientations and workshops are only available to students through their Seattle School gmail accounts.

Troubleshooting:

When you are logged into 2 gmail accounts in the same browser, Google will attempt to open all links through what it considers your "primary" account--the account you logged into first in the browser.

When clicking links from your Seattle School email or Populi, if you get a message that you don't have access, first try changing which gmail account is being used (by clicking on your profile icon in the top right corner of the window). If this does not work, you may reach out to academics@theseattleschool.edu for support.

ACADEMIC POLICIES

Academic Integrity

Students at The Seattle School practice uncompromised integrity in all academic matters. Academic offenses 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 their 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, they must acknowledge the author of those contributions through footnotes or other acceptable referencing practices (APA or Chicago Turabian). 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).

Creative art projects utilize a variety of referential practices. Please refer to the course syllabus for specific instructions.

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/SELF-PLAGIARISM

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. Duplicating assignments is considered self-plagiarism.

FALSE REPRESENTATIONS

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.

PURCHASING PAPERS

Purchasing papers and hiring others to write assignments directly or through third party platforms and writing services is prohibited.

ASSISTIVE WRITING TECHNOLOGIES/WRITING TOOLS

There are a number of assistive writing technologies including dictation, spellcheck, grammar check, third-party writing software or plugins that are appropriate writing aids that can be especially useful to students with disabilities. Use of these technologies should be limited to the support of the technical aspects of writing and should not be used to generate content of assignments. If you have questions about the appropriate use of these types of writing tools, please consult with the Writing Center or an instructor.

REVIEW PROCEDURE

All work submitted by a student may be reviewed, by whatever means seem appropriate (including online plagiarism detection tools), 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 their suspicions to the Registrar in writing, with supporting evidence. Upon receipt of a report from an instructor of an alleged academic offense, 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 Dean of the Graduate School, 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.

APPEAL PROCEDURE

The student has the right to appeal, in writing, to the Dean of the Graduate School, the decision of the Academic Policies Committee. Letters of appeal must be submitted to the Dean of the Graduate School within 30 days of the decision of the Academic Policies Committee. Otherwise, no appeal will be entertained by the Dean of the Graduate School. The Dean of the Graduate School 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 Dean of the Graduate School is final.

Accommodations

In accordance with the Americans with Disabilities Act, The Seattle School will provide reasonable accommodations for qualified students in order for them to get the most from their The Seattle School experience. At the postsecondary level, disability accommodations are required to provide students with appropriate academic adjustments and auxiliary aids and services that are necessary to afford an individual with a disability an equal opportunity to participate in a school's program.

WHAT ARE QUALIFYING DISABILITIES?

The ADA and Section 504 of the Rehabilitation Act of 1973 provide protections for a wide range of medical, mental health, and learning disabilities. These include but are not limited to:

Short-term & long-term medical conditions	Dyslexia
Chronic illness	ADD/ADHD
Physical Disabilities	Pregnancy related illness
Mental health conditions	Recovery from accidents and surgeries
Cognitive Disabilities	Side effects from medications and
Learning disabilities	treatments of disabilities

APPLYING FOR ACCOMMODATIONS

Students may request accommodations at any point after enrollment, however in order to adequately provide accommodations in a timely manner, students are strongly encouraged to request accommodations 4 weeks prior to the beginning of their first academic term.

To request accommodations, students begin by contacting the [Director of Student & Academic Services](#) by emailing dtidwell@theseattleschool.edu. All requests for accommodations are reviewed on the basis of a formal diagnosis of a qualifying physical, mental health, cognitive, or learning disability. In some cases, individuals receive medical treatment without receiving a formal diagnosis and still qualify for disability accommodations.

To establish an accommodation plan, students will meet with the Director of Student & Academic Services to review the accommodations process, submit documentation, and determine appropriate accommodations. During this meeting, prior educational or workplace accommodations, documentation from a healthcare provider, current impact of symptoms, and any student concerns will be discussed.

TYPES OF COURSE ACCOMMODATIONS

There are two types of course accommodations: ongoing accommodations and as-needed accommodations.

Ongoing accommodations are communicated to instructors at the beginning of each academic term, and once an accommodation plan is in place, students are not required to do anything to initiate ongoing accommodations for their courses. Ongoing accommodations are established when an accommodation is predictably necessary to accommodate a permanent symptom of disability.

As-needed accommodations are also communicated to instructors at the beginning of each academic term, however students are responsible for communicating with their instructors when they need to make use of as-needed accommodations (using the email template provided in each student's accommodation plan). As-needed accommodations are designed to address situations where an accommodation is not always needed, but may be needed on short-notice due to fluctuations and flares in symptoms, medical emergencies, etc.

DOCUMENTATION

All accommodation requests are reviewed on the basis of a formal diagnosis of a disability (including (ADD) attention deficit disorder & (ADHD) attention deficit/hyperactivity disorder) or the treatment of ongoing symptoms by a healthcare provider in situations where a formal diagnosis may not be available. Students are required to submit documentation to verify eligibility. Students should NOT wait to obtain documentation before requesting accommodations, and the Director of Student & Academic Services will discuss documentation, cognitive and learning disability testing resources, and how to request documentation from a healthcare provider with students during their initial meeting.

In post-secondary education, the student bears the cost and responsibility for providing this professional evaluation. To document their need for accommodations and services, this evaluation should meet the following requirements:

A healthcare professional (e.g. licensed psychologist, psychiatrist or physician) qualified to diagnose specific disabilities should prepare the report submitted by the student. Experience in the evaluation of adults is essential. Testing and documentation must be current or must describe a lifelong disability for which the individual's condition is monitored by a healthcare professional. 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 diagnostic criteria;
- Treatment being used;
- How this disability impacts the student in the postsecondary educational 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 and diagnoses are not disclosed to instructors or staff outside of the Director of Student & Academic Services and the Academics Office. The Seattle School reserves the right to consult with diagnosticians as needed.

EXAMPLE ACCOMMODATIONS

Once documentation of a disability has been received and verified by the Director of Student & Academic Services, an individual accommodation plan is developed to support the student. The individual accommodation plan is based on dialog between the student and the Director of Student & Academic Services, and will be assessed and modified as needed to address the student's needs over

time. Common support services utilized by students at The Seattle School may include but are not limited to:

- Private settings with limited distractions for testing
- Additional time allowed for individuals during test taking
- Access to recordings of class sessions for non-lab classes
- Instructors' class outlines, slides, and handouts provided on Populi in advance of each class
- Alternative participation and modified course activities
- Alternative formats and oral exams in place of written tests
- Alternative assignments
- Time of day priority scheduling for courses with multiple sections
- Use of assistive listening devices in the large classroom
- Use of captions in online classrooms
- Use of refrigerators on-campus for medication storage
- On-campus: alternative seating, standing desks, etc.
- Assistance with assignment calendaring/planning
- Outlining and organizing research papers/presentations
- Accessible formats for reading materials wherever available

ADDITIONAL DISABILITY SERVICES

The Seattle School seeks to support students with disabilities in our academic programs and beyond. Disability services are provided within a broader framework of accessibility that seeks to support students holistically with ongoing accessibility improvements to curriculum, technology, and student supports. Toward this end, we provide:

- Coaching and support to students around disclosure of disabilities and requesting accommodations in internships, apprenticeships, and in their workplaces
- Dietary accommodations at on-campus events
- Assistance with learning to use screen readers and classroom assistive equipment
- Support of students with disabilities, neurodiversity, and chronic pain through our underrepresented student group called Access
- Opportunities to connect with Alumni practitioners with disabilities to foster a network of support among practitioners with disabilities

504 COORDINATOR & FILING COMPLAINTS

Students with disabilities are protected from discrimination and harassment by the ADA, Title II, and Section 504, as well as The Seattle School's [non-discrimination and anti-harassment policies](#). Students with complaints regarding the establishment or implementation of disability accommodations, or who have experienced disability discrimination or harassment may contact the 504 Coordinator to initiate a formal complaint.

The Seattle School 504 Coordinator is:

Daniel Tidwell-Davis
Director of Student & Academic Services
dtidwell@theseattleschool.edu
206.876.6135

Class Policies

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 a Community Audit student. The Registrar reserves the right to limit enrollment in any course. Zoom links and course recordings of any course should not be shared beyond the participants in that course in that term. Please also see the [Child Policy](#).

CONFIDENTIALITY

Students are expected 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.

GUIDELINES FOR ILLNESS

In an effort to promote community wellness, we will continue to encourage students who are ill **not** to come to campus. The [CDC generally recommends individuals](#) stay at home when they are ill, and not return until they have been fever-free for 24 hours without fever-reducing medication.

The bottom line is that we do not want students to come to campus when they are ill.

If students must miss class due to illness, they are encouraged to utilize class Populi resources, PowerPoints, or notes from a friend to catch up on material they missed. If a student experiences a longer-term medical issue, they can contact [Daniel Tidwell-Davis](#) to discuss appropriate accommodations for that issue. At their discretion, instructors and IAs may make alternate participation/engagement opportunities available or provide office hours to help catch up students who need to miss class due to illness.

INCOMPLETES

Please see the [Academic Catalog](#) for the full Incomplete Policy.

PAPERS AND OTHER ASSIGNMENTS

Written assignments are to be typed following the formatting in thesis format unless otherwise designated by the instructor. Guidelines for the proper development of a paper are available to students [on the website](#). 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](#) or the [Chicago Manual of Style](#), unless otherwise designated by the professor.

RECORDING CLASSES/LECTURES

Recordings of online and on-campus lecture courses will be made available only to students who need them as part of an academic accommodation. Class recordings of classes in any modality will not be

made available to the general student population. This policy aligns with our Attendance (presence) policy, which encourages “live” attendance at all courses with the exception of emergencies. Please see the Academic Catalog for complete recording and attendance (presence) policy information.

Faculty have created a process for students to request access to individual classes due to qualifying emergency/crisis situations. If you believe that your situation qualifies, [please fill out this form to request access to specific class session recordings](#).

RETURN OF COURSE ASSIGNMENTS

Course assignments will be returned via Populi or in class, depending upon the course instructor.

STATEMENT OF PRESENCE

The attendance policy at The Seattle School of Theology & Psychology is student centered and rooted in transformational learning. We believe learning happens in community. To be part of The Seattle School as a student or as a member of the instructional team means one is a vital contributor to our learning collective. Your membership in our co-created learning community invites active engagement, preparedness, collaboration, discussion, and faithful presence. Whether on-campus or online, active engagement necessitates personal and focused presence in scheduled synchronous classes and labs. Individual courses may also include participation and/or engagement in grading rubrics as it relates to course learning outcomes. Please see individual course syllabi for the specifics pertinent to each class. Please see individual course syllabi for the specifics pertinent to each class.*

*Please note that lab courses (*i.e.* IDS 520/521, IDS 503/504/505, CSL 530/531, CSL 553, RLM 530/531 *etc.*) have particular attendance policies.

To confirm registration for the purposes of the Registrar and Student Financial Services, the instructor or the Instructional Assistant will take attendance via Populi during the first class.

SYLLABI

All syllabi are available online at Populi, typically two weeks prior to the first day of class. It is the students’ responsibility to read all information and carefully note course policies. Syllabi may be updated during the term with notification from the instructor. Check the revision date at the bottom of the syllabus to ensure you have the most recent version.

Types of Instructors

CORE FACULTY

Core Full-Time Faculty refers to all faculty who are contracted by the Dean of the Graduate School, are not contracted full-time at another institution, and whose principal professional activity lies within The Seattle School. Core full-time faculty are involved in faculty governance and attend faculty meetings. , Faculty governance is the primary mechanism of accountability for curriculum, pedagogy, and program and course learning outcomes. Faculty governance may also include, but is not limited to, service on faculty committees, task forces, ad hoc committees, institutional liaisons, and development activities.

See our Core Faculty team [here](#).

ADJUNCT FACULTY

An Adjunct Professor is an expert in a special field appointed to give instruction on a part-time or discontinuous basis and whose primary place of employment is not The Seattle School.

AFFILIATE FACULTY

Affiliate Faculty are dedicated members of our instructional team who contribute essential expertise to our mission and student formation.

INSTRUCTIONAL ASSISTANTS

Most large classes have Instructional Assistants (IA) assigned. The IA'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. IAs work closely with faculty members and the Instructional Assistants Supervisor to strive for fairness and consistency in grading standards. Contact information for the class IA is posted on the course syllabus.

GRADERS

Some larger classes may have a Grader assigned in addition to or instead of an Instructional Assistant. A Grader is different from an IA, as they work solely with the Faculty to assist in grading assignments. Students in courses with a Grader should communicate with their Faculty, rather than the Grader, if questions arise about the assignment or grade.

See the **Instructional Team directory**, including all categories of faculty and instructors above [here](#).

Student Records & Information

STUDENT SERVICES RESOURCES

The following chart identifies certain student services or resources available to students and alumni.

	For Credit Student	Distance For Credit Student	Student on Leave of Absence	Alumni	Community Audit
Populi	X	X	X	X	X
Google Workspace	X	X	X	X	No
Access to On-Campus Wi-Fi	X	X	X	X	X
On-Campus Printing/Copying	X	X	X	X	X
Door Access	X	X	X	X	X
Reserving Room Space	X	X	X	No*	No
Newsletters/Communications	X	X	X	alum content	X
Library - circulation	X	X**	X	X	No
Library - reserves	on premises	No	on premises	on premises	on premises
Library - online resources	X	X	X	on premises	X

*exceptions may be made on a limited basis

**contact library staff to make arrangements

STUDENT NAME DOCUMENTATION AND CHANGE

Students are documented by their legal name in the school's database and departmental files (Admissions, Academic Services, Business Office, and Student Financial Services Office). If the student has a preferred first name other than their legal given name, this is noted as a nickname in the school's database.

When a student changes their legal name for any reason, including marriage, divorce, legal gender changes, or for other reasons, they must inform the Academics Office immediately by completing a [Request for Name Change Form](#) and attaching legal documentation of this change (i.e. updated social security card noting the new name). The Academics Office will implement changes in Populi within two business days. Email address changes take longer.

STUDENT RECORDS

The Academics Services 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.

TRANSCRIPTS

Official copies of transcripts can be ordered via the National Student Clearinghouse through the [Transcript Request](#) page of The Seattle School website. Unofficial transcripts can be downloaded using the Degree Audit feature on Populi.

CAMPUS USE POLICIES

Bulletin Boards

There is a physical bulletin board in the Commons, on campus. Students are welcome to post flyers for community events. Content of postings should comply with the community standards of care and respect outlined in the [Institutional Policies](#). Send questions/concerns about content posted on this bulletin board to Manager of Student Life Programs Becca Shirley (rshirley@theseattleschool.edu).

Child Policy

The Seattle School seeks to assist students in navigating parenting while being a student. Thus, the following policy gives 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 are covered by the [Class Attendance for Non-Registered Students Policy](#).
- 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 in the Commons while the parent is in class, *provided children are not disruptive to faculty, staff, or students*.
- The Commons and other common spaces on campus are not available for extended, recurring childcare.
- Staff and faculty are not responsible for the supervision, discipline or safety of students' 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](#).

Fragrance Policy

The Seattle School students are encouraged to be sensitive to the needs of their fellow students, faculty, and staff with respect to scents. Students are encouraged to be thoughtful about wearing heavy perfumes, fragrances, aftershaves, or colognes. In addition, the use of air fresheners, deodorizers, potpourri, incense and candles in the workplace is discouraged, but limited use is allowed in the Chapel for spiritual purposes.

Burning prayer candles may only be left unattended when in the chapel sand tray. See also [Chapel \(below\)](#).

Noise Policy

The Seattle School seeks to promote an enjoyable and rigorous learning environment and professional business setting. All students are asked to be mindful of noise levels when in proximity to virtual and campus classroom spaces, Listening Lab rooms, and those around them seeking to study and/or work. With regard to the Commons, library, and Welcome Center areas, given the proximity of these locations to each other, students and their guests are asked to be particularly mindful of 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. There is an expectation that any and all interactions around noise level will be mutually respectful and accommodating.

Service Animal & Pet Policy

Service Animals are permitted on-campus. However, Emotional Support Animals and pets are not permitted in order to support both those who need service animals and people with life-threatening allergies to animals.

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

- *Service Animal*: The Revised Code of Washington (RCW 49.60.040) defines *service animal* as “any dog or miniature horse that is, individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.
- *Emotional Support Animal*: An emotional support animal is a type of animal that provides comfort to help relieve a symptom or effect of a person's disability. Emotional Support Animals are NOT considered service animals by the ADA or Washington State Law and are not protected by the laws outlined for service animals.
- *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.

Questions about this policy should be directed to the [Director of Campus Services](#).

Restroom Policy

The Seattle School strives to create and sustain a campus environment that supports and values all members of our community. One aspect of creating a supportive environment is providing safe, accessible, and convenient restroom facilities. Faculty, staff, students, their families, and their guests may use the gendered male / female restrooms of their choice available at the North end of the building, or the single stall all-gender facility on the lower level of the building. For access to the lower floor, borrow the keycard hanging at the Welcome Center and return it when you are finished. There are stairs to the lower floor adjacent to the Welcome Center, as well as an elevator in the north lobby across from the male / female restrooms.

Transportation & Parking

TRANSIT

Comprehensive transit information can be found at the [King County Metro](#) (buses) and [Sound Transit](#) (Link Light Rail) websites. Note: For those with disabilities preventing them from using Seattle transit, please contact the [Director of Campus Services](#) to work out possible alternatives.

JUDKINS PARK LIGHT RAIL STATION

The Judkins Park Light Rail Station is located a short distance south of campus. This station connects the East/West Link to the North/South line in Seattle. For more information, check out the [Sound Transit page](#).

CARPOOLING

If you decide to park your car, we recommend you find somebody with your class schedule in your neighborhood to carpool with. Think creatively with friends to reduce costs and gas emissions! Elliott's Wall can be a resource in starting a discussion to find others near you.

Please note: While parking on the streets surrounding the building is free of charge, streets are zoned and most parking is limited to 2 hours. Please be sure to attend to posted parking signage and do not park too close to stop signs, fire hydrants, or other restricted areas. More information about parking in Seattle can be found at <http://www.seattle.gov/transportation/parking/>.

BIKING

There is a bike room available at the South end of the building, across the hall from the Loading Dock doors. There are also bike racks available outside the North entrance of the building. For students biking with a longer commute, Sound Transit buses are equipped with easy-to-use front bike racks, and the Light Rail has vertical bike racks near the doors of each car. (See the Welcome Center for a campus map.)

WASHINGTON STATE DRIVER'S REGISTRATION

If an on-campus student is a full-time student, not a resident of the State of Washington and with out-of-state license plates on their vehicle, they may want to keep in the glove compartment of their vehicle copies of their student ID card and a copy of the Washington State Driver's book. On-campus students with less than full-time enrollment status should register their vehicles with the Washington State Department of Licensing within 30 days of establishing residence.

Building Spaces

THE COMMONS

The Commons provides space for all students, faculty, and staff to relax and enjoy fellowship. This is a great place to chat with friends, take phone calls, etc.

- Complimentary coffee and tea are available; instructions on how to make a fresh pot are posted on the coffee maker.
- Games and outdoor activities are also available on the bookshelves in the Commons for community members to borrow and enjoy while they are on campus.

- Cleaning the Commons is the user's responsibility (this includes throwing away your trash and washing any dishes you use). There are bins available for trash, [recycling](#), and compost.
- The refrigerators may be used to store lunches/dinners; users are responsible to reclaim their food in a timely manner. Periodically the refrigerators are cleaned out and all perishables are donated or thrown away.
- The Free Little Food Pantry (est. 2025) in the northeast corner of the Commons is an open food resource for all community members. All are encouraged to give and receive freely.

ART GALLERIES

Purpose

We believe art is essential to our academic and human formation both as individuals and as a community seeking to love God and neighbor. As a result, The Seattle School has reserved a portion of its public academic space to display and honor art—created by students, staff, faculty, alumni artists, and artists from the greater Seattle area—and celebrate artists and the community who participates in it. These gallery spaces are curated by students in conversation with the Manager of Student Life Programs and seek to represent an experience of our life together through a variety of mediums for a public audience. The galleries contribute to the aesthetic beauty and educational vitality of our campus by providing a space to explore wonder, make meaning, and contribute to critical conversations.

Locations

- External wall of Medium Classroom 238
- Hallway that connects the north lobby to the Commons

Process for Submission

- If you know an Artist or you are interested in submitting artwork or collaborating with others around a group installation for the galleries, contact the Manager of Student Life Programs (rshirley@theseattleschool.edu).
- We seek to review art for the galleries twice a year in June and December.

CHAPEL

The Seattle School desires to foster the spiritual formation of all members of its community. As an extension of this desire, the chapel is reserved for sacred celebrations and for prayer. The chapel space serves The Seattle School community and our guests and is not intended to be a replacement for one's own church or parish. Rather, it is a space in which to rest, wrestle, and play in relationship with God, ourselves and each other.

Our prayer and chapel services are open to all, regardless of belief, and we engage broadly with Christian practices of prayer as well as integrating quiet listening, bodily prayer, poetry, music, art, and practices from various secular and spiritual traditions.

Location & Materials

The chapel is located in the North end of the building, near the Library Learning Center, and consists of the main worship area, its contents—a communion table, Wailing Wall, font, pulpit, musical instruments, icons, pew, prayer stations and carts containing art supplies. There are also aspects of the chapel that are displayed on a rotating basis depending on the liturgical season. The chapel is available at all times as space set aside for private prayer, corporate prayer, meditation, creative expression, and communion.

The nature and purpose of the activities that take place in this space distinguishes it from other spaces on campus.

Schedule

The chapel is open during all building hours.

Reservations

Events and use of the chapel are reserved through the [Manager of Student Life Programs](#).

HOTELING OFFICES

There are three offices on campus that are available for student, staff, and faculty use as needed: rooms 230, 231, and 234. These rooms have 2, 6, and 4 work stations, respectively. Each room may be reserved in The Seattle School's Google calendar for one-time use or for regular use during the term, as space allows. See the Welcome Center for help reserving these rooms.

RESERVING A CLASSROOM SPACE

Groups of students can reserve classroom space for one-time use by contacting Daniel Walkup, Director of Campus Services (dwalkup@theseattleschool.edu). Student use of classroom space is available based on calendar availability. If students choose to meet in an empty classroom without reserving it, you may be interrupted and asked to leave, since the classroom may be reserved for an academic or staff function.

Groups of on-campus students enrolled in an online class that is adjacent to an on-campus class time may coordinate with the SAS team to reserve classroom spaces to join online classes together as a group and use classroom A/V equipment when space is available. Please reach out to academics@theseattleschool.edu as soon as the need for such space is known.

BUILDING SAFETY & SECURITY

Building Hours

Building hours are determined based on the class schedules, onsite certificate programs, and other on-campus events. In general, building hours are posted on the [Campus Information](#) page of the website.

Weather Closures

The Seattle School's main voicemail greeting and the school's website will convey the message by 6:00 a.m. if there is a late start or a closure due to weather or natural disaster. This message will also be sent via email, text, Populi, and a banner will be posted on the main website.

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 [Director of Campus Services](#) (206-876-6148). 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](#).

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 [Director of Campus Services](#). Data from local law enforcement is also included when applicable in an effort to ensure that all crimes are reported. [The Seattle School Safety Report](#) is posted on the website. Printed versions of this report are available from the Institutional Support Department at the Welcome Center.

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 1130 Rainier Ave S, Seattle, WA 98144, and the phone number is (206) 876-6100.

Contact Welcome Center staff to locate the 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.

Natural Disasters

Information on responding to emergencies and natural disasters such as fire, earthquake, tsunami , and tornado can be found in the [Emergency Action Plan](#) in [this folder](#) and on the website. Additional information can be found on the [King County Emergency Management](#) website.

Hazardous Materials

The Seattle School does not maintain an inventory of hazardous materials other than minimal amounts used for normal facility cleaning activities. The school is in compliance with state (WISHA) and national (OSHA) standards regarding the use of hazardous materials. Updated Safety Data Sheets (SDS) are available in the Commons and the [Emergency Action Plan](#) is available on the website.

First Aid

If a situation is obviously life threatening, such as heart attack, choking, or severe injury: call 911. Give specific information as to the nature of the problem and the specific location of the injured person. The campus address is 1130 Rainier Ave S, Seattle, WA 98144, and the phone number is (206) 876-6100. If a situation is not life threatening: contact the Welcome Center.

First-Aid kits are located in the Commons on the north end of the building and Welcome Center. A list of First-Aid Certified employees is posted on each First Aid station. If a situation is not life threatening: contact the [Welcome Center](#).

AED units - Automated External Defibrillators - The Seattle School building has two registered AED units, located in the Commons on the north side of the building and at the Welcome Center.

Narcan is available at the Welcome Center. The naloxone nasal spray Narcan has been installed in first-aid kits to help prevent overdose deaths. This easy-to-use, safe medication temporarily reverses the potentially fatal effects of an opioid overdose and can save someone who has overdosed on opioids or other drugs that have been laced with fentanyl. By making Narcan more accessible, the school adds to its tools to keep our campus and surrounding neighborhood safe. **Contact the Welcome Center immediately (ext. 100) if you suspect Narcan is required or requested.**

[Crisis Connections](#): If a person is actively experiencing a mental or behavioral health crisis and needs immediate help, King County recommends that you call the King County Regional Crisis line at 206-461-3222 or 1-866-427-4747. These services are available 24 hours a day, 365 days a year. In addition, please email academics@theseattleschool.edu or Daniel Walkup, [Director of Campus Services](#).

Community & Public Health

Public Health Agencies have published necessary steps that all persons should take to prevent the spread of infectious diseases:

- Wash your hands thoroughly and frequently with soap and warm water. Use hand sanitizer if washing is not an option.
- Avoid touching your mouth, nose, and eyes.
- Cover your coughs and sneezes with tissues or your clothing.

- Keep surfaces clean and germ-free. Properly dispose of used tissues, napkins, cutlery, etc. Wash hands after using shared keyboards, copiers, etc.
- Stay home if you are sick and avoid close contact with people who are sick.
- Clean and disinfect frequently used objects and surfaces.

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 phone dial 911. Give specific information to the police as to the nature of the situation and its specific location. The campus address is 1130 Rainier Ave S, Seattle, WA 98144, 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 and partners may enter/exit the building by using the main entrance (Rainier Ave S) during the hours the building is open. Note: the west entrance is not currently ADA accessible as it has a step. Additional access is available via callbox at the North and South entrances to the building. Instructions for using the callboxes are posted at both entrances. Access to the building before or after hours may be granted in the case of an emergency, please contact the [Director of Campus Services](#).

Should a student need to see an administrator or faculty member, they should check-in at the Welcome Center (in the center of the building, just inside the Rainier Ave S entrance).

Trespass Policy

Proper and reasonable safeguarding of the educational environment is paramount to The Seattle School. Therefore, the school exercises its right to limit access to its private property to those who threaten, harm, or disrupt the academic process. By necessity and proximity in its jurisdiction, The Seattle School works with the Seattle Police Department.

The Seattle School may work with the Seattle Police Department (SPD) to criminally trespass persons who are disruptive to the educational process or community; refuse to comply with school rules or staff; or present as dangerous to The Seattle School community.

The President, or designee, establishes authority for certain staff to enforce this policy. Trespasses from The Seattle School are permanent, but may be reviewed upon request. The President, or designee, has the authority to lift trespasses through the appeals process.

DEFINITIONS

Trespass Warning – official school notice of trespass to an individual for violations of community standards, policies, or direction by The Seattle School staff.

Criminal Trespass – the criminal offense for trespassing. For example, if a subject was previously trespassed, they would be arrested for Criminal Trespass in Seattle under 12A.08.040(A).

PROCEDURE

- The Seattle School maintains participation in the Seattle Police trespass program and maintains city-signage concerning conditions of entry. The school shall periodically review the City of Seattle's program to ensure its participation is current on municipal code, rules, and materials.
- Designated Seattle School staff may issue a Trespass Warning to an individual for violation of the school's community standards, rules, or disrupting the academic process.
- Typically, Trespass Warnings should be written and include: subject's name, date-of-birth, the reason for trespass, the geographic limit of the trespass, and notes; however, if a subject is non-compliant, a verbal trespass may be issued as well.
- A trespass log is maintained by the Institutional Support Department. This should include name, DOB, physical description, the reason for trespass, notes, and a picture of the subject. For privacy reasons, this log should have limited and protected access.
- If a trespassed individual returns to The Seattle School, students, faculty, and staff are encouraged to call the Seattle Police Department. If the matter is an emergency, staff should contact 911. If the individual needing trespass is not an immediate threat to the community, staff are encouraged to use the non-emergency line: 206-625-5011 (option 5, then 0).
- Staff should immediately contact police if a trespassed subject either attempts to, or succeeds in, entering The Seattle School, with as minimal contact with the subject as possible.

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 at functions or events. Non-weapon personal safety devices including pepper spray, personal alarms, and whistles are permitted.

Anyone who has knowledge of someone violating this policy should immediately report the incident to the [Director of Campus Services](#). The complainant should be prepared to provide any relevant information that prompted them to observe or suspect violation. The [Director of Campus Services](#) 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.

If a weapon is thought to be present on campus, a report should be made to the [Director of Campus Services](#). Any health and safety investigations are led by the Director of Campus Services and supported by relevant staff members to the specific incident.

INSTITUTIONAL POLICIES

Statement on Discourse

In an abiding belief—based on the witness of Scripture—that all people are image bearers of God, The Seattle School affirms the Belovedness of all people, including differences in ability, race, age, ethnicity, economic status, creed, gender identity, and sexual orientation. The Seattle School chooses an intentional posture of dialogue and engagement, with a desire to be a context that bridges differing traditions, perspectives, and cultures toward the possibility of encountering the generous hospitality for all people found in the reign of God. In a divided and broken world, we seek to train people to be agents of hope and healing for individuals and communities. We are a community seeking to recognize, reflect, and engage the dignity, agency, and mutuality of all people, especially those who have been marginalized.

Statement of Student Rights & Responsibilities

The Seattle School seeks to be a community which follows God, in the way of Jesus Christ, by the power of the Holy Spirit. In light of this commitment, and to honor the personhood and dignity of others, all students enrolled at The Seattle School assume an obligation to conduct themselves at all times as responsible members of the campus community (on-campus, off campus, and online), 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 are valued and encouraged at The Seattle School.

Ethical Code of Conduct

While participating in the academic and communal life of The Seattle School, or at The Seattle School sponsored events, or interacting with The Seattle School faculty, staff, or fellow students, students are participating in an intercultural community. Students are held accountable and expected to conduct themselves in an ethical, professional, and respectful manner that honors the dignity and value of all persons as put forth in the Statement of Discourse. Behavior requiring accountability includes, but is not limited to, hostile or careless uses of profanity or obscenities, physical displays of aggression, threatening gestures or comments, violence or unlawful harassment, persistent and disrespectful arguing or behavior that disregards one's impact on others, or any illegal or unethical conduct. The above 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:

- Deliberate violation of or circumventing policies and procedures established in this handbook.

- 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.
- Intentional 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.

STUDENT CONDUCT COMMITTEE

Any student suspected of violating The Seattle School Ethical Code of Conduct may be reported to the Student Conduct Committee [SCC] that is responsible for investigating the allegations. The SCC is chaired by the Dean of the Graduate School and consists of the chair and two faculty members. Students found guilty of violating The Seattle School Ethical Code of Conduct by the SCC shall be subject to disciplinary action up to and including dismissal from The Seattle School. In the event of illegal activity, appropriate authorities may be contacted.

Student Complaint Policy

The Seattle School makes every effort to resolve student concerns using policies and procedures outlined in the current *Academic Catalog* or *Student Handbook*. It is expected that students will fully utilize any and all administrative procedures to address concerns and/or complaints in as timely a manner as possible. Official processes are in place for the following types of student academic concerns, in the locations referenced below.

- **Academic and Financial Appeals** - see *Academic Catalog*.
- **Academic integrity violations** - see *Student Handbook*. Refer to the [Ethical Code of Conduct](#)
- **Grade Appeals** - see *Academic Catalog*.

PROCEDURE

Informal Student Concerns

If the student concern falls outside of the areas above, we encourage students to, when possible, attempt to resolve interpersonal concerns or frustrations by working directly with the student(s), staff, and/or faculty whose actions or inactions have caused the concern or frustration. If a student needs support processing or addressing their concern, they may contact a member of Student & Academic Services listed below. That person will hear the student's concern and work with the student and, if

necessary, other parties to try to come to a satisfactory resolution through an informal and collaborative process.

- Academic Advisor - [Nicholas Diaz](#)
- Manager of Student Life Programs - [Becca Shirley](#)
- Manager of Academic Programs & Financial Services - [Ligaya Avila](#)

If the behavior causing the concern should persist, or is severe enough to render informal resolution insufficient, the student may file a Formal Written Complaint.

Filing a Formal Written Complaint

A written complaint must contain the following information:

- a. Name, date, and signature of the student filing the complaint;
- b. Description and date of the problem or concern;
- c. Names of persons and department responsible for the complaint (if known);
- d. Description of any actions taken informally to resolve the problem or concern;
- e. Recommendation as to possible resolution(s) of the complaint;
- f. Any background information believed to be relevant;

The written complaint should then be filed with one of the following:

- Dean of the Graduate School - [Dr. Misty Anne Winzenried](#) - if related to a classroom experience, with another student or with their instructor
- Listening Lab Director - [Dr. Monique Gadson](#) - if related to an experience in Listening Lab
- Director of Student & Academic Services - [Daniel Tidwell-Davis](#) - if concern is about an experience with another student outside of classroom contexts

Student complaint records are held confidentially. Information on all student complaints may be made available for outside review by the Department of Education, The Seattle School's accrediting agencies, and any other official legally entitled to such review. However, steps will be taken to insure the anonymity of any student who files a complaint. The purpose of an outside review can include but is not limited to:

1. Establish that The Seattle School processes complaints in a timely manner
2. Demonstrate fairness and attention to student concerns, and
3. Identify any pattern in the complaints that suggests problems with institutional quality.

Complaint Resolution

The student filing the complaint will be informed of the action taken or progress accomplished within 15 working days, unless extenuating circumstances necessitate additional time. If extra time is needed, the student will be informed of this, along with the nature of the extenuating circumstance.

When applicable, resolution of formal written complaints may follow procedures within the following categories:

- **Student Conduct Committee (SCC)** - For more information about the student code of conduct and the SCC, see [Student Handbook](#).

- **Title IX violations** - see [Academic Catalog](#) and [Student Handbook](#). Refer to the Nondiscrimination, Harassment, Sexual Harassment, and Sexual Violence Policy.
- **Americans with Disabilities Act:** [Academic Catalog](#) and [Student Handbook](#). Refer to the Nondiscrimination, Harassment, Sexual Harassment, and Sexual Violence Policy.
- **Other Incidents of Harassment or Discrimination:** [Academic Catalog](#) and [Student Handbook](#). Refer to the Nondiscrimination, Harassment, Sexual Harassment, and Sexual Violence Policy.

Criminal Activity

Complaints involving matters of a criminal nature, such as assault, battery, and theft should be directed to the appropriate local law enforcement jurisdiction.

Any retaliatory action taken by any member of The Seattle School (student or employee) against any student or employee of the school as a result of a student seeking a resolution of a formal written complaint under this policy, or cooperating in an investigation, is prohibited.

In the unlikely event that an issue cannot be resolved by The Seattle School, students may file a complaint with the following. These agencies should be contacted only after the student has registered a complaint with the school and has not received a response to the request for resolution.

[Washington Student Achievement Council](#)
PO Box 43430, Olympia WA 98504-3430
(360) 753-7866

[Commission on Accrediting, Association of Theological Schools](#)
10 Summit Park Drive, Pittsburgh PA 15275-1110
(412) 788-6505

[Northwest Commission on Colleges and Universities](#)
The Commission Office
8060 165th Ave NE, Suite 100, Redmond, WA 98052
(425) 558-4224

Nondiscrimination, Hazing, Harrassment, Sexual Harrassment, and Sexual Violence Policy

GENERAL POLICY STATEMENTS

Federal & WA State Law

To the extent required by federal law, it is the policy of The Seattle School not to discriminate on the basis of race, color, national origin, sex, age, religion (except in the case of employment), disability, or genetic information in its admissions, educational programs or activities, or employment. Consistent with federal law, The Seattle School will provide reasonable accommodations to persons with disabilities. As a religious educational organization, The Seattle School reserves the right to prefer employees and prospective employees on the basis of religion. The phrase “**educational programs or activities**” includes instruction, grading, financial aid, training programs, internships, externships, social and recreational activities, and other aspects of the educational programs or activities at The Seattle School. Discrimination in employment prohibited by this policy includes discrimination in hiring, compensation, promotion, transfer, retirement, evaluation, discipline, benefits, termination, and other employment

practices. “**Discrimination**” is any unlawful distinction, preference, or detriment to an individual as compared to others and that is sufficiently serious to unreasonably interfere with or limit their ability to participate in their work, or in The Seattle School’s educational programs, services or activities.

“**Harassment**” is a form of discrimination, and is also prohibited by this policy. Under WA State law, “**Hazing**” includes any act committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a student organization, athletic team, or living group, or any pastime or amusement engaged in with respect to such an organization, athletic team, or living group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student or other person attending a public or private institution of higher education or other postsecondary educational institution in this state, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate. All forms of hazing are prohibited by this policy, and are subject to criminal penalty and loss of state funded grants and financial aid under WA state law.

Other Prohibited Discrimination and Harassment

It is also the policy of The Seattle School not to discriminate against its students and student applicants in its admissions or other educational programs or activities on the basis of sexual orientation, marital status, or honorably discharged veteran or military status. The term “**sexual orientation**” means heterosexuality, homosexuality, bisexuality, and gender expression or identity. As defined by the Washington Law Against Discrimination, the term “**gender expression or identity**” means “having or being perceived as having a gender identity, self-image, appearance, behavior, or expression, whether or not that gender identity, self-image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to that person at birth.”

Prohibition Against Sexual Harassment and Sexual Misconduct

Although covered above by the prohibitions against sex discrimination, The Seattle School emphasizes that it prohibits sexual harassment, which is a form of sex discrimination. Sexual harassment also includes sexual misconduct, which is also prohibited by this policy.

No Retaliation

The Seattle School not only prohibits discrimination and harassment (including sexual harassment), but it also prohibits retaliation against any person for making a complaint about discrimination or harassment; assisting, testifying, or otherwise participating in any discrimination or harassment investigation; or otherwise opposing discrimination or harassment prohibited by this policy. This includes any retaliation against any witness or bystander who reports or provides any information about alleged discrimination or harassment, or who intervenes to stop or attempt to stop any discrimination, harassment, or sexual misconduct. “**Retaliation**” means any adverse action that might dissuade or deter a reasonable person from making or supporting a complaint of discrimination or harassment. Examples of retaliation include intimidation, threats, coercion, termination of employment, unjustified negative grades or evaluation, reduction in pay, denial of a promotion, physical assault, and any other conduct that constitutes prohibited discrimination or harassment under this policy. Retaliation against any person thought to have engaged in any activity protected by this section, whether or not the person actually engaged in any protected activity, is also prohibited by this policy.

REPORTING VIOLATIONS; DISCRIMINATION GRIEVANCE PROCEDURES

Where to File a Complaint

Any student or employee who believes they have suffered discrimination, hazing, harassment (including sexual harassment or sexual misconduct), or retaliation in violation of this policy, should contact one of the following individuals of the **Title IX Committee**:

[Queenena Brown, Senior Director of Administration & Operations](#), (206) 876-6115

[Becca Shirley, Manager of Student Life Programs](#), (206) 876-6137

[Daniel Walkup, Director of Campus Services](#), (206) 876-6148

Discrimination Grievance Procedures

Violations of this policy will be addressed through the Discrimination Grievance Procedures. These procedures are available on the Safety and Nondiscrimination page of the school's website. Hard copies of the Discrimination Grievance Procedures are also available from the Title IX Committee and the Vice President of Human Resources.

Consequences of Violating this Policy

Consequences for violating this policy will depend on the facts and circumstances of each particular situation.

- A. Sanctions and corrective action could include the following: a requirement not to repeat or continue the discriminatory, harassing, or retaliatory conduct; a reprimand; a no-contact order; denial of a merit pay increase; reassignment; removal from class; suspension; termination or expulsion, or other appropriate sanction, remedy, or response.
- B. The severity of the sanction or corrective action may depend on the frequency and severity of the offense and any history of past discriminatory, harassing, or retaliatory conduct.
- C. A finding of discrimination, harassment that creates a hostile environment or resulted in any tangible action (either in the employment or educational setting), or sexual misconduct may be cause for disciplinary action, up to and including discharge in the case of an employee and expulsion in the case of a student. The Seattle School may also report any criminal conduct to a law enforcement agency.
- D. The Seattle School may take immediate steps to protect the complainant from further discrimination, harassment, or retaliation before completion of its investigation or the process outlined in the Discrimination Grievance Procedures. For example, in the case of a sexual harassment or sexual misconduct complaint, The Seattle School may take steps to separate the accused harasser from the complainant.
- E. The Seattle School may also take appropriate action even if it does not find discrimination or harassment that creates a hostile environment or results in a tangible action, but The Seattle School finds that the respondent engaged in disruptive behavior or determines that action is necessary or appropriate to prevent the creation of a hostile environment or a situation that may result in a tangible action or other form of unlawful discrimination or harassment.

Off-Campus Conduct

Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this policy. For example, if off-campus discrimination, hazing, or

harassment has continuing effects that create a hostile environment on campus, then the discrimination or harassment violates this policy. Allegations of off-campus sexual misconduct are of particular concern and should be brought to the attention of The Seattle School.

Mandatory Reporting by Employees of any sex-based discrimination, sexual harassment, sexual misconduct, or hazing involving students

The Seattle School wants to stop and respond effectively to instances of sex-based discrimination, sexual harassment, sexual misconduct, or hazing involving its students. Therefore, any employee receiving any information about any alleged or possible sex-based discrimination, sexual harassment, sexual misconduct, or hazing involving students, must report that information to the Title IX Committee named above (each a “**Complaint Officer**”) within 24 hours of receiving that information. Employees who are statutorily prohibited from reporting that information are exempt from this reporting requirement, including any licensed counselor who receives the information in his or her capacity as a licensed counselor. After receiving a report of alleged or possible sex-based discrimination, sexual harassment, or sexual misconduct, the Complaint Officer will evaluate the information received and determine what further actions should be taken. The Complaint Officer will follow the procedures described in the Discrimination Grievance Procedures or the Title IX Policy & Procedures, respective to the circumstance. The Complaint Officer will take steps, either directly with the complainant or through a reporting employee, to provide information about the relevant policy and procedures, as well as available health and advocacy resources and options for criminal reporting (if applicable).

Voluntary Reporting by Students

The Seattle School strongly encourages its students to report instances of sex-based discrimination, sexual harassment, and sexual misconduct involving students.

Military Mobilization

Students called up for active military duty may be able to obtain a refund of payments made to their account for the term during which they were 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 affected because of the length of their military duty, The Seattle School may extend the deadlines for completion of any academic program.

Smoking

Washington State law prohibits smoking in all places of employment. Persons may smoke outside provided they 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 or coordinated in partnership with the Manager of Student Life Programs through the Nourish Market. 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.

Substance Abuse Policy and Prevention Program

The Seattle School's Substance Abuse Policy and Prevention Program reflects a broad commitment to a healthy school community marked by standards that reflect personal accountability and responsibility; demonstrate regard for the safety, security, and health of others; and maintain the atmosphere needed for study and reflection. The misuse of alcohol and other drugs subverts the school's ability to achieve its central mission—the ability to serve God and neighbor through transforming relationships.

The Seattle School recognizes explicitly that students, faculty, and staff are adults, which means that they are expected to obey the laws and take personal responsibility for their conduct. Individuals are accountable for their choices and behavior. Careful attention to this information will help students, faculty, and staff promote the school's compliance with the federal Drug-Free Schools and Communities Act of 1989, which requires an institution of higher education to certify it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Failure to comply with the Drug-Free Schools and Campuses Regulations may forfeit an institution's eligibility for federal funding.

POLICY ON DRUG OR ALCOHOL USE BY STUDENTS

The Seattle School prohibits the illegal and irresponsible use of alcohol and other drugs by students. Students have the responsibility to conduct themselves in a lawful and appropriate manner consistent with the mission of the school. Each student has the responsibility to know the risks associated with the use and abuse of alcohol and other drugs and to assist the school in creating an environment that promotes health-enhancing attitudes and activities.

Drugs

1. The school strictly prohibits the manufacture, sale, possession, distribution, dispensing, or use by a student of a controlled or illegal substance not medically authorized while they are on campus.
2. The school strictly prohibits the manufacture, sale, possession, distribution, or dispensing by a student of drug paraphernalia on campus.
3. A student who is convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance for conduct that occurred during a period of enrollment for which the student was receiving any grant, loan, or work assistance (aka financial aid, work study, student loans, plus loans etc.) shall not be eligible to receive any grant, loan, or work assistance.

Alcohol

1. The possession, sale, distribution, and consumption of alcoholic beverages on the school's campuses or in connection with school-sponsored or related events is permitted only within the limits prescribed by Washington state and federal laws, and in accordance with the *Campus Policy for Alcohol Use at Events* (below). In addition, no open containers of alcohol are permitted on school property at any time, except within the area covered by a valid liquor permit.
2. The school strictly prohibits students from appearing on campus obviously under the influence of alcohol. Alcohol will not be allowed to interfere with co-curricular activities, campus safety or

security, or classroom learning.

3. The school will not excuse acts of misconduct committed by students whose judgment is impaired by consumption of alcohol or drugs. Students are expected to assume responsibility for their own behavior and must understand that being under the influence of drugs or alcohol in no way lessens their accountability. Violations of the law or school rules or policies relating to drug or alcohol use will result in disciplinary sanctions up to and including dismissal as described in the *Student Code of Conduct*. In general, students will be disciplined if their use of alcohol or drugs is illegal or threatens to create public disorder, public disturbances, danger to themselves or others, or property damage. In addition, the school has the right to refer suspected unlawful drug or alcohol-related incidents to appropriate federal, state, or local legal authorities.

CAMPUS POLICY ON ALCOHOL USE AT EVENTS

To serve alcohol on campus, the event sponsor must complete an *Alcohol Service Request Form* (available on Google Drive) and submit it to a member of the Executive Council for approval at least two weeks prior to the event. The Seattle School reserves the right to deny authorization at any time. If approval is granted, the event's sponsor is responsible for providing a licensed vendor/caterer to provide and serve the alcohol. **The event sponsor is responsible, along with individuals directed to serve the alcohol, for compliance with all applicable laws, ordinances, and school policies pertaining to the use, furnishing, or possession of alcohol.**

Alcohol may not be served to any person under the age of 21. A separate alcohol serving area is required at events where persons under 21 will be present. The event's sponsor will also be required to devise a system by which picture identification will be checked to verify legal age.

Alcohol must be served and monitored and may not be left unattended so to allow free access. Event sponsors and the individuals directed to serve the alcohol are responsible and obligated to refuse alcohol to anyone whom they believe has had too much to drink. All service of alcohol to guests must stop 30 minutes prior to the ending time of the event. Non-alcoholic beverages and food must be available and featured prominently at the event.

HEALTH RISKS OF ALCOHOL AND OTHER DRUG USE

Alcohol and illicit drug use can pose many health risks to students, faculty, and staff. Use may result in impaired judgment and coordination; physical and psychological dependence; damage to vital organs such as the heart, stomach, liver and brain; inability to learn and remember information; psychosis and severe anxiety; unwanted or unprotected sex resulting in pregnancy and sexually transmitted diseases (including HIV and AIDS); and injury and death. Negative consequences of alcohol and other drug use can be immediate.

RESOURCES FOR EDUCATION AND TREATMENT

Faculty and staff who suspect they may have a drug or alcohol abuse problem are encouraged to seek assistance through their own efforts before the problem affects their employment status. The school provides benefit-eligible employee access to an independent, confidential Employee Assistance Program (EAP) that offers confidential assessment, counseling, and referral assistance in areas that include alcohol and drug abuse. The EAP can be reached by calling 1-800-316-2796. Please contact the Human Resources Office for further information.

COMMUNITY SERVICES

A variety of community organizations in the greater Seattle area can be resources for students, faculty or staff. They are organized into three categories for ease of reference: 24-hour emergency numbers; self-help groups; and alcohol and drug treatment programs. *These resources have not been screened by The Seattle School. The school makes no specific endorsement of or recommendation to any one program.*

Emergency Numbers	
SAMSHA's National Helpline	206-622-HELP (4357)
National Domestic Violence Hotline	1-800-799-SAFE (7233)
HIV/AIDS Hotline	1-800-272-2437
24-Hour Crisis Line (Mental Health)	1-866-427-4747 (King County) ; 1-866-789-1511 (WA)
King County Sexual Assault Resource Center	1-888-998-6423
Local Self-Help Groups	
Alanon Family Group	206-625-0000
Alcoholics Anonymous (AA)	206-587-2838
Marijuana Anonymous	206-548-9034
Nar-Anon (Pacific NW)	206-626-7171
Narcotics Anonymous	206-790-8888
Alcohol and Drug Treatment Resources	
A Positive Alternative	206-547-1955
Catholic Community Services	206-328-5097
Consejo Counseling and Referral	206-461-4880
Lakeside Milan Recovery Center Inc.	425-823-3116
Northpoint Washington	855-981-9549
Providence Recovery Program	425-258-7390
Newport Academy (women only)	425-823-8844
Seattle Indian Health Board	206-324-9360

Swedish Addiction Recovery Services	206-781-6209
Recovery Center, Evergreen Health	360-794-1405
Veterans Administration Medical Center	800-329-8387

Unauthorized Distribution of Copyrighted Material on The Seattle School Network

The Seattle School is committed to ensuring that copyrighted works are respected and used appropriately by faculty, students, staff, and visitors. Our policies require that those using our computers or networks comply with U.S. and international copyright laws. Failure to do so may result in disciplinary action or termination of access.

An annual email is sent to all students and employees at the beginning of each academic year. The full *Copyright Infringement and Peer-to-Peer File Sharing Policy* can be found on Google Drive. This document serves as the written plan required of The Seattle School under the copyright-related regulations associated with the Higher Education Opportunity Act of 2008.

COMBATING UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIAL

The Seattle School addresses misuse of its networks for unauthorized distribution of copyrighted material through a variety of educational, technical, and disciplinary means. These include:

- Faculty and staff acknowledge and accept this policy when they are provided with the *Employee Handbook* during their new hire orientation. Students acknowledge and accept this policy when they sign The Seattle School *Statement of Agreement* prior to enrollment.
- Mailings, the school's website, and other mechanisms explaining the difference between appropriate and inappropriate use of copyrighted materials and the possible penalties of misuse.
- Network management technologies and policies that may constrain the use of the network for purposes not directly related to the school's mission.
- Traffic monitoring to identify largest bandwidth users.
- Standardized, consistent handling of copyright violation notices, including validation of details, warnings to offenders, and disciplinary action when warnings prove ineffective.

The Seattle School periodically reminds its network users through email, the school's website, and other means that:

- An individual choosing to host or exchange files unlawfully will be personally responsible for any consequences from that activity. Ignorance of the law is not a useful defense. The School strongly recommends that individuals using School networks and computers learn the rules and the laws before sharing files online.
- Educational institutions are not exempt from the laws covering copyrights. Most software, images, music, and files available for use on computers at the Seattle School are protected by federal copyright laws. In addition, software, images, music, and files normally are protected by a license agreement between the purchaser and the software seller. It is the Seattle School's policy to comply with federal copyright and license protections.

- Unauthorized use of software, images, music, or files is regarded as a serious matter and any such use is without the consent of The Seattle School. If abuse of computer software, images, music, or files occurs, those responsible for such abuse will be held accountable.
- There are a number of many legal alternatives for downloading or otherwise acquiring copyrighted material, including those listed below:

[Amazon](#)

[Last FM](#)

[Hulu](#)

[Pandora](#)

[iTunes](#)

[Netflix](#)

[ShoutCast](#)

[Spotify](#)

HANDLING OF POTENTIAL VIOLATIONS

When the school receives formal notification that a user of its network appears to be violating copyright, Information Technology:

- Identifies the machine identifier ("MAC address") associated with the network address at the time noted in the complaint.
- Uses logs to identify the owner of the device, if possible.
- Sends the owner instructions requesting that offending material must be removed from the network, and requiring a response from the owner.

Internet access is restricted if the alleged offender fails to respond to the notice within 72 hours or if the machine owner has received a previous complaint. Network users receiving second complaints must meet with Information Technology staff before Internet access is restored.

The target response time for copyright complaints is 10 working days or less.

PERIODICALLY REVIEWING EFFECTIVENESS

The Seattle School will review the effectiveness of this plan on an annual basis during the summer break (July-August). The primary measure used to assess effectiveness at deterring unauthorized sharing of copyrighted material will be the number of repeat offenders, measured as a percentage of the number of overall complaints received.

For more information, see the website of the [U.S. Copyright Office](#), especially the [Frequently Asked Questions](#) section.

ANNUAL RHYTHMS

These community rhythms are intentional spaces for The Seattle School community to come together to mark moments of learning, formation, and fellowship. They 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. In addition to these events, the SAS team co/hosts a variety of other student programming throughout the year.

Convocation

During Convocation we officially invite 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 cookout.

The Grenz Lecture

The Stanley Grenz Lecture Series is offered in honor of former Professor Stanley Grenz, a prolific Christian scholar with a pastoral heart and deep intellectual presence. In his memory, each year The Seattle School hosts theological leaders and thinkers to advance theological discourse.

Day of Scholarship

The Day of Scholarship encourages creativity, conversation, and collaboration in research and scholarship across The Seattle School. This event connects faculty, staff, students, and alumni, facilitates dialogue and helps community members discover a variety of projects while also strengthening a collective culture of generosity, development, and advancement.

(S)ending Programming

The Seattle School hosts a series of workshops 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.

Graduate Friday

Graduate Friday is a day of events celebrating the end of the academic year and honoring our graduating students' accomplishments. **The Graduates' Breakfast** is a celebratory catered 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. The **Integrative Project Symposium** features the culminating work of students in our Master of Arts in Theology & Culture program. **The Seattle School's La Danse Award** is an annual rhythm in which we celebrate the community we create together, and honor individuals who have marked our community in particular ways. And finally, the day culminates in an **Open House** which is designed for friends and family of graduates, alumni, and the broader community to tour the school and meet some of the staff and faculty that have helped graduates along their journeys at The Seattle School.

Commencement

Commencement is the concluding bookend to Convocation. It is here that we send another Seattle School class out to embody our mission in the world.

For Questions Regarding:

Email address/contact information for faculty and staff can be found here:

<https://theseattleschool.edu/faculty-staff/directory/>

Academic Advising	Nicholas Diaz
Academic Calendar	Tina Shelton
Academic Petitions	Tina Shelton
Academic Policy	Tina Shelton
Accreditation	Katie Clum
Address Changes	Update in your Populi profile
Adjunct/Affiliate Professors	Misty Anne Winzenried
Admissions	Milli Haase, Krista Law
Advancement	Paul Steinke
Alcohol & Drug Policy	Daniel Walkup
Alumni	Paul Steinke
Art Display	Becca Shirley
Assistant Instructors	Katie Clum
Benevolence Fund	Becca Shirley / Ligaya Avila
Billing Questions	Ligaya Avila / Accounting
Building Hours & Use	Daniel Walkup
Building Maintenance	Daniel Walkup
Bulletin Boards	Becca Shirley
Campus Calendar	Queena Brown / Tina Shelton
Catalog	Tina Shelton
Chapel	Becca Shirley
Classroom Media Questions	help@theseattleschool.edu
Code of Conduct	Daniel Tidwell-Davis
Commencement	Tina Shelton
Computer & Technology Questions	help@theseattleschool.edu
Convocation	Daniel Tidwell-Davis / Becca Shirley
Course Changes	Nicholas Diaz / Tina Shelton
Course Schedules	Nicholas Diaz / Tina Shelton
Curriculum Review	Individual Faculty / The Core Faculty team
Disability Accommodations	Daniel Tidwell-Davis / Nicholas Diaz
Donor Development	Paul Steinke
Emergency Procedures	Daniel Walkup
Facilities & Safety Management	Daniel Walkup

Academic Advising	Nicholas Diaz
Academic Calendar	Tina Shelton
Academic Petitions	Tina Shelton
Academic Policy	Tina Shelton
Accreditation	Katie Clum
Address Changes	Update in your Populi profile
Adjunct/Affiliate Professors	Misty Anne Winzenried
Admissions	Milli Haase, Krista Law
Faculty Office Hours	Individual Faculty (posted on syllabi)
FERPA	Tina Shelton
Financial Aid	Ligaya Avila
Financial Petitions	Ligaya Avila
Front Desk (Welcome Center)	Daniel Walkup
Grades	Individual Faculty / Tina Shelton
Human Resources	Queena Brown / Michelle Arendt
ID Cards	Daniel Walkup
Independent/Individualized Study	Nicholas Diaz / Tina Shelton
Internship Program	internships@theseattleschool.edu
Library Services	Sam Skillern, Cheryl Goodwin / Mary Rainwater
Lockup / Door Access	Daniel Walkup
Mail	Welcome Center
Media Collection & Archiving	Andrew Lumasia
Newsletter	Becca Shirley
Orientation / (Re)Orientation	Becca Shirley, Daniel Tidwell-Davis
Parking	Daniel Walkup
Personal Issues	Becca Shirley, Daniel Tidwell-Davis, Student Fellows
Recording Lectures	Individual Faculty / Tina Shelton
Registration	Tina Shelton
Reserving Space	Daniel Walkup
Scholarships	Ligaya Avila
Security	Daniel Walkup
Student Accounts	Ligaya Avila / Accounting
Student concerns & complaints	Becca Shirley / Daniel Tidwell-Davis / Misty Anne Winzenried
Student Leadership	Becca Shirley / Student Fellows
Student Life	Becca Shirley / Student Fellows
Transcripts	Transcript Request Page
Title IX Concerns	Becca Shirley / Daniel Walkup
Tuition Assistance	Ligaya Avila
Tuition Payments	Accounting / Ligaya Avila
Weapons & Violence Policy	Daniel Walkup
Website/Webmaster	marketing@theseattleschool.edu

Academic Advising	Nicholas Diaz
Academic Calendar	Tina Shelton
Academic Petitions	Tina Shelton
Academic Policy	Tina Shelton
Accreditation	Katie Clum
Address Changes	Update in your Populi profile
Adjunct/Affiliate Professors	Misty Anne Winzenried
Admissions	Milli Haase, Krista Law
Writing Center	Writing Center Page
Writing Workshop	Individual Faculty