



# Southwestern

BAPTIST THEOLOGICAL SEMINARY

Southwestern Baptist Theological Seminary  
and  
Texas Baptist College

Student Handbook

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## **Vision**

Through theological education, Southwestern Baptist Theological Seminary will seek to equip servants for the church to influence Texas, the region, the nation, and the world for the cause of Christ and the Kingdom of God.

## **Identity Statement**

Southwestern Baptist Theological Seminary, as a Great Commandment and Great Commission institution, guides and equips students in living their calling, seeking to glorify God through Christ-centered education that encourages academic excellence and faithful ministry preparation.

## **Mission Statement**

The primary purpose of Southwestern Baptist Theological Seminary is to provide theological education for individuals engaging in Christian ministry, assisting Southern Baptist Convention churches by biblically educating and equipping God-called men and women for ministries that encourage the priority of the Great Commandment and the fulfillment of the Great Commission, and which bring glory to our great God.

## **Core Values:**

- Grace Filled
- Christ Centered
- Scripturally Grounded
- Confessionally Guided
- Student Focused
- Globally Engaged

## *SOUTHWESTERN SEMINARY COMMUNITY STANDARDS*

The primary purpose of Southwestern Baptist Theological Seminary and Texas Baptist College (Southwestern Seminary) is to provide theological education for individuals engaging in Christian ministry, assisting Southern Baptist Convention churches by biblically educating and equipping God-called men and women for ministries which encourage the priority of the Great Commandment and the fulfillment the Great Commission, and which bring glory to our great God.

We are committed to developing well-founded virtues commended in the Word of God, while also avoiding attitudes and actions the Word condemns as sinful. Appropriate Christian behavior revolves around the two great commandments: to love God with one's entire being and love one's neighbor as yourself. These two commands express the fruit of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

Development and growth in the listed areas are imperative for the Christian life in general and greater for those who are called to Christian service. For this reason, a variety of actions and attitudes are incompatible with Southwestern Seminary's commitment to the Bible as the Word of God. The character of all the individuals of the Southwestern community should demonstrate appropriate integrity in ALL these commitments.

- All students are required to be active members in a local congregation through full-membership or watch-care status. Watch-care status in a local church is permitted when the student's home church and the local church support the arrangement. Documentation of church membership or watch-care status must be submitted annually to the Office of the Registrar.
- All conflict resolution and reconciliation between offended parties is best accomplished through Christian love with candid communication. If reconciliation is not accomplished between the individuals solely, Christian mediation should be sought apart from secular litigation. All students should seek resolution through the institution's grievance process listed in the academic catalog and this Student Handbook.
- All students must show due respect for every community member. Violations include lying, gossip, profanity, slander, fighting, any behavior that is demeaning, harassing, or abusive of another person, and behavior that is profane or vulgar. This behavior applies to in-person, web-based, or third-party activity.
- Academic dishonesty violates the integrity of the institution's mission and the personal integrity of the student preparing for Christian ministry. Examples of academic dishonesty includes cheating, submitting (without approval) work originally prepared by the student for another course, and plagiarism (submitting work as one's own prepared material in whole or in part while failing to give proper credit on papers for sources used).
- All sexual misconduct violates the image of God within each individual and the covenant of marriage between man and woman. Violations of sexual misconduct include heterosexual misconduct, homosexual or bisexual behavior, transgenderism, pre-marital relations

(consensual or non-consensual), or any other form of sexual misconduct as determined by the institution, including pornography.

- The use, possession/distribution, and abuse of any illegal substances are not permitted. This includes intoxicants such as marijuana, any controlled substances, any illegal substances, and any drug paraphernalia. The use, possession, and abuse of nicotine and tobacco products such as cigarettes, smokeless tobacco, and electronic cigarettes are not permitted on any Southwestern Seminary-owned property. The use, possession, and abuse of alcohol is not permitted on any Southwestern Seminary-owned property. Any infractions will result in immediate disciplinary action for all stated policies. This policy stands regardless of individual conviction or ecclesiastical tradition.
- Stewardship of personal and institutional property is expected. Theft or vandalism of private or public property is not permitted. Financial malfeasance and gambling will not be tolerated.
- Any activity that violates local, state, and federal law is unacceptable and prohibited behavior. Students involved in criminal or civil infractions or investigations are accountable to civil authorities but may also be subject to discipline by the institution.

The Student Handbook should not be construed as a contract between Southwestern Baptist Theological Seminary/Texas Baptist College and any potential, current, or former students.

# *ETHICAL CODE OF CONDUCT*

## **Admission**

A student's admissions status is subject to review by the Admissions Review Committee in the application process at any time should information arise that is contrary to the Ethical Code of Conduct. A member of the faculty, staff, or student body may request a review by the Office of the Dean of Students and Vice President for Student Services if a student demonstrates the inability to live in harmony within the community, or if characteristics presumed present for admission are lacking, such as moral character, relational skills, potential for effective ministry, and appropriate church involvement.

The standards for student status always apply and are not mitigated by calendar interruptions, geographic location, or cultural and religious norms. The honor code and institutional policies for conduct and conscience are non-negotiable and always applicable between application and the tenure of enrollment.

## **Alcohol and Drugs**

In accordance with the irreproachable standards of moral conduct as well as denominational expectations for all students, the use of tobacco or nicotine products, including smokeless tobacco and e-cigarettes is not permitted on any Southwestern Seminary-owned property. Intoxicants such as marijuana, illicit/illegal drugs, and the use of drug paraphernalia as it pertains to equipment, products, and material of any kind that are used to facilitate, or intended or designed to facilitate illegal substance activities are prohibited in all respects. The use, possession, and abuse of alcohol are not permitted on any Southwestern Seminary-owned property, and abuse of alcohol in any manner is prohibited whether present on or off-campus. *If a student is not present on-campus but is consuming alcohol, the student is prohibited from wearing any Southwestern or Texas Baptist College apparel or presenting any items with Seminary logos.* Students caught in violation of these policies will be subject to immediate disciplinary action. This policy does not apply to worship communion or appropriate use of prescribed medications.

Students enrolled at Southwestern Seminary are subject to disciplinary action for the possession, manufacture, use, sale, or distribution (by either sale or gift) of any quantity of any prescription drug or controlled substance or for being under the influence of any prescription drug or controlled substance, except for the use of prescribed medication for the specific individual in accordance with the instructions of a licensed physician.

In addition to sanctions imposed by Southwestern Seminary for violation of the Alcohol and Drug Policy, a student may be subject to regulations of civil authorities. Various local, state, and federal regulations prohibit the illegal use, possession, and distribution of illicit drugs and alcohol. Southwestern Seminary reserves the right to refer students to court authorities for any behavior that is in violation of the law. In the case of arrest, the student will be placed on full suspension until the issue is resolved and depending on the outcome of the arrest and/or court proceedings may be removed from Southwestern Seminary completely.

## Church Membership

Southwestern Seminary exists to train men and women for service in the local church. All students are required to be active members in a local congregation through full-membership or watch-care status. Watch-care status in a local church is permitted when the student's home church and the local church support the arrangement. Documentation of church membership or watch-care status must be submitted annually to the Office of the Registrar. This policy complies with the Southern Baptist Convention mandate for denominational standing. Special instructions regarding local church membership are as follows:

Students who are Southern Baptist by conviction or heritage, but members of a non-Southern Baptist church are required to pay the institutional non-Southern Baptist fees as they apply for enrollment and academic coursework.

Students desiring to change their denomination to Southern Baptist in order to receive the Southern Baptist Cooperative Program Scholarship are required to meet the following conditions:

- After becoming a Southern Baptist church member, the student must show proof of current church membership using the Certification of Church Membership form from the Office of the Registrar that can be obtained on the SWBTS website.
- Academic-based fees and tuition rates for the semester are based upon the denomination of record at the time of registration. A student can change denomination and report this change to the Office of the Registrar before the add period ends to receive the SBC tuition rate. After the add/drop period, students will be required to wait until the next academic term for the new fee structure and scholarship to apply.
- Please note, on average, the difference between the SBC tuition discount rate and non-SBC tuition rates average 30% for undergraduate/associate degrees, 50% for master's degrees, and 35% or less for doctoral degrees.

Any questions regarding local church membership should be directed to the Office of the Registrar by emailing [registrar@swbts.edu](mailto:registrar@swbts.edu).

## Chapel

Chapel services are conducted on Tuesday and Thursday from 11:00 a.m. to Noon. This period is designed as an opportunity for the entire student body and the community to worship and rejoice together. Attendance is required for undergraduate students and expected for graduate/doctoral students as scheduling allows. Chapel exemptions for undergraduate students must be arranged and approved prior to the start of each semester by Texas Baptist College's (TBC) Dean's Office. Those that fail to acquire approval will not be guaranteed approval of the exemption. Chapel services will also be available via [Live Stream](#).

## Decorum and Dress

In appearance, the Southwestern Seminary community is to be encouraged and guided by the principles of the Christian Gospel. At Southwestern Seminary, our position supports that modest clothing supports one's Christian testimony. All garments that are overly tight, form-fitting, or overly short will not be permitted. In chapel or prayer settings, hats/caps should be removed.



## **Divorce & Marital Relationships**

Any student in the process of marital separation or divorce must notify the Dean of Students and may be required to cease studies to give full attention to the preservation of his/her marriage for a one-year duration or longer. In some cases, a class or counseling may be required to encourage the stability of the marital relationship. The Dean of Students (in conjunction with other school officials) must provide approval for the student's return to coursework.

## **Family Attendance Policy**

The Family Attendance Policy for Southwestern Seminary is as follows: All applicants who wish to attend as students of Southwestern Seminary and Texas Baptist College must do so as a family unit if the applicant is married or has children under the age of 18 who are dependents. This policy reflects the institution's commitment to its core beliefs, emphasizing the importance of family in spiritual and personal development. By fostering a supportive and cohesive family environment, SWBTS aims to strengthen the faith and educational journey of each student within the context of their family relationships. Any exceptions to policy must be submitted to the Vice President of Enrollment and Student Services prior to new or continued attendance.

## **Email Policy**

Southwestern Seminary uses email for official communication between the institution and students. Upon enrollment, the institution provides the student with a student email account for the purpose of receiving official communication and corresponding with the institution. Examples of relevant information that may be communicated over email include but are not limited to registration confirmation, communication from various campus offices (e.g., Student Financial Services, Campus Technology), announcements of campus events, and correspondence from professors. All students are expected to regularly monitor this account and use it responsibly. Students may access and manage their credentials from the [Student Account Information](#) page.

Senders are accountable for all content and communication delivered through institutional email. Thus, Southwestern Seminary expects students to exercise caution to secure their account credentials and prevent unauthorized use of their email account. Email accounts must be used only in an appropriate and ethical manner. Transmissions intended to annoy, offend, bully, harass, or otherwise violate the Student Ethical Code of Conduct are strictly prohibited. Users agree to indemnify and hold harmless Southwestern Seminary for any loss or damage arising from the content of any message. Use of this account to gain unauthorized access to any other network or system is also prohibited. Misuse of student email services or failure to guard access credentials may result in account suspension, disciplinary sanction, or legal action.

Students may use their student email to correspond freely and appropriately with intended recipients inside or outside of the institution. The email service, however, belongs to the Southwestern Seminary, along with any content created on, stored within, sent from, or received via the institutional email. Southwestern Seminary reserves the right to access and monitor email correspondence and related services as needed and determined at the discretion of the institution regardless of privacy. Reasons to access student email correspondence include but are not limited to the detection and inhibition of unauthorized access to email accounts (e.g., impersonated or hacked accounts), the detection and

inhibition of malicious actors (e.g., spam, malware, and phishing attacks), and compliance with authorized investigations.

## **Firearms, Weapons, & Explosives Policy**

The possession or use of firearms, weapons, or explosives in/on all academic, office, or general event buildings and premises or dormitories by any employee, student, vendor, or other visitor is strictly prohibited. Any exception to this policy must be authorized in advance by Campus Police ((817) 921-8888 or [police@swbts.edu](mailto:police@swbts.edu)) and/or Campus Housing. Definitions of what constitutes a firearm, weapon, or explosive are:

### **Firearms**

Any device that shoots a bullet, pellet, flare, tranquilizer, spear dart or other projectile, whether loaded or unloaded, including those powered by CO<sub>2</sub>. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, shotguns, etc., and any ammunition for any such device.

### **Weapons**

Any device that is designed to or traditionally used to inflict harm. This includes, but is not limited to: 1) firearms, slingshots, switchblades, daggers, blackjacks, brass knuckles, bows and arrows, hunting knives, nun-chucks, throwing stars, etc.; 2) any object that could be reasonably construed as a weapon; or 3) any object legally controlled as a weapon or treated as a weapon under the laws of the jurisdiction in which the Seminary premises is located.

### **Explosives**

Any chemical compound or mechanical mixture that contains any oxidizing or combustible units, or other ingredients, in such proportion, quantities or packing that an ignition by fire, friction, concussion, percussion, or detonator, or any part of the compound or mixture, may cause a sudden generation of highly heated gases that results in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, firecrackers, hand grenades, black powder, dynamite, etc.

Reports of any violation shall be made to the Chief of Campus Police (817-921-8888 or 8888 from any campus phone) or any on-duty officer.

## **Hazardous Materials**

The term, "hazardous materials," refer to any substance or material that is capable of posing an unreasonable risk to health or safety when transported, stored, or illegally possessed. Included are waste, pollutants, petroleum products, and any other elevated temperature material deemed to be hazardous. At no time may hazardous materials (including charcoal lighter fluid and auto oil or fuel) be taken into or stored in any housing unit without proper authority (reference housing policy).

Though not all-inclusive, the following list identifies a few of the prohibited materials or substances that a reasonable person should not possess on Seminary property: explosives; poisonous gas; flammable liquids or solids; oxidizers; corrosives; infectious substances; spontaneously combustible liquids, substances, or solids. This policy does not inhibit the use of materials legally needed by employees for their work tasks, in which all hazardous materials are stored, controlled, and used in

accordance with OSHA, state, federal, and local laws. The Chief of Campus Police and/or the Associate Vice President for Human Resources and Risk Management must approve the use of all hazardous materials.

## **Litigation and Criminal Charges**

Southwestern Seminary does not allow student status for anyone who must comply with court-ordered probation for felony conviction or must/have registered as a sex offender. Applicants and students who are charged or under investigation in a federal or state court must report this immediately to the Dean of Students, Dean of Women, or/and the Vice President for Student Services and withdraw until matters are resolved. Applicants are required to disclose any moral or legal factor that could impede their effectiveness and faithfulness in ministry. As needed, a Seminary Ethical Conduct Committee may be convened. Applicants and students alike are not eligible for active status while listed in state registries for sexual offenders or while serving court-ordered sanctions, such as incarceration or probation.

## **Plagiarism, Artificial Intelligence, and Telecommunications**

Southwestern Seminary is an educational institution committed to the highest standards of academic integrity at the undergraduate, graduate, and postgraduate levels. As such, any student who submits work as part of the requirement of a course thereby affirms that the student personally has completed the work in question, and it has not been submitted for credit in any other course without permission. Unless sources are correctly cited, the student is affirming that the words, thoughts, and/or ideas are the student's own original work. Falling short of these standards is academic dishonesty. Plagiarism is submitting work as one's own prepared material in whole or in part while failing to give proper credit on papers for sources used. All cases of plagiarism will be reported to the Dean of Students and will be kept on file indefinitely. The institution recognizes a professor's authority to undertake disciplinary actions concerning any of their students in the context of their classroom.

- In most cases, the first offense of academic dishonesty results in a zero (0) for the assignment in question.
- In most cases, the second offense of academic dishonesty results in failing the course in which the academic dishonesty occurred.
- In most cases, the third offense of academic dishonesty results in dismissal from the student's program.

Appropriate and ethical behavior honors the software licensing agreements and copyright law; respects confidentiality and/or privacy of data and uses telecommunication and computing resources without offending, annoying, or harassing others. Students are accountable for their use of all computing and telecommunications resources. Misuse may result in legal or disciplinary action.

Southwestern Seminary acknowledges the presence of Artificial Intelligence (AI) as it pertains to academics and research. Students may use AI software for initial research purposes with the prior approval of a professor. Professors have the authority to adjust AI use expectations in the context of their classrooms. If AI software is permitted in the classroom prior to the start of a specific assignment, the student is required to properly cite the source within the research as it aligns with the plagiarism policy.

The use of AI software cannot replace the student's research and learning processes. Any extended use beyond the AI software policy within the context of initial research does not align with this policy and

will result in disciplinary action. The primary purpose of Southwestern Seminary is to provide theological education for individuals and a student's abuse of AI software does not uphold the institution's stance on academic integrity.

## **Sexuality and Gender Identity**

Southwestern Seminary affirms God's creation design, including humanity in which He created two distinct sexes, male and female. We also recognize that due to sin and the fallen nature of humanity, the experiential perception of sex and gender is not always that which God designed, and yet affirm further God's capacity to heal and transform humanity's brokenness in keeping with His purposes and will.

With this foundational understanding of creation, fall, and redemption, Southwestern Seminary does not support or affirm the resolution of a psychological identity discordant with one's birth sex. Similarly, the institution does not support or affirm attempts to change one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity/ies. The institution will make decisions based on this policy regarding housing, student admission and retention, hiring and retention, and other matters.

In all aspects, the institution will regard sex at birth as the identification of the given biological sex. Any blurring of the boundary between male and female, such as identifying oneself as trans/pan/poly-sexual, or transgendered/nonbinary, is contrary to biblical standards.

All actions or intentions of those seeking fundamental changes of any kind from one's sex at birth will be viewed as a rejection of the biblical and theological understandings to which Southwestern Seminary is committed and stand as grounds for removal from consideration for enrollment for a student applicant and as grounds for termination of enrollment of a current student. The same is true for persistent or exaggerated examples of cross-dressing, or other expressions or actions that are deliberately discordant with birth sex.

All students and employees are responsible for notifying the Seminary of any violation of this policy. Decisions will be handled on a case-by-case basis in a pastorally sensitive manner by the Dean of Students, Vice President for Student Services, and the Behavioral Intervention Team (BIT).

## **Discrimination**

Southwestern Seminary is committed to providing an environment that is free of discrimination and other unbiblical conduct as is determined by biblical, moral/ethical standards, and the law. Actions, words, jokes, or comments based on an individual's sex (pregnancy), ethnicity, disability, age, race, color, national origin, citizenship status, military or veteran status, or genetic information will not be tolerated.

Any students with questions or concerns about any type of discrimination are encouraged to bring these issues to the attention of the Dean of Students ([deanofstudents@swbts.edu](mailto:deanofstudents@swbts.edu)) or the Dean of Women ([deanofwomen@swbts.edu](mailto:deanofwomen@swbts.edu)). Students can raise concerns and make reports without fear of reprisal. Anyone found to have engaged in inappropriate conduct, even if it does not rise to the level of discrimination, or retaliation under the law, may be subject to appropriate discipline, including disciplinary withdrawal. Any form of retaliation due to a complaint of discrimination is strictly prohibited and will result in disciplinary action.

## **Anti-Harassment, Stalking, and Abuse**

In addition to providing an environment that is free of discrimination, Southwestern Seminary is committed to providing students with an environment that is free of all forms of harassment (specific actions are listed in the discrimination policy). Any actions that violate the policy will not be tolerated. All students with questions or concerns regarding harassment are encouraged to report these issues to the Dean of Students or the Dean of Women. Students can raise concerns and make reports without fear of reprisal. Anyone found to have engaged in inappropriate conduct, even if it does not rise to the level of harassment, or retaliation under the law, may be subject to appropriate discipline, including disciplinary withdrawal. Any form of retaliation due to a complaint of harassment is strictly prohibited and will result in disciplinary action.

Sexual harassment includes sexual misconduct, sexual assault, or stalking (meaning engaging in a threatening course of conduct directed at a particular person that reasonably causes that person fear for their safety or to suffer substantial emotional distress). Sexual harassment means any harassment based on someone's sex or gender. Sexual harassment can occur between any individuals, regardless of their sex or gender. Sexual harassment is unlawful and can involve a variety of unwanted, unwelcome, and repeated behaviors such as sexually suggestive statements/questions/actions, offensive jokes, innuendos, offensive touching/gestures whether directed towards or physical conduct and displaying or showing sexually suggestive images. (This does not limit the discussion of human sexuality in an instructional setting.) Southwestern Seminary prohibits unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where:

- Submission to such conduct is made a term or condition of a student's status as a student; or
- Submission to or rejection of such conduct is used as a basis for decisions affecting the student; or
- Submission to or rejection of such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive environment.
- Submission to or rejection of such conduct endangers the student, the student's marriage.

Sexual harassment may include a range of subtle and not subtle behaviors and may involve individuals of the same sex or different sexes. Southwestern Seminary cannot prevent or remedy sexual harassment unless it knows about it. Incidences of perceived harassment by a student should be reported to the Dean of Students or the Dean of Women for redress according to the discipline policy and may be done verbally or in writing. The complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. Any Southwestern Seminary student who observes or learns of behavior that may constitute sexual harassment should promptly report the behavior to the Dean of Students or Dean of Women.

Southwestern Seminary prohibits retaliation against individuals who complain of sexual harassment, stalking or abuse, or who testify or assist in any proceeding under the law. Any such retaliation is unlawful. No one will be subject to, and the Seminary prohibits, any form of discipline, reprisal, intimidation, or retaliation for good faith reporting of incidents of sexual harassment of any kind, pursuing any sexual harassment claim, or assisting or cooperating in related investigations or other proceedings.

To report instances of alleged harassment, stalking, or abuse call: 817) 921-8888 (or 8888 from any campus phone), email: [police@swbts.edu](mailto:police@swbts.edu), or contact the Behavioral Intervention team through: [BIT@swbts.edu](mailto:BIT@swbts.edu).

## **Anti-Bullying and Anti-Hazing Policy**

Recognizing and addressing bullying and/or hazing is paramount to ensuring a safe and healthy campus environment that is conducive to learning and protects the rights of individuals. “Bullying” is repeated and intentional aggressive behavior directed towards an individual or a group of individuals. This behavior can manifest in various forms, such as verbal abuse, humiliation, intimidation, or the spreading of rumors whether in-person or through electronic means. Bullying goes beyond occasional disagreements or conflicts and involves a consistent pattern of behavior that creates a hostile or intimidating environment and may cause physical, mental, or emotional harm to the targeted individuals.

“Hazing” is any act committed against someone joining or becoming a member or maintaining membership in any organization that is humiliating, intimidating, demeaning, or that endangers the health and safety of the person, whether it occurs on or off Seminary property. Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities. Hazing may include but is not limited to, the following activities when these activities are life-threatening or are intended to hurt or physically or mentally humiliate the individual:

- Physical abuse such as kidnapping, paddling, slapping, branding, burning, or any additional forms of physical abuse; or
- Physical exercise, such as road trips, or any activity resulting in excessive fatigue, physical or psychological shock; or
- Wearing apparel which is degrading or uncomfortable to the individual; or
- Engaging in public stunts, hair cutting, morally degrading or humiliating games or activities (including public nudity), giving of food or drink (alcoholic or non-alcoholic, drugs) which is distasteful or designed to provoke nausea or inebriation.

No student organization or individual shall employ a program of student initiation or social events that includes hazing or bullying. It is the duty of all student organization members to report immediately any violation of this policy to the Dean of Students/Dean of Women/Vice President of Student Services.

Any individual who believes that he/she is the subject of bullying or hazing or who has knowledge of bullying or hazing behavior should immediately report such conduct to the Dean of Students, the Dean of Women, the Vice President for Student Services, or Campus Police. Complaints of bullying or hazing will be investigated promptly and in an impartial and confidential manner as possible. Retaliation against any individual reporting such conduct will not be tolerated and will be subject to review by the Ethical Conduct Committee.

Any individual who is found, after appropriate investigation, to have participated in bullying or hazing is subject to disciplinary action by the Ethical Conduct Committee.

All students also will be required to complete Ministry Safe Training prior to becoming a student at Southwestern Seminary. All students also will be subject to renewing that training at the required intervals, which will be communicated through the academic offices.

## **Duty to Report Suspected Violations**

In an attempt to make this a truly responsible and redemptive community, it is expected that students, faculty, administration, and staff jointly accept the responsibility of reporting such actions that are unacceptable, unethical, or detrimental to the Christian academic community or to the ministries that they serve. All apparent violations of the ethical conduct policies are to be reported to the Dean of Students and Vice President for Student Services for timely investigation. Upon review, mandatory reporting to the Police Department may be required.

## **Child Endangerment and Abandonment**

Southwestern Seminary supports state and local laws regarding Child Protective Services guidelines. These guidelines state that a parent/guardian is legally responsible for the welfare and protection of a child up to the age of 18. Children under seven years of age are considered especially vulnerable. Children should not be left unattended or placed in any situation that might cause harm or injury to the child/ren. Children should be always under adult supervision in Seminary housing, buildings, open outdoor spaces, and facilities. Any failure to protect or care for children in a law-abiding way will be reported to the proper civil authorities immediately.

## **Solicitation & Special Offerings**

Any kind of solicitation is prohibited on Seminary property. Request for special offerings within the Seminary community is disallowed, unless prior permission is granted by the Senior Leadership Team.

## **Surveys & Distribution of Materials**

Surveys or polls of any portion of the student body coming from either inside or outside the student body must be submitted to the Associate Provost for Academic Services for approval from the Senior Leadership Team.

Students may post or distribute materials in designated areas after receiving approval from the Director of Student Life, Dean of Students, or Vice President for Student Services. Any door-to-door activity on a Seminary-owned property must have prior approval from the Vice President for Student Services.

## **Visitation to Residence Housing**

Apartment, Townhome, and Perimeter House/Duplex (“General Housing”) residents may allow guests during daytime hours at their discretion. Residents of General Housing and their guests are expected to conduct themselves in accordance with the policies and procedures subscribed to in the SWBTS Student Handbook and SWBTS Student Code of Conduct. Residents are responsible for the actions and behavior of their guests.

Residents specifically agree to be liable for damages or other loss that residents or their guest(s) cause to Student Housing facilities, resident’s room/unit, or any furniture or equipment, except for ordinary wear and tear. The title to the damaged property will remain with the institution. Residents will be charged on a prorated basis for public area damage where responsible parties cannot be identified and where

reasonable evidence exists that area students are responsible for the damage. You shall pay all such amounts to the institution promptly on demand.

Overnight guests may be invited to spend one (1) week in the period of three (3) months. Violations of the overnight guest policy may result in removal from SWBTS Housing and/or further disciplinary sanctions as determined by the Dean of Students. Residents are responsible for the actions and behavior of their guest(s).

- For roommates relationships: Roommates must be notified and agree to any overnight guests not to exceed the guidelines above and prior to the arrival of the guests. Overnight guests may not be of the opposite gender.
- Any extended stay must be notified to and approved by the Campus Housing office through via email (an Extended Guest Request form is under development and will be available in eRez, the residence management platform)

## **Voter Registration and Political Activity**

Responsible citizenship is a duty for all followers of Christ (Rom. 13:1-7). Legal residents eighteen years old and older are eligible to vote if registered thirty days prior to election. To register to vote, please visit: <https://www.votetexas.gov/register/>. The Seminary does not engage in electioneering of any kind, including endorsing candidates for public office. No official Seminary events involving candidates for public office may be planned without the permission of President.

## **Mental/Emotional Health**

The Dean of Students or an appointed school official may deal with students who exhibit abnormal mental or emotional health. Actions may include, but are not limited to:

- [Counseling](#) from an approved counselor. (Please use the form available here to request counseling services.)
- Temporary suspension with time and terms of re-admission indicated.
- Permanent dismissal or suspension.

## **Confidentiality**

While Southwestern Seminary will make every effort to maintain confidentiality on behalf of a student(s), strict confidentiality may be subject to specific circumstance which proves impossible (i.e.: when it would interfere with the Seminary's ability to undertake an effective investigation and protect the Seminary community). Even when strict confidentiality is not possible, information will be shared only with those parties who have direct involvement.



# *Discipline Policy*

## **Function of Disciplinary Sanction**

Disciplinary sanctions are administered through the office of the Dean of Students/Vice President for Student Services, who are charged with the investigation of behavior deemed inappropriate. All disciplinary sanctions are designed as redemptive measures for personal growth and professional development, with primary concern for the welfare of the Seminary community. Disciplinary action may result from any inappropriate behavior, such as immoral or unethical conduct, menacing or disruptive activity, violations of personal and/or property rights, civil or legal infractions, or any additional behavior as outlined below. Violations of this handbook include but are not limited to:

- Academic misconduct, such as plagiarism or cheating (including the improper use of AI software)
- False witness, deception, or alteration of records
- Neglect of financial obligations, economic malfeasance, or gambling
- Theft or destruction of public, private, or personal property
- Use or possession of illegal drugs, intoxicants, or tobacco/nicotine products
- Use of alcoholic beverages as stated in the alcohol policy
- Homosexual behavior or heterosexual misconduct
- Participation in hazing, bullying, or unethical conduct towards others
- Sexual harassment, assault, or stalking
- Repeated violation of Seminary regulations
- Arrest by authorities
- Conduct unbecoming a Christian minister

## **Disciplinary Sanctions**

Disciplinary sanctions are administered primarily through the office of the Dean of Students. Disciplinary action may result from any violation of any standard or policy outlined in the Student Handbook. If a student breaks or neglects these standards of conduct or is found living in conflict with the spirit of this document, the institution will bring disciplinary sanctions to the student. Discipline is intended for the wellbeing of both the student and the institution. Discipline can range from a warning to immediate expulsion.

## **Ethical Conduct Committee**

In situations where it is perceived necessary, the Dean of Students/Vice President for Students Services may choose to convene an Ethical Conduct Committee. At this point, the Dean of Students or Vice President for Student Services will notify the student through official institution communication of the decision and proceeding process. The Ethical Conduct Committee is comprised of:

- Dean of Students (Committee Chairman)
- Vice President for Student Services
- Dean of Women
- Standing Faculty Representative

- HR Professional
- 2 (or more) Department Directors
- 2 (or more) Faculty Members (including the Dean of the Student's School)
- Ex-officio members: Registrar, Chief of Police, Legal Counsel, Associate Vice President of HR

When the committee is convened, the committee will review the collected material and information. The committee will designate one member to act as secretary for the meeting(s). The secretary will provide a written outline of the proceedings which serves as the official record and will be kept in the Dean of Students archive. The committee will then decide whether or not the student has been in violation of regulations or standards of the code of conduct; or whether the student has conducted himself/herself in any way contrary to the standards set forth by the institution, including, but not limited to, those set forth in the Handbook.

Disciplinary actions include, but are not limited to:

- Reprimand and disciplinary probation.
- Sanctions and/or loss of scholarships
- Loss of credit in course or courses where dishonest work was submitted.
- Temporary suspension with time and terms of re-admission indicated.
- Indefinite suspension with time and terms of re-admission not indicated.
- Permanent dismissal.

Any of the above may be noted on the student's transcript at the discretion of the Dean of Students, Vice President for Student Services, the Provost, or the President of the institution.

The Dean of Students, as chairman of the committee, will conference/notify the student when and where it is appropriate both personally and in writing of the committee's decision. Any communication/decisions will be reported and kept in the student's file indefinitely.

Categories of disciplinary sanctions are below. These categories are not necessarily ascending in an individual situation – for instance, a student may be withdrawn immediately without prior reprimand or probationary action if the institution deems such a decision in its best interest.

### **Reprimand with Corrective Action**

The sanction of verbal or written censure that involves an official rebuke for behavior in conflict with the standard of conduct, with accompanying corrective instruction. If improvement is not adequately demonstrated, a student may be either placed on probation according to the description below or withdrawn according to the description below.

### **Probation**

Probation is the conditional continuation of active student status in response to behavior in conflict with the standard of conduct. Probation includes supervision and evaluation, with the expectation of improvement. If improvement is not adequately demonstrated, a student may be withdrawn according to the description below.

## **Disciplinary Withdrawal**

Disciplinary withdrawal is the removal of active student status for behavior in conflict with the standard of conduct. Disciplinary withdrawal may be issued to the student as either closed or open to readmission. If the disciplinary withdrawal is closed to readmission, then the student is considered permanently expelled/dismissed. If the disciplinary withdrawal is open to readmission, a date will be given when the student may reapply for admission. On that date, if stipulations have been appropriately fulfilled and all financial accounts have been cleared, the student may reapply for admission. Reapplication does not guarantee readmission. The application process will be the same for the student as it would be for a new student (no requirements will be waived).

In the event that a student voluntarily withdraws before or during the process of disciplinary sanction and it is determined that the student violated the standards of conduct, it may be noted that the student withdrew under protest, which will affect all future decisions regarding readmission. Disciplinary withdrawal excludes the student from all institutional events, activities, and programs; mandates the immediate cessation of campus housing; and prohibits the student from being on campus for any reason without prior written permission from the Dean of Students. If the withdrawn student is employed on campus, the Department of Human Resources will inform him or her of immediate termination of employment.

*\*Students expelled/dismissed from Southwestern Seminary with any outstanding balances on their account will be subject to add/drop dates and refund calendar set forth in the Academic Calendar by Student Financial Services. Internal scholarships may also be revoked based on the circumstances of the expulsion.*

## **Procedure for Appealing a Disciplinary Sanction**

If a student is withdrawn for disciplinary reasons, he or she may appeal this decision. This appeal must be presented in writing within 5 business days of the posting date for the original sanction, using notification through the student's official email account to the Dean of Students. The appeal must include the following: a copy of the disciplinary decision, a statement as to why the student's conduct did not, in fact, violate the conduct standard, and any new evidence that supports this claim.

Upon receiving the appeal, the Dean of Students will reassemble the Ethical Conduct Committee at the earliest convenience for the Ethical Conduct Committee, and a hearing will be convened.

In this hearing, the Dean of Students will summarize the case regarding the original conduct infraction. The student may review the new evidence submitted – written accounts and testimonies that is relevant to the question of the original infraction of the code of conduct. All proceedings are closed, and the council deliberates in private. The Dean of Students (or their designee) will be acting as the chairperson and communicates the committee's decision for implementation directly to the student.

# *Grievance Procedure*

## **Grievance Procedures**

A grievance is defined as a perceived attitude or behavior believed to be untrue or unfair including ridicule, inappropriate embarrassment, or work evaluation. Resolution and reconciliation are best accomplished in Christian love with direct and candid communication. If resolution cannot be achieved, mediation should be sought apart from secular litigation (1 Corinthians 6). If initial efforts are not satisfactory, and if the issues are separate from institutional policies for employees, students may follow the grievance policy to seek resolution with faculty or staff members as well as fellow students.

## **General Policies for Grievances between Students**

Infractions regarding Resident Housing Grievances will be subject to the Student Housing policies.

1. Within ten days of the incident the aggrieved person presents to the person(s) in question a written statement that delineates relevant facts (sequence, circumstances, individual(s), summarizes remedial efforts, and specifies an appropriate resolution).
2. The recipient should respond in writing within ten days of receipt with options for resolution. If these are unsatisfactory to the aggrieved person, a written appeal may be filed (including the initial grievance and response) to the supervising Dean or administrator within five days of the response.
3. The Dean of Students investigates and makes a final decision in writing within ten working days of receipt. This decision may be appealed to the Vice President of Student Services or the Provost, whose decision is final.

Any exceptions to this general policy are delineated below.

## **Grievances of Academic Issues Related to Grades and Course Information**

The Seminary specifically assigns to the individual faculty member responsibility for establishing grade criteria and the subsequent assignment of grades upon evaluation of student work. (Matters related to drop and add and absences are dealt with by petition through the Office of the Registrar based on dates listed in the Academic Catalog.)

Approximately three weeks after the close of each semester, the student can view his or her grades for courses taken during that semester via Self-Service. If a student feels that he or she has been assigned an incorrect grade for a course, the following procedure should be followed:

1. An appointment should be scheduled with the professor as soon as possible after receipt of the official grade from Academic Records. When making the appointment, the student should indicate that the purpose of the meeting is to review the grade that has been received.
2. This consultation with the professor regarding the grade must take place within 30 days of the issuance of the official grade. If the professor is not available, the student should consult with the

Dean of the school in which the course was taught (for master's/undergraduate work) or the director of the appropriate doctoral studies committee for an extension of time or for other instructions.

3. If the consultation with the professor results in a change of the previously assigned grade, the professor will be responsible for notifying the Office of the Registrar.
4. If the consultation with the professor does not result in a change of the previously assigned grade and the student still feels compelled to contest the grade, the student should complete, sign, and deliver the Student Grievance form (obtained from the Administrative Associate of the Student's school) to the Dean's office of the faculty's school.
5. The Dean's office of that school will forward the form to a Grievance Committee comprising of persons appointed by the Dean. The student may recommend to the Dean a fellow student or a faculty member to serve on the committee.
6. A member of the Grievance Committee will meet with the student and professor(s) involved and attempt to establish a resolution to the grievance.
7. The Grievance Committee will meet with the student and professor(s) involved and attempt to establish a resolution to the grievance.
8. If the issue cannot be resolved by the Grievance Committee, then that committee will forward the matter (with documentation) to the Dean of the school.
9. The Dean of the school will meet with the student and the applicable professor(s) and make a final decision with regard to the school.
10. The respective school will file a record of the transactions and information developed.

### **Grievances of Academic Issues Related to Faculty Conduct, Performance, Attitude, and Course Content**

1. The student completes, signs, and delivers the Student Grievance Form to the Dean's office of the faculty's school.
2. If the issue cannot be resolved by the student, faculty member, and Dean, the matter may be taken to the Provost.
3. The respective school will file a record of the transactions and information developed. If the matter cannot be resolved by the student, faculty member, Dean, Provost, the matter may be taken to the President, whose decision will be final.

### **Grievances of Administrative Issues Related to Support Services**

1. The student completes, signs, and delivers the Student Grievance Form to the Dean of Student's office.

2. The administrative assistant will forward the form to a Grievance Committee comprised of persons appointed by the Dean.
3. The student may recommend to the Dean a Seminary student or faculty member to serve on the committee.
4. A member of the Grievance Committee will meet with the student and professor(s), or administrator(s) involved and attempt to establish a resolution to the grievance.
5. The Grievance Committee will meet with the student, and professor(s) or administrator(s) involved and attempt to establish a resolution to the grievance.
6. If the issue cannot be resolved by the Grievance Committee, then they will forward to the vice president for the division a recommendation for resolution.
7. The vice president will meet with the student and the applicable professor(s) or administrator(s) and make a final decision with regard to the division.
8. The administrative associate to the appropriate vice president will file a record of the transactions and information developed.

### **Grievances Related to Accrediting Standards**

As an accredited institution of higher education, Southwestern Seminary is bound to follow standards outlined by its accrediting agencies. Should students have complaints about the accrediting standards, those complaints shall be submitted in writing to the Dean of Students who will share such complaints with the institution's Accreditation Liaison and the Provost, who will communicate such complaints to the appropriate agency staff.

## *Academic Services*

### **Catalog**

All academic programs and policies are delineated in the academic catalog, which is available on the website, [catalog.swbts.edu](http://catalog.swbts.edu). The most current version of the online catalog is always operative and is updated annually. All information, including statements of fees, course offerings, admission requirements, and graduation requirements, are subject to change without notice or obligation. This catalog should not be construed as a contract between Southwestern Baptist Theological Seminary/Texas Baptist College and any potential, current, or former students.

### ***Access to Learning Management Software (Canvas)***

Please be advised that faculty have the liberty to remove access to their courses in the Learning Management System (Canvas) at will and there is no guarantee that course content or lecture videos will remain accessible after the close of the term in which the course takes place. Please also be aware that access to Canvas may also be removed after graduation or withdrawal from the Seminary.

### **Registration**

The Office of the Registrar serves as the academic advising office for most students with the following exceptions. Students in TBC and the School of Church Music and Worship are advised by an assigned faculty advisor. Th.M. students should consult with the Associate Dean of their School. Doctoral students will be advised by their assigned faculty supervisor. All currently enrolled students are notified via student email when they are to register, and how to finalize their registration. Students will be contacted by various offices leading up to and surrounding the registration timeline. Registration may be completed online via Self Service, or by phone at (817) 921-8820. Class schedules are available online through Self Service and the course offerings webpage. Former students who have been readmitted will be notified by email of their acceptance, date, and time to register. Doctoral students will also receive additional communication from the doctoral office regarding their registration process.

Student account balances must be paid in full or be current on payment plan installments prior to registering for future terms. Students who have a past-due balance will have a block placed on their account preventing them from enrolling in future semesters. If students are already enrolled in courses for a future semester and fail to pay their past-due balance in full, they are subject to unenrollment from all future courses. If a student's account balance remains unpaid, their account is subject to, at the Seminary's discretion, placement with a third-party collections agency.

### **Library**

A. Webb Roberts Library and Kathryn Sullivan Bowld Music Library house a collection of over a million volumes, a computer lab, special collections, and archives. Library staff provide a full range of services, including personal and group library instruction, research assistance, interlibrary loan service, and help with accessing computer-based information services. In addition to print books and periodicals, the library provides thousands of e-books and digital periodicals, easily accessed through the online catalog. For more information on policies and offerings, please visit <https://libraries.swbts.edu/>

## **Student Status**

For the purpose of institutional accountability, student status is defined as either active or inactive. From the acceptance of official approval into any program of study until graduation or withdrawal from study, student status remains active. Student standing applies at all times, before or during or after sessions — fall/spring semester, winter/summer term. Students who have been granted interrupted standing are also considered active with regard to institutional accountability. All students on campus must be able to present their ID Cards at all times.

## **Center for Writing Center**

The purpose of the Center for Writing and Rhetoric (CW&R) is to improve the writing skills of Southwestern Seminary's students and faculty. The Center strives to work together with students, helping them to become better communicators in the classroom, in the church, and in the world. Access to the CW&R's resources is available on Canvas. To contact us, please use the CW&R Canvas portal or email [writing@swbts.edu](mailto:writing@swbts.edu).



# *Student Support Services*

## **Dining Services**

Sage Dining is Southwestern Seminary's food service provider. Dining locations include the Food Hall and the Coffeehouse both located in the Naylor Student Center. For meal plan options, hours of operation, and other items please visit our Dining Service [webpage](#).

## **Emergency and Security**

The mission of the Southwestern Seminary Police Department is to serve and protect the campus community with professionalism, vigilance, and a servant's heart. Dedicated and trustworthy at all times, we will continually strive to do justice, love with kindness, and walk humbly with our God.

The Southwestern Seminary Police Department is responsible for the safety and security of Southwestern Seminary and Texas Baptist College students, staff, faculty, and visitors. Southwestern Seminary Police Officers are sworn police officers commissioned through the Texas Commission on Law Enforcement (TCOLE).

Southwestern Seminary Police Officers provide special services unique to our campus setting. The department operates 24/7, 365 days a year. Professional dispatchers in the dispatch center monitor the campus by means of closed-circuit television and other alarm monitoring systems. Southwestern Seminary dispatchers are equipped to ensure the dispatch of police officers and/or other appropriate personnel in response to calls for service.

Southwestern Seminary police personnel are available by calling (817) 921-8888 (or 8888 from any campus phone). You may also reach the SWBTS Police at [police@swbts.edu](mailto:police@swbts.edu). The Campus Police Administration Building is located at 4540 James Ave.

## **Employment**

Southwestern Seminary offers on-campus employment to qualifying students and student spouses. However, in some situations, select positions may not be available to students or their spouse. More information can be found through this link [Human Resources](#).

## **Office of Church Ministry Relations**

The Office of Church Ministry seeks to aid Southwestern Seminary students by connecting them with churches for ministry and local businesses for other employment opportunities. Click here for more information [Church Ministry](#).

## **Ministry Jobs**

The Office of Church Ministry maintains a database of Southwestern Seminary students and graduates who are available to be considered for ministry positions by Southern Baptist churches. Students must be enrolled in at least one class to list their resume and apply for ministry positions at Southern Baptist churches. Southwestern alumni may also use this service.

### **Non- Ministry Jobs**

The Office of Church Ministry maintains a list of non-SBC job openings in order to assist students in meeting their educational expenses. The non-SBC job list is available to approved prospective students, current students, and alumni.

### **Financial Aid & Loans**

The Student Financial Services office helps with financial aid and student billing. Scholarships provided through Southwestern Seminary are made possible by the generous gifts of donors.

The major portion of academic costs for Southern Baptist students are reduced by a direct subsidy from the Cooperative Program of the Southern Baptist Convention. The Cooperative Program invests in future leaders of Southern Baptist churches and institutions through these funds.

Southwestern Seminary provides multiple financial aid opportunities to incoming and current students. For more information and to contact our office, please visit our website or contact our office by email at [sfs@swbts.edu](mailto:sfs@swbts.edu) or by phone at 817-921-8525.

### **Payment Plans**

A payment plan is available to spread out the tuition costs over the course of the semester. Payment options are published online or by contacting the office at [sfs@swbts.edu](mailto:sfs@swbts.edu).

### **Student Loans**

Non-Federal Loans are available for tuition, fees, and books. Students may contact Student Financial Services for more information.

### **Loan Deferment**

Southwestern Seminary does not participate in federal or state-funded student aid programs. However, Southwestern Seminary students are eligible to recommend repayment deferments for most federal or state educational loans received in colleges and universities. Deferment applications may be obtained from the lender and taken to the Office of the Registrar for processing. For more details, contact the Registrar's Office at (817) 923-1921, ext. 2000, or [registrar@swbts.edu](mailto:registrar@swbts.edu).

### **Veteran's Benefits**

Southwestern Seminary does not participate in federal or state-funded student aid programs. However, we are presently committed to matching VA-qualified tuition and fee benefits for the 2024-2025 Academic Year. Please contact the Registrar's office for more details

### **Financial Accounts and Checks**

Student account information and online payments are available through [Self Service](#). Payments may also be made during business hours at the Cashier's office (Scarborough 103), by drop box (Scarborough 105), or by mail to:

Southwestern Seminary  
Office of Student Financial Services  
P.O. Box 22480  
Fort Worth, TX 76122-0480

Please allow 7-10 business days for mail to reach us (payments will be considered late if not received by the date due).

There is a convenience fee of 2.5% for credit/debit card transactions OR \$2.50 for electronic checks. A \$20.00 fee will be charged for each returned check.

## **Health Clinic**

Southwestern Seminary provides health services through our on-campus clinic, located at 4501 Stanley Ave. The campus clinic is staffed with one physician and two registered nurses who provide general family practice and minor urgent care. The clinic serves faculty, staff, students, dependents, and campus guests at reduced fees. Patient hours are Monday-Friday 8:30 a.m. – 4:30 p.m. (Closed from 12-1 p.m.)

For more information or to schedule an appointment please call (817)-921-8880, or ext. 8880.

## **Housing**

Southwestern Seminary provides approximately 883 general housing units. Included are one-, two-, and three-bedroom apartments, duplexes, dorms, and houses. General housing units are supplied with a kitchen range and refrigerator but are otherwise unfurnished. There are also residence halls with accommodations for single men and women. Please contact the Residence Life and Housing office for additional information.

### **Occupancy Requirements**

Occupancy in all housing units is restricted to students enrolled for a minimum of 6 hours of classroom credit (excluding online and audit hours) per semester. The 6-hour minimum is only required for the Spring and Fall semesters. The credit hours must be toward a Southwestern Seminary degree. To maintain occupancy, tenants must pay housing charges on or before the first day of each month. If the housing charge is not paid by the third calendar day of the month, a late fee will be assessed on the fourth day. The maximum number of years a student may receive housing services while working on a basic degree is five years. After the five-year period, students will need to submit requests to extend the allotted time allowed for housing. Tenants must remain in good academic and financial standing with the Seminary and are subject to the school's ethical conduct policy.

### **Application and Payment**

Once the application for admission has been approved, individuals may apply for housing online by visiting the [housing website](#). Prospective residents are encouraged to apply early. The payment for new residents is \$200; this payment is due when a housing unit is assigned and prior to the move-in appointment. This fee can be paid: Cash, Check or Credit Card in-person in the Business Office or online through Self Service.

### **Move-out Request**

When a student plans to move out, it is important to keep in mind the housing terms. The terms are 10-months long between August and May, and 2-months long for the summer June-July. It automatically renews unless a move-out notice is submitted by either party. A move out request form is available on the housing office website and must be submitted thirty-days (30) before the planned move out date

(housing move-out form). Failure to provide adequate notice may result in the loss of the housing deposit.

### **Pet Policy**

Perimeter and Student Village Townhomes are the general housing neighborhoods where pets are permitted. Each pet must be preapproved through the Office of Residence Life and Housing. Pets in all other housing areas are not allowed. Visit the student housing website for more information about applying for the pets.

Note: Service animals are not considered pets. However, the Office of Residence Life and Housing must be notified that a student has a service animal at the time of application. A service animal is any guide dog, signal dog, or other animal individually trained to aid an individual with a documented disability.

### **Maintenance Requests**

The Facilities Maintenance department is housed in the Leitch Physical Plant Facility, at 2101 Yates Street. Maintenance requests can be made by submitting an online ticket. Maintenance emergencies can be communicated directly to our Police Department at (817) 921-8888. For all other emergencies, please call 911.

### **Identification Cards**

All students and dependents at Southwestern Seminary need to obtain an ID card. These ID cards enable students to use campus services and are necessary for students to carry and show to campus officials when requested. Student and dependent ID cards may be obtained at the Police Administration Building. For additional information please call Campus Police (817) 921-8888.

### **International Student Services (ISS)**

International students, current or prospective, in need of information or assistance, may contact ISS. The ISS Office can aid international students with CPT/OPT (and general work-related questions/issues to maintain student status) and documents needed for banking, SS numbers, Driver's licenses, and embassy letters. ISS can also help with graduation, matriculation, maintaining their F-1 status, getting involved with student organizations on-campus, moving, and praying over students. The telephone number is (817) 923-1921, ext. 3970. You may also email the office at [iss@swbts.edu](mailto:iss@swbts.edu). The office is located in Fleming, Office 211.

### **Post Office**

Post Office services and postal boxes are available to students, faculty, and staff in the Naylor Student Center. Postal boxes must be secured by residence hall tenants for delivery of mail. Boxes will be rented only after a student's admission is approved. To contact the post office call (817)-923-1921, ext. 2890.

### **Recreation and Aerobics Center (RAC)**

The Recreation and Aerobics Center offers recreational and wellness programs. The center has a gymnasium with an indoor track, racquetball courts, locker rooms, a cardiovascular activity room, a strength training room, a multi-purpose room, and an aquatics facility. Adjacent to the center are tennis

courts, an outdoor track, a sand volleyball court, and playing fields. The RAC program offerings include personal training, fitness programs, aquatics, intramural sports, aerobics, outdoor recreation, and various family-oriented special events. For additional information about the RAC (e.g., dress code, minimum age requirements), please contact the RAC at (817) 921-8540 or go to the website at <https://swbts.edu/campus-life/rac/>.

## **Riley Center and Student Event Policy**

The Riley Center houses guest rooms and conference space. There are 55 guest rooms for campus visitors and conference attendees. The W.P. Collier Conference Center provides a fully operational conference facility as well as additional office space for the campus. For more information or to make a reservation, call (877) 474-4769 or visit the website at [riley.center](#).

## **Vehicle Registration and Parking**

All students, faculty, and staff members are required to register the vehicles they plan to park on campus. Alumni, guests/visitors, and *online/module only* students are not required to obtain a parking permit, unless they plan to park on campus longer than two days. Vehicle registration can be completed online through the Campus Website. Upon completing the online form, parking decals can be picked up at Campus police office in the Campus Police Administration building.

Parking regulations and decals are issued to each student or employee with a vehicle at the time of registration or employment. Each vehicle needs to be re-registered each year. All vehicles parking in a manner that violates current parking regulations are subject to a citation. Parking regulations are available by visiting [Campus Police](#).

## ***CAMPUS COMMUNITY & STUDENT LIFE***

Campus Student Life at Southwestern Seminary revolves around three primary activities: chapel, community events, and campus discipleship. Students involved in these events gain greater involvement in the campus community and form stronger relationships.

### **Chapel**

Chapel services are conducted on Tuesday and Thursday 11:00 a.m. to Noon. The period is designed as an opportunity for the entire student body and the community to worship and rejoice together with the goal that students will grow in their spiritual formation and model the Word through worship. Attendance is expected for graduate students and required for undergraduate students. Sermon archives and upcoming schedule can be found here: [Chapel Webpage](#).

### **Community Events**

Community events on campus evolve from year to year to serve the needs of the Southwestern Seminary community. Examples of these events include church fair, coke breaks, and other social gatherings. For the most part, the RAC, Church Ministry Relations, and the Student Life Office coordinate these events.

### **Discipleship**

Southwestern Seminary exists to train men and women for the work of the ministry and offers many one-on-one and small-group discipleship opportunities. The Student Life office, the Dean of Students/Dean of Women, and the Residence Life office coordinate discipleship opportunities.

### **Student Life**

The Office of Student Life offers a variety of activities each semester for single students, married students, and students with families. The Office of Student Life and several student organizations on campus host numerous fellowships and other activities to enhance the community experience.

The goal of the Office of Student Life is to create a campus culture of student success. A successful student is one who is growing in Christ, committed to God's plan for their ministry, engaged in the classroom, involved on campus, and affiliated with and serving at a local church. The Student Life staff is available to serve students and their families to help make each student a successful student.

### **Student Organizations**

There are many student organizations in which students and their spouses can participate. These organizations are designed to help students in their quest for a broader and more effective ministry and to enhance their Seminary experience.

There are also professional organizations that exist to support a curriculum emphasis as well as social organizations which exist for the primary purpose of fellowship and ministry. All organizations exist: 1) to supplement positive pursuits; 2) to provide wholesome recreational and social opportunities; 3) to bring a spirit of unity and harmony within the student body.

Student organizations meet at various times for events and social gatherings throughout the semester. Being a part of a student organization helps to bring students into close proximity with others and provides a network of people with whom to connect. For a list of student organizations and how to get in contact with them, please visit the [Student Life](#) page on the SWBTS web page or go by the Student Life Department in the Naylor Student Center in Suite 113.

### **Faculty Mentorship Groups**

Faculty Mentorship Groups offer faculty, staff, and student's unique opportunities to relate to and encourage each other in their walks with Jesus Christ. Groups are formed based on availability and location, not school, making them a unique opportunity to get to know students from across campus. While most will be in-person, the Seminary will also encourage some groups to form online. All groups are devotional and relational in nature, meaning they are not classes, but when a participant agrees to a group, that person is committing to that group. This commitment entails participating in at least three out of four meetings/semester, being fully engaged with the group while in meetings (this aspect will be different from group to group), and faithfully praying for the group between meetings. To see the full list of expectations and requirements please visit [Mentor Groups](#) on the website.

### **Everyday Evangelism**

The heartbeat of the Southwestern Seminary is evangelism. The Everyday Evangelism initiative advances our evangelistic focus beyond a specific geographical area by encouraging students to share the Gospel wherever they are, with whomever they meet. Each semester professor and student-led teams travel throughout the community evangelizing in a variety of locations, including nearby parks and universities. All students are welcome to participate at any point during the semester, regardless of their evangelism experience. More information can be found at [Everyday Evangelism](#).

### **Revive This Nation**

Revive the Nation is a historic Southwestern Seminary initiative that equips and sends students and faculty who desire to leverage their free time for the Gospel by serving churches across the nation. Students participating in RTN will have an invaluable opportunity to gain practical ministry experience, build ministry connections, receive field mentoring, and participate in community outreach in partnership with local churches throughout the United States. Students can serve a church by participating in preaching, children's ministry, teaching, evangelism, worship, or other specialized needs. Class credit is available for undergraduate and graduate student participants, although students of all degree levels are invited to participate. Travel, lodging, and food expenses are covered by Southwestern and the assigned church. All program participants are expected to attend weekly meetings from January to March to prepare for service. Our prayer is that this movement of God would revive this nation.

### ***Women's Center***

The Southwestern Seminary Women's Center exists to enhance the campus climate for and service to Southwestern women as they prepare for service and ministry. Under the leadership of the Dean of Women and housed in Price Hall, the Southwestern Women's Center is a dedicated space for women's academic success, leadership development, and ministry preparation. Along with being a place where women can voice concerns and connect with resources, the Southwestern Women's Center is a hub for all Southwestern women, with opportunities for focused study, mentoring, and spiritual growth.

## *CAMPUS FACILITIES*

The 200-acre campus is located in Fort Worth, Texas, on one of the highest natural elevations in Tarrant County, known as Seminary Hill. It now includes 16 main buildings plus the J. Howard Williams Student Village, Seminary Drive Duplexes, other perimeter housing, the Norton Landscape Facility, and the Leitch Physical Plant Facility. The Seminary is easily accessible from any point in the country by air travel and may be reached via Interstate 20 and James Avenue, or Interstate 35W and Seminary Drive.

### **Administrative and Educational Buildings**

**B. H. Carroll Memorial Building** is located in the heart of the campus, the Memorial Building's iconic dome has become the hallmark of the Seminary. Its three wings are connected by a central rotunda. The rotunda displays oil paintings of past Seminary presidents including B. H. Carroll, who was the founder and first president of the Seminary. The three wings of the building are listed below.

**Scarborough Hall** houses the Office of the President, the Office of the Provost, and the School of Theology. The wing is named for L. R. Scarborough, the second president of the Seminary, which also includes classrooms.

**Truett Auditorium and Rotunda** is named for George W. Truett who served Southwestern for many years as chairman of the board of trustees and as pastor of the First Baptist Church, Dallas, Texas, from 1897 to 1944. It is located in the south wing of the Memorial Building and seats 1,098 people.

**Fleming Hall** houses the offices of Academic Administration, Registrar, Admissions, Institutional Advancement, Housing, Student Financial Services, International Student Services, and Communications. It is named for the late William Fleming of Fort Worth, a longtime Seminary benefactor.

**Cowden Hall** is the home of the School of Church Music and Worship and is located on the northeast corner of the campus. Studios, offices, classrooms, rehearsal rooms, and practice rooms are located in Cowden Hall. The 497-seat Reynolds Auditorium is used for concerts, recitals, and other performances.

**The Kathryn Sullivan Bowld Music Library** is a 30,000 square-foot addition to Cowden Hall, completed in 1992. It contains more than 400,000 items, including printed music, books, periodicals, and video and audio recordings. The Robert Douglass Treasure Room contains rare materials, especially early psalters and hymnals. The building also contains soundproof practice rooms, an electronic piano teaching facility, a classroom, and conference room.

**Mathena Hall** is home to the Roy J. Fish School of Evangelism and Missions and Texas Baptist College. The professors of the Fish School and TBC have their offices in Mathena Hall. Mathena Hall contains smart classroom facilities. In the entryway to Mathena Hall is a memorial to Lottie Moon, a Southern Baptist missionary who spent nearly 40 years teaching and evangelizing in China. The memorial contains some of Moon's belongings as well as portions of her Chinese home. Additionally, Mathena Hall houses the Center for Writing and Rhetoric (M105).



**Price Hall** is located on the west side of the campus and houses the Jack D. Terry School of Educational Ministries. It was designed to function as a model for teaching all phases of Christian education, both academic and practical. This building also includes faculty offices.

## **MacGorman Chapel**

Opened in 2011, the J. W. MacGorman Chapel and Performing Arts Center houses campus chapel services, commencement ceremonies, and conferences. The 106,000-square-foot Spanish-style building also has multi-purpose rooms and space to welcome the Seminary's many friends and special guests.

## **Student Housing**

**Barnard Hall** was named for Floy Barnard, a former Dean of women. Barnard Hall is the residence hall for single women.

**Fort Worth Hall** was the first building to be constructed on the Fort Worth campus in 1910. It was named for the city of Fort Worth because of generous gifts offered from citizens of the city to help Southwestern relocate from Waco, Texas. Today, it houses the men's dormitory.

**J. Howard Williams Student Village**, located north of the main campus across Seminary Drive, provides one-, two-, and three-bedroom housing for 420 families. The village is named for the fourth president of the Seminary.

## **Student Services Facilities**

**The Riley Center** houses guest rooms and conference space. There are 55 guest rooms for campus visitors and conference attendees. The W.P. Collier Conference Center provides a fully operational conference facility as well as additional office space for the campus.

**The Naylor Student Center** houses the Dining Services offices, the Food Hall, The Coffeehouse, the Student Life Office, and banquet rooms. Additionally, the student center includes study areas, a game room, the post office, copy center, and conference areas. The center is named for the fifth president of the Seminary.

**The Women's Center** located in Price Hall and serves as a place for women to gather for community, mentoring, learning, and leadership development.

**The Campus Police Administration Building** is located at 4540 James Ave., located near James Avenue across from the Riley Center, and houses the Campus Police Office.

**The Recreation and Aerobics Center (RAC)** The center is named for the Slovers, Seminary benefactors from Liberty, Texas. The center comprises a gymnasium with an indoor track, four racquetball courts, snack area, locker rooms, a cardio-vascular activity room, a strength training room, a classroom, and an aquatics facility. Adjacent to the center are tennis courts, an outdoor track, and playing fields. The RAC program offerings include personal training, fitness programs, aquatics, intramural sports, aerobics, outdoor recreation, and various family-oriented special events.

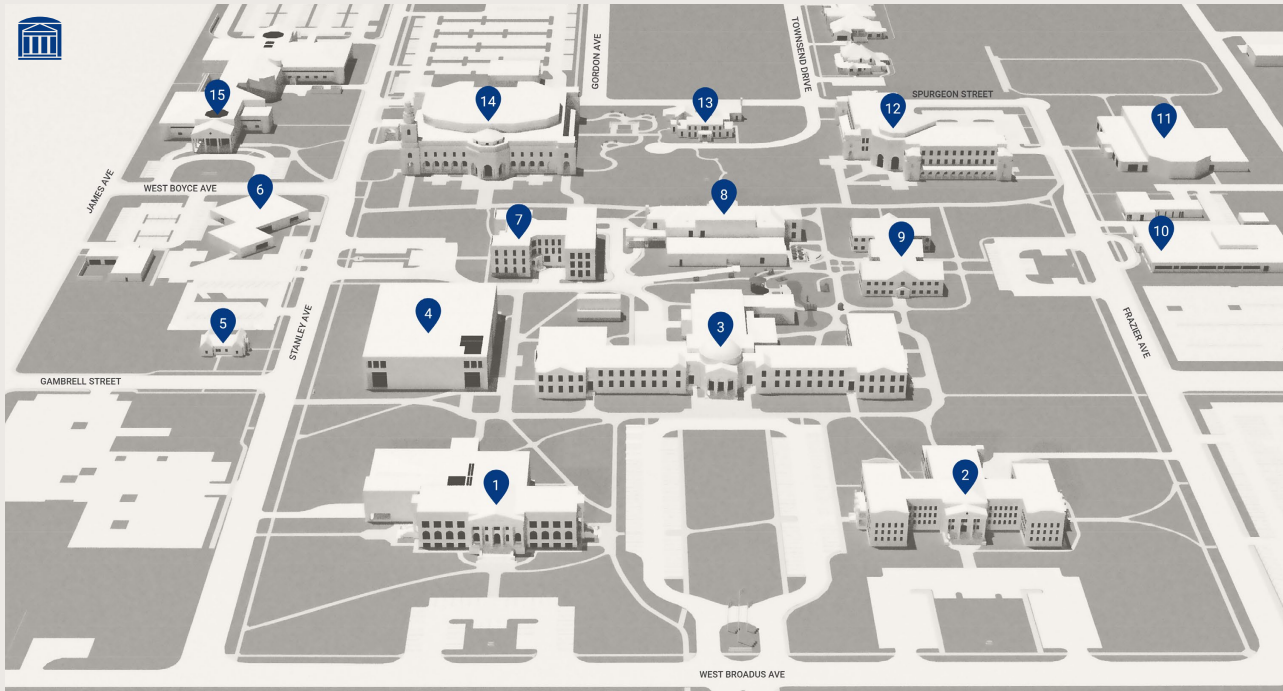
## **Physical Plant**

Carl E. Norton Landscape Facility, located at 4716 Warren Avenue houses the landscape support activities for the main campus and student housing. The building is named for Carl E. Norton who began the campus beautification process in 1979.

James R. Leitch Physical Plant Facility houses the maintenance and support activities for the main campus and student housing. Facilities Maintenance, Support Services, Purchasing, and receiving/warehouse operations are located in this facility at 2101 Yates Street. The building is named for James R. Leitch who served the Seminary from 1954 to 1987 as director of the Physical Plant

\* This handbook should not be construed as a contract between Southwestern Baptist Theological Seminary/Texas Baptist College and any potential, current, or former students.

# Appendix A – Campus Map



## CAMPUS MAP

- 1. George E. Cowden Hall**  
School of Church Music and Worship
- 2. Fort Worth Hall**  
Residence Hall (Men)
- 3. B.H. Carroll Memorial Building**  
Office of the President  
Office of the Provost  
School of Theology  
Registrar  
Institutional Administration

- Student Housing
- Admissions
- Institutional Advancement
- Financial Aid
- International Student Services
- 4. A. Webb Roberts Library**
- 5. Campus Medical Clinic**
- 6. Police Administration Building**
- 7. Barnard Hall**  
Residence Hall (Women)

- 8. Robert E. Naylor Student Center**
- 9. J.M. Price Hall**  
School of Educational Ministries  
Women's Center
- 10. Goldia and Robert E. Naylor Children's Center**
- 11. Myra K. and J. Roy Slover Recreation/Aerobics Center (RAC)**

- 12. Mathena Hall**  
Texas Baptist College  
School of Evangelism and Missions  
World Missions Center
- 13. President's Home**
- 14. J.W. "Jack" MacGorman Chapel and Performing Arts Center**
- 15. Ray I. Riley Center**