

This student handbook applies to students in Logsdon Seminary. As a part of the university, Logsdon Seminary students are also governed by the policies outlined in the *HSU Student Handbook*, available online at <http://www.hsutx.edu/handbook.pdf>. This handbook is not an irrevocable contract. HSU reserves the right to change, at any time and without prior notice, any provision or requirement, including but not limited to, policies, procedures, charges, financial aid programs, refund policies, and academic programs. This printed handbook is current as of the printing date. Any changes required subsequent to this printing will be displayed in the online handbook at <http://www.logsdonseminary.org>.

Contents

Contents	1
Purpose of Logsdon Seminary	2
General Student Policies	3
Academic Integrity Policy.....	3
Assessment of Academic Programs	4
Cell Phones	4
Computer Availability and Internet Code of Ethics.....	5
Conversation Covenant	8
Ethical Conduct.....	9
Financial Information.....	10
General Academic Policies	10
Grievance Procedures.....	10
Health and Safety	11
Inclement Weather Policy	13
Nondiscriminatory Policy	14
Parking Regulations	14
Sexual Harassment Policy.....	14
Solicitations.....	14
Special Needs / Disabilities.....	15
Student Records and Right of Privacy	15
Student Rights and Responsibilities.....	17
Student Life and Services.....	20
Academic Advising.....	20
Conferences and Lectureships	20
Counseling	20
Housing and Dining Services.....	20
Library.....	20
Lost and Found.....	21
New Student Orientation.....	21
Placement in Ministry	22
Publications	22
Recreation	22
Spiritual Formation	22
Logsdon Seminary Extension Campuses.....	24

Purpose of Logsdon Seminary

The purpose of Logsdon Seminary is to prepare servant leaders for Christian ministry through an academically challenging theological education centered on the Lordship of Christ, guided by the authority of Scripture, and focused on the global mission of the church. This purpose statement embodies a threefold foundation that is central to the ethos and mission of the seminary: Christ, the Bible, and a global mission. Logsdon Seminary equips students who, in response to God's call, seek the necessary academic and spiritual foundations for a lifetime of servant leadership in the Kingdom of God.

As a Baptist seminary affiliated with the Baptist General Convention of Texas, Logsdon Seminary affirms seven foundational principles of Baptist identity:

- The supreme authority of the living Christ
- The centrality of the Bible as the essential and trustworthy guide for life and faith
- The reality of salvation by grace
- The priesthood of every believer and the autonomy of the individual soul before God
- The liberty of conscience and religious freedom in society and church
- The autonomy of the local church and congregational authority within the church
- The priority of missions and ministry in the life of the church.

General Student Policies

Academic Integrity Policy

Students are expected to do their own academic work; therefore, academic dishonesty will not be tolerated. Faculty and students are encouraged to take an aggressive approach to combating acts of inappropriate academic behavior. Academic dishonesty occurs when a student submits the work of someone else as his or her own or has special information for use in an evaluation activity that is not available to other students in the same activity. Students who observe or become aware of violations of academic integrity are urged to report these violations to the professor in whose course the dishonest acts occur. Examples include but may not be limited to the following:

1. Cheating on an examination:
 - a. Copying from another student's examination
 - b. Possessing or using during an examination material not authorized by the person giving the exam
 - c. Collaborating with or seeking aid from another student during an exam without permission from the instructor
 - d. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of an unadministered examination
 - e. Substituting for another student or permitting another student to substitute for one's self to take a test
 - f. Obtaining an unadministered test or information about an unadministered test.
2. Plagiarism is the appropriation, buying, receiving as a gift, or obtaining by any means another person's work and the unacknowledged submission or incorporation of it as one's own work. This could include the failure to specifically cite sources.

Penalties for the violation of academic integrity may range from dismissal from the university to a lesser penalty. *If the penalty is an F for the course in which the violation occurred, the F will count in the computation of the student's GPA even if the course is repeated.* No student who has violated the Academic Integrity Policy will be allowed to graduate from Hardin-Simmons University with honors.

Procedure for Addressing a Violation

1. At the point of discovery, the instructor shall inform the student of the alleged violation of academic integrity and hear his or her explanation of the circumstances. If the instructor determines there is no violation, the case is dropped. If the instructor decides the violation is unintentional or minor, then the instructor may decide to require the student to rewrite the paper in question, take a modified exam, or take some similar action. If, in the judgment of the instructor, the alleged violation is deemed to be serious and intentional, the instructor will follow the procedure outlined below in steps 2-5.
2. Before imposing a penalty for a violation, the instructor shall consult with his or her immediate supervisor and together they will agree on a penalty. The instructor shall then make a written report outlining the incident and the recommended penalty. A copy of this

report shall be given to the supervisor, the head of the department and the dean of the school or college in which the course is offered, the Office for the Provost, the student, and the student's advisor. The instructor shall inform the student, in writing, of the right to appeal the charge of violating academic integrity and of the penalty assessed.

3. From the point of discovery, and within ten (10) working days, the instructor shall complete the process outlined above.
4. The Office of Provost shall maintain files of all violations of academic integrity.
5. The student has the right to appeal the charge of violating academic integrity and/or the penalty assessed in accordance with the following appeals process.

Procedure for Appeal

1. A student appealing a charge of academic integrity violation and/or a penalty must deliver a letter to the chair of the Grade Appeal and Academic Misconduct Committee, specifying the basis for the appeal, within ten (10) working days after receiving the instructor's written report.
2. The chair of the committee will schedule a meeting of the committee as soon as practical after receipt of the letter of appeal, preferably within ten (10) working days. The chair will notify the student and the instructor of the meeting date and time.
3. Copies of the instructor's report and the student's letter of appeal will be provided to all members of the committee at least two (2) working days before the day of the meeting.
4. The committee will review the materials submitted by both the student and the instructor before the formal meeting and convene at a time convenient for all involved for the purpose of hearing the two individuals present in their cases. The committee will then convene in an executive session to reach a decision in the matter. The chair of the committee will inform in writing the student, the student's advisor, the instructor, the instructor's immediate supervisor, the head of the department and the dean of the school or college in which the course is offered, and the Office of Provost of the decision.
5. If the appeal is denied, then the charge and the penalty is upheld. If an appeal of a charge of violating academic integrity is upheld, the case is dismissed. If an appeal of a penalty is upheld, then the committee will determine an appropriate penalty. The ruling of the committee is final. Action, or failure to take action, by an instructor or the Appeals Committee does not preclude disciplinary action taken by the university when appropriate.

Assessment of Academic Programs

See the *Logsdon Seminary Catalog* descriptions of the MDiv, MAFM and DMin.

Cell Phones

Disruption of class by the sounds of cell phones and paging devices or by texting is forbidden. A student facing the possibility of receiving an emergency message by one of these means may leave the device turned on during class, but the student must inform the professor of that possibility at the beginning of class.

Unless facing an emergency call, the student must turn the device off at the beginning of class and turn it back on only after the class has been dismissed. Routine work-related calls/messages

are not considered emergencies nor are personal calls/messages from friends or business associates.

Computer Availability and Internet Code of Ethics

Computer Availability

Computers are invaluable tools for theological research. Several computer labs are available to seminary students on the HSU campus, including a small lab in the Logsdon School of Theology complex in room 136. The largest computer lab is on the first floor of the Kelley College of Business. HSU has established an Internet code of ethics, which Logsdon Seminary students are expected to follow.

A technology fee is assessed every semester, including summer, which includes HSU Internet and e-mail access. With access through HSU, students are agreeing to abide by the Internet Code of Ethics listed below.

Internet Code of Ethics

All users with Internet access through Hardin-Simmons University must agree to observe and follow the policies listed below. Failure to follow these policies could result in the loss of access privileges with no refund.

These guidelines and policies do not cover all possible situations or problems. They have been developed in an attempt to prevent problems. To avoid any interruption of service, and for the protection of yourself and HSU, please ask about any questionable situations that are not covered by these guidelines and policies before acting.

Purpose

To enhance educational opportunities for HSU students, faculty, and staff through access to the Internet for educational purposes only.

Access Codes/Passwords

Access is based on a per user system, meaning that an individual student's password and access are for that student only. Allowing others to use one's access may result in the loss of access privileges.

Posting Information/Messages on the Internet

The student's access may be revoked if the student:

- Posts any pornographic messages, images, etc. (a federal offense)
- Downloads or views any pornographic images, messages, etc.
- Posts or sends threatening, harassing, sexually explicit, or intentionally embarrassing messages
- Uses e-mail for business purposes, i.e., for-profit ventures
- Uses e-mail for purposes other than educational
- Initiates or participates in spam, chain letters, or pyramid schemes.

E-mail is one of the most attractive features of the Internet, and the university would like for students to feel free to utilize it fully, while exercising courtesy to others.

Extended Sessions

Students should avoid extended and/or lengthy Internet sessions and exhibit courtesy in the use of Internet resources. While students are accorded continual access, they should be aware that the system is based on the assumption that not all users maintain continuous access. If students are over-using Internet time (i.e., remaining logged on for lengthy periods), they may be asked to justify such use and curtail or limit such activity.

Ownership of E-mail

The university owns any messages sent or received through access provided by HSU. While mail sent via the U.S. Postal Service is considered private and confidential, the same is not currently true of e-mail. According to federal law, if someone posts e-mail messages on a service provided by someone else, the service provider can and does hold the right to monitor, inspect, alter, or otherwise control such messages. The student should understand that it is not the intent of HSU to investigate e-mail messages in an unwarranted manner, censor, or resort to other repressive measures. However, the HSU could be ultimately held responsible for the messages that students send or receive.

Hacking or Interference with Other Computer Systems

Automatic and immediate suspension of Internet access will occur if it is determined that a student (or anyone using the student's access) has attempted or succeeded in changing other programs, has gained unauthorized access to other data or databases, has changed any information in any database or format for which the student is not authorized. (The student should keep any written authorizations for his or her protection.)

Viruses

Automatic and immediate suspension of the student's access will occur if it is determined that the student (or anyone using the student's access) have attempted or succeeded in creating, participating, or intentionally promulgating any virus or other destructive or interfering programs, files or commands. It is the responsibility of students to protect their personal computers from viruses. If the university detects that a virus is spreading from individual students' IP addresses, the university has the right to cut off access.

Illegal Activity

Use of access for any illegal activity may result in loss of access and in criminal prosecution.

Lost/Forgotten Passwords

A \$5 fee may be assessed to reset lost and/or forgotten passwords.

Copying Files/Programs

Students may not copy other authors' work, files, or programs without written consent unless public copying rights are indicated. The student must maintain written consent for the student's protection. Burden of proof of permission to copy rests with the person copying.

Types of unacceptable uses and messages include:

- Messages that delay or interfere with another's work, education, or way of life
- Messages or efforts designed to market or sell products, services, etc. (advertising is not allowed)
- Purchases made over the Internet for which HSU could be held responsible
- Messages which intentionally create high levels of network activity
- Harassing messages
- Spam
- Downloading large files that require more than a few minutes of online time
- Messages directed to excessively long listservs that consume a high level of online time.

If the student feels someone is abusing HSU Internet services, the student should contact the Help Desk Office at (325) 670-HELP.

Research

The use of the Internet for research may need prior approval. Students should receive approval from their professors in advance. Faculty should be aware of professional ethics and behavior related to research, especially if using human subjects. Studies using human subjects may need prior review by the Institutional Review Board.

Tips

The student's password will be set randomly by the HSU Technology Services staff and should remain private.

When using your online access, the student should remember that others may be attempting to use the service at the same time. If a connection fails, the student should try to connect at alternate times of the day.

Users should exercise patience. Graphics may take time to download. The more graphics a Web page has, the longer the download time

The student should use good judgment in allowing his or her name to be placed on any list. Otherwise, the student may receive unwanted e-mail from companies and/or persons. Generally speaking, HSU Technology Services recommends that users employ at least a Pentium III with Windows 2000 or above to access the Internet efficiently. The more memory (ram) and faster the computer processor, the more enjoyable the Internet service will be.

Revocation of Access

If Internet access is suspended, the student may appeal if he or she thinks access has been unjustly terminated. The first line of appeal is to the Associate Vice President for Technology Services. If the Office of Student Development takes other disciplinary measures, appeal of those decisions must be made via the published process in the *HSU Student Handbook*. In any event, no refunds will be offered or given for loss of access. The student should insure protection of his or her Internet access and password.

Conversation Covenant

The purpose of Logsdon Seminary is to prepare servant leaders for Christian ministry through an academically challenging theological education centered on the Lordship of Christ, guided by the authority of Scripture, and focused on the global mission of the church.

This purpose statement embodies a threefold foundation that is central to the ethos and mission of the seminary: Christ, the Bible, and a Global Mission

Logsdon Seminary equips students who, in response to God's call, seek the necessary academic and spiritual foundations for a lifetime of servant leadership in the Kingdom of God.

Accomplishing this purpose requires that Logsdon Seminary be a thoughtful and hospitable community of study, interpretation and conversation to provide an environment in which persons may safely explore ideas in the journey toward a faith seeking understanding. Despite the inevitable differences of interpretation and application that rise from forthright inquiry, of vital importance is that we conduct ourselves in ways consistent with our being disciples of Jesus Christ

Toward this end we hold to the following principles.

- All persons are created in the image of God and, so, are worthy of respect.
- Mutual love, regard, and accountability do not require agreement.
- All conversations among Christians should take place in such ways that do not “grieve the Holy Spirit” (Ephesians 4:30).
- Genuine learning and growth require acknowledging that
 - We “know only in part” (1 Corinthians 13:12);
 - We can learn from opposing views (James 1:19); and
 - Issues are often complex.
- Persons should look to their own blind spots, untested assumptions and stereotypes before criticizing others (Matthew 7:1-3).
- Seeking harmony and reconciliation, while not necessarily expecting agreement, should be an underlying goal of all Christian conversation.

Ethical Conduct

As a community founded on the Lordship of Christ, the students, faculty, and staff at Logsdon Seminary are committed to the conduct and values of the Christian faith. Scripture is our guide in matters of morality and the ethical treatment of other people. We covenant together in affirming matters essential to the well-being of the seminary.

We affirm the purpose statements of both the university and Logsdon Seminary, and commit ourselves to abide by the regulations detailed in the *Logsdon Seminary Student Handbook* and the *HSU Student Handbook*.

We affirm the personhood of others and commit ourselves to conduct and language that respects and values people. We eschew all forms of discrimination, sexual harassment, sexual misconduct, and abusive behavior. In all of our relationships, both on and off campus, we seek justice and righteousness and practice forgiveness and grace. As a community based on mutual respect and trust, we pledge ourselves to honesty in all matters and reject all forms of plagiarism and cheating.

University Conduct and Regulations

Specific university regulations with regard to conduct are detailed in the *HSU Student Handbook*. Among the subjects addressed are financial responsibility, various forms of harassment, the use and abuse of alcoholic beverages and illicit drugs, and respect for others and their property. All Logsdon Seminary students are expected to abide by these regulations. The *Handbook* also describes the procedures for dealing with misconduct and outlines the range of disciplinary actions that may be administered (consult *HSU Student Handbook*). In all cases involving misconduct within Logsdon Seminary (faculty, staff, or student), the initial complaint should be brought to the attention of the Dean of the Logsdon School of Theology who will review with the person involved the nature of the complaint. If warranted, the Dean will refer the matter to the Dean of Students for further consideration and possible action according to the procedures outlined in the *HSU Student Handbook*.

Appeals

Students may appeal the action of the Dean of Students or the Dean of the School of Theology if they feel:

- They have received unjust treatment
- All the facts in the situation were not considered
- The action taken was too severe for the behavior involved

Appeal must be made in writing to the President of the university within 48 hours of the action taken. Upon completion of the investigation, the President will either uphold the action previously taken or write a report making specific recommendations for consideration by the Student Conduct Committee.

Financial Information

See the *Logsdon Seminary Catalog*

General Academic Policies

See the *Logsdon Seminary Catalog*

Grievance Procedures

Logsdon Seminary and Hardin-Simmons University recognize the student's right to have an appropriate process and timely response defined for grievances for both academic and non-academic grievances. The procedure for grade appeals has already been described in the *Logsdon Seminary Catalog* in the "University Academic Policies" section. For all other academic and non-academic grievances, the student may avail himself or herself of the following policy.

1. The student is encouraged to discuss the complaint with the university employee (e.g., faculty or staff) responsible for the circumstances evoking the complaint. It is hoped that direct discussions between the employee and the student will result in a satisfactory resolution. Should the informal discussion not lead to a satisfactory conclusion, the student should submit a formal complaint to the employee in writing and include a brief description of the concern and any remedies sought. The employee will make a written response to the student, normally within a two week period of receiving the written complaint.
2. If a satisfactory resolution is not forthcoming, then the student may appeal in writing to the Dean of the Logsdon School of Theology and request a meeting. All previous information, including the initial appeal and the employee's written response, must be available to the Dean. The Dean will discuss the matter with the student and seek a satisfactory resolution. The Dean will consult with the appropriate parties in an attempt to provide a satisfactory resolution, normally within a two week period. The Dean will produce a written response to the student's complaint that will include actions or remedies, if any, which will be taken. Normally the response will be given within two weeks.
3. If the student is not satisfied with the results of the appeal to the Dean, then he/she may appeal to the Office of the Vice-President responsible for the area in which the appeal is made. The student should forward all earlier written materials, including previous responses. Academic issues other than grade appeals will be forwarded to the Office of the Provost; all other appeals will be forwarded to either the Office of the Vice-President for Student Development or the Office of the Vice-President for Finance and Management. The appropriate Vice-President or his/her designated official will hear the complaint and seek a resolution. A written response will be provided, normally within two weeks of the reception of the complaint. The decision of the appropriate Vice-President will be the final university decision on the grievance.

A student complaint or concern with regard to the Association of Theological Schools' standards for accreditation should be brought to the attention of the Dean of the School of Theology. A formal complaint should be in written format. Upon reception of such a complaint the Dean will discuss the matter with the student and consider the basis of the concern. If upon discussion and clarification with the Dean the student's concern remains, the matter will be brought to the attention of the Logsdon Seminary faculty for discussion. The faculty will consider the matter, make recommendations, if deemed appropriate, to the student's concern, and communicate in writing the result of the discussions and recommendations, if any, to the student.

Health and Safety

Student Health Services

The staff of each residence hall and the HSU Police Department are supplied with first aid equipment and are certified in CPR.

The university maintains an outpatient clinic staffed by a registered nurse Monday through Friday from 8 a.m. to 2:30 p.m. during regular semesters. The hours during summer terms are 8:00 a.m. to 12 p.m. and 1:00 p.m. to 2:00 p.m. Monday through Thursday. The Student Health Office is located in Moody Center, room 208.

Free treatment at the clinic is limited to first aid and dispensing of nonprescription medications. The university does not supply prescription drugs or personal nursing care. Students with allergies or any illness that requires regular injections may receive them in the Student Health Office with a physician's authorization and a signed release. There is a minimal syringe fee per semester.

In the event a student is ill or in need of medical advice and the university nurse is not on duty, the student has the following options:

- Call his/her personal physician's office
- Go to the Walk-In Care Clinic
560 North Judge Ely Boulevard
(325) 677-4904
- Go to Dr. J Express Care
1634 Texas 351
(325) 676-1100
- In case of an emergency:
Go to Hendrick Trauma Center
1242 N. 19th Street
(325) 670-2151

Students living on campus should notify the residence hall director if they need assistance contacting a health care provider.

Students desiring further medical services may go to the physician of their choice at their own expense. Before securing a physician, students should have their health insurance card to locate

which providers are available through their insurance. The university nurse will assist a student in selecting a physician and making appointments. The university is not responsible for medical bills.

The nearest hospital to the campus is Hendrick Health System, which is two blocks away. The university cannot assume responsibility for a student's medical care but, in an emergency, reserves the right to seek medical attention for the student. In the event of serious illness, the university may require the removal of the student to a private hospital. An examination by a physician to assess a student's physical and mental status may be required at the discretion of the university. The expenses for such private medical or hospital care will be borne by the student. Students are encouraged to make financial arrangements in advance with a personal physician and, in the case of a student living on campus, file the physician's name with the residence hall director.

It is the policy of the university that students with contagious, infectious, long-term, life-threatening, or other serious diseases may continue their enrollment as long as, with reasonable accommodations, they are academically and technically qualified to participate in the educational programs and activities of the university without undue risk to their own health or that of other students or employees.

After consultation with public health experts, university officials will determine the ability of the institution to reasonably accommodate students with contagious diseases. Their determination will be based on the consideration of various factors. Among the factors to be considered are:

- The duration of the risk
- The nature and severity of the potential harm
- The likelihood that the potential harm will occur
- The imminence of the potential harm.

Health Requirements for International Students

Any student living outside the U.S. must have proof of a negative Mantoux T.B. test or chest X-ray taken within the three months prior to admission, a completed health form, and an immunization record.

Class Absences Due to Illness

Students who miss classes because of illness should contact their professors before the class meets. If the professor requires proof of illness, the student must be seen by a medical professional (includes the University nurse) while ill. An absence because of illness still counts as an absence in the class; the student is still responsible for all course material presented in or assigned on the day of the absence and will be held accountable for such material in the determination of course grades.

Health Insurance

It is important for students to have their health insurance information to facilitate any need for medical attention. For students who do not have insurance coverage and who wish it, HSU will put students in contact with a health insurance representative.

Meningococcal Meningitis Vaccination

Texas legislation mandates that every new student under the age of 22 (no longer under the age of 30) is required to have a Meningitis Vaccine. All students being required to have the vaccine has to have received the vaccine or booster no fewer than 10 days before and no more than 5 years before the first class day. In addition, Hardin-Simmons University requires every new incoming student under 22 years of age provide proof of the meningitis vaccine prior to registering for classes.

Safety

Hardin-Simmons University makes the health and safety of our students, faculty, and staff a high priority. The HSU *Student Handbook* contains lists of safety regulations for the residence halls and items prohibited on campus.

The campus is patrolled by HSU police. Emergency telephones throughout the campus are connected directly to campus police. Emergency telephone locations are:

- Inside the first set of glass doors on the north side of the Mabee Physical Therapy building
- Northeast corner of Hunter Hall
- Northeast corner of Ferguson Hall
- Northwest corner of Arts and Sciences Annex
- Parking lot across from Nix Hall
- Parking lot between Behrens and Lange Halls.

Any student abusing the use of these phones will face disciplinary action. HSU police also offer escort on campus after hours for students who request it. Their phone number is (325) 670-1461.

In response to recent legislation HSU provides an emergency alert system on an “opt out” basis. Each student is added to the alert system using the HSU username and password for credentials. Your HSU email address has been added to the system, but it is up to the student to enter the mobile phone information in order to receive text messages regarding campus emergencies and/or closures.

Inclement Weather Policy

In the event inclement weather, such as excessive ice, snow, or rain, makes travel hazardous, it may be necessary for the university, including Logsdon Seminary, to suspend operations and cancel or postpone classes. The official decision to close the university due to inclement weather is made by the President or his or her designated representative. The Director of Media Relations will notify local news media.

Nondiscriminatory Policy

In compliance with federal law, including provisions of Section 504 of the Rehabilitation Act of 1973 and Title IX of the education Amendments of 1972, Logsdon Seminary and Hardin-Simmons University do not illegally discriminate on the basis of race, color, national origin, sex, age, disability, or genetic information in admissions and in the administration of its education policies, programs, and activities. Persons who believe their rights under this policy have been violated should contact the Dean of Students and/or the Vice-President for Student Development.

Parking Regulations

Logsdon Seminary students are expected to comply with all vehicle and traffic regulations of Hardin-Simmons University. All motor vehicles parked on HSU property, including university apartments, must be registered with the HSU Police Department. Parking permits may be obtained at the HSU Police Department during regularly scheduled hours. Traffic and parking regulations are enforced 24-hours a day, seven days a week. For further information about regulations, penalties, and appeals of citations, consult the HSU *Student Handbook*.

While the university will make every effort to protect vehicles on its property, the university cannot assume any responsibility for the care or protection of any vehicle or its contents.

Sexual Harassment Policy

Logsdon Seminary, as a part of Hardin-Simmons University, is committed to providing its students, faculty, and staff with an environment free from implicit and explicit coercive behavior used to control, influence, or affect the well-being of any member of the university community. Sexual harassment of any person is inappropriate, unacceptable, and contrary to Christian standards of conduct expected of all members of the university community – students, staff, and faculty.

Students have the right to be free from sexual harassment. Sexual harassment can include physical conduct or verbal innuendo of a sexual nature, imposed on the basis of sex by an employee or agent of the university, when (1) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual, and (2) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment. Any person who engages in sexual harassment will be subject to disciplinary action ranging from a warning to suspension and discharge, if appropriate. A student who believes he or she has been a victim of harassment or discrimination should discuss the matter with the Dean of the Logsdon School of Theology. The Dean will refer all such concerns to university administrators who will conduct an investigation. The student may lodge a formal complaint according to the policy in the HSU *Student Handbook*.

Solicitations

Solicitations are not permitted on campus or in any campus housing without the permission of the Student Development Office. In addition Logsdon students desiring to post materials in the

Logsdon School of Theology complex must have the permission of the Dean of the Logsdon School of Theology.

Special Needs / Disabilities

HSU will provide services to reasonably accommodate learning disabilities. However, HSU does not offer separate degree plans for a program of remedial instruction designed for students with learning disabilities. Any person who has been accepted for admission to the University and who wishes to disclose his or her learning disability should complete the Disclosure of Disability form before the first full week of classes.

A student who makes a disclosure of a disability has the legal responsibility to request any special accommodations in a timely manner, allowing reasonable time for the University to respond. The student has the additional responsibility to provide the institution with appropriate current (within a three-year period) documentation of the disabling condition. Completion of the required documentation is necessary in order to allow the University to determine reasonable accommodation of needs. The Office for Students with Disability is located in Moody Center, room 214. (This is in HSU handbook instead of the following paragraph).

Student Records and Right of Privacy

Student Records

In order to minimize the risk of improper disclosure, students' records will be kept separate in the offices of the Registrar, Vice President for Student Development, Admissions, Police Department, Director of Placement, Vice President for Finance and Management, academic deans and advisors, and the Director of Financial Aid. No record will be made unless there is a demonstrable need that is related to the basic purpose of the university.

The university's policy regarding accessibility to and confidentiality of student records complies with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). This act, as implemented at HSU, provides that a student, former student, or a student's parent when the student is deemed a legal dependent for income tax purposes, has the right to inspect and review the educational records of the specified student except as indicated below. An applicant for admission to the university is not considered a student. In the event the records contain information on more than one student, the right will apply only to that portion of the record which pertains to the specified student. On occasion it may be necessary to reveal the substance of a record rather than to show the actual document in order to protect the confidentiality of other students included on the same record. Hardin-Simmons University is not required to make available the following materials:

- Financial records of the parents of the student or any information contained therein.
- Where confidential letters and statements of recommendation were placed in the education records after January 1, 1975, the student may choose to waive his/her right of access to recommendations in the area of admission to the university, job placement, and receipt of honors and awards so long as the student is notified of the names of all persons

making confidential recommendations. These confidential recommendations must be limited solely to the purpose for which they were specifically intended.

- Private notes and other materials created by institutional personnel as memory aids so long as these records are not revealed to other persons except a substitute who performs another's duties for a temporary period.
- Law enforcement (campus police) records created by the university's law enforcement unit as long as these records are used for law enforcement purposes.
- Employment records of persons who are not students at HSU even if they may be students elsewhere.
- Medical and psychiatric records that are used solely for treatment purposes. (This limitation does not include the student's medical examination form.) The student may have these records reviewed by a doctor or other professional of his/her choice.

The request for educational information will be made in writing on a form provided by the office holding the requested information and will be granted within a reasonable period of time but in no case more than 45 days after the request has been made.

The student will have the right to obtain reproduced copies of educational records subject to actual cost of reproduction.

The student will have the right of response from the university for reasonable requests with regard to explanations or interpretations of the records.

The student will have the opportunity for a hearing to challenge the content of his educational records to ensure that misleading and inaccurate statements are not contained therein. The student may request a hearing to settle any dispute over the accuracy or appropriateness of a record. The hearing may be informal or formal in nature.

An informal hearing may be conducted by the student and the administrator who is responsible for the keeping of the record in question.

A formal hearing may be conducted upon the student's written request to the administrator who is responsible for keeping the records. A panel of persons who do not have direct interest in the outcome of the hearing will then be appointed by the President of the university subject to approval by the student involved. The hearing will be held within a reasonable period of time, and a decision will be rendered in writing within a reasonable time period.

The university will not permit access to or release educational records or personally identifiable information, other than campus directory information, without the written consent of the student.

Directory information is information which is customarily made public without the written consent of the student. A student may request that the university not disclose directory information by making written notice to the Office of Student Development on or before the last official day to register for the fall semester. A request for nondisclosure will be honored for only one academic year or until the university receives written notification that information should no longer be withheld, whichever occurs first. Directory information may include: name, address,

telephone number, dates of attendance, classification, a class schedule for the current semester, previous institution(s) attended, major field of study, awards, honors, degree(s) conferred and date(s), past and present participation in officially recognized sports and activities, and physical factors of athletes (age, height, weight).

Personally identifiable information includes: the student's parent or other family member, a personal identifier such as the student's social security number, date and place of birth, a list of characteristics which would make identification of the student possible, or other information which would make it possible to identify the student with reasonable certainty.

HSU reserves the right to give directory information to the public only on individual students.

The student will be required to submit written consent with his/her signature authorizing the university to release educational records (Transcript Request forms are available in the Office of the Registrar) to individuals (including parents) or agencies other than those specified above. Students may request and receive copies of all released information subject to payment of costs for the copies.

The university may release personal information to appropriate persons or agencies without student or parental consent if such information is deemed necessary to protect the health or safety of a student or other persons.

The university will maintain a record indicating all parties who have requested or maintained access to a student's records (other than university personnel). The record will indicate the legitimate interest that such parties had for obtaining the information. Such records of access will be kept in the Office of the Registrar and will be available to the student on request.

Students have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202, concerning any alleged failure by this institution to comply with the Family Educational Rights and Privacy Act. In addition, students have the right to obtain a copy of Hardin-Simmons' complete institutional policy regarding compliance with Family Educational Rights and Privacy Act. A copy may be obtained in person or by mail from the Vice-President for Academic Affairs.

Student Rights and Responsibilities

Philosophy and Purpose

The philosophy of Hardin-Simmons University recognizes the interrelationship of faith and reason, the obligation to search for truth in all areas and relationships, and the concern for human values. The institution accentuates the Christian concept of the dignity of the individual and seeks to promote this ideal. The university strives constantly to achieve academic excellence and to develop Christian maturity, believing that the two are mutually compatible and complementary.

With this concept of learning, each student should act in a mature manner and exercise good judgment in conducting his/her personal life both on and off campus. The student who enrolls at

HSU should expect to become a part of the total campus environment. He/she should realize the uniqueness of the university in terms of its traditions, goals, policies and regulations. In becoming a part of the university, the student agrees to uphold these characteristics. While at Hardin-Simmons, the student will obey the policies and regulations of the university and the laws of Abilene, the State of Texas, and the United States or, if studying abroad, the laws of other countries.

Freedom of Access to HSU

In compliance with federal law, including provisions of Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972, Hardin-Simmons does not illegally discriminate on the basis of race, color, national origin, sex, age, or disability in admissions and in the administration of its education policies, programs, and activities. Persons who believe their rights under this policy have been violated should contact the dean of students and/or the vice president for student development.

It is the policy of the University that students with contagious, infectious, long-term, life-threatening, or other serious diseases may continue their enrollment as long as, with reasonable accommodations, they are academically and technically qualified to participate in the educational programs and activities of the University without undue risk to their own health or that of other students or employees.

After consultation with public health experts, University officials will determine the ability of the institution to reasonably accommodate students with contagious diseases. Their determination will be based on the consideration of factors. Among the factors to be considered are:

- The duration of the risk
- The nature and severity of the potential harm
- The likelihood that the potential harm will occur
- The imminence of the potential harm

Freedom within the Classroom

The student will expect the professor in the classroom and conferences to encourage free discussion, inquiry, and expression. Students will be evaluated on academic performance, not opinions or conduct in matters unrelated to academic standards.

Protection of Freedom of Expression

Students will be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion; however, students are responsible for learning the content of any course of study for which they are enrolled.

Protection against Improper Academic Evaluation

Students will have protection through orderly procedures against prejudiced or capricious academic evaluation. However, students are responsible for maintaining the standards of academic performance established for each course in which they are enrolled.

Protection against Improper Disclosure

Information about student views, beliefs, and political associations that professors acquire in the course of their work as instructors, advisors, and counselors should be confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

Responsibility to Do Own Work

Written or other work which a student submits in a course must be a product of his/her own efforts. Cheating, plagiarism, or other forms of academic dishonesty will not be permitted.

Student Life and Services

Academic Advising

As a student at Logsdon Seminary you are provided with an academic advisor for the duration of your degree program. Your advisor will assist you in designing the most advantageous program of study in order to meet your ministry goals. Before each semester consult with your advisor for the selection of courses and registration.

For questions about advisement contact your advisor or the Associate Dean for Academics, Dr. Robert Ellis, at (325) 670-5841 or rellis@hsutx.edu.

Conferences and Lectureships

See the *Logsdon Seminary Catalog*

Counseling

Personal counseling is available to students through the HSU Family Psychology Center. During long semesters the center is normally open from 8 am to 8 pm. For more information contact the center at (325) 670-1531 or contact Dr. Randall Maurer at Logsdon Seminary at (325) 670-1599. Your academic advisor and other faculty members at Logsdon Seminary are also available for discussing vocational and spiritual matters.

Housing and Dining Services

See the *Logsdon Seminary Catalog*

Library

The university libraries serve as a resource center for the educational program by providing the materials necessary to support the curriculum and to provide for the general reading of students and faculty. The HSU libraries are fully automated as part of the Abilene Library Consortium, a group of five libraries.

The Rupert and Pauline Richardson Library is the main HSU library, holding reference materials, circulating collections, periodicals, government documents, education library, Educational Technology Services and staff offices. Special collections include the Tandy Bible Collection, the Kelley Bible Collection, the Baron Faulkner Collection, the Caldwell-Hertzog Collection of Fine Printing, the Betty Woods Rare Book Collection, the Abilene Photograph Collection, a large part of the personal library of the late historian Walter Prescott Webb, and the Duffy Theological Library, featuring the John Powell Clayton Collection.

The Smith Music Library in Caldwell Hall contains study scores, collected works of various composers, recordings, and certain basic music books and reference materials. Listening

equipment is provided, and the library houses all the taped concerts and recitals of the School of Music.

A small theological Reading Room is located in the Logsdon School of Theology complex in room 166. Students are limited to using the resources only in the Reading Room.

The library holds more than 320,000 items, including access to 41,000 digital journals and over 200 databases. A reciprocal agreement among Abilene libraries makes it possible for students to use the resources of Abilene Christian University, McMurry University, Howard Payne University, and the Abilene Public Library, making more than 1.7 million items available to the HSU community. Resources not available through the consortium libraries may be requested through interlibrary loan (ILL) from libraries worldwide.

The library home page, <http://rupert.alc.org/library>, provides access to many electronic databases and full text journals, the online catalog, encyclopedias, library hours, research guides and links to style manuals.

Hours are posted at the libraries and on the opening screen of the Web page. During fall and spring semesters, while classes are in session, the hours typically are:

Monday-Thursday	7:30 a.m. – midnight
Friday	7:30 a.m. – 5:00 p.m.
Saturday	1:00 p.m. – 5:00 p.m.
Sunday	3:30 p.m. – midnight

Students must show their OneCard each time materials are borrowed from the libraries. The library barcode on the back of student OneCards can be used to access databases from off campus. Each student is responsible for all material borrowed in his/her name. A fee is charged for any material lost. From the library workstations, materials may be requested from other Abilene libraries. Books will be delivered via a courier on weekdays.

The Theological Librarian, Teresa Ellis, is available to assist seminary students with their research needs, including instruction in database research. Contact her in her office on the first floor of Richardson Library, by phone at (325) 671-2159, or by email at tellis@hsutx.edu.

Lost and Found

The lost and found department for Logsdon Seminary is located in the Office of the Dean of Logsdon School of Theology. The university's lost and found department is located in the Student Life Office in Moody Center.

New Student Orientation

New students at Logsdon receive a general orientation to the academic, spiritual, and practical aspects of seminary life. During orientation students will meet Logsdon faculty and staff and meet with their faculty advisors.

Placement in Ministry

Logsdon Seminary is eager to assist current students and graduates in finding positions of ministry. The seminary is also able to assist churches and church-related entities in locating effective ministers from the Logsdon community. At present, students and others interested in placement should contact the office of the Dean of Logsdon School of Theology (325-670-1287) for assistance. Students at extension sites will also find the directors of those extensions to be helpful in placement matters. Their contact information appears below.

Publications

Logsdon School of Theology produces *Window*, a semi-annual publication designed “to provide ministers with a practical, creative, substantive tool that will aid them in sermon preparation, research, and ministry to the local church.” Logsdon is also a part of a Baptist theological education consortium that publishes the *Review and Expositor*, a major scholarly journal oriented to the interface between the academy and church. Logsdon Seminary students receive complimentary copies of both publications.

The university publishes a year book, the *Bronco*, and the *Brand*, a non-profit student newspaper published under the auspices of the Office of Student Development. The *Corral*, produced in the fall and spring semester, provides a forum for undergraduate and graduate students to publish creative art and literary pieces.

Recreation

Logsdon Seminary students may access a wide range of recreational and fitness opportunities through HSU. Many are provided free to seminary students and their families; others require small fees. Among the facilities available are racquetball courts, tennis courts, pool, fitness room, bowling alley, and game room. In some cases reservations are required. For further information and reservations call (325) 670-1327. In addition Logsdon Seminary students and their families have access to HSU athletic events, theatre productions, musical events, art exhibits, and other special events sponsored by the university. Consult the university’s website at www.hsutx.edu for lists of current activities.

Spiritual Formation

As a community of faith and learning dedicated to the full development of mind and soul, Logsdon Seminary places significant emphasis on spiritual formation. Students, faculty, and staff are encouraged to engage in activities that foster spiritual formation within the seminary and beyond. While not a comprehensive list, the following activities are important to the spiritual development and health of every seminarian.

Church Involvement

Finding a community of faith where one can worship and serve God is an indispensable element for all Logsdon students. Regular participation and service to the local church provides vital spiritual nourishment and affords opportunities to serve God’s Kingdom. Abilene and the surrounding area provide a wide variety of churches representing multiple denominations from which to choose a spiritual home during your Logsdon years. Logsdon students are encouraged

to actively participate in a local church and/or serve in a ministry capacity throughout their seminary experience.

Spiritual Formation Colloquium

Each Fall and Spring semester the seminary sponsors the Spiritual Formation Colloquium on most Thursdays from 11:55 to 12:35 p.m. The Colloquium typically alternates between community worship services in Logsdon Chapel and small group meetings. Colloquium is followed by a lunch for the whole Logsdon community. The Colloquium involves guided theological reflection and dialogue within the graduate theological community. Although Colloquium is required for all master's-level students during part of their programs, all students, faculty, and staff are encouraged to participate regularly. Occasionally, chapel services are held at alternate times that are announced through the Office of the Associate Dean for Academics.

Spiritual Formation Retreat

The Spiritual Formation Retreat occurs each Spring for master's-level students. The purpose of the retreat is to provide the student with an opportunity for reflection on spiritual and ministry formation at the mid-point of the MDiv, MAFM, or MA (Rel) degrees.

Spiritual/Ministry Formation Conferences

Logsdon recognizes that participation in ministry conferences outside the structured curriculum is an important part of the MDiv experience. Consequently, master's-level students are required to participate in a certain number of Spiritual/Ministry Formation Conferences in the course of the program. See the degree descriptions in the Catalog for more information.

Logsdon offers regular conferences addressing biblical, theological, and ministerial issues. Most of these events qualify as Spiritual/Ministry Formation Conferences. Numerous conferences offered at other venues may also meet this requirement; however, a student must obtain approval by the Associate Dean prior to participation in order for the conference to meet this requirement.

Promptly after participation in a Spiritual/Ministry Formation Conference, a student provides evidence of involvement (normally in the form of a conference agenda) to the Office of the Associate Dean for Logsdon Seminary.

A student is not required to pay tuition for Spiritual Formation Activities; however, other fees may be charged. Some scholarship monies may be available to assist with certain fees. Transcript credit is assigned for completion of some of these activities; however, that credit is not computed in a student's grade point average (GPA).

University Chapel

Logsdon students are encouraged to participate in other opportunities of spiritual nurture sponsored by HSU. In particular, students may want to attend the HSU undergraduate student chapel, which is held Tuesdays at 10:00 a.m. in Behren's Chapel. A schedule is available on the HSU website.

Logsdon Seminary Extension Campuses

The main campus of Logsdon Seminary is at Hardin-Simmons University in Abilene, Texas. The Seminary also offers coursework at five extension centers located in Corpus Christi, Dallas-Fort Worth, Lubbock, McAllen, and San Antonio, Texas. For more information about extension sites consult the Logsdon Seminary Catalog.

Corpus Christi Extension

Location: South Texas School of Christian Studies
7000 Ocean Drive
Corpus Christi, TX 78412
Phone: (361) 991-9403
Fax: (361) 991-8634
Website: www.stscs.org

Contact: Dr. Doug Jackson, Director of Logsdon Seminary Programs in Corpus Christi and McAllen
Phone: (361) 991-9403
Email: djackson@hsutx.edu

Dallas-Fort Worth Metroplex Extension

Location: Valley Ranch Baptist Church
1501 East Beltline Road
Coppell, TX 75019
Phone: (972) 304-8722

Contact: Dr. Jeff Johnson, Director of Logsdon Seminary Program in Dallas-Fort Worth
Phone: (214) 213-5450

Lubbock Extension

Location: Wayland Baptist University
801 North Quaker
Lubbock, TX 79416
Phone: (806) 785-9285
Website: www.wbu.edu

Contact: Dr. Fred Meeks, Director of the Logsdon Seminary Program in Lubbock
Phone: (806) 742-9542/(806) 281-7514
Email: Frederick.E.Meeks@hsutx.edu

McAllen Extension

Location: South Texas School of Christian Studies
1809 North Main Street
McAllen, TX 78501
Phone: (361) 991-9403

Contact: Dr. Doug Jackson, Director of Logsdon Seminary Programs in Corpus Christi
Phone: (361) 991-9403
Email: djackson@hsutx.edu

San Antonio Extension

Location: Trinity Baptist Church

319 East Mulberry

San Antonio, TX 78212

Phone: (210) 733-6201/Website:www.trinitybaptist.org

Contact: Dr. Wally Goodman, Director of the Logsdon Seminary Program in San Antonio

Phone: (210) 860-2003

Email: Walter.L.Goodman@hsutx.edu