

# Criswell College Student Handbook

2020 - 2021





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## STUDENT SERVICES

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The Student Services Office exists to promote the success of all Criswell College students by providing support programs that foster and encourage the physical, intellectual, spiritual, social, and emotional growth of the individual students, contributing to their preparation to serve as Christian leaders throughout society.

## STUDENT RESPONSIBILITIES & RIGHTS

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### STUDENT RESPONSIBILITIES

Participation in this educational community is voluntary. High moral character is expected, and assumed, of all students who associate themselves with Criswell College. A student at Criswell College is an individual who has been admitted and subsequently enrolls in courses during a semester or term. Students are expected to meet the standards presented in the Student Handbook throughout the year, not only when courses are in session, but from initial enrollment to degree conferment. Volunteer participation implies accountability for moral and ethical choices. The College is blessed with a significant percentage of mature individuals who need only limited guidance in matters of personal conduct. However, all students will find it necessary and beneficial to be familiar with policies governing conduct.

As representatives of Jesus Christ, we must all demonstrate a lifestyle, which reflects His character in our public and private behavior. Our code of conduct could easily be summed up in Peter's admonition to "be holy in all you do" (1 Pet. 1:15). Ethical and moral standards referred to here and in other sections of this document have historic roots in the Scriptures and are not determined by the changing morality of society.

Our institution is also aware that simple observance of moral responsibility does not constitute spirituality *per se*, nor do College regulations comprise the entirety of man's responsibility to God. However, the willingness to adhere to student responsibilities exhibits a submissive nature and a

concern for the well-being of the community. Such willingness reflects spiritual health.

### Conduct

This policy applies to the on-campus conduct of all students and to off-campus conduct of students that, in the college's judgment, involves or affects the college or other members of the college community, such as, but not limited to, conduct in connection with:

- a. Academic work or other college-related educational activities and experiences, such as class projects, mission trips, student teaching, or internships;
- b. Activities sponsored, conducted, or authorized by the college or its student organizations;
- c. Activities that cause or threaten to harm the health, safety, well-being, or property of the College or members of the College community, including the student him- or herself; or
- d. Activities that unreasonably disturb the peace and privacy of the student's neighbors when living off-campus.

This policy applies to conduct by a student while a student, even if it occurs outside of an academic term or when the student is not otherwise enrolled at the College and even if the College does not learn of such conduct until after the student graduates, withdraws, takes leave, or is otherwise absent from the College.

Students also continue to be subject to federal, state, and local laws while at the College. While those laws are separate and independent from this policy and impose different standards, violations of them may also constitute violations of this policy. In such instances, the College may take action under the policy independent of any other legal proceeding involving the same conduct and may impose consequences for violation of the policy even if such other proceeding is not yet resolved or is resolved in the student's favor.

The following are examples of prohibited behaviors and activities which may result in student conduct action under this Code. Commission of or attempts to commit these acts, condoning, supporting or encouraging others in the commission of these acts, or failure to prevent one's guests from committing these acts may be treated as violations of this Code.

\*Further information and explanations for exemptions, grading, and expectations can be found in Appendix A



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- a. **Dangerous Conduct:** Intentionally or carelessly engaging in conduct that threatens or endangers the health or safety or causes physical harm to any person, including the violator.
    - 1) Placing a person in fear of imminent physical danger or bodily harm.
    - 2) Causing bodily harm to a person, or engaging in harmful physical contact that would likely have caused bodily harm despite the lack of any measurable harm.
    - 3) Hazing – Any action which endangers the mental or physical health of a student, or which encourages the student to engage in illegal or inappropriate conduct for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in, a recognized or unrecognized group or organization.
    - 4) Engaging in reckless behavior that creates a potentially unsafe situation for members of the community.
  
  - b. **Harassment:** Any actions, threats, gestures, images, and/or words directed toward another person via any medium which have the purpose or which tend to incite a breach of the peace, create a hostile environment, or cause emotional distress to that person because of the humiliating, degrading, intimidating, insulting, coercive, ridiculing, and/or alarming nature of the conduct. It frequently, but not always, involves a pattern of conduct.
  
  - c. **Dangerous Items:** The use, possession or storage of any firearms, toy guns, fireworks, explosives of any nature, dangerous chemical agents, and any instrument designed as a weapon of aggregation.
  
  - d. **Interfering with Fire Safety**
    - 1) Misusing, tampering or damaging fire safety equipment including, but not limited to, fire extinguishers, smoke alarms, sprinkler systems or exit signs.
    - 2) Unauthorized burning of any material in any College building, on College property or on areas adjacent to College property.
    - 3) Disregarding a fire alarm signal or refusing to evacuate a building or a section of a building when a fire alarm is sounding.
    - 4) Recklessly or intentionally activating an alarm when an emergency situation does not exist.

- e. Alcohol and Drugs: Criswell College acknowledges the problem of substance abuse in our society and perceives this problem as a serious threat to the health and well-being of our students and employees. Therefore, in voluntary compliance with the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), Criswell College issues the following statements:
  - 1) Criswell College prohibits the unlawful possession, use, or distribution of all controlled substances (including but not limited to narcotics, illegal drugs, and alcohol) on school property, as a part of any school activity, or as a part of any personal, non-school related activity.
  - 2) Members of the Criswell College community must abstain from the possession, use, or consumption of alcoholic beverages as an act of maintaining the community standards.
  - 3) Persons in the College community dealing with substance abuse problems who voluntarily seek assistance through the College will be aided in confidential referrals for counseling services, treatment, or rehabilitation.
  - 4) Criswell College will cooperate with all local, state, and federal authorities in maintaining and enforcing a drug-free community.
  
- f. Tobacco: Possession, use, or distribution of tobacco products, smoking paraphernalia (including pipes, e-cigarettes, and vaporizers) on the College campus or in a building or vehicle that is owned, operated or leased by the College.
  
- g. Theft/Unauthorized Possession of Property
  - 1) Theft of property or of services or possession of stolen property.
  - 2) Unauthorized possession of College property or the property of others.
  
- h. Damage to or Misuse of Property:
  - 1) Damaging or defacing College property or the property of others.
  - 2) Unauthorized entry into College property or the property of others.
  - 3) Unauthorized use or misuse of College property or the property of others.

\*Further information and explanations for exemptions, grading, and expectations can be found in Appendix A

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- i. Disorderly Conduct: Acting in a manner which annoys, disturbs, interferes with, obstructs, or is offensive to another/others.
    - 1) Shouting or making excessive noise either inside or outside a building to the annoyance or disturbance of others.
    - 2) Verbally abusing College officials (including students appointed to act as representatives of the College) acting in the performance of their duties.
    - 3) Behaving in a lewd or indecent manner.
    - 4) Engaging in, leading or inciting others in a breach of peace that is disruptive to the community.
  
  - j. Non-academic Dishonesty:
    - 1) Knowingly furnishing false information to the College or a member of the College community, including at College student conduct proceedings.
    - 2) Forgery, misuse, unauthorized alteration and/or creation of documents, records, college identification cards, keys, or other objects.
    - 3) Possession or use of false identification cards issued by an entity other than the college.
    - 4) Fraud, through act or omission, committed against a member of the campus community or others.
    - 5) Knowingly initiating or causing to be initiated any false report, warning or threat.
  
  - k. Interfering with College Events: Interfering with any normal College or College-sponsored events, including but not limited to studying, teaching, research, sponsored social programs, chapel services, and College administration, fire, policy, or emergency services.
  
  - l. Violating Other College Policies: Any violation of other published College regulations including but not limited to Residence Life and Housing Services policies and procedures, rules published in other College publications, and those available at [www.criswell.edu](http://www.criswell.edu).
  
  - m. Non-compliance: Failure to comply with reasonable directives of College officials, including students appointed to act as representatives of the College, acting in performance of their duties. Directives to provide identification and/or participate in a College student conduct process are included in the scope of this provision.

- n. Sanction Violation: Violating the terms of any student conduct sanction as imposed in accordance with student conduct procedures, including the failure to complete sanctions by the stated deadline.
- o. Gambling: Participation in any form of gambling.
- p. Violation of Law: Violation of local, state, or federal laws, regulations or ordinances.
- q. Sexual Misconduct:
  - 1) Sexual Relationships: Sexual acts of any kind outside the confines of marriage are inconsistent with the teachings and moral values of the Bible and are prohibited. The College affirms that sexual relationships are designed by God to be expressed solely within a marriage between husband and wife.
  - 2) Sexual Offenses: Sexual Offenses are prohibited in all forms. "Sexual Offense" is a broad term encompassing a range of behaviors including, but not limited to: sexual assault; sexual harassment; dating violence; domestic violence; stalking; indecent exposure; sexual exhibitionism; use of communication systems to send unwanted sexual material and messages; prostitution or the solicitation or employment of a prostitute; peeping or other voyeurism; allowing others to view consensual sexual activity; the non-consensual video or audio recording of sexual activity; or any conduct prohibited by applicable law.
  - 3) Sexual violence, which includes but is not limited to:
    - Rape
    - Sexual assault or battery
    - Sexual coercion
    - Unwanted touching
    - Dating violence
    - Stalking
  - 4) Sexual Harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when either:

\*Further information and explanations for exemptions, grading, and expectations can be found in Appendix A

- Unwelcome sexual advances, innuendos or requests for sexual favors or other verbal or physical conduct of a sexual nature are made a condition of an individual's employment, their status in a College course, program or activity, or contractual relationship with the College; or
  - Submission to or rejections of such conduct are made the basis for decisions affecting an individual's employment, their status in a College course, program or activity, or contractual relationship with the College; or
  - Creating an intimidating, humiliating, hostile or sexually offensive working, academic, residential, or social environment under both an objective (a reasonable person's view) and subjective (the complainant's view) standard.
- 5) Dating Violence means violence, threats, or intimidation committed by another person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on a consideration of the following factors: a) the length of the relationship, b) the type of relationship, or c) the frequency of interaction between the persons involved in the relationship.
- 6) Domestic Violence means violence, threats, or intimidation committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Texas (including past or present marriage, domestic partnership, romantic, dating, or sexual relationship), by a former spouse or similarly situated person against a victim who is in a subsequent relationship with a former spouse or similarly situated person, or by any other person against a victim who is

protected from that person's acts under the domestic or family violence laws of Texas.

- 7) Stalking means purposely engaging in a course of conduct directed at a specific individual that would cause a reasonable individual to fear for his or her safety or the safety of another person, feel seriously alarmed, disturbed or frightened, or suffer emotional distress.

A student can face significant disciplinary sanctions, including expulsion, as well as criminal prosecution or other legal action, for committing a sexual offense.

- r. Sexual/gender identity: The College's position on sexual identity is derived from Biblical values as expressed in the College's Articles of Faith, particularly Article XVIII on the family, and in the College's Gender and Marriage policy. The college is aware of the complexities related to issues of sexual identity and laments the insensitive treatment that students working through such issues might have received from the Christian community. The College is committed to addressing these issues with compassion, discretion, and confidentiality as it helps student in their development toward Christian maturity.

Temptation toward sin should never be construed as sin. Christ Himself was tempted in all things, yet without sin (Hebrews 4:15). It is when students act on those promptings in a way that violates the College's values regarding sexuality that a disciplinary process is initiated. While the disciplinary process might, although does not necessarily, involve suspension or dismissal, it seeks above all to be redemptive in the lives of those involved. Prohibited behavior includes, but is not necessarily limited to, the following:

- 1) Denying or rejecting one's God-given biological sex by identifying as, dressing as, and/or acting in ways other than according to one's biological sex at birth.
- 2) Homosexual relations.
- 3) Sexual relations with non-humans.

- s. Solicitation: Unauthorized solicitation, sale or promotion of any goods or services in College owned or operated property, including residence halls, or at College-sponsored events.

\*Further information and explanations for exemptions, grading, and expectations can be found in Appendix A

- t. Complicity: Being present or otherwise involved, in such a way as to condone, support or encourage any acts which would violate this Code. Students who observe acts in violation of this Code are expected to remove themselves and are encouraged to report the matter.
- u. Social dancing: Social dancing on campus or, in the case of the College's student organizations, sponsoring a dancing event off campus.
- v. Inappropriate dating, living, or displays of affection. Including, but not limited to, the following:
  - 1) Single students dating married persons.
  - 2) Married students dating anyone other than their spouse.
  - 3) Cohabitation with members of the opposite sex.
  - 4) Public affection deemed inappropriate for the context.
- w. Pornography. Possession, display, or distribution of pornographic materials or images. Use of pornography for personal entertainment, including Internet and telephone services that provide pornographic images, sounds, or sensual conversation.
- x. Offensive Entertainment. Entertainment played or displayed publicly on College premises or at College-sponsored activities that contain levels of violence, profanity, and sexual overtures that would be found offensive and/or in conflict with community standards.

### Change of Personal Information

Students are required to notify the Student Services Office of any of the following changes:

- Address
- Phone number
- Emergency contact
- Marital status (whether by marriage, divorce, separation, or death of a spouse)

Students are required to notify the Registrar's Office of any of the following changes:

- Legal change of name

After submission and processing of the proper forms the changes will be reflected the students' academic records.

### Church Membership, Chapel & Applied Ministry

Criswell College does not assume the role of the local church, but rather intends to supplement that role. Our campus programs, services, and procedures do not substitute for church functions or churchmanship. As an institution of higher learning, we are committed to the educational and experiential development of those who are, and will be, church leaders, lay or otherwise.

**Church Membership** is one indicator of healthy spiritual development. All students are expected to identify with a local church body and to support its mission faithfully through membership, attendance, and participation within their first year at Criswell College.

**Chapel** at Criswell College is a vital component of the Christ-centered education offered at the College, and is designed around a fourfold mission to:

- engage students, faculty, and staff in deliberate and sincere corporate worship;
- offer sound biblical teaching to students, faculty, and staff;
- experience genuine community as a campus family; and
- expose students to creative, diverse ministries and ministry callings.

Missionaries, pastors, educators, denominational workers, and other special speakers provide inspiration and encouragement through chapel worship. Chapel is every Tuesday and Wednesday at 11:00 a.m.\*

**Applied Ministry Project (AMP)** is a required supervised field education component of certain degrees and majors (Consult the Academic Catalog under which you are operating to see if AMP is a requirement of your program). The Director of Applied Ministry coordinates the program

\*Further information and explanations for exemptions, grading, and expectations can be found in Appendix A



and approves all ministry projects or other missions-related activities each semester. Examples of projects are jail and prison ministries, street evangelism, social service projects, student ministry, and the pastorate. Many local churches seek volunteer assistance from Criswell students for community evangelism, pulpit supply, church planting, and worship leadership.

The AMP is designed to provide the setting in which the student can apply the theoretical material gained in the classroom in actual practical ministry involvement. If taken seriously, the student will have a richer educational experience, as well as enter full-time ministry, or the work force with an enhanced sense of professional confidence.

### Dress & Attire

As the school seeks to “provide ministerial and professional higher education for men and women” it is important that students dress in accordance with the context that this mission creates. It is expected that men and women preparing to lead will dress in a manner that is modest, discreet, and appropriate for the occasion or circumstance. The personal appearance of students at Criswell College should reflect a lifestyle of personal purity. As Christian leaders, our goal is to exemplify Christ in our appearance as well as our actions. Faculty and staff are encouraged to contact the Student Services office if a student needs to adjust their attire.

The following guidelines apply to both men and women of Criswell College.

- T-shirts with graphics or words that are in contradiction to Criswell College’s values are not permitted.
- Shorts must reach mid-thigh in length.
- Dresses and skirts must come near the knee in length.
- Tight-fitting clothing is not permitted including leggings, yoga pants, etc.
- Casual attire such as pajama pants or shorts are not permitted.
- Footwear should be worn at all times on campus.

- Low-cut necklines, sheer and revealing fabric, bare midriffs or bare shoulders, tank-tops, and spaghetti straps are not permitted on campus.
- Undergarments must be concealed at all times and must not be visible through clothing.
- Shirts are to be worn at all times including sporting events in the gymnasium.
- Hats are to be removed in the classrooms at the direction of the instructor, and are considered inappropriate to wear during chapel.

### E-Mail Policy

Criswell College has established e-mail as the primary means of communication between faculty, staff, and students. Each registered student is assigned an official Criswell College e-mail account (e-mail addresses for these accounts are determined according to a standardized naming system based on student unique identification numbers). All official College e-mail communications to enrolled students will be sent exclusively to students' institutional e-mail accounts.\* Official College e-mail includes any communication from faculty and staff that is directly related to the College. Facebook and other social media or online messaging systems, may not be used for official communication with staff and faculty.

Students are expected to check their student e-mail accounts regularly and to respond in an appropriate and timely manner to all communications from staff and faculty.

Students are permitted to set up automatic forwarding of e-mails from their student e-mail accounts to one or more personal e-mail accounts. The

\*Exceptions: College staff members are permitted to use students' personal e-mail addresses when communicating with regard to financial requirements, admission, or when contacting alumni.

student is responsible to set up and maintain e-mail forwarding without assistance from college staff. A student who chooses to use this forwarding option will continue to be responsible for responding appropriately to all communications from staff and faculty of the College. Criswell College bears no responsibility for the use of e-mails that have been forwarded from student e-mail accounts to other e-mail accounts.

Criswell College staff and faculty will observe all institutional policies and legal requirements, including those established under the Family Education Rights and Privacy Act of 1974 (FERPA), to maximize the security of sensitive or confidential information sent to student e-mail accounts.

### Guest Expectations

Students of Criswell College are allowed and encouraged to bring guests to visit. Guests are expected to abide by the code of conduct, alcohol and drug policy, and dress code while on campus. In addition, guests are required to sign the guest log found at the reception desk located within the main entrance. If the guest accompanies the student to Wallace Library, the guest is also required to sign the guest log found at the circulation desk by the main entrance of the library. Students should also acquire permission from their professor(s) before bringing a guest to a given class session. It is the responsibility of the student inviting the guest to make the guest aware of the expectations of Criswell College related to the aforementioned policies.

### Political Endorsement

All students are encouraged to be actively involved in the political processes of our city, state, and nation. Christians are called to be salt and light in this important arena and should encourage responsible government through prayer and the exercise of voting rights. Students must not engage in partisan political activity as representatives of Criswell College without prior approval from the President's office.

### Public Relations

The President of Criswell College has sole responsibility for official college statements by any medium. Students should refer questions from media representatives about Criswell College to a representative of the President's office. No person—student, staff, faculty, or administration—may speak as a representative of Criswell College, in any medium, without the express permission of the President. Students may not use official College letterhead or logos, or publications for the support or endorsement of

personal views, except with the express permission of the President. Under no circumstances shall College media, publications, or public relations material be used to support, endorse, or otherwise approve any organization, idea, or behavior that is inconsistent with the stated purposes and doctrines of Criswell College.

## Harassment

Criswell College has a moral and legal obligation to provide an environment that is free of Sexual Harassment and any other form of Unlawful Harassment. The purpose of this policy is to maintain such an environment and to comply with all applicable legal requirements prohibiting Sexual and Other Unlawful Harassment against members of the college community, including but not limited to Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

The college's Sexual and Other Unlawful Harassment Policy defines and provides a procedure for resolving complaints of Sexual and Other Unlawful Harassment

### **Definition of Sexual Harassment**

Sexual Harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and/or that, therefore, interferes with our work effectiveness. Sexual Harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include the following:

*Verbal* - Sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats, etc.

*Non-verbal* - Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures, etc.

*Physical* - Unwanted physical contact, including touching, pinching, brushing the body, and/or coerced sexual intercourse or contact, assault, etc.

Sexual Harassment may be overt or subtle. Some behavior which is appropriate in a social setting may not be appropriate in the workplace or on the campus of Criswell College. However, whatever form it takes, verbal,

non-verbal, or physical, Sexual Harassment is insulting and demeaning to the recipient and cannot be tolerated in the workplace or on campus.

**Sexual Harassment by any officer, director, employee, manager, supervisor, or non-employee will not be tolerated. All officers, directors, employees, managers, and supervisors will be expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur.** Appropriate disciplinary action will be taken against any person who violates this policy against Sexual Harassment. Persons found to have engaged in sexually harassing conduct will be appropriately disciplined depending upon the nature of the conduct involved. Such disciplinary actions may include letters of counseling or reprimands (which copies will be maintained in the employee's personnel file), leave without pay, suspension, or termination.

Both men and women can be victims of Sexual Harassment from either gender. Further, making employment decisions based on sexual favoritism or on the basis of gender is strictly prohibited.

Retaliation against any person making a Sexual Harassment complaint or complaint against any other form of Unlawful Harassment, assisting, or testifying in an harassment investigation is strictly forbidden and will not be tolerated.

### **Other Unlawful Discriminatory Harassment**

In addition to Sexual Harassment, other forms of Unlawful Discriminatory Harassment can occur at the work place or on campus. This can occur when either conduct or actions taken or words are spoken which are based upon other grounds for which employees are protected such as racial or religious harassment. In the same way that a hostile work environment can be created by sexual innuendoes, jokes, and/or actions so the same can be created with the same activity in the other protected areas of race, national origin, disability, age, and religion. Racial jokes, specifically, are inappropriate and will not be tolerated even if it does not rise to the level of being considered legally Unlawful Harassment. However, merely talking about a protected category (such as race or religion) does not constitute Unlawful Harassment.

Unlawful Discriminatory Harassment arises when the actions and/or environment rises to the level of being insulting and demeaning to the

recipient and would be so to a reasonable person in a similar situation. Such conduct cannot and will not be tolerated in the workplace or on campus.

**Any other types of Unlawful Discriminatory Harassment by any officer, director, employee, manager, supervisor, or non-employee will not be tolerated. All employees, managers and non-supervisors alike, will be expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur.**

Appropriate disciplinary action will be taken against any person who violates this policy. Such disciplinary actions may include letters of counseling or reprimands (which copies will be maintained in the employee's personnel file), leave without pay, suspension, or termination.

### **Scope**

This policy applies to all members of the Criswell College community, including trustees, faculty, staff, students, volunteers, vendors, and visitors.

### **Reporting**

Any member of the college community who experiences Sexual Harassment or other forms of harassment or becomes aware of incidents of the same should do the following:

Make their unease and/or disapproval directly and immediately known to the alleged harasser.

Document all incidents, actions, and conversations related to the problem (keep a dated journal).

Submit a complaint in writing to the college's Title IX Coordinator or secondary contact pursuant to this policy.

### **Criswell College Title IX Coordinator**

Ryan Dunleavy

rdunleavy@criswell.edu

214-818-1342

4010 Gaston Ave

Dallas, TX 75246

### **Secondary Contact**

Daisy Reynolds

dreynolds@criswell.edu

214-818-1360

4010 Gaston Ave

Dallas, TX 75246

Such complaints must be made in good faith. The college will not tolerate intentional false reporting of incidents. However, filing a complaint or providing information which a party or witness genuinely believes is accurate, but which is ultimately dismissed due to insufficient evidence or found to be untrue, does not constitute intentional false reporting. Members of the college community are encouraged to seek assistance even if they are unsure that what they are experiencing is Sexual or Other Unlawful Harassment.

All inquiries, complaints, and investigations are treated confidentially. Information is revealed strictly on a need-to-know basis. However, the identity of the complainant usually is revealed to the accused and witnesses. All individuals contacted in connection with a complaint will be counseled that any information pertaining to the complaint must be held in confidence.

No member of the college community may retaliate against another member for filing a complaint of Sexual or Other Unlawful Harassment or for cooperating in an investigation of a harassment complaint. Retaliation includes any things like intimidation, threats, or hostile actions based on someone's complaint or participation in this process or any change in the terms and conditions of an individual's employment. Any such retaliatory behavior should be reported immediately to the college's Title IX Coordinator.

### **Review and Resolution**

A member of the college community often can stop or prevent Sexual Harassment or Other Unlawful Harassment by immediately and directly expressing their disapproval of an individual's attention, statements, or conduct. In many cases, an informal warning by an appropriate college administrator to an alleged harasser, combined with appropriate follow-up supervision and monitoring of the harasser's behavior might be sufficient to prevent or stop Sexual Harassment or Other Unlawful Harassment.

If the matter is not resolved and a complainant wishes to proceed with a formal complaint, the college will conduct a formal investigation according to the following guidelines:

The complainant must submit a formal complaint in writing to the college's Title IX Coordinator.

The Title IX Coordinator is responsible for appointing an investigative team to resolve the complaint.

After receiving a formal complaint in writing, the investigative team will schedule meetings with both the complainant and the alleged harasser in which the complainant and alleged harasser will be informed of the guidelines of this policy.

The investigative team will seek to resolve the complaint promptly, confidentially, impartially, and with all due diligence.

The investigative team will maintain records of all proceedings related to its investigation and will archive the documents upon completion of the investigation.

Any alleged harasser found guilty of violating the college's Sexual or Other Unlawful Harassment Policy immediately will be subject to appropriate disciplinary action, which may include but is not limited to:

Disciplinary warning

Disciplinary sanctions

Disciplinary probation

Housing suspension

Disciplinary suspension



Disciplinary dismissal

**Criswell College has established, in addition to the above procedure, a hotline to report any such Sexual or Other Unlawful Harassment. Please contact Russell Marriott at 214-818-1318 or Daisy Reynolds at 214-818-1360.**

### **Mediation/Arbitration of Unresolved Complaints**

In the event that the matter is unresolved to any party's satisfaction, including but not limited to the complainant, the victim, or the accused, satisfaction after compliance with all of these steps then the matter be referred to an independent Christian mediator for resolution (at no cost to the complainant).

In the event that the dispute cannot be resolved through mediation, the parties agree to participate in binding arbitration through a mutually agreeable Christian arbitrator. In the event of lack of an agreement as to an arbitrator, arbitration will be conducted through the auspices of the Institute for Christian Reconciliation (located in Billings, Montana) using the American Arbitration Association's National Rules for the Resolution of Employment Disputes and at no cost to the complainant. Such arbitration will be conducted in lieu of any other legal remedies available. The decision of the arbitrator will be final and binding upon the parties. Such arbitration will be conducted pursuant to the Federal Arbitration Act.

### **Requirement to Follow Policy**

Criswell College recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination based on all facts in the matter. Given the nature of this type of discrimination, Criswell College recognizes that false accusations of Sexual or Other Unlawful Harassment can have serious effects on innocent individuals. We trust that all employees, students, and vendors of Criswell College will continue to act responsibly to establish and maintain a pleasant working environment, free of discrimination, for all.

For Criswell College to effectively address Sexual Harassment or Other Unlawful Harassment, it must know about it. It is the responsibility of those involved to report alleged harassment as soon as possible using one of the

above notification procedures. Further, all employees must cooperate in any investigation of a complaint of Unlawful Harassment.

The Criswell College Policy on Sexual and Other Unlawful Harassment is available on the Criswell College website.

### Social Media

Criswell College holds that social media such as Facebook<sup>®</sup>, Instagram<sup>®</sup>, Twitter<sup>®</sup>, Snapchat<sup>®</sup>, YouTube<sup>®</sup>, personal blogs, and other such outlets, are extensions of an individual's life and Christian witness. Students are advised to use caution when posting statuses, tweets, pictures, blogs, etc. Any information posted on Social Media sites is subject to disciplinary action if content is not compliant with the expectations of Criswell College.

### STUDENT RIGHTS

Criswell College recognizes student needs for conflict resolution, privacy, and advocacy in both personal and college community issues. The following statements outline basic student rights within the College.

#### Appeal

**Process.** Students charged with alleged infractions or other decision measures have the right to appeal all campus disciplinary matters.

**Disciplinary Appeal.** Students charged with conduct or personal issue infractions have the right to appeal to the Student Development Committee. All students may next appeal to the Office of the President on any matter in which they feel their issue has not been adequately managed after other appeals have been completed.

Further details of the Disciplinary Process, including appeal process, can be found in the Discipline Policy section.

#### Complaints and Concerns

Students have the right to proper channels for voicing complaints and matters of concern for the wellbeing of fellow students and/or the College community. A student may, at any time, submit complaints or concerns to the Student Services Office. Informal complaints or concerns may be submitted to the Student Services Office in person, by phone, through e-mail, or by letter. The Student Services Office will make a reasonable attempt to address informal complaints and concerns, at the discretion of

the Dean of Students. The Student Services Office is not required to maintain written records of informal complaints or concerns and may, at the discretion of the Dean of Students, pass any pertinent information on to other relevant departments. If the student is dissatisfied with the College's response to an informal complaint or concern, he or she should submit a formal complaint or formal concern.

All formal complaints must be put in writing for the Dean of Students. The Dean of Students must review the formal complaint and decide on a course of action. The Student Services Office will contact the student by letter or e-mail within two business days indicating that the complaint has been received and is being addressed. The Dean of Students will attempt to resolve the complaint and will provide, if possible, a written record of the resolution to the student with all due diligence and speed, preferably within ten business days. If the student is unsatisfied with the resolution, he or she may appeal to the Executive Cabinet by writing a letter or e-mail to the President. The Executive Cabinet will then review the complaint and decide on a resolution. This resolution will be submitted to the student by letter or e-mail. Upon resolution of the complaint, the Student Services Office must contact the student and request a written response to the resolution.

All documents connected with formal complaints must be kept and maintained in the Student Services Office. Student complaint files must be maintained for a minimum of ten years.

After exhausting the College's complaint process, current, former, and prospective students may initiate a complaint with the Texas Higher Education Coordinating Board (THECB) by submitting the required forms along with evidence of their completion of Criswell's complaint procedures. Instructions and forms for submitting complaints to the THECB can be found at: [www.thecb.state.tx.us/studentcomplaints](http://www.thecb.state.tx.us/studentcomplaints).

Information about the rules governing student complaints can be found at: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y).

When a student perceives a member of the College to be an imminent threat of harm to the community or individual members (to self or others) they should contact Campus Police immediately (see *Campus Police* section). Otherwise, students should submit their concern in writing, either by e-mail or letter, to the Dean of Students, and include the names of the

parties involved as well as details outlining the grounds for the concern. The Dean of Students will make every effort to follow the same procedure for formal complaints while still maintaining FERPA Regulations (see *Privacy* section for more details regarding these regulations).

The Criswell College Catalog outlines the processes for evaluation of academic concerns such as appeals, academic dishonesty, and challenges to academic records.

Complaints expressed through social media, blogs, or other online mediums are considered neither informal nor formal complaints, and are inappropriate. Such expressions may incur disciplinary action. The College asks for every student to follow the above policy, and, in doing so, honor the College and the Lord (Matt. 16:15-17).

### Free Expression & Criticism

The pursuit and dissemination of knowledge and truth depend on freedom of expression and of inquiry. Criswell College values such freedom and welcomes comments, feedback, and input from individuals and groups within the community. The College seeks to provide open and accessible communication for all students. Suggestions, recommendations, ideas, or concerns may be submitted to the Director of Student Services. If necessary, Student feedback will be presented by the Director of Student Services to the Student Development Committee.

Students are reminded that free expression and free inquiry in this community are privileges and should not be abused. Free expression becomes abusive when students engage in destructive criticism, murmuring, and disparaging talk, especially concerning College personnel or policies.

### Privacy

#### ***Rights under FERPA***

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. the right to inspect and review the student’s education records within 45 days after the day Criswell College receives a request for access.

A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Registrar does not maintain the records, the Registrar shall advise the student of the correct official to whom the request should be addressed.

2. the right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. the right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Criswell College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Criswell College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct

control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Criswell College.

4. the right to file a complaint with the U.S. Department of Education concerning alleged failures by Criswell College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### *Directory Information*

Criswell College considers the following as Directory Information:

- Student's name
- Address listings
- Telephone listings
- College e-mail address
- Date and Place of Birth/Hometown
- Dates of enrollment
- Enrollment status (full-time or part-time)
- Classification
- Major field of study
- Candidacy for degrees/certificates
- Degrees earned and dates conferred
- Awards and honors received
- Photographic, video, and electronic images that are taken and/or maintained by the College
- Participation in officially recognized activities
- Most recent previous educational agency or institution attended

Students who wish to request the withholding of the personally-identifiable information that Criswell College has identified as Directory Information must complete the Directory Opt-Out Form. The form is effective until

rescinded by the student. The form must be submitted to the Registrar's Office by the last day of late registration of the semester in which it goes into effect.

### *Disclosure of Personally Identifiable Information (PII)*

FERPA permits the disclosure of PII from a student's education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within Criswell College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the

aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

### Intellectual Property

Property created by students of the College includes work produced in fulfillment of class assignments, projects for academic credit, and projects with co-curricular units and organizations. Such Property is owned by students but the College shall have a full, unlimited and



unexpiring license to use such Property, if it does not contain confidential educational records/information.

## DISCIPLINE POLICY

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Discipline is an essential part of the development of Christian character. It serves to motivate self-control and determination, and it is also significant as a tool for shaping and molding us into the image of Christ. Student discipline at Criswell College is primarily preventive and serves first to encourage desirable choices, attitudes, and behaviors. Our disciplinary approach is redemptive in nature and ultimately seeks the restoration and reconciliation of students in violation of conduct standards. Punitive measures are secondary in purpose. Student discipline is, therefore, a derived practice embedded in the mission statement of the College as it seeks to prepare students for the high moral and spiritual character required for those in leadership, assists in the maturation and long-term growth of an individual, and serves to insure a safe and healthy campus.

### DISCIPLINARY PROCEDURES

#### Inquiry

The Dean of Students is responsible for the supervision of student conduct and is charged with investigating, processing, and reviewing all alleged violations of College standards and complaints. The Student Development Committee (SDC) serves as the institutional assembly for student disciplinary matters. This standing committee is chaired by the Director of Student Services and includes the Dean of Students, three faculty members, two staff members, and two students (who will be dismissed for disciplinary proceedings). The Dean of Students receives all referrals concerning matters that may become disciplinary cases. A confidential investigation is then conducted to determine if an offense has actually occurred. This preliminary inquiry may include interviews with all parties involved, both on and off campus.

The Dean of Students may elect to handle the case personally through an informal hearing or may refer the case to the SDC for a formal hearing. A formal hearing allows for the clarification of charges, evidence, witnesses, and defense. A ruling is formed based on both the preliminary investigations and case evidence presented through the hearing. An official

ruling may be postponed, following the hearing, if the case merits further investigation. Committee members possess the option to recuse themselves from formal hearings based on conflict of interests with any person(s) involved. All cases involving a potential disciplinary dismissal will be referred to the Committee. In both informal and formal hearings, all students will be granted due process.

### Due Process

Student rights extend to due process in all disciplinary matters. Students have the right to be properly notified of the suspected offense(s) being investigated and to be properly informed of all disciplinary proceedings. Students charged with an offense have the right to a fair hearing and to present witnesses and evidence in their defense.

Due process also dictates that all students found to be in violation of the standards of the College will receive written notification of disciplinary sanctions and rulings.

### Sanctions

Disciplinary sanctions are disciplinary statuses which the Dean of Students or SDC may choose to apply to students found in violation of the standards set in this handbook. These include Conduct Warning, Disciplinary Probation, Disciplinary Suspension, and Dismissal.

#### ***Conduct Warning***

A Conduct Warning is a written notice given to the student and filed in his or her academic record, specifying the unacceptable conduct and indicating consequences related to further misconduct. Failure to comply with any determined conditions may incur further disciplinary action.

#### ***Disciplinary Probation***

Disciplinary Probation is a specified time period during which the student's attitude and conduct will be evaluated. Special conditions will be established for successful completion of the probationary period. Formal notation of the probation is filed in the student's academic record. A student on probation forfeits all institutionally funded financial aid and may not hold any position of student leadership. In addition, the student may be prohibited from some College-sponsored co-curricular activities. Probation for more than two (2) semesters will be grounds for suspension from the College.

### *Disciplinary Suspension*

Disciplinary Suspension is a specific time period during which the student is suspended from active enrollment and participation in the College and its co-curricular events. Formal notice of suspension is filed in the student's academic record. Specific conditions are placed on readmission.

Consideration for readmission is based on successful completion of all suspension conditions and upon approval from the Dean of Students. Disciplinary suspension may be imposed during or at the end of a semester and readmission may involve a period of disciplinary probation.

### *Dismissal*

Dismissal constitutes official termination of a student's relationship with the College. Readmission is normally not granted. Formal notice of dismissal is filed in the student's academic record.

Disciplinary sanctions are issued under the following guidelines:

1. All sanctions issued will be in proportion to the nature and degree of the infraction.
2. All sanctions issued will be administered impartially.
3. All sanctions issued will be determined, decided, and administered in a spirit of Christian concern with compassion for the offender.
4. All sanctions are redemptive toward the offender and designed to produce a positive campus environment.

Conditions as terms of sanctions are determined on a case-by-case basis and may include counseling, campus service, fines, or abstention of certain activities.

All students on disciplinary status are held responsible to fulfill any financial obligations to the institution. Students who must withdraw from courses during the semester due to disciplinary action are subject to standard school refund policies (see Criswell College Catalog).

### Appeal

Students have the right to appeal to the SDC concerning disciplinary decisions of the Dean of Students. Requests for appeal must be made in writing and submitted to the SDC via the Director of Student Services within ten (10) days of notification from the Student Services Office. Students charged with academic dishonesty have the right to appeal to the Academic Cabinet (see Criswell College Catalog).

Disciplinary decisions of the SDC may be appealed to the President of the College. Appeal requests must be made in writing and submitted to the President's office within ten (10) days from notification from the SDC. All decisions of the President are final.

### Records

The Student Services Office maintains all student conduct/departement records. Such records are property of the College and not open to public access. Notices of disciplinary sanctions are copied and filed within students' academic records.

## ACADEMIC SERVICES

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### ACADEMIC ADVISING

All Criswell students meet with the Registrar for assistance with determining degree requirements and course scheduling. Students are also encouraged to meet with their Academic Program Director (or his or her designated representative) regarding how to navigate their degree program, what they can do with the knowledge and skills they are gaining, and especially how it all might apply to future vocations. Program Directors and faculty also serve as good listeners for student concerns. Students are encouraged to take the initiative at any time during the semester to contact their professors or Program Directors for necessary appointments.

### CANVAS AND CAMS STUDENT PORTAL

Canvas serves to supplement the College's on-campus course delivery process. Many on-campus courses and all online courses now deliver tests, quizzes, assignments and supplemental content via Canvas. In addition to providing content via Canvas, many courses allow students to view updated grades throughout the semester, allowing students to keep track of their academic progress in the course. Students may login to Canvas through their student email.

CAMS Enterprise serves as the College's centralized student information system. The CAMS student portal allows students to register for courses, access final grades and unofficial transcripts, accept and view financial aid

offers, view book lists and more. The CAMS student portal is accessible at <http://estudents.criswell.edu/login.asp>.

Students receive their initial portal username and password for both Canvas and CAMS student portals during the admission process.

## STUDENT PASSWORDS

Students who are unable to log into their student information system (SIS) or institutional email accounts may request a password change from the Campus Software Manager. Students must confirm their identity, either in person or by phone by accurately providing their student identification number, the last four digits of their social security number, and their mailing address and phone number the college has on file. Once the student provides this information, the Campus Software Manager resets their SIS or institutional email password in consultation with the student.

## CLASSROOM ENVIRONMENT

Every effort is made by the College to provide a classroom environment conducive to learning. Students should refrain from distracting behavior in the classroom. Each individual professor is primarily responsible for the educational experience in his or her classroom. All concerns about distractions or hindrances in a given classroom should first be brought to the professor. Ultimately, the professor will monitor classroom deportment to assure a positive learning atmosphere for all students involved.

Classroom breaks are scheduled at the discretion of the professor.

## COMPUTER LAB

The Shelby Computer Lab is located at the east end of the first floor hall. The Lab is occasionally reserved for certain courses, but computers are available for student use outside of class times. The guidelines for computer usage are posted in the Lab. The computer lab provides students access to Microsoft Windows computers, Microsoft Word, Excel, PowerPoint, Accordance, a printer, and the internet. Students are prohibited from storing personal data on the Lab computers and must provide either their own flash drive or use cloud-based solutions (e.g. Dropbox, Google Drive) to store such information.

## COPY MACHINES

A photocopier for student use is located in the Wallace Library (1<sup>st</sup> floor). Photocopiers in the office areas of the College are not available for student use.

## INVOLUNTARY WITHDRAWAL

On the occasion that a student may suffer from an emotional or psychiatric disorder, the Involuntary Withdrawal Policy is enacted to provide Criswell College with proper standards and procedures governing the investigation and potential removal of students who exhibit abnormal mental or emotional health.

Of specific concern is the student:

- Who engages or threatens to engage in behavior that is physically harmful to himself/herself or others, or;
- Who engages or threatens to engage in behavior that would cause significant property damage, directly impede the lawful activities of others, or significantly affect the campus life of Criswell College adversely, or;
- Whose mental/emotional state renders him/her unable to meet reasonable institutional standards and, therefore, constitutes a disruption to the learning environment.

Copies of the Involuntary Withdrawal Policy are available for review from the Student Services Office.

## LIBRARY SERVICES

Access to the Wallace Library is through the College's main entrances. The Library has three floors. The first floor contains the general collection, periodicals, copier, and two group study rooms. The second floor has the library entrance, circulation counter, reserve books (behind the circulation counter), new books shelf, reference section, and a lounge study space. The third floor contains more study space, conference rooms, a small computer lab, and Dr. Criswell's office and library relocated from his home in Dallas after his death in 2002.

Wallace Library is a member of TexShare, a statewide consortium of academic and public libraries administered by the Texas State Library and Archives Commission. Through the TexShare program students can borrow

materials directly from other libraries that participate in the TexShare program. TexShare cards are issued at the library circulation desk.

For more information about library resources and services go to the library webpage at <http://www.criswell.edu/academics/wallace-library/>.

## RECORDING DEVICES

Faculty members govern the rules of classroom deportment, including the use of recording devices. Recording of lectures and presentations may be allowed if permission is granted by the course's professor. Permission for recording should be requested at the beginning of the academic year and at the beginning of each class session.

Students may not use recordings of lectures or class presentations for publication or for any other means of reproduction. Such recordings are for individual student use only.

## TEXTBOOKS

Textbooks for all on-campus courses are available at the Dallas Theological Seminary's Book Center, which is located two blocks north of the College campus at 4005 Swiss Avenue, Dallas, TX 75204. The Book Center can be contacted by phone at 214-841-3700. Students may also purchase new or used books online.

## STUDENT SUPPORT SERVICES

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### BUSINESS OFFICE

The Business Office is located in the hallway to the left when entering the main lobby. Normal operating hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday. Extended hours are offered during official registration periods each semester; please see registration schedule for days/times. All students are required to clear their accounts in the Business Office in order to finalize semester registrations. Any financial business related to the student's education comes through the Business Office.

Business Office personnel will gladly discuss payment information with students. Current statements are available on the SONIS student portal.

Statements also may be mailed to students' homes at certain times during the semester. It is each student's responsibility to check his or her SONIS student portal, institutional e-mail, and check with the Business Office for updated information regarding the status of his or her account.

## CAMPUS BULLETIN BOARDS

Supervision and maintenance of campus bulletin boards is the responsibility of the Student Services Office. The bulletin boards exist primarily for Student Services announcements. There are, however, specific bulletin boards on which students are able post personal advertisements. Any item to be posted must have stamped approval from the Student Services Office. Students are not allowed to remove posted items.

## COUNSELING SERVICES

Health is much more than just diet and exercise. There are times when academic success is impeded not only by struggles in the classroom, but also by external stressors. In order to facilitate success through such issues, the Office of Student Services refers students to a partner Christian counseling office in order for students to receive professional counseling. To schedule an appointment, contact the Director of Students Services, Luis Juarez at [ljuarez@criswell.edu](mailto:ljuarez@criswell.edu) or 214-318-1345.

## CONTAGIOUS OR ACUTE ILLNESS

If known, a student that is aware that he or she has an acute or contagious illness is not permitted to remain on campus or attend classes. In some cases a student may be required by the College to withdraw for medical reasons. In order to return to campus a release letter from the student's doctor may be required.

## DISABILITIES

Criswell College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, and similar state laws, which are designed to eliminate discrimination against qualified individuals with disabilities. Disabilities may include physical or mental impairments which substantially limit one or



more of a person's major life activities, and which necessitate modifications to the facilities, programs, or services of the College. Criswell College is committed to making reasonable accommodations for qualifying students, faculty, and employees with disabilities as required by applicable laws. Criswell College is also committed to making the campus and its facilities accessible as required by applicable laws. The College cannot make accommodations that are unduly burdensome or that fundamentally alter the nature of the College's programs.

While responsibility for the accommodation of students with qualifying disabilities must be assumed and shared by all members of the College community, the Student Success Office is responsible for reviewing and acting upon all student requests and concerns regarding reasonable accommodations. Further, the Student Success Office, in consultation with appropriate campus personnel, facilitates the implementation of accommodations that have been deemed reasonable and appropriate in light of the nature of a student's disability and in consideration of the individual's academic requirements. The Student Success Office also serves as a resource to students and faculty on issues of accommodation and helps to coordinate the implementation of approved accommodations within other sectors of the institution. Students seeking accommodations can contact the Student Success Office at 214-818-1320.

## EMPLOYMENT SERVICES

Students are invited to take advantage of the "Job Search" tab in the SONIS student portal. Notices are updated regularly. Requests for assistance with a job search can be submitted to the Student Services Office.

Job notices are organized and posted as a resource service and a convenience to the student body of Criswell College. The College neither endorses nor officially sanctions any business, corporation, institution, organization, or persons advertising for student employees. Furthermore, Criswell College does not officially recognize students (except in special situations) as sanctioned representatives of the College in their places of secular employment.

## HOUSING SERVICES

In partnership with Dallas Theological Seminary and the Vue Live Oak Apartments the Housing Department offers a housing solution that is convenient, safe, and affordable. Housing is available to fully admitted single students. Students are placed in a furnished two-bedroom, two-bathroom apartment with three (3) other roommates of the same gender. Contact the Housing Office by phone (214-818-1398) or reference the Housing Handbook, available from the Residence Director in the Housing Office for more details.

Additionally, the Housing Office can assist students in the search for housing. The College neither endorses nor officially sanctions any housing facility, institution, or persons advertising for tenants. Furthermore, Criswell College does not officially recognize any student (except in special situations) as a sanctioned representative of the College in a place of residence.

## TUTORING SERVICES

Students are encouraged to consult with tutors to improve and enhance their skills and confidence by practicing techniques of clear and effective writing. Tutors have been recommended by faculty in their subject area and complete required areas of tutor training to ensure that they are highly qualified to serve our student body. The tutoring service staff provides more than just advice on grammar and sentence structure; they bring experience and expertise in an effort to provide the proper resources for specific writing projects. To consult with a tutor, students can visit the Tutoring Center located on the second floor in room E203, or they can schedule an appointment by emailing [tutoringcenter@criswell.edu](mailto:tutoringcenter@criswell.edu) or contact the Student Life Specialist, Milca Hagos at 214.818.1344.

## LOST & FOUND

The Student Services Office maintains a cabinet of campus lost and found items. Please bring any found items to the Student Services Office. Notify the Student Services Office concerning lost goods or materials left in locked areas. Any student or staff who suspects an item has been stolen must file a report with Campus Police. The Student Services Office will hold the lost

item for three months. After the three months the item will be discarded or donated.

## MEDICAL EMERGENCIES AND CARE

In case of emergency on campus, call 9-1-1. If using an office phone, dial “9” to get an outside line before placing the call. General first aid items are available near the reception desk in the main lobby. Various staff members (e.g. – some Student Services staff, Campus Police) are trained in administering basic first aid.

## MEDICAL INSURANCE

Since the College is a commuter-only school, health insurance for students is not required but strongly recommended. Student-based health-planning information is available in the Student Services Office.

## SOCIAL EVENTS

Any social event held on or off campus, whether sponsored by the College, a college organization, or a private group should be conducted in keeping with standards of conduct as laid out in this handbook. Alcohol, drugs, or tobacco in any form whatsoever, are not permitted at any campus or college-related event. Social dancing is not permitted on campus, nor may any student organization sponsor a dancing event off campus.

## SPIRITUAL ENRICHMENT

The distinctive of a nurturing yet challenging spiritual climate attracts many students to study at Criswell College. This environment has not come about by chance. Each student, faculty member and staff member by virtue of his/her own personal relationship with Jesus Christ, should seek to produce a quality of discipleship and spirit which exemplifies the character of a minister. This discipline of life graces our campus with excitement and enthusiasm. The spiritual development of students is, therefore, extremely important to our purpose as an institution and, as such, carries certain objectives:

- Lead students to devote themselves freely to regular practices of personal devotions, scripture reading, and meditation

- Develop within students the highest in Christian ethics and personal allegiance to the Lordship of Christ
- Encourage students to embrace the authority and the vitality of the Christian community as expressed through the local church
- Encourage the cohesiveness of student families and the growth of faith leadership in families
- Produce an evangelist/missionary heart in every student
- Develop an atmosphere of genuine Christian love within this institutional setting wherein each student seeks to assist the needs of others

Given these objectives, Criswell College enacts varied programs and special events to stimulate the personal spiritual development of its students.

In addition to Church Membership, Chapel Services, and AMP, the college community gathers corporately several times a year for important Spiritual Enrichment Special Events.

## STUDENT BENEVOLENCE

Criswell College maintains a Student Benevolence Fund designed to assist students financially in emergency situations. Benevolence funds are restricted to emergencies that threaten immediate health and well-being, therefore, qualifying needs are limited to medical emergencies and lack of adequate food. Financial needs related to transportation, housing, credit indebtedness, tuition, books, or college fees do not qualify for student benevolence. In some situations, public utility costs may be considered for funding. Students requesting assistance must be currently enrolled and in good standing with the College.

Applications for benevolence are available in the Student Services Office. All requests are held in confidence. There is a maximum amount per request for any student in a given academic year. Financial assistance provided through the Student Benevolence Fund is given as a gift, not a loan. Students are encouraged, however, to consider giving back to the Benevolence Fund once their financial situation has stabilized. In this way, the College may continue assisting other students in need.

Resources are gathered through donations from friends of the College and are limited so funds may not always be available. The fund is administered by a faculty/staff Student Benevolence Committee.

## STUDENT HEALTH

The Director of Student Services provides leadership for the physical, emotional, mental, and spiritual health issues among students. The Student Services Office oversees and is responsible for resolving concerns and suggesting improvements.

## CAMPUS PROGRAMS & ORGANIZATIONS

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Criswell College offers a variety of co-curricular activities throughout the year to minister to the body, soul, mind, and spirit of each student. Students are encouraged to take advantage of the many opportunities made available each semester.

## STUDENT ACTIVITIES

The Student Services Office plans several activities as well as co-curricular learning opportunities each semester. These events occur both on and off campus and will often involve student families. Picnics, movie nights, banquets, fellowships, and day trips are just some of the regular events. Care is taken to plan activities at various times and days to give as many students as possible a chance to participate.

## SPORTS & RECREATION

Recreational events and sports are scheduled each semester for the entire campus community. Recreational facilities include Pendleton Gym and the Game Room in Horner Hall. Recreational programming also includes outings to area sporting events. Organized events are advertised through the student newsletter.

## STUDENT REPRESENTATIVES

Student Representatives serve as official representatives of student needs, concerns, and issues. The purpose of Student Representatives is to promote

the general spiritual, social, and physical needs of the student body to the administration, faculty, and staff in accordance with the best interests of Criswell College.

Student Representatives are composed of two student ambassadors. Student Representatives will serve as members of the Student Development Committee that meets twice a semester.

## THE CRISWELL INSTITUTE FOR PHILOSOPHY, POLITICS & ECONOMICS

The Criswell Institute for Philosophy, Politics & Economics (PPE) exists to help develop critical, Christian thought concerning philosophy, politics, and economics. PPE seek to accomplish this task through research, writing, education, outreach, and praxis, exploring how the disciplines may effect positive change locally, nationally, and globally. The Institute is housed on the second floor of the College in room A-202. When open and not in use for special events, students are welcome to responsibly enjoy the facilities and read, discuss matters related to philosophy politics and economics, or simply fellowship with one another.

## STUDENT ORGANIZATIONS

Students are encouraged to present ideas and designs for new clubs and organizations that serve various student interests. All proposed student organizations or publications must be approved by the Director of Student Services and by the administration. To be considered for approval, the group must submit:

- Student Organization Application, which includes
  - A written statement of purpose
  - Identification of Student Leader
  - A proposed budget statement outlining estimated income and expenditures
  - A signed statement from a faculty member indicating approval of the group and willingness to serve as sponsor
- Research or survey material that reveal student interest in the new organization.

In order to remain officially active, each group must submit an Organization Affirmation Form before the end of official registration of the subsequent academic year.

Unofficial organizations (i.e. groups which have not sought the recognition of the Student Services Office) are welcome to meet on campus. If they wish to secure use of a given space or resources, they must have a school representative complete an Event Request Form on their behalf. More details can be obtained in the Student Services Office.

## FACILITY USE, SECURITY, & EMERGENCIES

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### CAMPUS CLOSING

Emergency school closings due to inclement weather shall be reported via (1) student e-mails, (2) the College's website and social media, (3) postings on local radio/TV news (including KCBI, 90.9 FM), and (4) Nixle.com (an emergency e-mail/text notification provider for various other local emergency agencies).

### CAMPUS FACILITIES & PROPERTY

Campus facilities have been provided through the generosity of donors seeking to be good stewards of God's provision. It is the responsibility of each student to treat these facilities with the care that reflects our on-going stewardship obligation. An individual will be held accountable for damage to school property due to negligence or maliciousness. An official response to such conduct may lead to disciplinary action and reimbursement for damages.

### CAMPUS POLICE & EMERGENCIES

The safety and security of our College family is a high priority. The purpose of the Criswell College Police Department is to maintain a safe environment for all students, employees, and visitors on and around our campus, by enforcing state and local laws, as well as campus regulations, in a manner that is conducive to academic investigation, educational involvement, and extracurricular activity, in cooperation with local and state agencies.

All police officers employed by Criswell College hold active commissions and licenses with the Texas Commission on Law Enforcement and are authorized by state law (Texas Education Code 51.212) to arrest those committing offenses in their presence or view. They also investigate any unlawful or suspicious activities that occur on campus and are responsible for the enforcement of all campus parking regulations.

Students should promptly report all emergencies, criminal activity, and suspicious persons and property on and around the campus to Campus Police. The Campus Police Chief's office is located down the Business Hall on the first floor of the Activities Building. Should an emergency arise during business hours, Campus Police can be reached at **214-818-1333** or by dialing **1333** from any campus phone. Campus Police can also be reached by notifying the first floor receptionist. A red emergency phone directly to Campus Police is located on the second floor along the south wall. If you are unable to reach the Campus Police or if there is an emergency requiring medical assistance, immediately call **9-1-1**. If using an office phone you must dial "9" before placing the call.

During weekday evenings with classes, the College has contracted with police officers from local agencies to provide on-site security. Their office is near the receptionist desk on the first floor of the Activities Building. They can be reached at **214-818-1333** or by dialing **1333** from any campus phone.

Students and staff are to call **9-1-1** should an emergency arise during an event officially recognized by Criswell College at an off-campus location where Campus Police are not present.

The Criswell College Police Department prepares and provides an annual report, in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*, which documents public crime statistics for specific types of crimes that occurred on or around the campus during the previous three calendar years. Contact Campus Police for a copy of this report.

## CAMPUS VISITORS

Criswell College maintains an open door to friends and family. Students are reminded to treat our visitors with respect and courtesy as is befitting the body of Christ. A student will occasionally bring family members or friends to sit in on a class session or to attend a special campus event. These visits are welcomed and encouraged. All campus visitors must sign-in with the first floor receptionist. This assists us in keeping our facilities and our people secure. Students should not bring a visitor to class without first receiving permission from the professor, as described in the Classroom Environment section.



Children are always welcomed during special campus events or activities designed for student families. However, in order to provide an educational environment that is profitable to all students, children are not allowed in the classroom or allowed to loiter on campus while parents attend class.

## GAME ROOM

The Game Room adjacent to Horner Hall is open for student use during all normal College operating hours, except during the Chapel hour.

## GYMNASIUM

Pendleton Gym is located in the far west wing of the Activities Building. When available, the gym is used for campus activities and open play.

## HORNER HALL

Horner Hall serves as a principal gathering place for students and staff alike. Horner Hall is located in the lower level of Ruth Chapel. Students congregate here for chapel, to enjoy conversation, to play table games, to read quietly, or to attend campus events held in the dining area.

## MOTOR VEHICLE & PARKING REGULATIONS

All students who own a vehicle must register their vehicles with Campus Police each semester. Vehicle registration is free and can be completed in the Student Services Office. Students need to know the make, model, and license plate number of their vehicle. All unregistered vehicles must be signed in at the first floor receptionist desk throughout the semester.

The campus parking lot is only to be used by Criswell College students, employees, and visitors. Vehicles are not to be left parked in the campus parking lot overnight or during the weekends without prior approval from the College. If a vehicle (registered or unregistered) is left parked in the parking lot overnight without approval, it is subject to being towed at the owner's expense.

## SOLICITATION

Criswell College discourages any business, company representative, or student from selling goods or services on campus. Any exception must be

secured through the President's office or another appropriate official College representative. All requests for such sales must be made in writing. No personal or organizational solicitations are permitted on College property without similar prior written approval.

## SUBSTANCE FREE CAMPUS

Criswell College is a drug-free, alcohol-free, and tobacco-free campus. The use, possession, consumption, sale, manufacture, or delivery of controlled substances (as defined in *Alcohol and Drugs* section) and drug paraphernalia, is prohibited by law and College regulation. The possession, use, and distribution of tobacco products, smoking paraphernalia (including pipes, e-cigarettes, and vaporizers), and alcoholic beverages on campus are prohibited by College regulation and underage drinking laws shall be enforced. Possession of any of these items can result in disciplinary action and possibly even criminal charges being filed. School-imposed sanctions are described in this Handbook. Any student, staff or faculty member who observes an individual in possession of any of the above-mentioned items on Criswell College campus, in college-sponsored housing, or at any college-sponsored event should contact Campus Police immediately.

Various federal, state, and local regulations prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol. These sanctions may include probation, driver's license suspension, fines, and/or incarceration, and vary depending on the type of violation, the type and amount of the substance(s) involved, and the age of the persons involved (in the case of alcohol).

### LOCAL

Dallas City Code:

Chapter 6 – Alcoholic Beverages

Chapter 13 – Courts, Fines, and Imprisonments

Chapter 31 – Offenses – Miscellaneous

### STATE

Texas Penal Code:

Title 3, Chapter 12 – Punishments

Title 10, Chapter 49 – Intoxication and Alcoholic Beverage Offenses

Texas Health and Safety Code:

Title 6, Subtitle C – Substance Abuse Regulation and Crimes

## FEDERAL

United States Code:

Title 18 – Crimes and Criminal Procedure

Title 21 – Food and Drugs

Title 27 – Intoxicating Liquors

Future revisions, amendments, or additions to these or other applicable codes are incorporated into this policy by this reference. Any student convicted under any federal or state law involving the possession or sale of illegal drugs during a period of enrollment will result in the loss of eligibility for both federal and institutional financial aid. Applicable legal sanctions for the unlawful possession, use, or distribution of illicit drugs and alcohol are available upon request from the Criswell College Police Department.

## VAGRANT POLICY

Contact with vagrants and homeless persons is a natural part of the urban setting of Criswell College. Members of the Criswell College community are to respond in a Christ-like way to such persons, yet without jeopardizing the safety and security of the campus. Therefore, all students are to follow these guidelines when approached by or observing a homeless person or vagrant on or around the campus:

- *Contact Campus Police (214-818-1333) or the receptionist in the main lobby.*
- *Do not offer promises of meals on campus or any place on campus to "hang out" or sleep. Any assistance given to a vagrant and homeless person is to be handled off-campus.*
- *If approached outside, do not bring individuals into the buildings but ask them to stay where they are while assistance is sought. For the safety and security of those on campus, vagrants and homeless persons are not to come inside any campus building.*

The College is prepared to assist these individuals in finding resources to meet their needs, which includes referring them to the Dallas Life Foundation or other appropriate agencies.

## WEAPONS

Pursuant to Section 30.06, Penal Code (trespass by holder of license to carry a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (concealed handgun law), may not enter this property with a concealed handgun. The possession of firearms, toy guns, fireworks, explosives of any nature, and any instrument designed as a weapon of aggregation is prohibited on campus property. The only exceptions to this are for authorized law enforcement and designated campus personnel. Possession of any of these items can result in disciplinary action and criminal charges being filed. Any student, staff or faculty member who observes an individual in possession of any of the above-mentioned items on campus should contact Campus Police immediately.

## APPENDIX A – CHAPEL AND AMP REQUIREMENTS & GRADING

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### CHAPEL

Attendance at chapel is required for all degree-seeking students. Full-time undergraduate students and all housing students are expected to attend 16 out of 22 chapels (this allows for 1 discretionary absence every two weeks). Part-time undergraduate students and all graduate students are expected to attend 10 out of 22 chapels (this allows for 1 discretionary absence every week).

### UNDERGRADUATES

Undergraduate students with extenuating circumstances may file a petition with the Student Services Office to complete an approved number of their chapel requirements by listening to chapel sermons online. If approved, students must complete a brief listener guide with a signed statement that the sermon has been listened to in its entirety to receive credit.

Reasons for petition may include:

- Full-time work circumstances. Petition must include a signed statement from your supervisor on company letterhead.
- Commuters who do not have class adjacent to chapel (Tuesday/Thursday classes beginning at 8 a.m. or 1:30 p.m.)

Petitions will not be accepted after the first week of class. No petition will be automatically approved and petitions are valid for one semester only. Students are encouraged to attend chapel until they are notified of their petition status. If you have any questions regarding the policy or petition process, contact the Student Services Office.

## GRADUATES

Graduate students may choose to fulfill all or some of their requirements by listening to chapel sermons online. Petitions and listener guides are not necessary for graduate students.

### Chapel Conduct

All chapel participants are expected to honor and respect our atmosphere of worship and our speakers by refraining from talking, texting, studying, propping feet on chairs, sleeping, or using electronic devices for anything other than Bible-reading pertinent to the speaker's message during services. Students are asked not to leave Horner Hall during services, except in the event of an emergency. Students who are unable to comply with proper standards of conduct will forfeit chapel credit for that day. Consistent conduct problems will merit disciplinary action.

All on-campus students are expected to be in Horner Hall during services. All administrative offices, as well as the library, computer lab, game room, and the coffee shop are closed during chapel.

### Chapel Attendance Records

Chapel attendance is taken by the Chapel Assistant at the beginning of each chapel. Students are responsible for ensuring the Chapel Assistant has marked them as present. Chapel begins promptly at 11:00 a.m., and students arriving after 11:15 a.m. will be marked as absent for that day. Likewise, students who leave before 11:45 a.m. will not receive credit for attendance for that day.

Any student who falsifies chapel attendance records will be subject to the following sanctions:

1. For the first offense the student will receive a no-credit grade for Chapel that semester and will be reviewed by the Student Development Committee for disciplinary action. The SDC will determine the necessary conditions that need to be satisfied for the student to receive credit for that semester.
2. Upon a second documented offense, the student will be subject to immediate dismissal.

Attendance records are evaluated at mid-term and just prior to final exam week. Any student showing excessive absences at mid-term will receive a Written Chapel Warning notice. Any student showing excessive absences after the last chapel service of the semester will also receive a warning notice with instructions on how to address chapel deficiencies. Any student still showing excessive absences at the end of final exams will be issued a grade of “NC” and a Chapel Hold will be placed on his/her account which will prevent the student from registering for courses. This hold will not be lifted until the requirements have been satisfied, per the Director of Student Services.

## APPLIED MINISTRY PROJECT

Applied Ministry Project is practical application of Christian ministry in diverse areas, such as discipleship, Christian counseling, Bible study leadership, chaplaincy, street evangelism, hospital visitation, etc. A position of ministry in a local church will satisfy this requirement if approved by the Director of Applied Ministry. This is a required non-academic credit course for all full-time students in certain degrees and majors (9 or more credit hours for graduates; 12 or more credit hours for undergraduates).

Students are required to fulfill sixteen (16) hours of service over the semester in their AMP to complete the requirements.

### 1.1.1 Reporting

Reporting hours of service is done through the student’s AMP Canvas class. Student will be notified how to report AMP by the Director of Applied Ministry once the semester begins.

### 1.1.2 Grading

Like Chapel grades, AMP grades are issued on a “Credit” (CR), “Non-Credit” (NC) and “Exempt” (EX) basis, and are based on successful and complete reporting of hours of service.

Should a student receive an “NC,” an AMP Hold will be placed on his/her account which will prevent the student from registering for courses. This hold will not be lifted until the requirements have been satisfied, per the Director of Applied Ministry.





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