Veritas Evangelical Seminary
Student Handbook
2016-2017

"Your Word is Truth" John 17:17

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Veritas Evangelical Seminary
3000 W. MacArthur Blvd
Logos Building, Suite 220
Santa Ana, California 92704

www.Ves.edu
info@ves.edu
P: 714.966.8500 /
F: 714.966.8510

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2016-2017 ACADEMIC CALENDAR	
Fall 2016 Academic Calendar	
Fall Semester Orientation & Final Registration	August 15
Fall Semester Courses Begin	August 22
Distance Learning Term 1	August 22-October 14
Labor Day (No Class)	September 5
Last Day to Officially Withdraw (Residential)	September 9
Distance Learning Term 2	October 24-December 9
VES National Apologetics Conference	November 12
Reading Week (No Classes)	November 14-19
Module Course	November 14-19
Thanksgiving Break	November 23-25
Graduation	December 9
Last Day of Fall Classes	December 9
Winter 2017 Modular Calendar	
Module Course	January 16-21
Spring 2017 Academic Calendar	
Spring Final Registration	January 30
Spring Semester Begins	February 6
Distance Learning Term 1	February 6-March 24
Last Day to Officially Withdraw (Residential)	February 24
Distance Learning Term 2	April 3-May 26
Easter Break	April 10-14
Reading Week (No Classes)	May 15-20
Module Course	May 15-20
Graduation	May 26
Last Day of Spring Classes	May 26
Summer 2017 Modular Course	
Module Course	June 19-25
Fall 2017 Academic Calendar	
Fall Semester Orientation & Final Registration	August 21
Fall Semester Courses Begin	August 28
Distance Learning Term 1	August 28-October 13
Labor Day (No Class)	September 4
Last Day to Officially Withdraw (Residential)	September 15
Distance Learning Term 2	October 23-December 8
VES National Apologetics Conference	November 3-4
Reading Week (No Classes)	November 6-11
Module Course 1115	November 6-11
Thanksgiving Break	November 22-24
Graduation	December 8
Last Day of Classes	December 8

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PHILOSOPHY OF EDUCATION

Veritas Evangelical Seminary believes that all truth finds its source in God (Jn. 14:6), whether it is discovered in general revelation (Ps. 19:1-6; Rom. 1:19-20; 2:15) or special revelation (Jn. 17:17; 2 Tim. 3:16). Therefore, any education which seeks to discover the source and foundation for truth must have as its primary focus God Himself, since "in Him are hidden all the treasures of wisdom and knowledge" (Col. 2:3). Therefore, Christian education integrates God's truth into every discipline of life, so that there is not a dichotomy between secular truth and religious truth (Phil. 4:8). As redeemed individuals, we may know biblical and extra-biblical truth which provides spiritual and intellectual freedom (Jn. 8:32), while offering a bulwark against any tyranny over the minds and hearts of man (2 Cor. 10:4-5).

Christian education deals with teaching and learning based on the inspired Scriptures (2 Tim. 3:16) and continual submission under the authority of the Bible; conducted by Christian teachers primarily for Christian students and empowered by the Holy Spirit bringing all truth into living relationship with the truth of the Word of God. Christian education integrates the whole of the student's personality with a Bible-centered Christian worldview to enable the student to better serve and glorify God.

A Christian worldview acknowledges the existence of the triune personal God, the Maker of heaven and earth; man's creation in the image of God, an image ruined by the fall beyond human power to repair, but not beyond God's power to regenerate; the incarnation of God the Son, His death, burial and bodily resurrection; the Holy Spirit calling out of this present world a community of believers which is Christ's Body, the Church; and the end of earthly history via the glorious appearing of our great God and Savior Jesus Christ.

There is no Christian education without Christian teachers. Every teacher has a worldview which expresses the convictions by which he or she lives. The worldview of the teacher will gradually influence the worldview of the student. It is for this reason that good Christian models are an absolute necessity for Christian education. Jesus spoke of fully developed disciples being like their teachers (Lk. 6:40). Therefore, a Christian teacher is one redeemed through Jesus Christ; conducting a pure life enabled by His Spirit; called and gifted to teach; and demonstrates the fruit of the Spirit.

As a Christian educational community we endeavor to offer students the opportunity to form a biblical worldview founded on Scripture that provides the educational content for intellectual and moral development. We believe that students and instructors combine to form the educational environment while being dependent upon God's grace and revelation of Himself for the discovery of truth (Dt. 29:29;1 Cor. 2:6-15).

VES Educational Objectives:

1. To develop the student's spiritual, moral, intellectual, and devotional understanding of God, His Son Jesus Christ, and the doctrines of orthodox Christianity.
2. To develop in the student an awareness that worship of God involves the total life of faith and practice independent of one's circumstances or environment.
3. To develop in the student a sense of awareness, responsibility, and engagement in church planting, evangelism, and global missions.
4. To equip the student with the understanding necessary to skillfully and humbly defend the Christian faith and proclaim the gospel of Jesus Christ to the world.
5. To assist the student in developing a biblical worldview centered in Christ which will provide the interpretive framework through which to understand the world and provide enduring solutions to its problems.
6. To increase the student's understanding of church and para-church ministry related to biblical studies, theological studies, and apologetics.
7. To assist students in gaining an appreciation for godly knowledge and wisdom, not as an end in itself, but as a means to clarifying, defending, and sharing the gospel with skill, and to help the student live the Christian life as a thoughtful individual.
8. To help students embrace a life of Christian humility and sacrificial love, which are the greatest visible and relational testimonies one could offer fellow Christians and the world.

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STATEMENT OF PURPOSE

Veritas Evangelical Seminary has been established as a graduate institution seeking to honor Jesus Christ and His word through conservative scholarship and biblical exposition for the sole purpose of developing competent Christian men and women for spiritual leadership. To fulfill this purpose, we seek to establish a community of learners who are devoted to Jesus Christ and His body, the Church, within a Christian context of instruction of the inspired, inerrant, infallible word of God. This will provide student-learners with an academic opportunity that enables them to fulfill his or her goals as a Christian leader while developing a more profound worship of our Lord Jesus Christ.

MISSION

Our mission is to equip Christians to evangelize the world and defend the historic Christian faith through rigorous academic and devotional study of the inspired Scriptures. To accomplish this mission, all graduate instruction will emphasize the formation of a Christ-centered and biblical worldview based on God's truth as revealed in the Bible. As a community of learners devoted to the mission of Jesus Christ and the furtherance of His Church, we seek to proclaim Christ's death and resurrection in a classical, biblically based environment. As our name suggests, we seek to create an educational atmosphere that characterizes and fulfills our mission by:

Veritas (Truth): Discovering truth in both general and special revelation, teaching the truth of the Bible as the inspired, inerrant, and infallible Word of God, defending the truth, and longing to cultivate a Christian worldview within all students who will in turn communicate these truths to others.

Evangelical (Biblical/Redemptive): Proclaiming the good news of Jesus Christ's redemptive power through His death and resurrection, instilling within our students a passion and desire to evangelize through clear and winsome biblical exposition, outreach, and mission service.

Seminary (Community): As an academic institution we seek to draw together a community of learners who can encourage, challenge, and interact with others of like-mind, including their instructors, who seek to refine and expand their spiritual and intellectual foundation in Christ. Our goal is to educate the whole student within a Christian environment realizing that God works through our peers to the benefit of all (Lk. 2:52; Mt. 22:37). Therefore, the seminary environment serves as a means to cultivating our whole person to the cause of Christ, and thereby, serving God to the fulfillment of the great commission (Mt. 28:19-20).

VISION: Proclaim. Equip. Defend.

Our vision is to prepare a generation of spiritually mature, biblically equipped, academically advanced, and socially developed individuals for a life of opportunity and service to the glory of God.

As an extension of the ministry of the Church, we exist to help students develop their relationship with God through Jesus Christ, to discover and encourage their gifts, and to inspire each student to realize his or her full potential in serving God in spirit and in truth. Therefore, our vision for the seminary and for each student is conveyed through quality graduate programs by:

1. Proclaiming the good news of Jesus Christ through sound theological scholarship, expository teaching, and evangelism.
2. Equipping those whom God has called for a life of service unto Him, cultivating a Christ-centered and biblical worldview.
3. Defending the Christian faith against ancient and contemporary challenges to its viability, veracity, and reliability.

Veritas Evangelical Seminary
DOCTRINAL STATEMENT OF FAITH

I. Scripture

We believe the Bible is the Word of God, comprising the totality of Holy Scripture, is verbally inerrant in the original text, and remains inerrant, inspired, infallible, and sufficient in all its substance for salvation, sanctification, life and practice. Therefore, it is the supreme, final, and authoritative standard for faith, theology, and moral decisions. We seek to teach the Word of God in such a way that its message can be applied to an individual's life, leading that person to greater maturity in Christ. (VES affirms the Chicago Statement on Biblical Inerrancy)

II. Historicity

We believe in the full historicity and comprehensibility of the biblical record of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall in the Garden of Eden and resultant divine curse on creation, the worldwide cataclysmic deluge, and the origin of the nations and languages at the tower of Babel.

III. God

We believe that the triune God eternally exists in one essence and three distinct persons: Father, Son and Holy Spirit; that He is essentially Spirit, personal, transcendent, sovereign, life, love, truth, almighty, simple (i.e., essentially one without parts), timelessly eternal, unchangeable, wise, just, holy, relational, pure actuality, dynamic, infallible in all things, including His foreknowledge of all future decisions and events, and that He created the heavens and the earth in six literal days.

IV. Creation

God is the Creator and Sustainer of the heavens and the earth and of every basic form of life according to the six historic days described in the book of Genesis (1:1-2:3). The creation account is factual, historical, and is the foundation of our understanding the created universe, God's power, and His glory (Psa. 19:1). Further, God exercises providential care for every life form in His creation (Mt. 6:25-33), and Christ is the conserving Cause of all things (Heb1:3; Col. 1:17) and exercises providential care for every life form in it (Mt. 6:25-33).
We reject theistic and naturalistic macroevolution as unbiblical, unjustifiable, and based on naturalistic assumptions. Further, by its denial of the biblical teaching on creation, it undermines many essential doctrines of the Christian Faith (cf. Gen 1:27; Mt.19:4-6; Rom. 5:12-14; 1 Cor. 11:8-9; 15:45). We also believe in a literal, worldwide flood that destroyed the earth, animal life, and the human race, except for Noah and those he took in the ark with him (Gen. 6-9; Mt. 24:37-39; 1 Pet. 3:20).

V. Jesus Christ

We believe that Jesus Christ is fully God and fully human, possessing two distinct natures which are co-joined in one person; that He was miraculously conceived by the Holy Spirit, born of the virgin Mary, lived a sinless and miraculous life, provided for the atonement of our sins by His vicarious substitutionary death on the Cross, was physically resurrected in the same body that was buried in the tomb by the power of the Holy Spirit; that Jesus Christ physically ascended back to the right hand of God the Father in heaven, and ever lives to make intercession for us. After Jesus ascended to Heaven, the Holy Spirit was poured out on the believers in Jerusalem, enabling them to fulfill His command to preach the gospel to the entire world, an obligation shared by all believers today. (VES affirms the Apostle's, Nicene, and Athanasian Creeds).

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VI. Holy Spirit

We believe the Holy Spirit is the third person of the Godhead who seals, indwells, sanctifies, baptizes, teaches, empowers, reveals, and guides the believer into all truth. The Holy Spirit gives gifts to whom He wills, which are valid for today, and ought to be exercised within scriptural guidelines. We as believers are to earnestly desire the best gifts, seeking to exercise them in love that the whole Body of Christ might be edified. We believe that love is more important than the most spectacular gifts, and without this love all exercise of spiritual gifts is worthless.

VII. Mankind

We believe that man is created in the image of God; however, after the fall of Adam and Eve, all people are by nature separated from God and responsible for their own sin, but that salvation, redemption, and forgiveness are offered as a free gift by the Lord Jesus Christ to all based on His grace alone. When a person repents of sin and receives Jesus Christ as personal Savior and Lord, trusting Him to save, that person is immediately born again and sealed by the Holy Spirit, all his/her sins are forgiven, and that person becomes a child of God, destined to spend eternity with the Lord.

VIII. Salvation

Salvation is initiated, attained, and procured by God through the death of Christ on the cross for our sins and His resurrection from the dead. The salvation Christ offers is available to all, and is received freely by grace alone and through faith in Christ alone, apart from good works, thereby justifying and sealing the believer by the Holy Spirit.

IX. The Church

The universal Church is an organic body composed of all believers, both living and dead, who have been sealed by the Holy Spirit through faith in Jesus Christ for salvation. The church has the responsibility to worship the Lord and share the good news of Christ's death and resurrection to the world, making disciples, baptizing believers, and teaching them to observe sound doctrine and live a morally pure life. We believe church government should be simple rather than a complex bureaucracy, with the utmost dependence upon the Holy Spirit to lead, rather than on fleshly promotion or worldly wisdom. The Lord has given the church two ordinances which are to continue until He returns — adult baptism by immersion and holy communion. Water baptism is not necessary for salvation, and cannot remove sins, but is a picture of the salvation already received by the believer. We believe the only true basis of Christian fellowship is Christ's sacrificial agape love, which is greater than any secondary differences we possess, and without which we have no right to claim ourselves Christians.

X. Worship

We believe worship of God should be spiritual. Therefore, we remain flexible and yielded to the leading of the Holy Spirit to direct our worship. We believe worship of God should be inspirational. Therefore, we give great place to music in our worship. We believe worship of God should be intelligent. Therefore, our gatherings are designed with great emphasis upon the teaching of the Word of God that He might instruct us how He should be worshiped. We believe the worship of God should be fruitful. Therefore, we look for His love in our lives as the supreme manifestation that we have been truly worshiping God in spirit and truth.

XI. Christ's Return

We await the imminent rapture of the church and the second coming of Christ which will be physical, personal, visible, and premillennial. This motivates us to evangelism, holy living, heart-felt worship, committed service, diligent study of God's Word, and regular fellowship.

XII. Eternity

We believe those who are saved by Jesus Christ will spend eternity with Christ in heaven in a conscious state of blessedness, reward, and satisfaction; that those who do not personally receive the finished work of Christ by faith

will spend eternity separated from God in a state of conscious torment.

XIII. Satan

We believe there is a real personal devil of great malevolence, cunning, and power, who seeks to deceive, tempt, kill, steal and destroy, yet his power is limited by God to only what God permits him to do; that the devil has been defeated positionally at the cross of Christ, and will be defeated practically at Christ's glorious second coming which will eventuate in the permanent quarantine and punishment of the Devil, Beast, and False Prophet, in the lake which burns with fire and brimstone.

XIV. Marriage and Sexuality

We believe marriage is between one genetic man and one genetic woman only, and the marriage bed is undefiled. Sexual relationships outside the bonds of heterosexual marriage are both unbiblical and immoral. We also believe that the intentional confusion/blurring of genders and functions/manners naturally and uniquely given to men and women distort God's established order – which functionally places man as the head of woman, Christ the head of man, and God the Father the head of Christ.

XV. We Reject:

(1) The belief that true Christians can be demon possessed and are helpless against the craft and wiles of the Devil; (2) any philosophy or theology which denies that human freewill can be exercised in the receiving of Christ's free gift of salvation; specifically, we reject the belief that Jesus' atonement was limited in its extent, instead, we believe that He died for all unrighteous people and that any perceived limitation rests in one's free rejection of Christ's finished work of atonement, and we reject the assertion that God's wooing grace cannot be resisted or that He has elected some people to go to hell; instead we believe that anyone who wills to come to Christ may do so freely as a result of the Holy Spirit's conviction and wooing persuasion of the heart; (3) "positive confession," (e.g., the Faith Movement, that views faith as a force that can create one's own reality or that God can be commanded to heal or work miracles according to man's will and faith); (4) human prophecy that supersedes, or is contrary to, the Scripture; (5) any introduction of psychology and philosophy which is contrary to Scripture and is in substance "according to the tradition of men, according to the basic principles of the world, and not according to Christ" into biblical teaching; (6) "Open Theism" or "Freewill Theism" which reduces God's timeless, unchanging, dynamic nature, and exhaustive foreknowledge of future free decisions, to creaturely modes of being and operation; (7) the "Emergent Church" movement insofar as it departs from the historic orthodox Christian doctrines in favor of postmodernism; (8) the Contemplative Prayer (CP) and Spirituality movement insofar as it incorporates alien eastern philosophies of religion, pantheism, and panentheism into a believer's communication with God, or the "emptying" of the mind and the vain repetition of words; (9) the overemphasis of spiritual gifts, experiential signs and wonders to the exclusion of biblical teaching.

STUDENT CODE OF CONDUCT

Veritas Evangelical Seminary is committed to education for Christian leadership. The seminary also aims to encourage students to develop spiritually with an awareness of ethical and moral issues, and to be resolute regarding their own responsibility for upholding and strengthening Christian standards of behavior. Students are expected to live a life that reflects a firm commitment to Jesus Christ and the Word of God and students should be maturing in Christ and manifesting the fruit of the Spirit (Galatians 5:22, 23). The seminary expects tangible evidence of mature Christian convictions and discerning judgment.

Students are expected to obey applicable local, state, and federal laws as well as the policies of the seminary. As they desire rights and responsibilities for themselves, they are expected to respect the rights and responsibilities of others. For infractions of laws, regulations, policies, and standards, students may be subject to disciplinary action up to and including dismissal from the institution. Such disciplinary action may be imposed for violations that occur off campus when the violation may have an adverse effect on the educational mission of the seminary.

The Absolute Standard of Holy Scripture

The VES standards for conduct are found in the indestructible (Matt. 5:17–18), unbreakable (John 10:35), divinely inspired (2 Tim. 3:16), and inerrant (Matt. 22:39; John 17:17) Word of God. Thus, the Bible ". . . is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work" (2 Tim. 3:16–17). Even the Old Testament contains moral lessons for believers today, for, "These things happened to them as examples and were written down as warnings for us, on whom the fulfillment of the ages has come" (1 Cor.10:11). And "everything that was written in the past was written to teach us, so that through endurance and the encouragement of the Scriptures we might have hope" (Rom. 15:4).

The Basic Moral Principles

Since our Lord summarized the moral law, we take His words as our absolute standard. When asked "'Teacher, which is the greatest commandment in the Law?'" Jesus replied, "'Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbour as yourself'" (Matt. 22:37–39). He summarized our duty toward others by enjoining us to "'do to others what you would have them do to you, for this sums up the Law and the Prophets'" (Matt. 7:12).

Specific Areas of Moral Duty

The New Testament is specific about what our moral duties of love to God and others entail. We are exhorted to, "Let no debt remain outstanding, except the continuing debt to love one another, for he who loves his fellow–man has fulfilled the law. The commandments, 'Do not commit adultery,' 'Do not murder,' 'Do not steal,' 'Do not covet' and whatever other commandment there may be, are summed up in this one rule: 'Love your neighbour as yourself.' Love does no harm to its neighbor. Therefore love is the fulfillment of the law" (Rom. 13:8–10). Likewise, we are admonished to avoid "every kind of wickedness, evil, greed and depravity . . . envy, murder, strife, deceit and malice. . . ." Also, we should not be "gossips, slanderers, God–haters, insolent, arrogant and boastful,. . . senseless, faithless, heartless, [or] ruthless" (Rom. 1:29–31).

The apostle specifically informs us to avoid, "The acts of the sinful nature [which] are obvious: sexual immorality, impurity and debauchery; idolatry and witchcraft; hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy; drunkenness, orgies, and the like" (Gal. 5:19–20). Instead, we should "walk in the Spirit" and manifest "the fruit of the Spirit [which] is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self–control" (Gal. 5:22–23).

Standards for Christian Leaders

Since VES is an institution for training Christian leaders, we give heed to the New Testament moral standards for Church leadership as stated by the apostle Paul: "If anyone sets his heart on being an overseer, he desires a noble task. Now the overseer must be above reproach, the husband of but one wife, temperate, self–controlled, respectable, hospitable, able to teach, not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own family well and see that his children obey him with proper respect" (1 Tim. 3:1–5). Since conditions of our day focus on certain issues, we take note also that the Bible not only forbids "drunkenness" but also the use "intoxicating drink" (Prov. 20:1 cf. 23:30–32) and alcoholic beverages (except for liturgical, medicinal, or exceptional circumstances) which includes use of any kind of addictive drugs, such as narcotics, nicotine, and other drugs, except those used for medicinal purposes (Prov. 31:6; 1 Tim. 5:23). Likewise, the Bible exhorts against gluttony (Prov. 23:20). The Scriptures also forbid homosexual acts, declaring: "Do not be deceived: Neither the sexually immoral nor idolaters nor adulterers nor male prostitutes nor homosexual offenders nor thieves nor the greedy nor drunkards nor slanderers nor swindlers will inherit the kingdom of God" (1 Cor. 6:9–10; cf. Rom. 1:26-28).

Conduct in Disputed Areas

While we acknowledge that Christians are free in areas not prohibited by Scripture, nonetheless there are biblical guidelines for these issues. Paul wrote: "'Everything is permissible' –but not everything is beneficial. 'Everything is permissible' – but not everything is constructive" (1 Cor. 10:23). Likewise, he said, "Everything is permissible for me –but I will not be mastered by anything" (1 Cor. 6:12). As for conduct toward weaker brothers and sisters, the

ethical guideline of Scripture is this: "It is better not to eat meat or drink wine or to do anything else that will cause your brother to fall. So whatever you believe about these things keep between yourself and God" (Rom. 14:21–22).

The Overall Aim of Christian Conduct

The overall aim of all we do is to be guided by the biblical declaration that "whether you eat or drink or whatever you do, do it all for the glory of God" (1 Cor. 10:31). Paul added elsewhere, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him" (Col. 3:17). Students are reminded that they should avoid activities that offend others (1 Cor. 10:32). Those who violate the NT standards as expressed in the Code of Conduct including areas of scholarship and academic progress, such as cheating and plagiarism, are subject to probation and possible dismissal from the seminary.

Grievous Misconduct Policy

Certain violations of the Code of Conduct may be viewed as grievous. Once an accusation of grievous misconduct is made verbally or in writing the misconduct will be investigated and reviewed by the President or the President's designee. Students deemed to have committed such infractions (as determined through interviews, eyewitness accounts, or legal authorities) may be suspended or dismissed from the seminary immediately. Grievous misconduct is not subject to standard grievance procedures, although the student maintains the right to present a written appeal to the Executive Committee of the Governing Board. The following behaviors (see the VES Academic Catalog for a detailed list) are considered grievous and will not be tolerated or condoned:

1. VIOLENCE: A violent act or threat (perceived or real) or any action that recklessly or intentionally endangers the mental, physical, or emotional health of a student or seminary employee on or off campus.
2. ILLEGAL DRUGS: The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs on or off campus.
3. DISCRIMINATORY AND GENERAL HARASSMENT: Any derogatory, offensive language or written communication based on, but not limited to, race, color, national or ethnic origin toward another student or seminary employee that creates an intimidating, hostile, or disrespectful academic or working environment.
4. SEXUAL HARASSMENT: Physical contact or gestures of a sexual nature, sexual misconduct; repeated, unwelcome verbal or written solicitations or advances; and unwelcome or unsolicited physical contact against another student or seminary employee.

VES Code of Conduct

Student conduct must conform to Seminary rules and regulations. If a student Code of Conduct violation occurs while a student is enrolled, he or she may be disciplined for one or more of the following causes that are Seminary related. These categories of behavior are not exhaustive, but are examples of sufficient grounds for discipline, including but not limited to the removal, suspension, or expulsion of the student. Other misconduct not listed may also result in discipline if reasonable cause exists. Immoral activity that is not Seminary related may also be cause for discipline where reasonable cause exists.

1. Academic dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the Seminary.
2. Forgery, alteration or misuse of Seminary documents, records, or identification.
3. Obstruction or disruption of instructional, counseling, administrative, or other authorized Seminary activities.
4. Assault or battery, abuse or any threat of force or violence or hazing directed toward any person on Seminary owned property, or Seminary sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any person anywhere.
5. Theft of or willful damage to Seminary property or theft of or willful damage to property of a member of the Seminary community, such as visitors, students, or employees of the Seminary on Seminary property or at an authorized Seminary activity.
6. Unauthorized entry onto or use of Seminary facilities.
7. Violation of Seminary rules or regulations including Seminary policies concerning student organization,

use of Seminary facilities, or the time, place, and manner of student expression.

8. Use, possession, or distribution of alcoholic beverages, illicit narcotics, or controlled substances on campus or presence on Seminary property or at a Seminary authorized event while under the influence thereof.
9. Willful failure to comply with directions of Seminary officials, including faculty and staff action in the performance of their duties.
10. Disorderly, lewd, indecent, or obscene conduct, expression, or language on Seminary owned or controlled property or at Seminary sponsored or supervised functions.
11. Verbal abuse in any way that causes defamation or character assassination.
12. Possession or use of any item used to threaten bodily harm to any person on Seminary property or at a Seminary function.
13. Misrepresentation of oneself or an organization to be an agent of the Seminary.
14. Conduct that is in violation of federal, state, or local laws or ordinances while on Seminary premises or at Seminary sponsored activities.
15. Abuse of computer facilities or use of computers for anything other than authorized course related work.
16. Failure to return school properties such as projectors, screens, books, teaching materials and any such things that had been loaned for the purpose of teaching or other use after receiving three notices of such failure to return such items.
17. Students are required to adhere to VES "zero-tolerance" sexual harassment policy.
18. Debating and proselytizing non-seminary personnel while on campus for the purpose of changing another Christian's theological beliefs is prohibited.

INSTITUTIONAL POLICIES

Drug Policy

The illegal sale, possession and/or use of controlled substances, e.g., alcohol, marijuana, amphetamines, barbiturates, and other hallucinogens, is prohibited on the seminary campus or at any seminary sponsored function. Students are not allowed to bring alcohol and/or illicit drugs on site at the seminary or to any seminary-sponsored activities off campus at any time.

Students who violate the drug policy are subject to the seminary "Grievous Misconduct Policy" as well as referral to local authorities for violation of the seminary drug policy.

Smoking Policy

Smoking or other use of tobacco products is not permitted on the seminary campus.

Institution-Wide Non-discrimination Policy

Veritas Evangelical Seminary, a private religious non-profit educational institution, is committed to equality of educational and employment opportunity and will not discriminate against applicants, the retention of students, or the selection, retention, and advancement of VES personnel on the basis of race, sex, color, national or ethnic origin, age, disability, prior military service, or any other basis prohibited by law (Rom. 2:11; 12:1-2; Gal. 3:28). Federal guidelines (Sections 702-703 of Title VII of the 1964 Civil Rights Act) clearly recognize the right of private non-profit religious institutions to seek personnel who will support the mission, educational goals, and doctrinal statement of the institution. Being an applicant, student, or employee at Veritas Evangelical Seminary requires a commitment and lifestyle consistent with the institution's mission, goals, and doctrinal statement. VES reserves the right to deny admission, advancement, or retention of individuals, who by past academic experience or job performance, or lifestyle decisions, demonstrate they are not in harmony with the mission, goals, and content published in the VES handbooks or the doctrinal statement of the institution (Jam. 3:1; 1 Tim. 3:1-16; 2 Tim. 3:5).

Sexual Harassment Policy

VES's anti-harassment policy applies to all persons involved in the operation and attendance of the seminary and its ministries and prohibits unlawful harassment by any employee/student of VES, including supervisors and coworkers. It also prohibits unlawful harassment based on the perception that anyone has any of those defined

characteristics, or is associated with a person who has or is perceived as having any of those defined characteristics.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments; Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures; Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected and non-exempt basis; Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and Retaliation for reporting or threatening to report harassment.

If you believe that you have been unlawfully harassed, submit a written complaint to your own or any other seminary supervisor, the president, or the administration department of VES as soon as possible after the incident. Your complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. Supervisors will refer all harassment complaints to the administration department, or the president of the seminary. The seminary will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If VES determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by VES to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. A seminary representative will advise all parties concerned of the results of the investigation. VES will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by leadership, employees or co-workers.

VES encourages all employees/students/faculty to report any incidents of harassment forbidden by this policy *immediately* so that complaints can be quickly and fairly resolved. You should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.

Violence Policy

No threatening behavior will be tolerated. The following examples illustrate situations that could result in suspension or expulsion; however, there are other circumstances not listed here which may result in immediate suspension and/or termination of student status:

1. Disruptive or harassing conduct.
2. Possession of weapons or explosives, or violation of criminal laws on the seminary grounds or at school sponsored activities.
3. Violence or the threat of violence, including, without limitation, striking another person or throwing objects.
4. Threatening or intimidating other students, supervisors, staff, or faculty.

This type of behavior falls under the “Grievous Misconduct Policy.”

Note: The possession of weapons on seminary grounds or at any VES sponsored event is strictly prohibited unless special permission is requested in writing and is granted by the President of the seminary or the Executive Committee. Permission will only be granted if the student requesting the exception holds a current concealed weapon permit and is able to demonstrate a compelling reason to have the weapon on her or his person while attending the seminary or a school sponsored event. If permission is granted, the faculty will be notified that the student will be on seminary grounds in possession of said weapon. The weapon must remain concealed at all times. There will be no exceptions to this policy. If the weapon is displayed, whether or not it is in an intentionally menacing or threatening manner, the police will be notified. The administration and area police will evaluate the circumstance to determine what, if any, disciplinary action should be taken.

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STANDARD GRIEVANCE PROCEDURES

The following grievance procedures apply to unacceptable conduct that is not considered grievous misconduct.

Investigation of Unacceptable Conduct
A sincere attempt will be made to investigate instances of alleged unacceptable conduct and to assure preservation of the reputation and integrity of all involved individuals. In order to protect the student, every effort will be made to keep confidential the names of individuals involved, the facts of an investigation, and written information regarding an investigation, except to those actually involved in the investigation.

Timeline for Investigation and Outcome
All such incidents reported first warrant an informal investigation. The informal investigation shall be completed no later than ten days after the incident was reported to the Academic Dean. If the situation dictates a formal investigation, the student would be notified via email and postal mail regarding the opening of a formal investigation into the alleged unacceptable conduct no later than three business days after the investigation has been initiated. They are required to file their acknowledgement in writing no later than five days after the email notification was sent, and they have ten days to file a formal statement of response thereafter. It must be recognized that a lengthy period of time between an alleged occurrence and an investigation may make the fact-finding process extremely difficult. The final disposition of the incident will happen no later than 45 days after the student has filed his/her initial acknowledgement in writing.

RESPONSE PROCEDURES

Incident Report
The person reporting the incident must submit a written account of the incident to the President or Academic Dean.

Informal Investigation
Within ten working days of receipt of the written account, the Academic Dean will work to resolve the incident as recorded and submitted. The Academic Dean may or may not choose to meet with the person before determining whether or not the situation warrants the opening of a formal investigation. The person has the right to request an advocate to be present at all proceedings. If the Academic Dean determines there is no need to launch a formal investigation, the person is informed that the investigation is closed and the report will be destroyed. As part of the resolution of the informal investigation, a plan for follow-up action may be agreed to between the Academic Dean and the person. The President or Academic Dean will be responsible to follow up to make sure the plan has been completed. If there is no successful resolution, the Academic Dean or the person may file a request for a formal investigation. For an incident that warrants a formal investigation, a record of the incident and its resolution shall become a part of the person's permanent record.

Formal Investigation and Whistleblower Policy
Veritas Evangelical Seminary requires directors, officers, students, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Students, as representatives of VES, must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility
It is the responsibility of all students to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation
No student who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse consequence. A student who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of enrollment to the Seminary. This Whistleblower Policy is intended to encourage and enable students and others to raise serious concerns within VES prior to seeking resolution outside Veritas Evangelical Seminary.

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Should there be a determination that the incident warrants a formal investigation, the Academic Dean must submit a report of the incident investigation to Executive Committee (EC). The institution reserves the right to call in an outside mediator/investigator at any point through the investigation and/or, if applicable, the appeal process.

In pursuing the investigation, the Chair of the EC shall:

1. Convene the EC within 15 working days of receipt of the complaint.
2. Ascertain thoroughly all facts, asking questions in a nonjudgmental manner to determine the facts, the date and location where the incident occurred, and if there were any witnesses who observed the incident.
3. The EC shall issue its decision within 30 working days from the date the incident was referred to the committee and will place the final report in the student's permanent file. Depending upon the nature of the offense, the EC may choose to suspend or dismiss the student from the seminary either during or after the investigation is complete.
4. If the student has violated the Code of Conduct, the committee may author a Strategy of Restoration plan for the student for follow-up care and redemptive task assignment, and for any others who may be affected by the incident.
5. If appropriate, the Academic Dean will report the incident to the authorities for legal action.

Investigative Due Process
All such incidents reported first warrant an informal investigation. The informal investigation shall be completed no later than ten days after the incident was reported to the Academic Dean. If the situation dictates a formal investigation, the student would be notified via email and postal mail regarding the opening of a formal investigation into the alleged unacceptable conduct no later than three business days after the investigation has been initiated. They are required to file their acknowledgement in writing no later than five days after the email notification was sent, and they have ten days to file a formal statement of response thereafter.

It must be recognized that a lengthy period of time between an alleged occurrence and an investigation may make the fact-finding process extremely difficult. The final disposition of the incident will happen no later than 45 days after the student has filed his/her initial acknowledgement in writing.

Family Educational Rights and Privacy Act Office (FERPA)

The Family Educational Rights and Privacy Act of 1974 is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records. Veritas Evangelical Seminary accords all the rights under the law to its students. No one outside the institution shall have access to nor will the institution disclose any information from the students' education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, to persons or companies providing a service to the seminary, and to persons in an emergency in order to protect the health or safety of students or other persons. These exceptions are permitted under the Act. Within the seminary community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Office of the Registrar, the Financial Aid Office, the Admissions Office, Student Accounts Office, the Academic Dean, faculty, and other academic personnel within the limitations of their need to know. At its discretion, the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, dates of attendance, the most recent previous educational agency or institution attended by the student. Students may withhold Directory Information by notifying the Office of the Registrar in writing within two weeks after the first day of class for each fall term, as non-disclosure requests may only be honored for one academic year at a time.

The law provides students with the right to inspect and review information contained in their educational records, and to submit explanatory statements for inclusion in their files. The Registrar at the seminary has been designated by the institution to coordinate the inspection and review procedures for most student education records.

The Academic Dean coordinates the inspection of all disciplinary records. Students wishing to review their education records must make a request to the Registrar. Records covered by the Act will be made available within five days of the request. Students may have copies made at their request of their records with certain exceptions (e.g., a copy of the academic record for which a financial "hold" exists). Education records do not include records of instructional, administrative, and educational personnel, which are the sole possession of the maker.

Students may not inspect and review the following as outlined by the Act: financial information submitted by a third party; any records to which they have waived their rights of inspection and review; or education records containing information about more than one student in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problem informally with the Registrar. If the decisions are in agreement with the student's requests, the appropriate records will be amended. If not, students will be notified within a reasonable period of their right, under the law, to a hearing. Student requests for a formal hearing must be made in writing to the Academic Dean, who within a reasonable period of time, will inform students of the date, place, and time of hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense. Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panel, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place within the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. The statement will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Students, who believe that the adjudications of their challenges were unfair, may request in writing assistance from the President of the institution. Further, students who believe that their rights have been abridged, may file complaints with the Family Educational Rights and Privacy Act Office (FERPA), Washington, DC 20201, concerning the alleged failures of the seminary to comply with the Act.

Protection of Student Information

VES endeavors to protect the privacy of all students' information, in both residential and distance education courses. In addition to abiding by FERPA regulations as described above, VES ensures that students' information is "locked" in the student information system (Populi) and therefore cannot be accessed by other students or unauthorized personnel.

CHANGE OF STUDENT INFORMATION

Each student should immediately notify the Admissions Office of any changes in name, mailing address, phone, email, fax, or other contact information.

CAMPUS SECURITY/CRIME AWARENESS

Students should immediately report any crime occurring on the seminary grounds to campus security and seminary authorities. Crimes that must be reported include murder, rape, robbery, aggravated assault, and motor vehicle theft.

EMERGENCY SITUATIONS/CRISIS MANAGEMENT

Call 911 for emergency situations or your local police station.

Earthquake
Red Cross Instructions:
Know What to Do When the Shaking Begins

1. Drop, Cover, and Hold On! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
2. If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
3. If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Identify What to Do After the Shaking Stops

1. Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
2. Check others for injuries. Give first aid for serious injuries.
3. Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. Listen to the radio for instructions.
4. Expect aftershocks, inspect for damage. Get everyone out if your location is unsafe.
5. Use the telephone only to report life-threatening emergencies.

Fire
In case of fire, contact the fire department (call 911) and locate nearest fire extinguisher and follow directions on the extinguisher. The three basic ways to put out a fire are (1) take away its fuel, (2) take away its air (smother it), and (3) cool it with water or fire extinguishing chemicals. Never use water on an electrical fire; rather use only fire extinguishing chemicals.

Police
Call 911 for police emergencies. If a serious emergency occurs warn others in adjacent buildings and classrooms.

Health
If a situation is obviously life threatening, such as heart attack, choking, or severe injury, at any seminary phone dial 911. Give specific information as to the nature of the problem and the specific location of the injured person. The seminary address is 3000 W. MacArthur Blvd, Suite 220, Santa Ana, CA 92704 and the seminary phone number.

Person Exhibiting Threatening Behavior
If a stranger is menacing, threatening, out of control, displaying a weapon, etc., do the following:

1. From any seminary phone dial 911.
2. Give specific information to the police as to the nature of situation and its specific location. The seminary address is 3000 W. MacArthur Blvd, Suite 220, Santa Ana, CA 92704 and the seminary phone number.
3. Contact administrative staff immediately.
4. Do not attempt to resolve the situation alone.

SELLING AND SOLICITATION

Solicitation applies to commercial, charitable, religious, and political endeavors. Authorization to sell or solicit for the sale of merchandise will not ordinarily be given. All parties granted permission to sell or solicit for the sale of merchandise must agree to abide by appropriate federal, state, and local regulations. Solicitations, charitable, religious, and political solicitation on seminary property is not allowed unless they have received permission from the Academic Dean or the President.

PERSONAL INJURY

The seminary will assume no responsibility or liability for any damage to property or any personal injuries caused

by the unintentional, willful, or malicious conduct of students.

FACILITIES

Student Entrances and Exits
Students may enter/exit the classroom and administrative office buildings by using the main seminary entrance or the entrance located near the classrooms. If arriving while class is in session in Room 1, please enter class through the main entrance. Should a student need to see an administrator or faculty member, a waiting area is located in the lobby at the main seminary entrance.

Building Hours
The seminary is open for business Monday through Friday from 9:00 am to 5:00 pm. Classes continue most evenings, but many administrators may not be available to conduct business during that time.

Materials and Equipment Use Policy

Faculty and Student access to institutional equipment and materials:
Research Computer - Faculty and students are encouraged to use the VES library research computer in the VES portion of the library building.

It has some great resources on it which includes:

1. Access to The William E. Nix Electronic Library (TWENEL - 80,000 full-text books, audio, and video files)
2. Logos Bible Software 2012 (Scholar's Platinum Edition - soon to be Portfolio Edition)
3. Jehovah's Witness Books Library 2011 (primary sources full-text)
4. Watchtower Publications (primary sources full-text)
5. Internet Access to VES Research Gateway
6. Printer capability

The password to access this computer is: **vesstudent1**

Photocopier - The photocopier in the office is for faculty and staff use only. Students should use the copier in the library and pay for the copies they make.

General Office Supplies - These are kept in a central location and are available to all faculty and staff members. Students are not to use these supplies for personal reasons. When one notices that the supply of an item is low, it is that person's responsibility to write it on the supply order sheet in the Business Office.

APPEALS PROCEDURES FOR STUDENT ACCOUNTS

Questions regarding a student's financial account with the seminary that are not resolved after discussion with the Business Office may be appealed to the seminary President. The student should submit a written memorandum of his/her complaint to the Student Accounts Office within three business days after receiving the decision from the Business Office. The President will schedule a meeting or a telephone conversation with the student within five business days after receiving the memorandum. All decisions made by the President will be final and shared with the student and the Business Office.

ACADEMIC POLICIES

Academic Catalog
The Academic Catalog contains comprehensive facts including a description of all courses of study available,

information on tuition, curriculum, faculty, policies, and financial aid. The catalog is published annually. It is available for current and prospective students. Each student is required to abide by the current academic and administrative policies written in the VES Academic Catalog.

Academic Student Advisor/Counselor
There are several resources available through VES to assist students in answering questions about VES. If you need help with registering for classes, finding out when a class is offered on campus, what classes are available online, where to get your books, where to begin your research for course assignments, academic planning, etc., contact your Academic Student Advisor/Counselor. His/her contact information is listed under "Contacts". You can also peruse our VES Student FAQs that offer answers to common questions about VES student life. Academic advisement is available through the Academic Dean or Academic Student Advisor/Counselor. They are available to assist you in planning your classes, answering questions about writing papers, taking exams, research, etc.

Admissions Policy

Persons wishing to enroll in Veritas Evangelical Seminary must apply on the official application form (downloadable at www.ves.edu) or on the website application found at ves.populiweb.com/application. When all necessary application information has been received, the Admissions Office will review the application. The applicant will be notified of the decision in a timely manner. In considering applications, the Office of Admissions reviews the student's complete personal profile, academic record, and reference forms. The prospective student is assessed according to their spiritual life and educational profiles. If the prospective student meets the admission criteria, they will be admitted to VES until they complete their program or until they become inactive (see "Limited Acceptance" and "Withdrawal from the Seminary").

Application Process

1. Apply through the Populi student database at www.ves.populiweb/application or submit the downloadable application found under 'Download Forms' on www.ves.edu with the application fee. Applications will not be considered officially submitted until all necessary information and the application fee is received.
2. Please send official transcripts from each institution attended sent directly to VES at:

   Attn: Admissions
   Veritas Evangelical Seminary
   3000 W. MacArthur Blvd.
   Logos Building, Suite 220
   Santa Ana, CA 92704

3. Make sure all reference forms are submitted either through the Populi application or by mail, in a signed and sealed envelope, to the VES Admissions Office (address above).

If you have any questions pertaining to the admissions process, please contact the Admissions Coordinator by phone at 714.966.8500 or by email at info@ves.edu.

Officially Enrolling in Courses

Once an applicant has been admitted to VES, they may officially enroll in courses. Each first semester student is required to enroll in *RW499 Research Writing and Technology Skills* as a prerequisite to all VES courses. RW499 instructs students on how to navigate the TWENEL E-Library Database (contains 80,000 e-resources) and how to format all research papers in the Turabian Style format. RW499 must be the first enrolled course or enrolled alongside additional first semester courses for new incoming graduate students. Upon enrollment of RW499, students are able to enroll in courses in any order unless a prerequisite is required.

Students may register for residential and/or external studies courses with the following steps:

1. View the Academic Calendar on the VES Website under 'Academics' menu to decide which courses

they seek to register.

2. Register through our website (www.ves.edu) or by calling VES at 714.966.8500.
3. If the student is registering through our website, please follow the instructions below:
    a. Residential students may register under the 'Academics' tab under 'Register for Courses.'
    b. External students may register under the 'External Studies' tab by selecting 'Correspondence' or 'Streaming Courses.'
    c. If the course is the first registration of the year, please be sure to select the 'first course of the year' course option for your first course of the year. Otherwise, please select the 'regular' course option. After selecting your courses, you will need to enter payment information.
4. If problems occur, please contact the Registrar at 714.966.8500, Monday through Friday from 9am to 5pm. PST.

Limited Acceptance
After official acceptance to VES has been granted, the student's file will remain active for one year without registering for courses, after this time the student will need to submit a new application packet with appropriate fees.

Academic Behavior
Fundamental to the dissemination of knowledge is an environment imbued with Christian honor and integrity. Honesty and integrity at all times on the part of all students is essential if the seminary is to achieve its goal of academic excellence in preparation for Christian leadership. We believe that a student's education is the result of individual initiative and industry coupled with the grace of God. A high standard of conduct in one's academic experiences is expected. The academic community has a right to expect that students will conduct themselves in ways that are consistent with the highest standards of academic honesty.

Academic Dishonesty
During examinations, academic dishonesty shall include the following:

1. Referring to information not specifically condoned by the instructor.
2. Receiving information from a fellow student.
3. Stealing, buying, selling, or transmitting a copy of any examination.

Plagiarism
Plagiarism (papers, projects or any assignment prepared outside of class) shall include the following:

1. Omitting quotation marks or other conventional markings around material quoted from any printed source.
2. Paraphrasing a specific passage from a specific source without properly referencing the source.
3. Replicating another student's work or parts thereof and submitting it as an original.

Lack of knowledge of the above is unacceptable as an excuse for dishonest efforts. Any student who knowingly assists in any form of dishonesty shall be considered as equally responsible as the student who accepts such assistance. A student must be informed of any accusations of alleged academic dishonesty from any member of the seminary community. The procedure for handling cases is as follows:

1. If the case occurs with respect to an individual professor and course, the case should be dealt with by the professor. The student may be penalized up to and including failure in the course and expulsion from the class. The professor must file a report with the Academic Dean.
2. The student may also appeal the professor's decision to the Academic Dean. The Academic Dean may confirm, modify, or overturn the decision and/or institute disciplinary action up to and including expulsion from the seminary. The student may appeal the Dean's decision to the Academic Affairs Committee for final disposition.

Any member of the VES community may bring an alleged violation of this academic code directly to the attention of the Academic Dean either personally or in writing. He has the responsibility of investigating the complaint and dealing with the involved parties on a one-to-one basis. He is empowered to impose appropriate discipline or may

refer the situation to the school's Academic Affairs Committee for action.

Students having problems or grievances may submit them to the Academic Dean in person or in writing. The Academic Dean will either respond personally or delegate the issue to the appropriate personnel. Whenever a disciplinary action is issued or a grievance not satisfactorily resolved the student should first appeal to the Academic Dean. If the issue is not settled satisfactorily, the student may appeal directly to the Executive Committee for review.

Verification of Student Identity

Students may be asked to verify their identity to ensure that the student submitting an assignment or taking an exam is the same person who registered for the course. The primary means for verifying identity is the student's unique, secure username and password used to log in to Populi where assignments are submitted. For this reason, students should keep their Populi login information in a secure location and must never share their Populi username and password with another person. In addition, students may be required to have a proctor for some assignments or exams who will be asked to verify the student's identity.

Graduate Program Grading Scale
The Seminary will use the following grading symbols to describe the various levels of graduate academic achievement:

A and A-	= Exceptional
B+, B, B-	= Above average
C+, C, C-	= Average
D+, D, D-	= Below Average
F	= Failure
AU	= Audit
WP	= Withdraw Passing
WF	= Withdraw Failing
I	= Incomplete
P	= Pass

The seminary will use the following grade points per semester hour:

A	= 4.0 points	= 97-100%
A-	= 3.7 points	= 94-96
B+	= 3.3 points	= 91-93
B	= 3.0 points	= 88-90
B-	= 2.7 points	= 86-87
C+	= 2.3 points	= 83-85
C	= 2.0 points	= 80-82
C-	= 1.7 points	= 78-79
D+	= 1.3 points	= 75-77
D	= 1.0 points	= 72-74
D-	= 0.7 points	= 70-71
F	= 0.0 points	= Below 70%
AU	= Audit	
WP	= Does Not affect G.P.A.	
WF	= 0.0 points Counted in G.P.A.	
I	= Incomplete (student must submit request form prior to course end date)	
P	= No credit is awarded, only fulfillment status	

Final Grades
No grade reports, transcripts, or official documents will be issued from the Registrar to any student who has not met all financial obligations to the seminary.

Research Papers
Each research paper, including the student's thesis, are to be submitted in a format consistent with the latest edition of Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations* unless the instructor indicates otherwise. You may utilize the Turabian Helper Packet (obtained at the Admissions Office) to assist you in meeting your writing guidelines.

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Main Campus Library
In addition to our main campus library in Orange County, the seminary library is shared with Calvary Chapel Bible College (CCBC) and is located across from the Bible college administrative offices on the ground floor. Operation hours are 6:00 am to 11:45 pm Monday through Friday. Summer and winter (June through August and December through January) hours are 9:00 to 5:00 pm.

Features include:

1. Library Manager to provide assistance in locating information and sources.
2. Books may be checked-out for a period of one week, then another one week renewal is optional.
3. You are encouraged to return books as quickly as possible.

Theft or damage to library property is a violation of the seminary standards. Violators are subject to disciplinary action from the Executive Committee. Depending upon the nature of the violation, the discipline could range from suspension of library privileges to expulsion from the seminary. The decision of the Executive Committee is final.

Textbooks
Books are listed on the website (see Academic Calendar) as early as possible before each course offering. Most required textbooks may be purchased at your local Bookstore, or online at a general retailer. Obtaining textbooks and required course materials is the responsibility of the student.

Telephone Use
Students may use the seminary phones to make local calls that are of an important nature (five minute limit, please). Students must use their own calling cards if they make long-distance calls.

Transcripts Fee
Each academic transcript request of courses taken and grades received must be received by the Registrar in writing on the "Transcript Request Form" and accompanied with a payment of $10.00. Upon graduation, a student may request one free official transcript for their records.

Exams
Each student must be present and complete at the scheduled time all examinations unless previous arrangements have been made with the instructor. On occasion, the student may be required to secure a qualified Proctor to administer an exam or quiz.

Test Proctor Guidelines
External Studies and certain resident students who cannot take exams on campus may elect to acquire test proctors to administer and return their exams. Proctors are often teachers or administrators in an educational institution, workers in a university or college testing center, armed forces education officers, librarians, or pastors. A proctor may not be a family member, any person residing at the same address as the student or any student of VES, any person currently enrolled as a student of Veritas Evangelical Seminary, or any person who would personally benefit from the completion of the student's degree program (such as an employer). The person chosen to be a test proctor must agree to perform the following tasks: (1) Request and receive tests when requested by student via e–mail including the student's name, student number, course, and specific exam plus the proctor's name, address, phone number, and e–mail. (2) Receive and check all materials according to instructions in the test pack prior to administering the test. (3) Provide a quiet and private atmosphere for test administration (usually for three hours or less). If the student elects to take an exam electronically (if available) the proctor must provide a computer disconnected from the internet. (4) Guarantee the ethical conduct of the student during the test period as provided with the exam instructions. (5) Return the completed exam to Veritas Evangelical Seminary. (6) Keep a copy (electronic or paper) of the completed exam until the student has received the grade. Once a proctor is chosen he or she should be given the appropriate contact information to begin the exam process. External students will generally have their proctors contact the external studies office, while resident students (or external students taking resident courses / modules) will have to consult the course professor for exam instructions. By having a proctor contact the school, both the student and proctor are agreeing to the above guidelines.

Attendance
In order to attend class, students must be registered for their desired course. Students are expected to attend 100% of class session in person, unless he/she is taking the course through external studies. If the student will be absent on the Saturday of any given module course he/she may not enroll in that course unless arrangements are made to listen to recorded lecture. Visitors are welcome to attend one (1) class session after receiving permission from the instructor.

Add/Drop and Credit/Audit Changes
Changes to the student's class load or academic status must be documented in writing on the appropriate Add/Drop and Credit/Audit forms. If the change in class load occurs prior to the course starting use an Add/Drop form. If it occurs after the beginning of the course complete a Withdraw form with the instructor's signature. Courses may be added up to the second week of a semester course and the second class of a module course. All forms must be turned in to the Registrar. Forms are available at the Registrar's office.

Withdrawal Policy
Any student seeking to withdraw from a course by the end of the second class session will receive a Withdraw-Passing (WP) grade. Withdrawals after the second session will be at the discretion of the instructor as to Withdraw-Passing (WP) or Withdraw-Failing (WF), which will depend on the instructor's assessment of the student progress. Any withdrawal after the last day of class will be an automatic Withdraw-Failure (WF). Failure to complete assigned work for the course does not constitute a withdrawal. It is the student's responsibility to complete the appropriate forms which can be obtained from the Registrar's Office.

Incomplete Grade
An "Incomplete" (I) grade may be awarded by the instructor in the cases of serious illness but the Incomplete Grade form must be completed and submitted to the registrar prior to the end of the course term. Forms are available in the Registrar's office. An Incomplete (I) automatically becomes a failure 60 days after the course end date if the course requirements are not satisfied and the instructor assigns a new grade.

Only in extreme extenuating circumstances will this time period be extended. To extend this period the student must submit a request in writing with a written statement from the instructor approving such an extension. This extension must also be approved/declined by an officer of the Seminary.

Repeating Courses
No course may be taken for credit a second time if the student's previous grade was D– or better. One may repeat a course only if their previous grade was an "F" or "WF." All previously completed courses along with their grade points will be reflected on the student's transcript. All students may repeat a course under "audit" status at any time. All regular tuition and fees will apply to any repeated courses.

Academic Probation
Grade point averages that fall below 2.5 after nine (9) units of completed coursework will be placed on academic restriction the following enrollment period. This restriction allows the student to take no more than six (6) semester hours of course load. If the G.P.A. of 2.5 is not achieved while on restriction during the next enrollment period, the student will be placed on academic probation. If the student does not achieve at least a 2.5 G.P.A. the student may be suspended by the Academic Committee from the Seminary. The student may apply for re-admission after a period of four (4) consecutive months after suspension.

Academic Advising Program
Upon acceptance, each student is assigned an academic advisor. The Seminary offers academic advising and career counseling to students at initial enrollment and on an annual basis thereafter, at the beginning of each academic year. Walk-in advising is also available during normal business hours. Advising is tracked through Populi, our online Student Information and Learning Management System.

Academic advisors are members of the administrative staff or faculty who reach out to students to plan and support academic achievement. Special attention is focused on helping students get off to a solid start in their first semester and set a healthy pace which they can maintain until graduation in order to reach their life, ministry, and career goals. The Academic Dean is responsible for training academic advisors and directing the academic advising

program, and is assisted in this role by the Registrar.

Advisement sessions typically focus on the following kinds of questions:

- What is your prior academic preparation?
- What courses did you like and not like, or do best and worst in your previous studies?
- What do you anticipate will be the biggest challenges you will face in seminary?
- What GPA do you hope to attain by the end of your first year?
- Which program of study do you want to pursue and why?
- Do you know what you want to do for a career? How confident are you in that choice?
- What extracurricular or ministry activities do you want to be involved in while in seminary?
- Will you have to work during the academic year? If so, how many hours?
- How many hours per week are you available to focus on your studies?
- Based on your current financial situation, how many courses can you afford to take each year?
- Do you need any help understanding guidelines for writing academic papers and studying for exams?
- Is anything occurring in your life that may negatively affect your academics?

On an ongoing basis, academic advisors seek to identify and work with students who are struggling in their courses, having trouble balancing personal commitments and work demands with their studies, or are experiencing academic challenges due to a disability. Academic advisors also work with faculty to offer the support and resources needed to help these students get back on track.

Arranged Courses
Arranged courses are offered on an individual basis. All arranged courses must be approved by the Registrar, Academic Dean, and Professor. Students desiring to take an arranged course must fill out the "Arranged Course Registration Form" form available in the Registrar's Office or online. No student may take more than three (3) arranged courses in a semester unless approval is granted for special circumstances by the President. In order for a student to be eligible to take a class as an arranged course, the student must have taken at least one non–arranged courses at VES and the student must have a GPA of 3.0 or better. The assigned faculty member will provide a course syllabus and work with the student throughout a 15-week period.

Resident Student Taking External Course
An external study course for resident students fulfilling degree program requirements is available only when the course has not recently been offered or is not offered during the regular cycle of classes leading to graduation. Exceptions are made for scheduling conflicts with other required classes. A resident student may take no more than three external study courses leading to the master's degree, and no more than four external study courses leading to the M.Div.

Withdrawal from the Seminary
Students who wish to officially withdraw from the Seminary should inform the Registrar and refrain from enrolling in courses during the following six (6) months. Those who do not inform the Seminary of withdrawal become automatically inactive if they fail to enroll in courses over twelve (12) consecutive months. To re-enter the institution follow the directions given under "Re-Entering the Seminary" section.

Transfer Credit Policy
Veritas Evangelical Seminary reserves the right to evaluate each transfer student's proficiency and knowledge gained from postsecondary courses taken at other institutions. Veritas Evangelical Seminary reserves the right to evaluate the contents of the applicant's academic record and the educational institution where that record came when

considering the transfer credit equivalency of any particular course.

To initiate the transfer of credit the student is responsible for sending a written request along with the appropriate official transcripts to the Registrar for evaluation. Upon written request, the Registrar will evaluate the transcript and any other necessary documentation. Then the student will be informed of the credit that may be transferred. All course transfer credits are recorded on the student's permanent record after he or she is officially matriculated.

Students may transfer credits earned at other graduate schools, even if a previous graduate degree was awarded for these same credits. These transfer credits may be applied up to half of the degree program offered at Veritas Evangelical Seminary. The student must complete at least one-half of his/her degree program to be eligible for graduation at Veritas Evangelical Seminary.

To be eligible for credit transfer the courses in question must have received a grade of "C" or better in a subject appropriate to the VES course of study, and should have been awarded by an accredited institution or its equivalent. An approved school is one authorized by a state, federal, and/or recognized accrediting body. Credits completed at the undergraduate level are not eligible for transfer into graduate level programs. Some reasons for transfer credit refusal include, but are not limited to: a grade of "C-" or lower, course not awarded by an accredited institution or its equivalent, and the course is evaluated as inadequate to any particular VES course of study.

Upon a refusal of acceptance of transfer credits, the student may appeal the refusal. The student is responsible for sending a written appeal along with any other necessary documentation substantiating their appeal to the Academic Dean. The Academic Dean will review the appeal and re-evaluate the appealed course. Then the student will be notified of the outcome of the appeal. All successful appeals are recorded on the student's permanent record.

Students desiring to transfer from Veritas Evangelical Seminary to another postsecondary institution may request assistance from the Academic Advisor and/or the Registrar. It is the student's responsibility to request the Registrar to send their official transcripts to the desired postsecondary institution. Unofficial transcripts are available electronically for print on Populi, the VES online student database.

Graduation Requirements
All candidates for a residential or external studies degree at Veritas Evangelical Seminary must have completed the following requirements: 1) Successfully complete the entire course of study for a particular degree as set out in this catalog with a cumulative G.P.A. of 2.5 or better with specified time limits. 2) Complete all Church/Mission Experience requirements. 3) A successfully written and defended thesis (if submitted or where one is required). 4) Complete at least one half of the degree program with Veritas Evangelical Seminary. 5) Completely pay all tuitions, fees, and other financial obligations to the Seminary. 6) Maintain evidence of Christian character and moral living. 7) Successful recommendation for a degree by the faculty and/or the Academic Committee.

Students who depart from essential agreement with the VES doctrinal statement will not be recommended for graduation. In addition, if during the course of study any student departs from essential agreement with the doctrinal statement, this would constitute grounds for dismissal from VES.

Multiple Degree Policy
Any student who completes the Master of Arts in Theological Studies (M.A.T.S.) program at Veritas Evangelical Seminary and wishes to obtain a higher degree (M.A.B.S., M.A.C.A. or M.Div.) degree from VES may do so, but will be awarded only one degree upon successful completion of the higher degree requirements. If the student completes a two year degree and wishes to earn a second two year degree, up to half the degree program may be transferred in to the new degree program. After completing the second degree, the student will be awarded the new degree without forfeiting the former degree.

Timeframe for Degree Completion
Though degree programs may be completed in shorter amounts of time, based on only 9 units per fall and spring semester (i.e. 18 units per year), The Master of Arts in Theological Studies (M.A.T.S.) is a 24-month program which must be completed within five (5) years of the date of first enrollment. The Master of Arts in Christian Apologetics

(M.A.C.A.) is a 42-month program that must be completed within six (6) years of the date of first enrollment. The Master of Arts in Biblical Studies (M.A.B.S.) is a 42-month program that must be completed within six (6) years of the date of first enrollment. The Master of Divinity (M.Div.) is a 66-month program which must be completed within nine (9) years of the date of first enrollment. The certificate program timeframes are identical to the degree programs. If degrees are not completed in these time-frames, you may be asked to come under the current VES catalog requirements for graduation.

The external studies degree programs follow the following completion timeframes:

The Master of Arts in Theological Studies (M.A.T.S.) must be completed in six (6) years from the date of first enrollment. The Master of Arts in Christian Apologetics (M.A.C.A.) must be completed within eight (8) years from the date of first enrollment. The Master of Arts in Biblical Studies (M.A.B.S.) must be completed eight (8) years from the date of first enrollment. The Master of Divinity (M.Div.) must be completed within twelve (12) years from the date of first enrollment.

Academic Honors
There are differing levels of academic honor reflecting the student's grade point average. All G.P.A. scores are determined on April 1 immediately prior to graduation. The final grade will determine which mark will be recorded on the student's transcript. The following G.P.A. scores, which correspond to the student's honor, are as follows:

Summa Cum Laude requires a G.P.A. of 3.90 or better.
Magna Cum Laude requires a minimum G.P.A. of 3.75.
Cum Laude requires a minimum G.P.A. of 3.50.

Graduation Ceremony
All resident students who are currently enrolled for credit are required to attend graduation exercises at the assigned location. Graduation is held in the months of December and May.

Class Make-up in Case of Absence
Each student is responsible for his or her own class attendance, and regular attendance is expected. Each student is responsible for the material covered during scheduled classes. If a student misses class due to traffic, emergency, or illness, the student must contact the faculty member before the next class session. The student shall make-up the class by listening to the recording of relevant lectures. Unless approved by the professor of record, less than 100% attendance for any course is subject to grade reduction. Excessive absences may result in failure of the course.

Class Cancellation Policy
During inclement weather the President or Academic Dean may cancel or delay classes.
If cancellation is determined, a blurb will be posted on the Academic Calendar page next to the class listing on the seminary website.

Change of Academic Status
Students may change their academic status from credit to audit, or audit to credit by the end of the second-class meeting. To accomplish this, submit to the Registrar the Change of Academic Status form which may be obtained on the website or at the Admission Office.

Recording Lectures
Students must receive permission from the instructor before audio or video recording any class lecture.

Leave of Absence (LOA)
A degree-seeking student may request a leave of absence of up to one academic year from the approval of the LOA Form. The Withdrawal/Leave of Absence Request Form is available in the Office of the Registrar. This form must contain the reason(s) for requesting the leave and a reasonable time of return to academic studies at VES. It should be understood that an approved leave of absence will secure the student's standing in the program during that period of time only and does not constitute a waiver of the statute of limitations for completion of the degree. The leave of absence must be approved by the Registrar and the Academic Dean. An approved leave of absence can only defer the grace period of the repayment of financial aid loans for a maximum of 6 months, even if a leave of absence

longer than 6 months is approved. An approved LOA does not terminate any financial obligations previously made with Veritas Seminary (e.g. your Deferred Payment Agreement).

Military Mobilization
Students called up for active military duty may be able to obtain a refund of payments made to their account for the quarter during which they were chosen for active duty. The seminary will explore with the student different ways to complete the quarter courses through independent study or through other means. If a student is not able to complete the quarter, a written request for refund or reversal of charges with proof of summons for military duty should be submitted to the Business Office for action. Since a student's enrollment status is likely to be effected because of the length of their military duty, the seminary may extend the deadlines for completion of any academic program.

STUDENT COMPLAINT POLICY

Informal Complaints
The purpose of the informal complaint process is to encourage a student who has a complaint to speak directly with the seminary employee most responsible for the situation that is the cause of complaint. The student should do this in a timely manner (within 14 days) and it is the hope of VES that the problem may be solved with dialogue. A majority of issues are resolved at this stage with calm, rational dialogue and Christ-like demeanor. If the conversation does not bring a satisfactory response, or if it is not appropriate for the student to speak with the employee, the student should speak with the Dean of Students or the Academic Dean, who can assist them in presenting their informal complaint.

Formal Complaints
The purpose of filing a formal complaint is to allow both parties due process in resolving an issue that has not been settled informally. The Dean of Students or the Academic Dean Serve as the Student complaint officers for VES and will advise the student through the formal complaint process.

Writing the formal complaint letter
Formal complaints must be addressed in writing to the Dean of Students or the Academic Dean. It is advisable (although not required) for students to meet with one of the deans to discuss the matter prior to writing the letter. The written complaint must be clear and organized, explain the situation in detail and must be dated and signed. The dean will send a copy of the complaint letter to the person named in the complaint (the respondent) and the respondent's supervisor. The respondent is normally required to respond in writing to the dean about the student complaint within 10 working days of receiving the letter. After the dean receives the response from the respondent, a written decision from the dean will be sent to the student as well as the respondent. Both letters, and any other documentation, will be used in the decision-making process.

Meeting together to reach a solution
If the written response does not resolve the complaint, the Dean of Students or the Academic Sean can call the parties together for a conference where the two parties can talk face to face (or if this is not practical, over the phone) in an atmosphere of fairness and cooperative problem solving. This meeting will include the student, the respondent, the respondent's supervisor, and the dean. The student may bring an advocate if desired.

Appeals process
The student may request a meeting with the President, if the complaint is not resolved at the conference level. The president will be given a copy of all documentation related to the situation prior to the meeting. A written decision from the President's office normally will be rendered within 10 working days of the meeting and will be sent to the student. The decision of the President is final. It is important to note that the complaint policy is *only* for complaints not addressed by other stated policies. For information regarding issues or concerns that are not covered by this process (such as issues of sexual harassment, grade appeals, etc.) please refer to the VES Student Handbook.

Outside Assistance
Should a student need further assistance or clarification regarding a complaint, or should they need to inform the Transnational Association of Christian Colleges and Schools (TRACS), they may contact TRACS at: TRACS 15935

Forest Road Forest, VA 24551 Tel: (434) 525-9539 www.tracs.org.. VES ensures students that all staff and faculty members will fully cooperate with TRACS in the event of any complaint proceedings.

Student Life

Ministry Opportunities
Veritas Evangelical Seminary has implemented the Church/Mission Experience Program for residential and external studies students. The program provides field experience opportunities for students to practically use their education in service to Christ and His church.

Opportunities include:

- Personal involvement in church ministry (i.e. children's ministry, youth ministry, Bible study leader, ushering, maintenance etc.) for at least two hours per week for 15 weeks total.
- Participating in a mission trip domestic or international.
- Volunteering with a non-profit organization in their local area.

Students arrange their own church experience that must be overseen by a pastor, elder, mission supervisor, or staff member of the church mission staff. (For more details, see "Church and Missions Experience Requirements" on page 35 of the Academic Catalog)

Chapel Services
Each semester, VES Student Services provides residential students with the opportunity to attend a chapel service amongst their peers. The chapel service is held within each class every third week during the fall and spring semester. Students who attend are required to sign-in their names to the chapel roster as proof of their attendance.

Student Government Association (SGA)

The Student Government Association (SGA) elects officers who work closely with the Seminary Administration in matters of interest to students. The purpose of the Student Government Association is to provide opportunities for student self-governing. The S.G.A. is a voice for the student body in matters of concern to the seminary, and it provides opportunities to aid the administration wherever possible. The Cabinet of the SGA shall consist of: 1) President, 2) Vice President, and 3) The Secretary/Treasurer. These officials area elected each January. See the Student Handbook for the SGA Bylaws and Constitution.

Veritas Evangelical Seminary – Student Government

CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION
Article I. Name
The name of the association shall be the Student Government Association (SGA) of Veritas Evangelical Seminary.
Article II. Purpose
The purpose of this association shall be to encourage active cooperation in the work of self-governance and to ensure the representation of the views and perspectives of the student body in the governance of the seminary.
Article III. Membership
All graduate students of Veritas Evangelical Seminary are members of the SGA.
Article IV. Cabinet
SECTION 1. PURPOSE

1. To act as a direct link between students and the administration.
    a. To keep students informed as to seminary initiatives and administrative changes.
    b. To ensure that the administration and faculty are aware of student opinions, concerns, and suggestions.
2. To support events, groups, and individuals who are benefiting the Veritas Evangelical Seminary community.

SECTION 2. MEMBERS

The cabinet of the SGA shall consist of three members.

1. The president of the SGA, who shall serve as chair;
2. The vice-president of the SGA, who shall serve as vice-chair;
3. The secretary / treasurer of the SGA.

Article V. Committee on Elections and Appointments

SECTION 1. PURPOSE

1. To supervise student body elections.
2. Nominations and elections for all positions are held in January.

SECTION 2. MEMBERS

The Committee on Elections shall consist of:

1. President of the SGA (the chair);
2. Vice-President of the SGA (the vice-chair);
3. The Secretary / Treasurer of the SGA.

Article VI. Ratification

The ratification of the SGA constitution shall be by an affirmative vote of two-thirds of the seminary leadership comprised of the President, Dean, and the Director of Student Services.

Approved on December 20, 2012

BYLAWS TO THE VES
STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Article I. Cabinet

SECTION 1. MEMBERS

A. The president of the SGA;

1. The student shall be the president-elect and elected in the annual January election for a term of one year.
2. The term shall begin at the SGA meeting following the January election. It shall end at the SGA meeting following the regular January election the following academic year. The student shall be available for counsel to the successor for the remainder of the academic year.
3. The student shall sit on seminary committees at the discretion of the president of the seminary.
4. The student shall call, create an agenda for, and preside over all meetings of the cabinet. The agenda shall be distributed to all members of cabinet before the meeting.
5. The student shall be responsible for receiving petitions and requests from the student body and directing questions to the appropriate administrative body for action.
6. The student shall be responsible for maintaining regular communications between the administration and the student body.
7. At least once a semester, the student shall call for surveys from the student body.
8. The student shall meet with the president of the seminary, the dean of the seminary, and others as necessary.
9. In the event that the office of president is vacated, it shall be filled, for the remainder of the term, by the vice-president of the SGA.

B. The vice-president of the SGA;

1. The student shall be the vice-president-elect and elected in the annual January election for a term of one year.
2. The term shall begin at the SGA meeting following the regular January election. It shall end at the SGA meeting following the annual January election the following academic year. The student shall be available for counsel to the successor for the remainder of the academic year.
3. The student shall sit on seminary committees at the discretion of the president of the seminary.
4. The student shall be available to meet with the dean of student affairs or an alternate member of the administration designated by the dean of the seminary.

5. The student shall fill the office of president of the SGA if it is vacated.

C. The secretary / treasurer of the SGA;
   1. The student shall be elected in the annual January election for a term of one year.
   2. The term shall begin at the SGA meeting following the election. It shall end at the SGA meeting following the successor's election. The student shall be available for counsel to the successor for the remainder of the academic year.
   3. The student shall record minutes of cabinet meetings and shall publish reports based upon the minutes. These reports shall be distributed to the SGA and shall be available from the SGA.
   4. The student shall handle the correspondence of the cabinet.
   5. The student shall supervise operational finances of the SGA and prepare the budget for the following year.
   6. In the event that the office of secretary / treasurer of the cabinet is vacated, it shall be filled, for the remainder of the term, by a student, elected by a simple majority of the SGA.

SECTION 2. DUTIES AND POWERS

A. The cabinet shall meet regularly (minimally once per semester).
B. At cabinet meetings, all members shall have a vote.
C. A quorum shall consist of two-thirds of the voting members of the cabinet. A quorum must be present to conduct any vote.
D. All proceedings of the cabinet shall be confidential as deemed necessary.
E. All cabinet agendas must be presented to all members of the cabinet prior to all cabinet meetings. This will ensure that all members of the cabinet are aware of any proceedings so that they may request to be added to the agenda if necessary.
F. All cabinet minutes shall be distributed to all members of the cabinet.
G. A written report based upon the minutes must be produced and distributed to the SGA, and shall be available from the SGA.
H. The cabinet shall consider any question referred to it by the administration or members of the student body, and shall refer pertinent issues to the administration for policy resolution.
I. All people or groups requesting to be placed on the agenda must contact the chair at least forty-eight hours in advance.
J. The student shall serve for one year unless they are removed from office by the administration for moral failure or doctrinal issues as determined by the administration.
K. If necessary, the meetings will be conducted using Roberts Rules of Order. The public domain version of 1915 will be the standard.
L. The committee shall hold and supervise class elections.

CAMPUS POLICIES AND PROCEDURES

Animals

Under most circumstances, animals (except seeing-eye dogs) are not allowed in the seminary building. Any pet on seminary grounds must be licensed in accordance with ordinances of local city authorities.

Automobiles, Parking, and Traffic Rules and Regulations

All students accessing the campus by automobile must have a VES parking permit issued by VES Student Services. Students are advised to drive carefully on the seminary grounds. *Always use caution when driving in the parking areas.* If you see people who do not belong on the seminary property, please contact an administrator or faculty member. The following rules apply to all students:

1. Parking is allowed only within approved marked parking spaces (paralleled white lines).
2. Do not park on any grass areas, dirt areas, sidewalks, or roadways, in travel lanes or fire lanes, or blocking fire hydrants.

3. The seminary has reserved some areas for handicapped parking. Parking in these areas is allowed only with an official parking permit.
4. The speed limit on seminary property is 10 mph.

Handicap Provisions
The seminary main campus provides ample handicap parking throughout the facility as well as elevators and ramps for wheelchair access. All buildings on the main campus are handicap accessible. This would include full handicap access to the library, administrative offices, computer lab, auditorium/sanctuary, and classrooms. Should a student have any questions regarding handicap access on the VES campus, please contact the VES Student Services Department directly.

Medical Needs
All VES students are responsible to have health insurance while attending the Seminary. The Institution cannot assume the financial responsibility for hospitalization and medical expenses for students.

Policy on HIV
Persons with HIV infection shall be accorded the same treatment as other students, except to the extent different treatment is required when a direct threat to the health or safety exists to the person or others as provided for in the Americans with Disabilities Act. Confidentiality of all student records shall be maintained in compliance with all applicable law, including the Family Education Rights and Privacy Act of 1997 and the Americans with Disabilities Act of 1990.

Dress Code
Students may dress casually, comfortably, and modestly. Students should keep in mind that they are enrolled in a Christian institution and that they are preparing for ministry. In accordance with health and safety requirements, shoes must be worn in all areas of the building.

Food and Drink
Food and beverages may be consumed outdoors or in designated eating areas. Water may be consumed in the classroom.

Personal Property
The seminary makes every effort to protect the personal property of students and guests, but does not hold itself responsible for damages to automobiles or other personal property.

Poster and Sign Policy
Posters and signs must bear the name of the sponsoring organization or department and must have the permission of the Business Office before posting.

FINANCIAL MATTERS

Tuition and Fees
The registration of a student assumes a definite obligation between the student and the seminary. It is an agreement by the student to fulfill all financial obligations stated in this catalog. Unpaid student accounts may delay or postpone graduation, the issuance of course credit and transcripts, and the student will not be permitted to take the final examination of any courses taken during the term. The following tuition fee schedule reflects current levels.

Tuition for resident graduate credit is $260.00 per credit hour ($780.00 per course).
Tuition for external studies courses is $260.00 per credit hour ($780.00 per course).
Tuition for certificate credit is $260.00 per credit hour ($780.00 per course).
Tuition for audit courses are $200.00 per course.
Tuition for research and skills courses are $50.00 per course.

Spousal Tuition Waiver
We encourage and invite student spouses to join their partners in the classroom as co-learners. With the permission of the

instructor, the spouse of a matriculated student may sit-in on many of the classes offered at VES.

If spouses of VES students wish to register for graduate or certificate credit courses, they may do so at a 50% tuition discount. Each spouse may attend the identical number of courses the VES student has attended (or is currently attending) at the discounted tuition rate. The tuition discount does not apply to administrative and registration fees. If your spouse does not wish to earn academic credit they may sit-in on all courses the student spouse is attending for credit at no charge. All other fees and policies remain the same.

Institutional Tuition Waiver Policy

VES waivers are limited to the availability of funds and will be awarded annually to any student based on moral/spiritual character, financial need, ministry, and GPA. Waivers are valid for one calendar year (January through December, expiring on December 31 of each year. Each year the student must reapply for benefits. If approved, the student must complete at least 12 units per year to retain waiver benefits. Mandatory enrollments are prorated based on the time of year your waiver application is submitted. In addition, Satisfactory Academic Progress (SAP) must be maintained in order to retain benefits. If the student's GPA falls below 3.0 during a calendar year, all waiver/scholarship benefits will be forfeited at the beginning of the following year. The following policies and procedures are in place to ensure fair, accurate and timely distribution of funds and waivers:

Checks and Balances: The Financial Aid Committee will be established to authorization the distribution of waivers/funds to qualified students. The authorizer (Financial Aid Committee) shall not be of the same office as the disburser of funds. This authorizing Financial Aid Committee shall be comprised of the President and the Academic Dean, and the Disburser shall be a designated member of the Business/Accounting Office.

Office Procedure: The student shall complete and submit a Scholarship Application Form to the Business Office for consideration. The Business Office will forward the application to the Financial Aid Committee for evaluation and authorization. The Committee's decision shall not be longer than three (3) weeks from the time of submittal. The Financial Aid Committee will vote to approve or deny the application. This decision will be forwarded to the Registrar and a copy of award will be placed in the students file.

The Registrar will then notify the student of the Committee's decision and amount of award (usually listed as a percent of tuition waived, e.g 30%, or in the case of funds being authorized it will be listed as a dollar figure, e.g. $2000) in writing, this letter will also be placed in the student's file. The student may receive the award when he/she enrolls in a respective course(s).

The Registrar will note the amount of award applied to the tuition on the enrollment form which is then forwarded to the Business Office for processing. The Financial Aid Committee will forward a second copy of the award to the Business Office to be recorded for budget tracking purposes and confirmation of the Registrar's data recorded on the student's enrollment form.

Priority of Disbursement: All awarded waivers shall be credited to student tuition at the time of enrollment in a timely manner to ensure that the student will have immediate access to credit awarded for immediate use. Waivers do not need to be repaid by the student.

Student Application Process: Veritas Evangelical Seminary does not accept federal student loans or other federal aid programs. VES operates on a no-debt policy and encourages students to approach their tuition in like manner. Inquire at the Business Office for availability of VES institutional scholarships/waivers. They are available to degree/certificate students who have usually completed a minimum of nine (9) graduate units of coursework with a G.P.A. of 3.0 or better, ministry worker, missionary, or who have current financial hardship. Scholarship/waiver applications may be requested from the Business Office and returned to the Financial Aid Committee (at the Business Office) for evaluation. Each scholarship award is based on financial need, Christian character, G.P.A., ministry involvement, and academic status. Awards are distributed prior to the registration period. Students who receive tuition waivers and scholarships shall not be required to repay the funds or its value to the institution. All Financial Aid Committee decisions are final. VES scholarships and waivers do not have to be repaid by the student. Award recipients whose semester GPA falls below 3.0 in a calendar year (January—December) or do not complete at least 4 courses per year are considered lacking Satisfactory Academic Progress, meaning the award may be revoked.

Title IV Federal Financial Aid

VES is currently making application to participate in Title IV federal financial aid. Once approval is granted, students may inquire into aid and appropriate forms through the designated VES Financial Aid Director. VES Students who are already receiving VES tuition assistance may apply for federal financial aid, however, once federal

aid is received by the student all former VES tuition waivers assistance will be terminated. Students may not receive VES tuition assistance and Title IV federal aid simultaneously.

VES Tuition Waiver Award Schedule
Pastors/Full-time Missionary/Full-time Ministry Workers/Veterans – 30% Flat Waiver
Part-time Ministry Workers – 10% Flat Waiver
Non-ministry Need Based – Up to 30% Tuition Waiver

Veterans Benefits
Though Veritas Evangelical Seminary programs are currently not approved for government issued VA benefits, the Seminary will work toward approval immediately after receiving California State authorization and accreditation of VES graduate programs. A Veteran, or one who is entitled to the G.I. Bill (educational benefits) or any other educational assistance are encouraged to apply for VES Veteran's Tuition Scholarships at any time. The tuition award would cover up to a maximum of 30% of your tuition costs and is based on the same criteria listed above. This program may be discontinued at any time due to VES policy and financial changes.

Application Fee
A non-refundable $30.00 application for admission fee is required with each application submitted.

Registration Fee
In addition to tuition, each resident and external studies course will be assessed a non-refundable $15.00 registration fee.

Technology Fee
In addition to tuition, all external studies courses are assessed a $30.00 non-refundable technology/administrative fee per course.

Annual Administrative Fee
In addition to the tuition and registration fee, there will be assessed a $50.00 administrative fee. This fee will be charged to the student once per year upon their first registration of the year.

Church and Mission Experience
For each required church and mission experience completed the fee is $50. This non-refundable fee must be submitted with your completed service log sheets and supervisor evaluation form. (See Academic Catalog for procedures and forms).

Graduation Fee
A graduation fee of $100.00 is required for all students submitting the required Candidacy for Degree form to graduate in residence and $50.00 to graduate in absentia. Students may not be considered a candidate for graduation without a completed form submitted no later than January in the year of graduation.

Refund Policy
The following refund policy is for those who *officially* drop graduate courses. Failure to attend class does not constitute a withdrawal from a course. Courses are officially dropped when the student completes an Add/Drop form and is signed by the instructor and submitted to the Registrar's office. Please allow two weeks for the refund to be processed. The following refund schedule reflects current VES policy.

Module Tuition Refund Schedule
Courses dropped by the end of the first class session—100% refund
Courses dropped by the end of the second class session—50% refund
Courses dropped after the second class session—no refund

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Semester Tuition Refund Schedule
Courses dropped by the end of the second week—100% refund
Courses dropped before the end of the fourth week—50% refund
Courses dropped after the end of the fourth week—no refund
External Studies Refund Schedule
Courses dropped by the end of the first week—100% refund
Courses dropped before the end of the second week—50% refund
Courses dropped after the end of the second week—no refund
There is no refund for arranged courses

Regarding the Student Handbook
While every effort is made to ensure the accuracy of the information in this publication, the seminary has the right to make changes at any time without prior notice. It is the seminary's expectation that students will follow school policies and procedures as presented in the Academic Catalog and the Student Handbook. The student assumes personal responsibility for fulfilling their course of study and completing the graduation requirements of Veritas Evangelical Seminary. Those students receiving financial aid also assume personal responsibility to abide by any federal financial aid policies. A student's ignorance of a policy that appears in any seminary published document, particularly the Academic Catalog or Student Handbook, is not a valid reason for granting an exception to any policy. Inquiries regarding the Student Handbook should be addressed to: Veritas Evangelical Seminary, 3000 W. MacArthur Blvd., Logos Building, Suite 220, Santa Ana, CA, 92845.

ACCREDITATION

Veritas Evangelical Seminary is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: 434.525.9539; e-mail:info@tracs.org] having been awarded Candidate status as a Category III institution by TRACS' Accreditation Commission on April 3, 2012; this status is effective for a period of five years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Net-work for Quality Assurance Agencies in Higher Education (INQAAHE).

AUTHORIZATION

On September 14, 2010 VES received a formal letter of exemption from the Bureau for Private Postsecondary Education (BPPE) under the Education code Section 94874(e) for nonprofit religious corporations. This exemption will continue until such time as there is a change to the organization of the Institution, Institution's offerings or degree or diploma awarded, or any other factor, that would render the Institution ineligible for an exemption under the CEC Section 94874(e).

VES STUDENT FAQ

How do I find out what classes on-campus and external studies are available? On the VES website under the "Academic" menu there is an "Academic Calendar" link that lists upcoming on-campus courses for the year. The available External Studies courses can be viewed under the "External Studies" menu where there is a "Register for Correspondence Courses" link describing the courses. This course listing is identical to the courses offered through

external studies through pre-recorded streaming video.

What are Module courses and when can I register? Though most of our courses are 15-week semester courses that meet in the evening from 6:30pm to 9:30pm in the fall and spring terms, we also have intensive module course offerings during the summer and winter breaks. Module courses are intensive one-week courses. A Module class meets for only one week, Monday through Friday from 6:00pm to 10:30pm on campus, and on Saturday meets from 9:00am to 5:30pm. After this one-week in-class portion is complete, you then have 14 additional weeks to complete all exams and assignment as well as interact with your professor. You can register for a course at any time either through our website or calling the Seminary, though we prefer your register at least one week prior to the class start date.

Is there a required order for taking classes? No, but there are three exceptions. First, biblical language courses must be taken in order. For example, Biblical Greek I must be completed prior to enrolling for Biblical Greek II. Second, *RW499 Research Methods and Technology* Skills is required as your first seminary course so you can be familiarized with how to do theological research. Third, though you may begin researching for your thesis at any time during your program, you may submit your thesis at the beginning of your final semester prior to graduation. You can identify which courses you need in order to complete your degree/certificate program using the *VES Graduation Worksheet* located under the "Information" menu on the VES website, then select "Forms" to obtain the worksheet.

When is all coursework due? Course work is due by the dates assignments are due as stated in your syllabus. All coursework must be postmarked on or prior to the published course due date. All external and residential studies courses will have 15-weeks to be completed. All coursework must be received (or postmarked) by VES on or prior to the published due date.

How do I register for my on-campus and external correspondence courses?
To register for an on-campus course, go to the "Academics" menu, then click the "Academic Calendar", select the "Register for Main Campus Courses" link at the top of the page.
To register for a correspondence course go the "External Studies" menu, then select "Register for Distance Education Courses" link.

Can I take a combination of on-campus and external courses? Yes, all students may take a combination of external and residential courses. However, students residing within 50 miles of the Main campus are limited in the amount of external courses that can be taken. External students may take as many residential courses as they wish.

Can I transfer previous coursework into VES? Yes, all graduate level (Masters degree) coursework may be evaluated by the VES Registrar for transfer into your VES degree program. VES may accept up to half of the VES degree program in credits earned from other accredited schools (or equivalent). For example, the VES M.Div. program consists of 93 units, you may transfer in up to 46.5 units of course credit.

What books do I need? The *Academic Calendar* on the VES web site lists the required books for each on- campus course. Each correspondence course has the required books listed along with the course name at the "Register for Distance Education Courses" link.

Where do I get my books? Though each on-campus student is responsible for obtaining and purchasing their own textbooks (not from VES), most correspondence students may purchase their books through VES or through other retailers such as:

www.Amazon.com
www.ArchivesBookshop.com
www.AbeBooks.com
www.BookFinder.com
www.Cbd.com
www.TheChapelStore.com
www.Internationallegacy.org

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How long do I have to complete a degree? The timeframes differ for each degree program. Each of these timeframes are covered in the VES Catalog under *Timeframe for Degree/Certificate Completion.*

How many courses should I enroll in at one time? It is up to you! VES courses are offered through 15-week traditional semester course system. Each course meets for 3 hours in the evening (6:30pm – 9:30pm) once per week, totaling 45 hours of in-class instruction. In addition, VES offers one-week intensive modular courses in the winter and summer breaks that meet Monday through Friday from 6:00pm to 10:30pm, and Saturday from 9:00am to 5:30pm, for approximately 32 hours of in-class instruction. A full-time graduate load is 9+ semester hours per term.

Where can I find guidance on writing research papers? All thesis and research papers must be written in the latest edition of Turabian style/format. For assistance with this style format you can read the latest edition of Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations* and/or download the "VES Turabian Helper" located under the "Information" menu, then select "Forms" to access the link. In addition, the *RW499 Research Methods and Technology Skills* course will familiarize you to research, use various technological research tools, and familiarize you on how to write a research paper. If you still have questions, you may contact your Academic Student Advisor-Counselor (see contacts below)

What's available in our Library for research? The searchable VES/CCBC library offers over 20,000 physical books that you can check out and nearly 80,000+ electronic sources (i.e. full-text books and journals, DVDs, MP3s, Video lectures, etc) and research databases (e.g. EBSCO Host, ProQuest, BAS Archives, etc) on *The William E. Nix Electronic Library* (TWENEL). TWENEL can be accessed from the VES library web page with a user name and password. In addition, electronic research tools (e.g. Logos software) and computer workstations are available to students.

What if I need help finding housing or with career opportunities? Student Services can assist you in these areas. Long-term housing options are kept on file with the Student Services Director. In addition, third parties occasionally send ministry and non-ministry related job opportunities to VES. When we receive them we usually send these opportunities to students by email.

Is there an affordable way to purchase Bible software? Yes, Logos Bible Software has arranged for VES students to receive a 30% discount on all Logos software and additions. These may be purchased from Logos via our school account.

Who can I talk to for help? Though the entire VES administration and staff can assist you in whatever your need may be, your Academic Student Advisor/Counselor would be the most appropriate person to contact (see contact information below).

VES Administration Contacts	
President **714.966.8500**	**Joseph M. Holden** **info@ves.edu**
Academic Dean **714.966.8500**	**Joel L. Wingo** **jwingo@ves.edu**
Chancellor **714.966.8500**	**Norman L. Geisler** **info@ves.edu**
Business Manager / Director of Student/Alumni Affairs **714.966.8500**	**Deborah DeLargy** **ddelargy@ves.edu**
IT Manager / Webmaster **714.966.8500 / 209.601.8684**	**Daniel Montoya** **dmontoya@ves.edu**
Library Director **714.966.8500**	**Joseph McElroy / Anna McElroy** **info@ves.edu**
Director of External Studies Program **714.966.8500 / 803.207.2670**	**Scott Matscherz** **info@ves.edu**
Registrar / Admissions Coordinator **714.966.8500**	**Vanessa Acosta** **vacosta@ves.edu**
Asst. Registrar / Asst. Director of External Studies **714.966.8500**	**Wendy Bonilla** **wbonilla@ves.edu**
Director of Master of Arts in Theological Studies **714.966.8500**	**William E. Nix** **info@ves.edu**
Director of Master of Divinity **714.966.8500**	**David Miller** **dmiller@ves.edu**
Director of Master of Arts in Christian Apologetics **714.966.8500**	**Mark Hanna** **info@ves.edu**
Accounting Manager **714.966.8500**	**Stacy Merrill** **smerrill@ves.edu**
Director of Master of Arts in Biblical Studies **714.966.8500 / 888.JOHN.1717**	**Forrest Weiland** **info@ves.edu**
Director of Institutional Effectiveness / Academic Advisor **714.966.8500**	**Frank Correa** **fcorrea@ves.edu**

2016-2017 STUDENT HANDBOOK AGREEMENT STATEMENT

THIS STATEMENT MUST BE SIGNED
BEFORE BEING ADMITTED TO THE SEMINARY

Please sign and copy this form. Mail, scan, or fax to:

Prior to June 2016:
Veritas Evangelical Seminary, 3000 W. MacArthur Blvd, Logos Building, Suite 220, Santa Ana, CA 92704
P: 714.966.8500 / F: 714.966.8510

I have read, understand, and will abide by all the rules, regulations, policies, procedures and doctrinal statement as published in the most recent edition of the Veritas Evangelical Seminary Student Handbook including the "Code of Conduct." Departure from these codes and doctrines constitute grounds for disciplinary action and/or dismissal from Veritas Evangelical Seminary.

Signature:_____ Date:_____

Print Name: _____

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