

2014

SOUTHERN SEMINARY BOYCE COLLEGE

STUDENT HANDBOOK



THE
SOUTHERN BAPTIST
THEOLOGICAL SEMINARY



BOYCE
THE COLLEGE *at* SOUTHERN

SBTS MISSION STATEMENT

Under the lordship of Jesus Christ, the mission of The Southern Baptist Theological Seminary is to be totally committed to the Bible as the Word of God, to the Great Commission as our mandate, and to be a servant of the churches of the Southern Baptist Convention by training, educating, and preparing ministers of the gospel for more faithful service.

The Handbook is prepared by the Office of Student Life, and is edited by the Dean of Students. The contents offer a guide to student life at The Southern Baptist Theological Seminary. Each student is responsible for reading the material and abiding by all seminary policies and regulations. The most current version online is always operative.

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SOUTHERN SEMINARY COMMUNITY STANDARDS

The Southern Baptist Theological Seminary cultivates and promotes an atmosphere for intellectual, emotional, social, moral and spiritual growth, removing hindrances to such growth. We are committed to developing virtues exhorted in the Word of God, while avoiding attitudes and actions that His Word condemns as sinful.

Proper Christian character and behavior is founded on the responsibility to love God wholly and to love one's neighbor as oneself. Virtues include love, kindness, faithfulness, prayerfulness, forgiveness, truthfulness, patience, humility, and modesty. The character and life decisions of all community members should demonstrate integrity appropriate to Christian service that glorifies God—choices of appearance and entertainment, food and beverages, etc. Some actions and attitudes are incompatible with our commitment to God's Word, and cannot be permitted.

- All students must participate actively in a local congregation through full membership or watch-care status. Watch-care status in a local church is acceptable when supported by both the home and local church.
- Resolution and reconciliation is best accomplished in Christian love with candid communication (Matthew 18). If intractable, Christian mediation should be sought apart from secular litigation (1 Corinthians 6). Students should seek resolution through the grievance process within institutional channels, apart from the public view.
- Sexual misconduct violates the image of God and the sanctity of the marriage covenant. Unacceptable violations of sexual purity include but are not limited to harassment or assault, homosexual or premarital sexual activity, the use of pornography, and marital infidelity.
- Abstinence from alcoholic beverages, intoxicants such as marijuana, and illegal substances is always required, regardless of personal conviction or ecclesiastic tradition. The abuse of any substance is not acceptable.
- Academic dishonesty violates the integrity of Kingdom work and witness. The standard for

academic integrity is violated by cheating, plagiarism or the misappropriation of library materials.

- Respect for persons is expected of community members, and is incompatible with lying, gossiping, profanity, slander, hateful actions or any threats to personal safety, including hazing, stalking or any kind of harassment.
- Biblical stewardship of property and resources is expected. Respect for private and public property precludes theft or vandalism. Financial malfeasance cannot be tolerated, such as neglect of economic obligations or gambling.
- Activity that violates federal, state or local laws is unacceptable in accordance with instruction for obedience to governing authorities (Rom 13, 1 Pet 2).

Disciplinary procedures are characterized by Christian love, for the purpose of redemption and wholeness. The policy for redressing grievances prescribes steps to instruct, influence, discipline or dismiss those who disregard the community standard.

Community standards pertain to all who are associated with The Southern Baptist Theological Seminary. Members of the community include the administration, faculty and staff, the student body and their immediate family, corresponding participants in Extension Centers, plus campus guests.

CONSCIENCE & CONDUCT

Admission & Student Status

Student status is subject to review at any time. A member of the faculty, staff or student body may request a review by the Office of the Dean of Students if a student demonstrates the inability to live in harmony within the community, or if characteristics presumed present for admission are lacking, such as moral character, relational skills, potential for effective ministry, and appropriate church involvement.

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

Alcohol & Drugs

In accordance with the irreproachable standards of moral conduct as well as denominational expectations for all members of the seminary community, the use of alcoholic beverages, intoxicants such as marijuana, and illicit/illegal drugs are prohibited. Compliance with abstinence from alcoholic beverages and drug abuse does not apply to worship communion, appropriate prescribed medications, etc.

Church Membership & Chapel

All students are expected to participate actively and regularly in a local congregation. If membership elsewhere is justified, watchcare status in a local church is an acceptable alternative when supported by both the home and local church. This policy complies with the Southern Baptist Convention mandate for denominational standing.

The seminary community gathers to worship in Alumni Chapel on Tuesday and Thursday at ten o'clock, and all offices close. Boyce College conducts periodic chapels monthly, as well as weekly Dorm Meetings.

Decorum & Dress

Dignity and warmth are expected in every venue of seminary life, marked by mutual respect and cheerful courtesy. Appearance and attire, whether seasonal or semi-formal, must be modest everywhere on campus. Jewelry for facial piercing may be worn in the ears of women only.

Divorce & Marital Relationships

Students should model biblical marriage in public and private. Students are responsible for notifying the Dean of Students if their marital status has changed due to separation, divorce, remarriage or any legal proceedings. Students who divorce must withdraw completely from all programs and campus for a minimum of two consecutive semesters before an application for readmission can be considered.

Sexuality and Gender Identity

Southern Seminary's code of conduct regarding sexuality and gender identity is grounded in our longstanding institutional religious identity and is explained in the official "SBTS Policy on Sex, Sexuality, and Gender Identity." In employment and in student life, we regard sex at birth as the identification of the given biological sex of each member of our constituency. Any blurring of the

boundary between maleness and femaleness, such as identifying oneself as a transvestite, transsexual, or transgendered, is contrary to biblical standards. We must view the actions or intentions of those seeking fundamental changes of any kind from one's sex at birth as a rejection of the biblical and theological understandings to which Southern Seminary is committed, and hence as grounds for removal from consideration for employment for an employment applicant and/or from consideration for enrollment for a student applicant, and as grounds for termination of employment for a current employee (faculty or staff) and/or termination of enrollment of a current student. The same is true for persistent or exaggerated examples of cross-dressing, or other expressions or actions that are deliberately discordant with birth sex. All students and employees are responsible for notifying the seminary of any violation of this policy, past or present. Decisions will be handled on a case-by-case basis in a pastorally sensitive manner.

Electronic Mail (E-mail) Policy

Electronic mail (e-mail) is the primary means of communication about classes, registration, activities and campus functions, facilitating the exchange of information in support of and consistent with the mission of SBTS. All students are expected to check e-mails regularly.

Users are responsible for all usage of e-mail service and for maintaining the confidentiality of the user name and password, as well as the content of all transmissions. Users agree to indemnify and hold SBTS harmless for any loss or damage arising from the content of any message. Users must supervise minors, persons under 18 years of age, who utilize seminary e-mail. This service cannot be used to gain unauthorized access to any other attached network or system. Since senders are accountable for the contents of communication through institutional email, this service must be used in an appropriate and ethical manner, not to transmit or distribute communications designed to annoy, offend or harass others. The misuse of electronic mail may result in loss of privileges, disciplinary sanction or legal action.

Firearms Policy

Seminary policy strictly prohibits the possession or use of firearms or other weapons by any persons on the campus of The Southern Baptist Theological Seminary.

Definitions:**Firearms**

Any device that shoots a bullet, pellet, flare, tranquilizer, spear dart or other projectile, whether loaded or unloaded, including those powered by CO2. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, shot guns, cannons, etc., and any ammunition for any such device.

Weapons

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

Explosives

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

Students, faculty and staff are not allowed to carry and/or possess weapons at any time while in seminary buildings or property, whether or not licensed to do so.

Students, faculty and staff are also prohibited from carrying and/or possessing weapons at any time while working or attending seminary or seminary-related events, whether or not on seminary property.

The seminary also prohibits campus visitors from carrying and/or possessing weapons on seminary property or attending seminary-related, non-hunting activities. Non-employees include, but are not limited to, vendors, visitors, customers and potential customers of the university, excluding law enforcement officers.

Kentucky Revised Statutes (KRS) 237.115 allows the seminary to limit/prohibit the possession of any firearm or weapon. This includes, but is not limited to, KRS 527:020 that pertains to "carrying concealed deadly weapon".

Reports of any violation shall be made to the Chief of Campus Police or any "on-duty" officer.

The Chief of Campus Police can approve exceptions after a written request is made. The chief will then make a recommendation for final approval by the Sr. Vice President of Institutional Administration. These exceptions will be made on a case by case basis. Examples of exceptions may include, those in the military, persons possessing firearms due to employment, etc.

Grievance Procedure

A grievance is defined as a behavior or attitude perceived to be erroneous or unfair, including ridicule, inappropriate embarrassment, or work evaluation. Resolution and reconciliation is best accomplished in Christian love with direct and candid communication (Matthew 18). If intractable, Christian mediation should be sought apart from secular litigation (1 Corinthians 6). If initial efforts are not satisfactory, and if the issues are separate from institutional policies for employees, students may follow the grievance policy to seek resolution with faculty or staff members as well as fellow students.

Section I - General Policy

- Within two weeks of the incident, the aggrieved person presents to the person(s) in question a written statement that delineates relevant facts (sequence, circumstances, individual(s), summarizes remedial efforts, and specifies an appropriate resolution.
- The recipient should respond in writing within two weeks of receipt with options for resolution. If these are unsatisfactory to the aggrieved person, a written appeal may be filed (including the initial grievance and response) to the supervising dean or administrator within one week of the response.
- The supervising dean or administrator investigates and makes a final decision in writing within ten working days of receipt. This decision may be appealed to the supervising vice president, whose decision is final.

Note: Any exceptions to this general policy are delineated below

Section II – For Grievances of Academic Issues Related to Grades and Course Information

The seminary specifically assigns to the individual faculty member responsibility for establishing grade criteria and the subsequent assignment of grades upon evaluation of student work. (Matters related to drop and add or absences are dealt with by petition through the Registrar's Office.) Approximately three weeks after the close of each semester, the student can view his or her grades for courses taken during that semester via Moodle. If a student feels that he or she has been assigned an incorrect grade for a course, the following procedure should be followed:

- An appointment should be scheduled with the professor as soon as possible after receipt of the official grade from Academic Records. When making the appointment, the student should indicate that the purpose of the meeting is to review the grade that has been received.
- This consultation with the professor regarding the grade must take place within 30 days of the issuance of the official grade. When the professor is not available, the student should consult with the dean of the school in which the course was taught (for master's work) or the chairman of the appropriate doctoral studies committee for an extension of time or for other instructions.
- If the consultation with the professor results in a change of the previously assigned grade, the professor will complete a change of grade form with Academic Records.
- If the consultation with the professor does not result in a change of the previously assigned grade, and the student still feels compelled to contest the grade, the student should complete, sign, and deliver the Student Grievance form to the Dean's Office.
- The Dean's Office will forward the form to a Grievance Committee comprised of persons appointed by the dean. The student may recommend to the dean a seminary student or faculty member to serve on the committee.
- A member of the Grievance Committee will meet with the student and professor(s) involved and attempt to establish a resolution to the grievance.

- The Grievance Committee will meet with the student and professor(s) involved and attempt to establish a resolution to the grievance.

- If the issue cannot be resolved by the Grievance Committee, then that committee will forward the matter (with documentation) to the dean of the school.

- The dean of the school will meet with the student and the applicable professor(s) and make a final decision with regard to the school.

- The administrative assistant or secretary to the dean of the school will file a record of the transactions and information developed.

- In the event that the student files a grievance with the Academic Council—comprised of the deans of the individual schools, the Vice President for Academic Services, and the Dean of Students—after the process described above, the report of the Grievance Committee and final disposition by the dean of the school will be the only official documents provided to the Academic Council. The decision of the Academic Council is final.

Section III – For Grievances of Administrative Issues Related to Faculty Conduct, Performance, Attitude, and Course Content

- The student completes, signs, and delivers the Student Grievance form to the Dean's Office.

- If the issue cannot be resolved by the student, faculty member, and dean, the matter may be taken to the Senior Vice President for Academic Administration and the Senior Vice President for Institutional Administration.

- The administrative assistant to the dean of the school will file a record of the transactions and information developed. If the matter cannot be resolved by the student, faculty member, dean, Senior Vice President for Institutional Administration, and the Senior Vice President for Academic Administration, the matter may be taken to the President.

Section IV – For Grievances of Administrative Issues Related to Support Services

- The student completes, signs, and delivers the Student Grievance form to the Dean's Office.

- The administrative assistant or secretary will forward the form to a Grievance Committee

comprised of persons appointed by the dean. The student may recommend to the dean a seminary student or faculty member to serve on the committee.

- A member of the Grievance Committee will meet with the student and professor(s) or administrator(s) involved and attempt to establish a resolution to the grievance.
- The Grievance Committee will meet with the student and professor(s) involved and attempt to establish a resolution to the grievance.
- If the issue cannot be resolved by the Grievance Committee, then they will forward to the vice president for the division a recommendation for resolution.
- The vice president will meet with the student and the applicable professor(s) or administrator(s) and make a final decision with regard to the division.
- The administrative associate to the appropriate vice president will file a record of the transactions and information developed.
- In the event the student files a grievance with the Executive Cabinet after the process described above, the report of the Grievance Committee and the vice president's final disposition will be the only official documents provided the Executive Cabinet. The decision of the Executive Cabinet is final.

Section V - For Grievances Related to Accrediting Standards

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

Note: Policies concerning sexual harassment are governed by a separate policy. (See page 9.)

Hazardous Materials

This policy does not replace or conflict with any federal, state or local law or ordinance pertaining to

employee labor laws through OSHA or the Kentucky Labor cabinet, but provides guidelines for persons who live, reside in or occupy any dorm, residential hall or other building owned and/or controlled by the seminary. **The term, "hazardous materials,"** refer to any substance or material that is capable of posing an unreasonable risk to health or safety when transported, stored or illegally possessed. Included are waste, pollutants, petroleum products and any other elevated temperature material deemed to be hazardous. At no time may hazardous materials (including charcoal lighter fluid and auto oil or fuel) be taken into or stored in any housing unit without proper authority.

Though not all-inclusive, the following list identifies a few of the prohibited materials or substances that a reasonable person should not possess on seminary property—explosives; poisonous gas; flammable liquids or solids; oxidizers; corrosives; infectious substances; spontaneously combustible liquids, substances or solids. This policy does not inhibit the use of materials legally needed by employees for their work tasks, in which all hazardous materials are stored, controlled and used in accordance with OSHA, state, federal and local laws. The Chief of Campus Police must approve the use of all hazardous materials.

Litigation & Criminal Charges

The seminary and college do not allow student status for anyone who must comply with court-ordered probation for felony conviction or must register as a sex offender. Current students who are charged in federal, state or civil court must report this immediately to the Dean of Students and withdraw until matters are resolved.

Faculty and staff cannot become participants or advocates on behalf of other members within the community who are engaged in civil or legal matters in which the institution is not a participant. If legal action is initiated against the institution, so that litigation is filed or pending, the student must withdraw immediately from all institutional programs, including housing and employment on campus.

Applicants are required to disclose any moral or legal factor that could impede their effectiveness and faithfulness in ministry.

Applicants who have fulfilled previous legal sanctions for criminal charges or immoral conduct

must have already completed two years of supervision on site with a local church. Applicants and students alike are not eligible for active status while listed in state registries for sexual offenders or while serving court-ordered sanctions, such as incarceration or probation.

Plagiarism & Telecommunications

Plagiarism is the use or theft of intellectual property without attribution, both a moral and educational transgression. Students are required to affirm academic integrity in writing when submitting all course work: *On my honor, I have neither given nor taken improper assistance in completing this assignment.* (See Appendix.) Appropriate and ethical behavior honors the software licensing agreements and copyright law; respects confidentiality and/or privacy of data; uses telecommunication and computing resources without offending, annoying or harassing others. Students and employees are accountable for their use of all computing and telecommunications resources. Misuse may result in legal or disciplinary action.

Sexual Harassment

Sexual harassment is defined as a request for sexual favor, unwelcome sexual advance, or verbal and/or physical conduct of a sexual nature that could contribute to an offensive environment. (This does not limit the discussion of human sexuality in an instructional setting.) Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same sex or different sexes. Incidences of perceived sexual harassment by faculty or staff should be reported to the supervisor for redress according to the Sexual Harassment policy in the Faculty/Staff handbook. Incidences of perceived sexual harassment by a student should be reported to the Dean of Students for redress according to the discipline policy.

Solicitation & Special Offerings

Any kind of solicitation is prohibited on seminary property. Request for special offerings within the seminary community is disallowed, unless permitted by the Executive Cabinet upon recommendation from the VP for Academic Services.

Surveys & Distribution of Materials

Surveys or polls of any portion of the student body must be submitted to the Dean of Students for

approval from the Executive Cabinet. Students may post or distribute materials in designated areas after receiving approval from the Dean of Students.

Visitation in Campus Housing

Access by the opposite gender to any residence hall or dorm room is always prohibited except during seminary-sponsored events, designated moving times, or when authorized personnel must enter to ensure personal safety or to provide maintenance. Sampey Commons, located in the Mullins Complex, is a large co-ed common area available to Boyce College students.

Overnight guests in campus housing must be registered with Office of Student Housing. When guests arrive after business hours, guest information must be provided by the resident to Campus Police. In addition, Boyce students must inform their Resident Director or Resident Advisor. Failure to notify subjects the resident to disciplinary sanction, including eviction. The seminary reserves the right to refuse accommodations to anyone.

Voter Registration & Political Activity

The office for voter registration (810 Barret Avenue) may be contacted at (502) 574-6100 or <http://www.elect.ky.gov>. Legal residents eighteen and older are eligible to vote if registered thirty days prior to election. An announced candidate for public office may appear on campus only in a forum conducted by an official organization in concert with its purpose, in the company of all other candidates for that office, and with approval from the President. Gospel and ministry priorities must govern all political discussion on campus.

DISCIPLINE POLICY

Function of Disciplinary Sanction

Disciplinary sanction is administered through the office of the Dean of Students, who is charged with the investigation of inappropriate behavior. All disciplinary sanctions are designed as redemptive measures for personal growth and professional development, with primary concern for the welfare of the seminary community.

Disciplinary action may result from any inappropriate behavior, such as immoral or unethical conduct, menacing or disruptive activity, violations of personal and/or property rights, civil or legal

infractions, etc. Examples include:

- a. Academic misconduct, such as plagiarism or cheating
- b. False witness, deception or alteration of records
- c. Neglect of financial obligations, economic malfeasance, or gambling
- d. Theft or destruction of public, private or personal property
- e. Use or possession of illegal drugs, intoxicants such as marijuana, and alcoholic beverages
- f. Homosexual behavior or heterosexual misconduct
- g. Repeated violation of a seminary regulation
- h. Conduct unbecoming a Christian minister

Categories of Disciplinary Sanction

Disciplinary sanction known only to a few individuals may remain private if public knowledge would serve no helpful purpose. Disciplinary sanction may become public if the community needs clarification that an act was judged unacceptable or if the offense affected more than a few persons.

1. **Reprimand:** Reprimand is the sanction of verbal or written censure, and may involve probation.
2. **Probation:** The sanction of probation is the conditional continuation of student status under supervision and evaluation, with the expectation of improvement.
3. **Withdrawal:** Disciplinary withdrawal is the removal of active student status as an enforced sanction whenever conduct threatens the development of the student as a minister or harms the wellbeing and purpose of the institution. Disciplinary withdrawal excludes the student from all institutional programs and functions, and mandates the cessation of campus employment and housing. Visitation or participation in any institutional activity must be approved beforehand by the Dean of Students.

If duration has been specified, and if stipulations have been appropriately fulfilled, and if all financial accounts have been cleared, the student may apply for admission. Whether voluntary or involuntary, disciplinary withdrawal is documented in the

student file—not the academic transcript—and may include notification to the recommending church.

Procedure for Disciplinary Sanction & Appeal

As a Christian community accountable to one another, all students, faculty and staff are expected to report detrimental actions to the appropriate administrator or faculty. The witness should address the accused (Matthew 18:15-17), and if not, should explain to that staff/faculty member why such confrontation is not feasible. If convinced that the process should continue, the alleged infraction is reported to the Dean of Students, who will investigate to determine the appropriate institutional response. This policy does not apply to incidents of sexual harassment, which should be reported to the Dean of Students.

Disciplinary sanction is normally administered through the office of the Dean of Students, but may also be instituted by the President, a school dean, or an Associate Dean of Students. The (Acting) President may take action in emergencies that threaten property damage, physical injury, or the disruption of teaching, administration or worship.

Upon request, a sanction may be reported to the faculty or Disciplinary Council. The Disciplinary Council is composed of the Faculty Student Services Committee, the President of the seminary student council, plus three other members of the student council. A quorum of six, with three faculty, is required for convening. The faculty chair moderates and designates another faculty member as secretary, whose written outline of the proceedings serves as the official record. All materials belong to the archives of the Dean of Students. Any appeal of disciplinary sanctions must be presented in writing within one week of the posting date for the original sanction, using email notification to the Dean of Students. At the earliest convenience for the Disciplinary Council, a hearing is convened in which the Dean of Students summarizes the case and functions as prosecutor. The student may call or question witnesses and present evidence that is directly relevant to the case. All proceedings are closed, and the council deliberates in private. The chairman communicates the council's decision for implementation to the Dean of Students. An appeal of the decision by the Disciplinary Council must be submitted within three working days to the

President, whose decision is final.

ACADEMIC SERVICES

Academic Records

The policies for student records are delineated in the annual Seminary Catalog. Students may review their own educational records upon request. Seminary personnel have access for routine processing, or if disclosure is required for the welfare of the student or others. Third party inquiries may obtain only specified items of directory information. Questions regarding student records should be directed to the office of Academic Records at (502) 897-4209 or academicrecords@sbts.edu.

Catalog

All academic programs and policies are delineated in the seminary and college catalogs, which may be accessed on the website, www.sbts.edu. The most current version of the online catalog is always operative. The catalog is for informational purposes only, and is not a contract, real or implied. SBTS reserves the right, in its sole discretion, to modify, amend, alter, rescind, abolish or delete any provision within any other catalogs, policies, publications, or statements of the institution, which includes admission or graduation standards, degree requirements, and accreditation of academic programs.

Library & Computer Lab

The James P. Boyce Centennial Library houses more than one million items, including 519,484 print, e-books and periodicals, plus microfilm, Baptist minutes, pamphlets, musical scores and audio-visuals. The library is open Mon-Thurs 7:45 a.m. to 10 p.m., Friday 7:45 a.m. – 7:00 p.m. and Saturday from 11 a.m. until 7 p.m. The Reference Librarian offers instruction in using the library during the first four weeks of each semester. More information about the library, including its extensive online resources, can be found at library.sbts.edu. The computer lab is available during all hours the library is open unless otherwise posted. There are nominal charges for printing.

Metroversity & TEAM-A

While in seminary, students may take courses through other educational institutions in order to enhance their studies. SBTS cooperates with other schools in two programs: Metroversity and TEAM-A (Theological Association of Mid-America). Consult the seminary catalog for the most current

information.

Registration

All registration is conducted electronically online according to session for the fall and spring semester as well as the winter and summer term. Written appeals regarding exceptions to policy may be submitted to the office of Academic Records for review by the Vice President for Academic Services. Classes dropped or withdrawn during the semester before the last business day of October or March, or prior to the midpoint during a term, will automatically receive a grade of WP (withdrawn passing).

Seminary Wives Institute

SWI is an academic program leading to the Certificate of Ministry Studies for the wives of enrolled Southern and Boyce students. No pre-requisite is required, and class registration costs ten dollars. Classes convene in two six-week terms on Thursday evenings and on Wednesday mornings during the spring and fall semesters. The courses are designed to give biblically based and practically applied instruction, and are taught by the faculty, faculty wives and guest speakers. Credits are counted toward the college requirements of the International Mission Board. Information is available by telephone at (502) 897-4816 or by email swi@sbts.edu.

Student Status

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

STUDENT SUPPORT SERVICES

Book Store

LifeWay Christian Resources of the Southern Baptist Convention operates the LifeWay Campus

Store. The weekday hours are 8:30 a.m. to 5 p.m., and from 10 a.m. until 2 p.m. on Saturday. During the regular semester the store is open until 7:00 p.m. on Monday. The store carries all required textbooks, biblical and theological resources, the latest academic titles and software. Special sales are offered to help students build their libraries. Students receive a 20% discount off the regular price of most textbooks plus benefits through other purchase programs.

Campus Fees

Students in a program on campus are required to pay an enrollment fee of \$235 per semester, and an enrollment fee of \$40 per term. Off-campus students in extension centers are charged an enrollment fee of \$40 per semester. Part-time students in good standing may retain all campus privileges for a single semester only if they were full-time students the previous semester. Students in good standing who withdraw from classes may continue living on campus for one semester, and a 10% retainer fee is added to the rental rate. Any student in good standing who withdraws from classes has the option of purchasing membership (\$300) to the Recreation Center for one semester. The student's campus postal box may also be continued (\$45). Fees for postal services and parking are waived for students from extension centers who attend during terms. Boyce students pay a Student Life Fee of \$60 per semester.

Campus Information Center

Operators are available to answer questions and direct calls to the proper office. The direct toll-free number to Southern Seminary is 1 (800) 626-5525. The local numbers are (502) 897-4011 and (502) 897-4097. The Campus Information Line is answered 24/7.

Center for Student Success

The Center for Student Success provides academic and personal support services for SBTS students. Services include: academic advising, support for international students, and support for students with disabilities. To schedule an appointment, call (502) 897-4680 or e-mail academicadvising@sbts.edu.

Counseling

Confidential counseling is provided for students and their family members through referrals authorized by the office of the Dean of Students.

Fees are based upon a sliding scale and subsidized by the seminary. Call (502) 897-4015 or email sbtsstudentlife@sbts.edu.

Emergencies & Department of Campus Police

The Department of Campus Police has security officers and dispatchers working 24/7.

The office is located on the ground level of the Duke K. McCall Sesquicentennial Pavilion. The dispatch/communications center is always open and staffed. The office entry doors are located on the brick sidewalk area of the Honeycutt/Norton connector. All fire & security alarm systems, plus numerous CCTV cameras are monitored from this center. Campus Police can be contacted directly at (502) 897-4444 or police@sbts.edu.

In the event of emergencies, you can call Campus Police directly at (502) 897-4444 from an off-campus phone or extension 4444 from an on-campus phone. You may also call Louisville Metro Police, Fire, EMS or other Metro emergency departments by dialing 911 from an off-campus phone or 9-911 from an on-campus phone.

Employment in Ministry or Marketplace

The Human Resources Office assists students and their spouses in securing secular jobs, listing opportunities available on campus or through individuals and businesses in the metropolitan area. The Ministry Connections office assists students who are seeking ministerial employment.

Financial Aid & Loans

The Financial Aid Office administers loans and aid provided through funds contributed by donors. Such assistance is granted on the basis of demonstrated need, including applications for short-term loans. Financial Aid includes a program of tuition management, scholarships, grants and emergency assistance.

For continuing students, application for scholarships must be submitted by June 1, and recipients must be full-time on-campus students. Students may secure deferrals for previous loans by application with the lending institution, with documentation processed by the Office of Academic Records. Government guaranteed student loans are not available.

Financial Accounts & Checks

Student financial accounts, maintained in the Accounting Office, must be paid in full before matriculation or graduation. Tuition payments are made on-line, and all other payments may be arranged through mail transaction or submitted at the cashier's window. Tuition balances not remitted before the published deadline incur a late fee and possible withdrawal. Rent charges are due the first of each month, but all others must be paid upon receipt. Payments received after closing on the 15th of the month are late, and a finance charge is applied to the past due balance. Personal checks up to \$50 may be cashed with the cashier. A returned check must be redeemed within three working days; a processing fee of twenty-five dollars is assessed, plus a finance charge on past due balances. A second occurrence, like any other financial malfeasance, is considered a disciplinary issue.

Great Commission Center

The Great Commission Center facilitates a variety of mission experiences for the entire seminary community. These opportunities include local outreach, short-term and summer-long mission trips. While most mission trips occur during the summer, the GCC sponsors and supports opportunities year round. These mission trips also allow students to earn course credit.

Identification (Shield) Cards

Student identification (Shield) cards are seminary property, and become void upon termination of enrollment. Students **must** carry ID cards while on campus. ID cards must be presented for requesting services from any office on campus, and are required for entrance to and use of the clinic, recreation center, computer lab and library. Shield card photographs must comply with the standard for decorum and dress. To obtain an ID card, male students must wear a collared shirt; prohibited are t-shirts, caps and facial jewelry. Spouses and dependents may obtain cards after the appropriate information has been entered into the seminary database. For replacement cards or inquiries, contact The Shield office at (502) 897-4311.

International Students

The Center for Student Success assists international students in matters of admissions, immigration, and cross-cultural adjustment. All students with legal citizenship outside the United States are required to consult with the supervisor within two days of

arrival on campus.

Notary Publics

Contact the Center for Student Success for Notary Public information. Call (502) 897-4680.

Seminary Publications

The pictorial Campus Directory of faculty, staff and students is produced during the fall semester. The campus newspaper, *Towers*, is published monthly during the semesters, with double issues between semesters. The quarterly *Southern Seminary Magazine* is distributed to over 30,000 students, alumni and friends. The Southern Baptist Journal of Theology is published quarterly, and copies are given to students without charge. The catalog, published annually by Academic Administration, provides information about policies, programs, curriculum and services.

STUDENT ORGANIZATIONS & ACTIVITIES

School Councils

Southern Seminary and Boyce College each has its own Student Council to represent the student body, hold relevant forums, plan campus activities, initiate campus ministries, and affirm student organizations. The seminary council consists of representatives from each of the three graduate schools, and the Boyce council consists of seven undergraduate students. For more information, contact either of the 2011-2012 Student Council presidents.

Seminary Council President: David Snyder
(dsnyder318@students.sbts.edu)

Boyce Council President: Taron Defevers
(tdefevers043@students.sbts.edu)

SBTS 2014-2015 Council Members

David Snyder, School of Theology
Colin Wood, Billy Graham School
Jenilee Roddy, School of Theology
Jesus Cantu, School of Theology
Mike Mackison, School of Theology
Todd Burus, School of Church Ministry

Boyce College 2014-15 Council Members

Taron Defevers, President
Shawna Loveing, Vice President

Joshua Saylor, Outreach Coordinator
 Payton Mook, Women's Ministry Coordinator
 Brittany Bartow, Campus Life Coordinator
 Caroline Haley, Campus Life Assistant
 Jonathan Wright, Communications Coordinator

Southern Seminary Student Organizations

African American Fellowship – Provides a vehicle for cultural expression through worship services, fellowship activities, and cultural exhibitions. Membership is open to all seminarians wanting to participate in a supportive fellowship for the African and African-American community at Southern. *Student Leader:* Steven Harris. *Faculty Sponsor:* Dr. T. Vaughn Walker

Bible Translators In Training – Seeks to educate, equip, and support those interested in cross-cultural Bible translation. *Student Leader:* Ken Lovett. *Faculty Sponsor:* Dr. George Martin

Hymns at Southern – Membership is open to all persons who are interested in the preservation and propagation of better hymnody. The organization promotes the understanding, writing and singing of more and better hymns and the best of traditional hymnody. *Student Leader:* Chris Fenner. *Faculty Sponsor:* Dr. Esther Crookshank

Korean Student Fellowship – Seeks to enhance the seminary life of Korean students and their families by aiding their transition into United States culture and academic life. The fellowship equips members for effective intellectual and spiritual leadership in all aspects of Christian ministry. *Student Leader:* Boda Yun. *Faculty Sponsor:* Dr. James Chancellor

Ministers to the Military – Open to all students interested in military chaplaincy or ministry opportunities to soldiers and their families. In monthly meetings, members share information and fellowship. They also gain education and exposure by hosting retired, reserve and active duty chaplains. *Student Leader:* Kevin Eisel. *Faculty Sponsor:* Dr. Mark Coppenger

People Groups Louisville - The purpose of People Groups Louisville is to connect mission minded Southern Seminary Students with the Unreached People Groups living in Louisville for the purpose of cultural acquisition, evangelism and church planting.

Student Leader: Dan Eum. *Faculty Sponsors:* Dr. David Sills, Dr. J.D. Payne

Pros Apologian – Raises awareness of apologetics and helps equip students with practical tools for defending the gospel at all times. *Student Leader:* Austin Cordle. *Faculty Sponsor:* Dr. Ted Cabal

Boyce College Student Organizations

Student organizations provide students with opportunities to band together in common interest groups focused on fellowship, ministry, and practical training. Each organization has a student leader and a faculty sponsor. Student organizations are approved by Director of Student Life and the Director of Student Life Programs and operate under the supervision of the Student Life Office. Each organization receives practical training, school resources, and faculty guidance in order to function most effectively. Students are encouraged to join existing organizations or envision new organizations that will provide diverse opportunities for students to enjoy fellowship, minister together, and hone their gifts and passions. For more information about student organizations contact Boyce Student Life at boycestudentlife@sbts.edu.

Boyce Bulldogs

The purpose of Boyce Athletics is to create an environment where coaches, players and spectators can glorify the Lord Jesus Christ through athletic competition. The Boyce College Bulldogs basketball team competes in the Division II Mid-East Region of the National Christian College Athletic Association. Games are held on-campus in the Honeycutt Campus Center gym. The team holds open tryouts each year. For any men interested in playing, contact Head Coach Blake Rogers at btrogers@sbts.edu.

SEMINARY ENSEMBLES

Open to any seminary student or spouse

Chapel Choir

This choral group provides worship leadership for the Tuesday seminary chapel. Rehearsals are Tuesdays, 9:00-9:50am and chapel choir members are expected to participate in the Tuesday chapel service. Fall and Spring Semesters. Earn one elective credit hour. No course fee. Open to any student on campus.

Southern Seminary Worship Band

This ensemble consists of praise band instrumentalists and two or three vocalists providing worship leadership for seminary chapel and other occasions. The group meets on Thursday mornings at 8:00am. Auditions at the beginning of fall and spring semesters (contact Dr. Brewton, gbrewton@sbts.edu for audition information). Earn one elective credit hour. No course fee.

Doxology

This is an auditioned vocal ensemble performing a wide range of traditional choral and contemporary music. Students receive a partial tuition waiver for participation in this group. The group will travel several times during the year as a recruiting team for the school (contact Dr. Brewton, gbrewton@sbts.edu for audition information).

Chapel Orchestra

This instrumental ensemble provides music for Tuesday seminary chapel. One-hour rehearsal on Tuesdays at 9:00am and Tuesday chapel. Earn one elective credit hour. No course fee. Open to any student on campus with experience playing an instrument.

Seminary Orchestra

This orchestra is open to both the seminary and community. Two or three hours rehearsal. Prerequisite: permission of director. No course fee.

BOYCE MUSIC OPPORTUNITIES

You can join a Boyce ensemble, and get one elective hour of credit. There is not a course fee for our ensembles.

MU 150 Boyce Chorale

Open to any Boyce student – sings a wide variety of music. Meets Wednesdays from 10:00-11:20AM. Earn one elective credit hour. No course fee.

MU 350 Jubilate Vocal Ensemble

A vocal/acoustic group singing a wide variety of music. The group travels about one weekend a month representing Boyce College in a number of different venues from churches, DiscipleNow weekends, youth ministry settings, and state Baptist Meetings. Auditions for this group are usually held in April and team members commit to

the fall and spring semesters (contact Dr. Brewton, gbrewton@sbts.edu for audition information).

Aletheia

Aletheia (which means truth) is our traveling vocal/worship band of singers and instrumentalists. It represents Boyce College in a number of different venues from churches, DiscipleNow weekends, youth ministry settings, and state Baptist meetings. Auditions for this group are usually held in April and team members commit to the fall and spring semesters. (contact Dr. Brewton, gbrewton@sbts.edu for audition information).

RECREATION CENTER

Activities

The Health and Recreation Center has gymnasiums, racquetball courts, swimming pool, tot pool, outside fountain pool, whirlpool, sauna, steam room, fitness room, climbing wall and game rooms. Weekday hours are 6:00 am until 10 pm, and 9-9 for Saturdays and certain holidays. Staff members provide equipment, instruction and assistance about personal fitness. Programming includes aerobics, weight lifting classes, intramural sports, and children's activities. For more information, contact (502) 897-4720 or hrc@sbts.edu.

Admission and Fees

A valid seminary ID card is always required for entry.

- Faculty, staff and enrolled students receive free Health and Recreation Center memberships.
- Faculty, staff and enrolled students may host out-of-town family and friends at no cost.
- Faculty and Staff have unlimited guest visits, with up to 3 people per visit or one family.
- Students may host in-town guests at a cost of \$3.00 per person.
- SBTS and Boyce graduates and their families may use the Health and Recreation Center at no charge.
- Full-time Sodexo employees may host guests at a cost of \$3.00 per person, with children under six free.
- Eligible students who are not currently enrolled (withdrawn) may use the facility for three dollars per person or under the following monthly fee schedule:
 - Single: \$40/month
 - Couple: \$60/month

- Family: \$75/month

Children & Supervision

Children under age twelve must be supervised by an adult in every area, and are not allowed to enter the whirlpool, sauna, steam room and fitness room. Dependents ages twelve and over are welcome to use the first floor of the Center without adult supervision, but must be supervised upstairs at the track, gym and courts. In the fitness room the supervising adult must stand at the exercise station in use by the child, age 12-15. Dependents age 16-17 have unrestricted use of the Center.

Clothing & Equipment

Modest apparel is expected. Loose fitting outer garments for easy movement are required over mid-drifts and sport bras. Shirts must have sleeves and must be worn in all areas except the pool and locker room. Swimming attire for the natatorium requires one-piece suits, and prohibits bikinis, g-strings, thongs or Speedos. Exercise shoes must have non-marking soles. Some equipment may be borrowed or rented. Found items are kept one semester. Personal equipment is disallowed, such as skateboards, roller blades and mechanized toys.

Locker and Towel Service

Locker and towel rentals are available daily or by semester. Refunds are granted when requested prior to the first day of the event or class, or if canceled by the Center.

Louisville Presbyterian Seminary

LPTS Faculty and Staff have privileges to the Health and Recreation Center per institutional cooperative agreement. LPTS students have access to the HRC by paying a membership fee of \$300 per semester. Patrons from LPTS are given a membership card and must present this card each time they visit the Health and Recreation Center. Membership is concurrent with the semester (August-January & February-July).

HAGAN CLINIC

Appointments & Payment

Seminarians have access to a limited health maintenance program at the Hagan Clinic, staffed by a charge nurse and physician. Upon presentation of valid identification, current students and their immediate family may use the clinic. Appointments

are scheduled by calling (502) 897-4497 weekdays, and honored according to arrival, yet urgent cases do receive priority. Repeated cancellation results in the loss of future access. Students are charged \$10 for consultation with the physician. The charge for faculty and staff is \$20. All fees are due at the time of service.

Emergency & Out-Patient Care

For emergencies after office hours, a patient should call 911 or proceed to an intermediate care center or hospital emergency room. Patients are referred for specialized services. Laboratory tests and X-rays may be requested by the physician, but limited laboratory procedures are offered at the clinic. Conditions needing regular or extensive treatment must be addressed through private arrangements with primary care physicians.

Hepatitis B & Meningitis

Kentucky Public Health Law requires that all enrolled college and university students are provided with information about Hepatitis B and meningococcal diseases and vaccinations. These vaccinations are recommended, but not required. Links to information about these diseases can be found on the clinic website. The clinic can provide these vaccines at cost or at a discounted rate by appointment.

Injections & Physicals

The nurse administers allergy injections Monday 9-11:30 and Tuesday-Friday 11:00-4:30 without an appointment. All other injections are by appointment and scheduled by calling (502) 897-4497. In the absence of a physician's order, recommendations of the Kentucky Health Department are followed for routine immunizations. School immunization certificates are available, as well as exams for public schools.

Insurance & Records

Students and their dependents should have hospitalization insurance. A policy may be purchased through GuideStone during matriculation. All clinic charts are filed under the name of the student. Written requests for the release of records must include the full name of the person under whose name the records are filed, plus the date of graduation/withdrawal. An Authorization for Disclosure form must be signed in person at the clinic or notarized before records can be released.

FACILITIES

Bicycles

Bicycles must be parked in bike racks located across campus. Bikes are not to be secured on trees, buildings or any other structure. Bicycles must be registered with the Office of Student Housing. Periodically, Campus Police officers will monitor the registration of bicycles and confiscate those that are not properly registered.

Events

Reservations for all events on campus are requested through Event Productions, (502) 897-4072. You can find information about campus events at <http://events.sbts.edu/>. Faculty, staff, alumni and students are encouraged to use campus event facilities for retreats, reunions, weddings and special occasions.

Emergencies & Security

The Department of Campus Police has security officers and dispatchers working 24/7.

The office is located on the ground level of the Duke K. McCall Sesquicentennial Pavilion. The dispatch/communications center is always open and staffed. The office entry doors are located on the brick sidewalk area of the Honeycutt/Norton connector. All fire & security alarm systems, plus numerous CCTV cameras are monitored from this center. Security can be contacted directly at (502) 897-4444 or police@sbts.edu.

In the event of emergencies, you can call Campus Police directly at (502) 897-4444 from an off-campus phone or extension 4444 from an on-campus phone. You may also call Louisville Metro Police, Fire, EMS or other Metro emergency departments by dialing 911 from an off-campus phone or 9-911 from an on-campus phone.

Food Services

Pioneer College Caterers is Southern Seminary's dining services partner. Dining locations include the main cafeteria, Founders' Café, and Boyce Café. During the Fall and Spring semesters the main cafeteria serves breakfast, lunch, and dinner Monday through Friday and brunch on Saturday. Founders' Café, offering hot and cold made-to-order sandwiches, pizzas, calzones, and coffee drinks opens early and stays open late. Boyce Café, located in the Patio Room of Carver Hall, offers

seminary students and staff an alternative to the main cafeteria for lunch. Pioneer also provides catering services for banquets, conferences, and other special events.

Housing

The Office of Student Housing administers residence halls, with both single and double rooms for single students or married students not accompanied by families. Apartments, furnished and unfurnished, one and two bedroom, may be rented. For students who commute during terms, bed space is available for 1-4 nights.

Legacy Hotel

The Legacy Hotel offers modern amenities, friendly service, high-tech capabilities, a convenient location, plus something no other conference center can provide: Southern Seminary. The Legacy Hotel can also assist you in planning your event. For more information, call (877) 444-7287 or email legacy@sbts.edu. You may also visit our website at <http://legacy.sbts.edu>.

Lost & Found

Campus Police receives and holds all lost and found items. All collected property is tagged and secured for a period of time before any disposition is considered. Campus Police will attempt to notify owners of all identifiable property.

Maintenance

Facilities are managed by Sodexho, (502) 897-4703. Business hours for non-emergency repairs are weekdays 8 am to 4 pm. Sodexho employees are available weekdays until 10:30 pm. Assistance for non-emergency issues after operational hours, weekends or holidays, as well as urgent concerns, should be addressed to Campus Police, (502) 897-4459.

Parking

Students, faculty and staff may obtain parking permits at the Department of Campus Police located on the ground floor of the Sesquicentennial Pavilion. All vehicles operated on campus are required to have a parking permit.

Parking lots are numbered and color-coded. For a complete list of parking regulations, go to www.sbts.edu/current-students/policies/safety-and-security.

Off-campus street parking is subject to Louisville

city ordinances. We strongly ask that students, faculty and staff refrain from parking on city streets as a courtesy to our neighbors.

Smoke-Free Zone

All seminary property constitutes a smoke-free zone. Smoking is not permitted anywhere on campus at any time.

FIFTH & BROADWAY

The weekday hours of operation are 8a.m. to 5p.m. (except during chapel), and 10a.m. to 3p.m. on Saturday.

Convenience Store

Products available for purchase include t-shirts, sweatshirts, mugs and pencils, as well as some food and beverages.

Copy Center

Six copiers are located across campus for making transparencies, multiple copies (20 minimum), collating, folding, hole-punching, cutting and binding.

Post Office

The seminary post office functions as an interoffice mail system as well as a contract station of the United States Postal Service. Multiple mailing and shipping services are available—stamps, express mail, registered mail, certified mail, return receipt, insurance and money orders. United Parcel Service offers morning deliveries. Post office boxes are provided for all campus residents, although students living off campus may rent a box for \$40/six months on a space available basis. Church newsletters, advertisements and other non-seminary business require normal postage.

Shield Card

The Shield is a student multi-functional ID card that remains valid during the term of registration. Each student must carry the Shield card while on campus, and present it when requesting services from any office. ID photographs comply with the standard for decorum and dress. To obtain a Shield Card, male students must wear a collared shirt—no caps, t-shirts or facial jewelry. Spouses and dependents may obtain cards after entering the necessary data into the online form, www.sbts.edu. For replacement cards or inquiries, contact The Shield office, (502)

897-4311.

BOYCE COLLEGE STUDENTS

Requirements

Student Status

For the purpose of institutional accountability, student status is defined as either active or inactive. Student status remains active from the time of acceptance into a program of study until the moment of withdrawal or graduation. Students who have been granted interrupted standing are equally considered active with regard to compliance with policies for conduct. Institutional policies apply at all times during the entire period of enrollment in or out of class, on or off campus, before or during or after the academic sessions of the fall or spring semesters and the winter or summer terms. Furthermore, all active students must be able to present their Shield ID Cards at all times while on campus.

Campus Residency

All Boyce students are required to reside on campus in designated housing with three exceptions: (1) married students; (2) students 22+ years old on the first day of classes; (3) students who are both part-time (less than 12 credit hours enrolled) and upperclassmen (63 completed credit hours toward degree by the first day of classes).

Students desiring to move off campus but not meeting one of the above requirements must submit a Residential Exemption Request Form every semester. Students who plan to live with their parent(s) or legal guardian(s) must still complete a Residential Exemption Request Form every semester by July 1 (for fall semester) and by December 1 (for spring semester). If denied, the student must live in the on-campus residence halls.

Students approved to live off-campus based on part-time student status must remain part-time for the entire semester for which they are approved. Students who violate the residential requirement will face disciplinary action (reprimand, probation, or withdrawal), pay a monetary fine, and be required to move on-campus or forfeit their student status.

Full-time Resident Directors and approved Resident

Advisors oversee the dormitory halls to cultivate biblical community and maintain a safe and effective living and learning environment. Weekly Dorm Meetings are required for all residential Boyce students. Students must check in with the RA and remain for the entire meeting.

Residence Hall Life

Room Check-In & Check-Out

Students must arrive on campus during weekday business hours to receive a room key, since neither Campus Police nor RAs have authorization to admit students into residence hall rooms before the official process is completed. For checkout, students submit the room key and notification form to the Housing office during office hours—failure to comply will result in a penalty of \$100 or more.

Quiet Hours

Quiet Hours are 10-7 overnight. Whether inside or outside the building, residents must be respectful of this time period by monitoring and minimizing the level of noise in the lounges, lawn, parking lot and hallways.

Curfew

Time restrictions apply for Boyce students living in traditional student housing in the Mullins Complex (which includes Manly, Sampey, and Williams). Curfew begins at midnight Sunday through Thursday, and 2:00 a.m. Friday and Saturday. Pre-arranged exemption is granted for employment duties, extenuating circumstances or emergencies through the Resident Advisor, Resident Director or Director of Student Life. Absences from rooms at curfew are recorded. After verification by the RA, students may leave their rooms but not the building. For overnight absences, students must sign out on the appropriate form.

Visitation & Common Areas

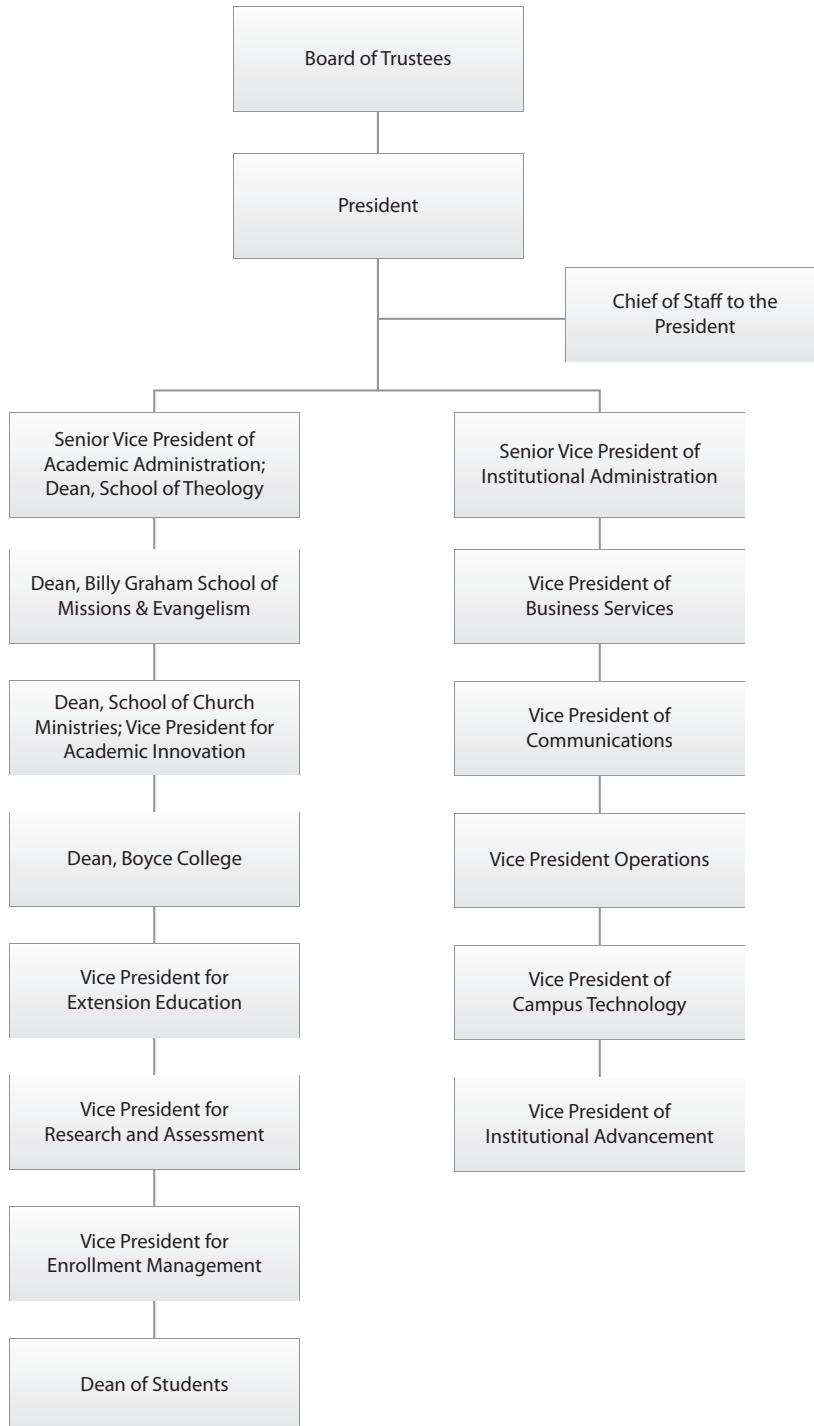
All students and visitors must respect common area rules at all times, and must vacate common areas by the stated time of closure. Members of the opposite gender are prohibited from entering residence hall rooms, hallways, or lounges, except during officially designated open nights, or while helping students move. Whenever a member of the opposite sex is in the residence hall living area for any reason, he or she must announce their presence.

Correction Process

Any damage to institutional property that occurs through careless or inappropriate behavior will be deducted from the account of the culpable students. The Director of Student Life in consultation with the Resident Directors and Resident Advisors administers the process of reprimand and correction.

APPENDIX A

Administrative Flow Chart The Southern Baptist Theological Seminary



APPENDIX B

THE PROBLEM OF PLAGIARISM

What is plagiarism?

Plagiarism is the theft or unattributed use of the intellectual property of another. Webster's *Ninth New Collegiate Dictionary* provides the following definition of the word "plagiarize":

- 1) *to commit literary theft*
- 2) *to use a created production without crediting the source*
- 3) *to steal and present the ideas or words of another as one's own*
- 4) *to present an idea or product derived from an existing source as if it were new and original.*

When should students be alert to plagiarism?

The opportunity for plagiarism exists in any presentation or exchange of ideas, such as in speech or writing. The context may extend from conversation and informal writing to public addresses and documented research. This range includes sermons, lectures, class presentations, essays, reviews, program notes, analyses, translations, take-home examinations, research projects, term papers, theses, and dissertations.

What must be identified to avoid plagiarism?

Any borrowing of ideas or their expression which the creator might identify as personal intellectual property must be acknowledged. This is true no matter what type of source is used, whether published or less formal, which includes borrowing from another student, previous or current, with or without that person's permission. Examples of borrowings include: direct quotations, indirect quotations, paraphrases, summaries, ideas or concepts, interpretations of facts or materials, views of disputed information and results of field research.

How should borrowings be identified to avoid plagiarism?

Whatever the type of borrowing or the context of its use, the appropriated material should be attributed to its source. At the least, the name of the individual or source should be given with the material. In less formal situations, it may be sufficient to say or write: As (name) explains, "...". The standard style guide at Southern Seminary is The Southern Seminary Manual of Style.

Why is plagiarism an issue for students?

Educators have a traditional concern that material be credited properly as a part of the learning process. To this view the Christian minister adds a commitment to the worth of persons, to the importance of the search for truth, and to the integrity of belief and behavior. The prohibition of theft, at least as old as the Ten Commandments, extends to the misrepresentation of an individual's most personal property — words and ideas. The seminary community considers plagiarism to be conduct inappropriate for a minister and an offense against the community, which is cause for disciplinary sanction as noted in the Student Handbook.




APPENDIX C

Alcohol and Drug Policy

The penalties imposed on students for violation of the seminary's Alcohol and Drug Use Policy by students are detailed in the Seminary Student Handbook. In addition to sanctions imposed by the seminary, a student may be subject to regulations of civil authorities. Various local, state and federal regulations prohibit the illegal use, possession and distribution of illicit drugs. On December 12, 1989, President Bush signed into law the Drug- Free Schools and Communities Act Amendments of 1989. These Amendments require institutions of higher education receiving benefits from the Department of Education to notify each student and employee annually of its drug and alcohol policies.

CAMPUS MAP



- 1**  **DUKE K. MCCALL SESQUICENTENNIAL PAVILION**
Visitors and Information
Campus Police, Safety and Security
Concierge
- 2** **NORTON HALL CLASSROOMS**
Jenkins Center for the Christian Understanding of Islam
- 3** **THE TOWERY PLAZA**
- 4** **NORTON HALL**
Upper Level
Office of the President
Main Level
Office of the Provost
Academic Services
Center for Student Success
Council on Biblical Manhood and Womanhood
Doctoral Studies
Evangelical Theological Society
Extension Education
Faculty Offices
Financial Aid
School of Theology
Lower Level
Online Learning & Intercultural Programs
Southern Productions
- 5** **BROADUS CHAPEL**
- 6** **JAMES P. BOYCE CENTENNIAL LIBRARY**
Crismon Hall
Nicol Eisenberg Museum
- 7** **FULLER PARK**
- 8** **FULLER HALL**
Apartment Housing
The Attic
Commuter Housing
- 9** **WHITSITT HALL**
Boyce Faculty
Dorm Housing
- 10** **MANLY HALL**
Dorm Housing
- 11**  **MULLINS HALL**
Boyce College
Dorm Housing
- 12** **SAMPEY HALL**
Sampey Commons
Dorm Housing
- 13** **WILLIAMS HALL**
Dean and Administration of Boyce College
Dorm Housing
Faculty Offices
- 14** **HONEYCUTT CAMPUS CENTER - NORTH**
Upper Level
Heritage Hall
President's Dining Room
President's Reception Room
Student Life
Lower Level
Dillard Chapel
Dining Hall
Health and Recreation Center
Student Housing Office
- 15** **LEVERING GYM**
- 16** **HONEYCUTT CAMPUS CENTER - SOUTH**
Upper Level
Admissions
Bevin Center for Missions Mobilization
Bursar
Communications
Event Productions
H. Hart Hagan Clinic
Lower Level
5th and Broadway Campus Store & U.S. Post Office
Edgar's Emporium
Founders' Café
LifeWay Campus Store
- 17** **ALUMNI MEMORIAL CHAPEL**
Event Media
- 18** **COOKE HALL**
Billy Graham School of Missions, Evangelism and Ministry
Faculty Offices
Heeren Recital Hall
- 19** **FOUNDATION HOUSE**
Alumni Relations
Institutional Advancement
- 20**  **LEGACY HOTEL & CONFERENCE CENTER**
- 21** **FOSTER HALL**
Apartment Housing
- 22** **ALLEN CENTRAL SERVICES BUILDING**
Central Stores
Facilities Maintenance
- 23** **SPRINGDALE APARTMENTS**
Apartment Housing
- 24** **SAMUELS MISSIONARY APARTMENTS**
Furnished Apartments
- 25** **GRINSTEAD SOUTH APARTMENTS**
Apartment Housing
- 26** **W. O. CARVER HALL**
Accounting
Business Services
Campus Technology
Dorm Housing
Human Resources
Ingram Hall
Institutional Administration
Operations
- 27** **RANKIN HALL**
Association of Certified Biblical Counselors
- 28** **SEMINARY LAWN**
- 29** **MAIN ENTRANCE**

