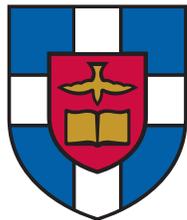

Student Handbook



THE
SOUTHERN BAPTIST
THEOLOGICAL SEMINARY



BOYCE
THE COLLEGE AT SOUTHERN

THE SOUTHERN BAPTIST THEOLOGICAL SEMINARY AND BOYCE COLLEGE STUDENT HANDBOOK

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.

Introduction

The Handbook is prepared, edited, and approved by the Executive Strategies Group and administered by the Dean of Students and the Office of Student Life. The contents offer a guide to student life at The Southern Baptist Theological Seminary and Boyce College. 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 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 use or 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, bullying, 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 AND 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 is prohibited. This policy does not apply to worship communion or appropriate use of prescribed medications.

Church Membership

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.

Chapel

The seminary community gathers to worship in Alumni Chapel on Tuesday and Thursday at 10:00 a.m. and all offices close. Boyce College conducts periodic chapels on Wednesday, as well as weekly Dorm Meetings. Student-led prayer groups meet regularly.

Boyce College Chapel and Dorm Meeting Attendance

Boyce College provides transformation beyond education. Therefore, students are trained in, with, and for a biblical worldview, a life of discipleship, and a heart for the nations. The two primary means of realizing this vision is the delivery of a rigorous academic curriculum in the classroom and a robust student life experience beyond the classroom. As the most regular and, in some senses, most significant campus-wide events, Dorm Meeting and Boyce/SBTS Chapel are an important means of constructing a biblical worldview, shaping a life of discipleship, and encouraging a heart for the nations among the Boyce College community.

All students living on-campus are required to attend Dorm Meeting every week. Absences will only be excused for illnesses and emergencies and must be approved by both the student's RA and RD. Students absent from Dorm Meeting because of an official College event — e.g., students traveling with a varsity sports team — must still have their absence approved by their RA and RD.

In addition to the Dorm Meeting policy, full-time, on-campus students must attend 12 Boyce/SBTS Chapel services per semester. Boyce/SBTS Chapel is held Tuesday and Thursday at 10:00 a.m. in Alumni Chapel. The most current chapel schedule is posted at www.sbts.edu/students/chapel. Attendance requirements will be based on the student's status the day after the add/drop day.

In some instances, Boyce Student Life may designate non-Dorm Meeting and non-chapel events or activities as "Chapel Credit Opportunities." Student Life staff and/or Student Leaders will be present to scan-in students. It is the student's responsibility to find the Student Life staff and/or Student Leaders for scanning-in. Students may scan-in up until five minutes after the posted start time of the event. Students must stay for the duration of the event to receive credit for attending. These extra opportunities will be rare and occasional; therefore, students should not depend on these opportunities to make-up for absences accrued at Dorm Meeting or Boyce/SBTS Chapel.

Commuter, part-time, dual enrollment, and online students are exempt from this policy but are still encouraged to attend Dorm Meeting and Boyce/SBTS Chapel.

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 policy regarding sex, sexuality and gender identity is grounded in the teachings of the Bible as understood in the Seminary's confessional commitments – the Abstract of Principles and the Baptist Faith & Message 2000. This policy is intended to address transsexualism, transgenderism, and related gender identity issues.

We affirm that God's original and ongoing intent and action is the creation of humanity manifest as two distinct sexes, male and female. We also recognize that due to sin and human brokenness, our experiential perception of our sex and gender is not always that which God the Creator originally designed, and yet affirm further God's capacity to heal and transform our brokenness in keeping with His purposes and will.

With this foundational understanding of creation, fall, and redemption, we do not support or affirm the resolution of a psychological identity discordant with one's birth sex. Similarly, we do not support or affirm attempts to change one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity. Although as a Christian residential institution of higher learning we will respect those whose moral views diverge from ours, we will

make institutional decisions in light of this policy regarding housing, student admission and retention, hiring and retention, and other matters.

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 enrollment for a student applicant, and as grounds for termination of enrollment of a current student. The same is true for persistent or exaggerated examples of cross-dressing, or other expressions or actions that are deliberately discordant with birth sex.

All students and employees are responsible for notifying the Seminary of any violation of this policy, 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. SBTS provides each student with an email account for the purpose of supporting SBTS-related activities. 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.

Students have no expectation of privacy in anything they create, store, send or receive via the Seminary e-mail system. The Seminary reserves the right, at its discretion, to access SBTS- assigned student email and related services. With the exception of academic content produced as part of the student's fulfillment of coursework for Southern Seminary or Boyce College, content created, stored, sent, or received via the Seminary e-mail system are property of the Seminary.

Firearms, Weapons, & Explosives Policy

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

Kentucky Revised Statutes allows the Seminary to limit/prohibit the possession of any firearm or weapon. Students are not allowed to carry and/or possess weapons at any time while in Seminary

buildings or on Seminary property, whether or not licensed to do so. Students 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 university 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.

Exceptions to this policy are those required by Kentucky Revised Statutes.

A request for individual exception can be made to the Chief of Campus Police. The Chief of Campus Police will make a recommendation to the Senior Vice President of Institutional Administration who will make the determination.

- **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 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 efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, firecrackers, black powder, dynamite, etc.

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

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 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. 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 B.) 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 are accountable for their use of all computing and telecommunications resources. Misuse may result in legal or disciplinary action.

Discrimination and Harassment

The Seminary is committed to providing an environment that is free of discrimination, unlawful harassment and other unbiblical conduct. Actions, words, jokes, or comments based on an individual's sex, ethnicity, disability, age, race, color, national origin, citizenship status, military or veteran status, genetic information, or any other applicable legally protected characteristic, will not be tolerated.

Any students with questions or concerns about any type of discrimination are encouraged to bring these issues to the attention of the Dean of Students or the Women's Support Coordinator. Students can raise concerns and make reports without fear of reprisal. Anyone found to have engaged

in inappropriate conduct, even if it does not rise to the level of harassment, discrimination, or retaliation under the law, may be subject to appropriate discipline, including without limitation dismissal as a student. Any form of retaliation due to a complaint of harassment or discrimination is strictly prohibited and will result in disciplinary action.

Sexual Harassment

Sexual harassment is unlawful and can involve a variety of unwanted, unwelcome and repeated behaviors such as sexually suggestive statements or questions, offensive jokes, innuendos, offensive touching, and displaying or showing sexually suggestive images. (This does not limit the discussion of human sexuality in an instructional setting.) The Seminary prohibits unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where:

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

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 harassment by a student should be reported to the Dean of Students or the Women's Support Coordinator for redress according to the discipline policy.

Anti-Bullying and Anti-Hazing Policy

Recognizing and addressing bullying and/or hazing is paramount to ensuring a safe and healthy campus environment that is conducive to learning and protects the rights of individuals. "Bullying" is severe or repeated use by one or more individuals of written, verbal, or electronic communication, or a physical act or gesture or exclusion directed at another individual. Bullying may cause physical or emotional harm, may create a hostile environment, and may disrupt the campus environment.

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

- Physical abuse such as kidnapping, paddling, slapping, branding, burning;
- Physical exercise, such as scavenger hunts, road trips, or any activity resulting in excessive fatigue, physical or psychological shock;

- Wearing apparel which is degrading or uncomfortable to the individual; or
- Engaging in public stunts, hair cutting, morally degrading or humiliating games or activities, giving of food or drink (alcoholic or non-alcoholic) which is distasteful or designed to provoke nausea or inebriation.

No student organization or individual shall employ a program of student initiation or social events that includes hazing. It is the duty of all student organization members to report immediately any violation of this policy.

Any individual who believes that he/she is the subject of bullying or hazing or who has knowledge of bullying or hazing behavior immediately should report such conduct to the Dean of Students, the Women's Support Coordinator, or Campus Police. Complaints of bullying or hazing will be investigated promptly and in as impartial and confidential manner as possible. Retaliation against any individual reporting such conduct will not be tolerated.

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

Complaints of bullying or hazing may be reported to the following:

- You can call Campus Police any time: (502)897-4444 from an off-campus phone or extension 4444 from an on-campus phone.
- You can visit Campus Police any time. The office is located on the ground level of the Duke K. McCall Pavilion. The office entry doors are located on the brick sidewalk area of the Honeycutt/Norton connector.
- You can contact the appropriate Student Life office. Student Life at Southern Seminary: (502)897-4220, Honeycutt 230. Student Life at Boyce College: (502)897-4295, Williams 110.

Duty to Report Suspected Violations

Each member of the Seminary community is required to report suspected violations of the Seminary code of conduct, applicable laws (local, state or federal), and any policy including, but not limited to, all policies outlined in this student handbook. Students should report such violations to the Dean of Students located at the following offices: Student Life at Southern Seminary: (502)897-4220, Honeycutt 230. Student Life at Boyce College: (502)897-4295, Williams 110.

However, in the event that a student should witness or receive a report of any act that is in violation of any federal, state or local law, he or she is under the obligation of "mandatory reporting" protocol and must promptly report actual and/or reasonably suspected violations to the appropriate law enforcement agency. The Louisville Metro Police Department can be reached at 502-574-LMPD (5673).

- **Reporting of Child Abuse**

Any student who knows or has reason to believe that a child is being abused or neglected should report the matter to Child Protective Services and/or appropriate law enforcement authorities.

- **Ethics and Compliance Hotline**

Members of the Seminary community also have the option to report a violation of any type via an independent Ethics and Compliance Hotline. If desired, the individual may elect to make such a report anonymously. The Hotline's toll-free number is 1(866)458-3958.

Reporting via the Ethics and Compliance Hotline does not relieve the individual of his mandatory reporting obligation.

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 Strategies Group upon recommendation from the VP for Enrollment Management and Student Life.

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 Strategies Group. Students may post or distribute materials in designated areas after receiving approval from the Director of Student Activities or 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. 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, (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:

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

Disciplinary Sanctions

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

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

Reprimand with Corrective Action

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

Probation

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

Disciplinary Withdrawal

The removal of active student status for behavior in conflict with the standard of conduct. Disciplinary withdrawal may be issued as either closed or open to readmission. If *closed* to readmission, then the student is considered permanently expelled. If *open* to readmission, a date will be given when the student may reapply for admission. On that date, if stipulations have been appropriately fulfilled and all financial accounts have been cleared, the student may reapply for admission. Reapplication does not guarantee readmission.

In the event that a student voluntarily withdraws themselves before or during the process of disciplinary sanction and it is determined that the student violated the standards of conduct, it may be noted that the student withdrew *under protest*, which will affect all future decisions regarding readmission.

Disciplinary withdrawal excludes the student from all institutional events, activities, and programs; mandates the immediate cessation of campus housing; and prohibits the student from being on campus for any reason without prior written permission from the Dean of Students. If the withdrawn student is employed on campus, the Department of Human Resources will inform him or her of immediate termination of employment.

Procedure for Appealing a Disciplinary Withdrawal

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

Upon receiving the appeal, the Dean of Students will assemble a Disciplinary Council consisting of three faculty members. At the earliest convenience for the Disciplinary Council, a hearing is convened. One faculty member will be appointed as chairperson and moderate the meeting, designating another faculty as secretary, whose written outline of the proceedings serves as the official record. All materials belong to the archives of the Dean of Students.

In this hearing, the Dean of Students summarizes the case and functions as prosecutor regarding the original conduct infraction. The student may call or question witnesses and present evidence that is directly relevant to the question of the original infraction of the code of conduct. All proceedings are closed, and the council deliberates in private. The chairperson communicates the council's decision for implementation to the Dean of Students and directly to the student.

An appeal of the decision by the Disciplinary Council must be submitted in writing within three working days to the Provost, whose decision is final. This second appeal must include a copy of the original decision, a statement as to why the student's conduct did not in fact violate the conduct standard, any evidence that supports this claim, and why the student is dissatisfied with the deliberations of the Disciplinary Council.

All failed appeals will result in a disciplinary withdrawal closed to readmission.

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 and 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 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 the student files a grievance with the Academic Council — comprised of the deans of the individual schools, the Vice President for Enrollment Management, 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 Strategies Group 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 Strategies Group. The decision of the Executive Strategies Group 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.

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 audiovisuals. The library is open Monday -Thursday 7:45 a.m. to 10:00 p.m., Friday 7:45 a.m. – 7:00 p.m. and Saturday from 11:00 a.m. until 7:00 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

While in seminary, students may take courses through Metroversity in order to enhance their studies. 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 Enrollment Management. 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 prerequisite 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 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 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

The Bookstore at Southern

The weekday hours for the Bookstore at Southern are 9:00 a.m. to 6:00 p.m., and from 10:00 a.m. until 4:00 p.m. on Saturday. The Bookstore is closed on Sundays. The Bookstore is also closed for Chapel on Tuesdays and Thursdays during the academic year. The store carries textbooks, biblical and theological resources, the latest academic titles and software. Special sales are offered to help students build their libraries. Students receive discounts off the regular price of many textbooks.

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.

Campus Technology

The office of Campus Technology provides support for the SBTS—provided accounts and technology services for SBTS students. This includes, but is not limited to SBTS student email accounts; Canvas, the seminary's Learning Management System (or LMS); My.SBTS; and Microsoft Office 365. Campus Technology also provides wireless network access, or WiFi, throughout most buildings on campus with the exception of most residential apartments. Student computers, tablets, mobile phones, or other personally—owned devices are not supported by Campus Technology.

The Campus Technology office is open Monday - Friday, from 8:30 a.m. - 5:00 p.m. Students seeking assistance with any SBTS-provided technology are encouraged to visit Campus Technology in Carver Hall, Room 205, or by phone at (502)897-4006 during regular business hours. Additionally, students can email Campus Technology at campustechnology@sbts.edu.

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

The Seminary may subsidize the cost of counseling for students and their family members should they seek counseling for a specific need. These subsidies are authorized by the office of the Dean of Students. Boyce Students should contact Boyce Student Life (502)897-4227 and seminary students should contact Southern Student Life (502)897-4226.

Emergencies & Security

The Department of Campus Police has Campus Police officers and dispatchers Working 24/7 every day.

The office is located on the ground level of the Duke K. McCall Sesquicentennial Center. 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 campuspolice@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 Center for Student Success 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 April 16, 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.

The Bevin Center

The Bevin Center for Missions Mobilization connects the Southern Seminary and Boyce College classroom to the mission field. In the local area, students are mobilized to serve and evangelize in rescue missions, jails, crisis pregnancy centers, retirement homes, hospitals, street evangelism, serve as High School sports chaplains and much more. Simultaneously, global outreach teams are recruited, trained and deployed throughout the school year. Through these teams, students advance the gospel work, travel internationally with their professors, receive course credit, experience missions first hand and clarify God's calling on their life.

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 (Campus Police) at (502)897-4444.

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.

Health and Recreation Center

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. 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.

- **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.

Hagan Clinic

Students 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. Kentucky Public Health Law requires that all enrolled college and university students are provided with information about Hepatitis B and meningococcal diseases and vaccinations. Information can be found at the Hagan Clinic or at (insert web address).

Facilities

- **Bicycles**

Bicycles must be parked in bike racks located across campus. Bikes are not to be secured to trees, buildings or any other structure. Campus Police officers may confiscate bicycles that are improperly stored or appear to be abandoned.

- **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/](http://events.sbts.edu/). Faculty, staff, alumni and students are encouraged to use campus event facilities for retreats, reunions, weddings and special occasions.

- **Emergencies & Campus Police**

Campus Police has Campus Police officers and dispatchers working 24/7 every day.

The office is located on the ground level of the Duke K. McCall Sesquicentennial Center. 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 campuspolice@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 and Founders' 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. Pioneer also provides catering services for banquets, conferences, and other special events.

- **Housing**

The office of Student Housing administers apartments and graduate student 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. Boyce College administers undergraduate residence halls.

- **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 and Boyce College. The Legacy Hotel can also assist you in planning your event. For more information, call (877) 444-7287 or email [legacy@ sbts.edu](mailto:legacy@sbts.edu). You may also visit our website at <http://legacy.sbts.edu>.

- **Lost & Found**

Campus Police is also the "Lost & Found Center." All collected property is tagged and secured for a period of time before it any disposition is considered. Campus Police will attempt to notify owners of all identifiable property.

- **Maintenance**

Facilities are managed by Sodexo, (502)897-4703. Business hours for non-emergency repairs are weekdays 8 am to 4 pm. Sodexo 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 at (502)897-4459.

- **Parking**

Students may obtain parking permits at the Department of Campus Police located on the ground floor of the Duke K. McCall 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 refrain from parking on city streets as a courtesy to our neighbors.

- **Smoke-free Zone**

All seminary property constitutes a smoke-free zone. Smoking, including e- cigarettes, vaping, and other forms, is not permitted anywhere on campus at any time.

- **Fifth and Broadway**

Fifth and Broadway houses the Copy Center and the Seminary post office. Regular hours of operation are Monday through Friday 9:00 a.m. - 6:00 p.m., Saturday 10:00 a.m. – 2:00 p.m., and closed Sunday. Fifth and Broadway is also closed for Chapel on Tuesdays and Thursdays during the academic year.

- **Copy Center**

The Copy Center is located within Fifth and Broadway. Services provided include 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 a minimal monthly fee on a space available basis. Church newsletters, advertisements and other non-seminary business require normal postage.

BOYCE COLLEGE STUDENT 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. Anyone desiring to move off campus must receive an exemption from Boyce Student Life.

Exemptions are typically given to: (1) married students; (2) students living with their parent(s) or legal guardians (3) students 22 years old or older on the first day of classes; and/or (4) students who are both part-time (enrolled in less than 12 credit hours) and have completed at least 96 credit hours by the first day of classes.

Exemptions are occasionally given to students who do not meet any of the above criteria but who are experiencing extreme hardships, but these exemptions are rare.

Students approved to live off-campus based on the student living with parent(s) or legal guardian(s) must remain in the home with the parent(s) or legal guardian(s) for the entirety of the semester. Similarly, students approved to live off-campus based on part-time status must remain part-time for the entirety of the semester. Students who violate the residency requirement may face disciplinary action (reprimand, probation, or withdrawal), a monetary fine, and be required to move on-campus or forfeit their student status. Exemption requests must be submitted 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.

Residence Hall Life Room Policies

- Students must live and sleep in their assigned rooms.
- Students should respect one another's space and belongings.
- Members of the opposite sex may not enter residence hallways or gender-specific lounges, unless during an official Boyce Student Life event or activity.
- Writing on, painting on, or puncturing the walls or doors is strictly prohibited by the housing contract. Nothing may puncture the walls at any time (including nails, screws, tacks, etc.).
- Students may not operate saws or other power tools in their rooms.
- Students are not allowed to place anything on the doors of their rooms or the walls of dormitory hallways that will cause damage to the building, leave holes, cause paint to peel, etc.

- **Room Check-in & Check-out**

The Housing department determines times and procedures for students to check in and check out of their on-campus housing each semester. Failure to comply with check-in and check-out policies and procedures will result in a monetary fine.

- **Mid-Semester Checkout**

When a student discusses leaving or decides to leave voluntarily mid-semester, the RA must immediately report this to the RD. Students are not permitted to disenroll or check out of residential housing without first speaking with their RD. If a student leaves mid-semester without checking out, the RA will immediately report this to the RD. The RD will inform both Housing and the Dean of Students so that appropriate steps can be taken and the necessary departments contacted.

- **Curfew**

Curfew regulations apply to every Boyce student living in undergraduate student housing in the Mullins Complex or the Fuller building. RAs will ensure that each student is checked in each night. Students check in by signing the curfew sheet on the RA's door. If a student does not check in before curfew, the RA will issue a fine. RAs should notify their RD of any persistent violations. Curfew times for all Boyce residence halls are 12:00 a.m. Sunday - Thursday nights and 2:00 a.m. on Friday and Saturday nights. When students stay outside the dorm overnight, they must sign out near their RA's door before leaving. Failure to sign out results in a fine.

- **Quiet Hours**

Quiet hours in the residence halls are from 10:00 p.m. - 8:00 a.m. Quiet hours extend to students congregating in the Mullins Courtyard and Seminary Lawn. It is the RA's responsibility to enforce quiet hours on the halls. Persistent problems must be brought to the attention of the RD.

Additional Policies for Residence Hall Safety & Convenience

We care about the safety of our students. The following policies are meant to ensure the safety and convenience of residence students.

- **Room Cleanliness Checks**

RAs will perform weekly room checks of all residence hall rooms, restrooms, common areas, and kitchenettes. RAs will examine each room according to Student Life standards of cleanliness and orderliness. Each resident of a specific bedroom is responsible for his or her area of the bedroom as well as the general cleanliness of the bedroom. All residents within a suite are responsible for the general cleanliness of the suite as well as the cleanliness of common areas, bathrooms, and kitchenettes. Students in the Mullins Complex are responsible for cleaning their own restrooms and kitchenettes. Students must never flush food or personal hygiene items down the toilets or sinks. When a student receives a fine for failing an inspection, an additional fine will be assessed each day until the student cleans the room. Persistent problems must be reported to the RD.

- **Room Privacy and Security**

The residence hall room is the student's temporary home, and Southern Seminary recognizes the student's rights and need for privacy. However, the RD, Campus Police, or members of the administration may enter and search a room (preferably in the presence of the occupant) when there is reason to believe that community standards are being violated. Individual student computers and cars may also be searched under similar circumstances. Members of maintenance may also enter rooms to fulfill work orders.

- **Room Maintenance**

Students should report all maintenance issues to their RAs immediately. If an RA is unavailable, please contact housing at (502)897-4203. If an emergency, contact Campus Police at (502)897-4444. Any damage to institutional property that occurs through careless or inappropriate behavior will be deducted from the account of the culpable students.

- **Common Areas**

The Mullins Complex has numerous common areas for Boyce students. Sampey Commons is open to all students. The common areas near Manly and Whitsitt are for female students only. The three common areas within the central Mullins atrium (2nd, 3rd, and 4th floors) may be gender-specific or co-ed depending on male-female residential ratios each specific year. The outdoor Mullins Complex is available to all students. Guidelines will be provided for the entire residential community before each year. All co-ed common areas close at curfew. Students may not sleep overnight in the lounges.

- **Open Dorms**

RAs and ARAs will monitor their hall during Open Dorms and enforce Open Dorms guidelines. Suites or apartments enjoying co-ed fellowship must follow these guidelines: (1) students may only gather in living areas (not bedrooms); (2) doors must be open; and (3) lights must be on unless the group is watching a movie.

- **Laundry Facilities**

The Mullins Complex and the Fuller building are equipped with laundry rooms. These areas should be kept clean and orderly, and gender-specific laundry areas must be honored. Personal items such as clothing and cleaning supplies left in the laundry rooms longer than 24 hours are subject to disposal. Off-campus students may not use the laundry facilities.

- **Smoke Detectors & Fire Alarms**

Smoke detectors must always be operational in every residence hall room. Any problem should be reported to the RD or RA. In case of smoke or fire being noticed or suspected, fire alarms should be activated. If expedient, RA or RD permission should be obtained.

- **Appliances & Tools**

Residents may keep a refrigerator (not to exceed four feet), microwave, and coffee maker, but not ovens, toasters, blenders, grills or other kitchen appliances. Students may not store tools of a dangerous nature in their rooms, especially those that cut or burn.

- **Bikes, In-line Skates, Skateboards**

Bikes may not be used or stored anywhere in the dormitory at any time (including but not limited to dormitory rooms, halls, stairwells, common areas, or storage areas) other than those areas designated for bicycle storage. The use of bikes, skateboards, in-line skates, scooters, or anything similar is strictly prohibited in the residence halls.

- **Windows, Screens, and Balconies**

Students may not enter or exit through windows. Students may not remove screens from residence hall windows. Students may not enter, exit, or climb onto balconies. Students should report damaged windows or screens immediately to residence hall staff. Any of the actions prohibited above will result in a significant fine. In the interest of modesty and propriety, students may not approach the residence hall windows of students of the opposite sex.

- **Roommate Conflicts and Room Changes**

Student Life desires to train students comprehensively for life and ministry. As part of this mission, we encourage roommates to make every effort to work out differences and conflicts through open, clear, and loving communication. Room changes during the academic year are not permitted.

- **Visitation Policy**

- Guests must be at least 18 unless their visit is an official college visit arranged through the Admission Office.
- Guests may stay no longer than 3 consecutive nights and are limited to 6 nights per semester. This policy applies to all summer and winter breaks. Before arrival on campus, guests must complete the online Housing Visitor Form which can be found [here](#).
- Parents are never allowed overnight in the dorms.

BOYCE ATHLETICS

Mission Statement of Athletic Department

Boyce College athletics is a platform for ministry and the advancement of the kingdom of Christ. The work of ministry requires discipline, strong work ethic, commitment, and a holistic view of Christ's kingdom. We believe that athletics is a great way to develop these characteristics. Whether playing games, hanging out as a team at the coach's house, or playing in front of a great home crowd, we see our time together as an opportunity to shape others and to be shaped into the image of Jesus Christ.

Athletic Vision

To produce the next generation of scholar-athletes who will be leaders that live to exalt Christ – in their family, community, jobs and relationships.

General

It is our responsibility to create an environment through proper leadership and atmosphere that provides the student-athlete with an opportunity to achieve spiritual and educational objectives. We are committed to developing the student-athlete intellectually, spiritually, socially, morally, emotionally, culturally, vocationally, as well as physically. Our training must emphasize the values of sportsmanship, fairness, personal integrity, and must aid in the development of Christ-honoring character qualities that include loyalty, respect, cooperation, teamwork, gratefulness, personal responsibility and spiritual sensitivity.

Core Values

Intercollegiate athletics are for the student-athletes who participate in them. A student-athlete should develop educational and spiritual leadership as a result of participation in athletics.

- Intercollegiate athletics are an important part of the educational system.
- The athlete is an integral part of the student body.
- There is a clear line of demarcation between college athletics at Boyce College and professional sports. Amateurism is highly valued.
- Equity, fairness, sportsmanship, and Christian behavior should be rigorously promoted values.

These policies and purposes are in keeping with the interests of The National Christian College Athletic Association (NCCAA). It is our intention to abide by these principles.

As we support and contribute to the educational programs through opportunities in athletics, we are promoting the development of the student-athlete through our instruction, attitudes, behavior, and example.

NCCAA II – National Christian College Athletic Association, Division II

Boyce College joined the National Christian College Athletic Association (NCCAA) in 2011. Our athletic teams, coaches and administration are active participants in the association. Ninety-six Christian colleges, universities, and Bible colleges are members of the NCCAA. The association is

divided into two divisions: Division I for schools offering athletic financial aid and Division II for schools offering no athletic-related financial aid.

Missed Class-Time Policies

Boyce College athletes are first and foremost students with a primary responsibility to their academic requirements. To ensure that student-athletes miss the least number of classes, the following guidelines are in effect:

- Athletics schedules will be so constructed that team travel is not unduly detrimental to class attendance.
- The scheduling of home athletics contests will reflect the institution's desire to protect the student-athlete's opportunity to attend a maximum number of classes.
- Scheduling must balance contests dates to avoid excessive accumulated missed classes on any given class day.
- No class-time will be missed for athletic practices except when a team is traveling to an away contest and the practice is in conjunction with the contest.
- No regular season competition is allowed during the final exams period.
- Respective sport coaches must monitor the class attendance of his/her student-athletes.
- Students are required to notify professors at the outset of a semester of the potential contest class conflicts (the athletics department provides a form to accomplish this). Student Athletes are responsible to communicate with professors two days prior to missing said class and make arrangements for missed work or assignments.
- For home competition, student-athletes shall not miss classes prior to two hours before the scheduled competition time.
- For away competition with same day travel, student-athletes shall not miss any classes prior to 30 minutes before the scheduled time of departure.
- It is expected that the student-athletes will be responsible for submitting all assignments on time and that advance arrangements will be initiated by the student-athlete for any tests/quizzes that will be missed.
- It is expected that coaches will not penalize student-athletes for missing practices due to conflicts with regularly scheduled classes for which student-athletes are enrolled.
- Exceptions to the above statements for special tournaments and competitions, including championship play, must be approved by the Director of Athletics and ADR.

- Student-athletes who believe that they have received a lack of reasonable accommodation of the provisions of this missed class policy by a coach may bring this matter to the attention of the Director of Athletics or the Faculty Athletics Representative.

The Boyce College catalog and the student handbook contain the institutional policies for missed class time and examinations.

Hazing, Initiations, and Related Treatment of Student-Athletes

Boyce College Athletics absolutely forbids any form of bullying, hazing, or intimidation. The complete policy is included earlier in this handbook.

Discrimination and Harassment

Boyce College Athletics is committed to providing an environment that is free of harassment, unlawful discrimination, and other unbiblical conduct. Policies related to this can be found on page 10 of this handbook.

Social Media

Social media is a communication tool that allows users the opportunity to create an interactive experience with a mass audience. Social media venues (i.e. Facebook, Twitter, LinkedIn, etc.) can create a real and lasting impact on organizational and professional reputations. The use of social media can blur the lines between a personal voice and an institutional voice. As a result, students are expected to follow the same laws and behavioral standards online as they would in all other aspects of life.

Best Practices of Social Media

- Stop and think before posting. Privacy does not exist in the world of social media. Content that is shared will be readily available and will ultimately reflect both on the individual and the Seminary.
- Be accurate and factual. This is especially important if you are representing the Seminary.
- Be respectful and encourage comments or discussions. Do not post anything that the Seminary's students, business partners, suppliers or vendors could reasonably view as malicious, obscene, threatening or intimidating, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age or any other status protected by law or Seminary policy.
- Maintain an active social media presence by regularly updating the site and/or creating content.
- On personal sites, identify your views as your own and not that of Southern Seminary.
- Do not share confidential information such as internal reports, internal business-related confidential communications, including information about our students.

- Do not be the first to announce Seminary or departmental news on a social media site unless pre-approved by the appropriate level of management.

Seminary Sponsored Social Media

If you post on behalf of the Seminary the following guidelines apply:

- Departments that have a social media page or would like to create one must contact Campus Technology and/or Communications to ensure all Seminary social media sites coordinate with one another.
- Use approved photos and logos. Contact Communications to receive approved photos.
- If managing a social media page or site, remain active and intentional about the content being shared.

APPENDIX A

What to Do If

The following section is provided to help students know what to do in a number of difficult situations. Students should review this section each semester. We recommend students add Campus Police to their mobile phone contacts: (502)897-4444.

1. What to Do if You Have an Emergency

If you have an emergency, you should seek Campus Police immediately. Campus Police have officers and dispatchers working 24 hours a day, 7 days a week.

- You can call Campus Police any time: (502)897-4444 from an off-campus phone or extension 4444 from an on-campus phone.
- You can visit Campus Police any time. The office is located on the ground level of the Duke K. McCall Pavilion. The office entry doors are located on the brick sidewalk area of the Honeycutt/Norton connector.
- You can 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.

After resolution of the emergency, if you need follow up care, you can contact the appropriate Student Life office: Student Life at Southern Seminary: (502)897-4220, Honeycutt 230; or Student Life at Boyce College: (502)897-4295, Williams 110.

2. What to Do if You Have Lost an Item

If you have lost an item, you should seek Campus Police, which functions as the central repository for lost items. All collected property is tagged and secured for a period of time before any disposal is considered. Campus Police will attempt to notify owners of all identifiable property.

Campus Police have officers and dispatchers working 24 hours a day, 7 days a week.

- You can call Campus Police any time: (502)897-4444 from an off-campus phone or extension 4444 from an on-campus phone.
- You can visit Campus Police any time. The office is located on the ground level of the Duke K. McCall Pavilion. The office entry doors are located on the brick sidewalk area of the Honeycutt/Norton connector.

3. What to Do if You Observe Concerning Behavior on Campus

If the concerning behavior is an emergency: You should seek Campus Police immediately. Campus Police have officers and dispatchers working 24 hours a day, 7 days a week.

- You can call Campus Police any time: (502)897-4444 from an off-campus phone or extension 4444 from an on-campus phone.
- You can visit Campus Police any time. The office is located on the ground level of the Duke K. McCall Pavilion. The office entry doors are located on the brick sidewalk area of the Honeycutt/Norton connector.

If the concerning behavior is not an emergency: You should alert Human Resources. Human Resources will convene with the Behavioral Intervention Team to determine the best course of action. You may also contact the BIT directly at bit@sbts.edu. Please include in your description of the concerning behavior details such as location, time, and names involved in the concerning behavior.

Student Life at Southern Seminary: (502)897-4220, Honeycutt 230; or Student Life at Boyce College: (502)897-4295, Williams 110.

4. What to Do If You Are Being Harassed, Threatened, or Assaulted

Southern Seminary is committed to providing a working and learning environment that is free of unlawful discrimination, harassment, and other unbiblical conduct. Policies related to this can be found on page 10 of this handbook. If you are being harassed, threatened, or assaulted by anyone, you should seek Campus Police immediately. Harassment is threatening behavior that is meant to intimidate or alarm another person (see KRS 525.070). Campus Police will determine how to respond to the situation in coordination with the appropriate offices on campus, including Student Life.

Campus Police have officers and dispatchers working 24 hours a day, 7 days a week.

- You can call Campus Police any time: (502)897-4444 from an off-campus phone or extension 4444 from an on-campus phone.
- You can visit Campus Police any time. The office is located on the ground level of the Duke K. McCall Pavilion. The office entry doors are located on the brick sidewalk areas of the Honeycutt/Norton connector.

Campus Police will coordinate with the appropriate offices on campus to respond properly to an allegation of harassment or assault. All allegations of an employee harassing, threatening, or assaulting a student will be addressed by the appropriate offices. All allegations of a student harassing, threatening, or assaulting another student will be handled by the appropriate Dean of Students' office.

After initial report to Campus Police regarding the harassment, please contact the appropriate Student Life office if you need follow up care.

Student Life at Southern Seminary: (502)897-4220, Honeycutt 230; or Student Life at Boyce College: (502)897-4295, Williams 110.

5. What to Do if you are Being Sexually Harassed

If you have been sexually harassed, you should report it to Human Resources or the Women's Support Coordinator immediately. Sexual harassment is unlawful and can involve a variety of unwanted or unwelcome behaviors such as sexually suggestive statements or questions, offensive jokes, innuendos, offensive touching, and displaying or showing sexually suggestive images. (This does not limit the discussion of human sexuality in an instructional setting.) The Seminary prohibits unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a

sexual nature, where:

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

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 harassment by a student should be reported to the Dean of Students or the Women's Support Coordinator for redress according to the discipline policy.

All allegations of an employee sexually harassing a student will be handled according to Sexual Harassment Policy in the Faculty/Staff Manual by the appropriate offices. All allegations of a student sexually harassing another student will be handled by the Dean of Students' office.

After initial report to the Dean of Students or the Women's Support Coordinator regarding the sexual harassment, please contact the appropriate office if you need follow up care.

Student Life at Southern Seminary: (502)897-4220, Honeycutt 230; or Student Life at Boyce College: (502)897-4295, Williams 110; or the Women's Support Coordinator: (502)897-4680, Norton 154.

6. What to Do if You Feel You're a Threat to Yourself

If you feel you are a threat to your own safety, you should make immediate use of the resources available to you. If the urge to harm yourself becomes critical, you should seek help from any one of the following resources:

- Campus Police: (502)897-4444
- Any Emergency Room. The closest are:
 - Baptist East Hospital ER, 4000 Kresge Way, (502)897-8141
 - Norton Suburban Hospital ER, 4001 Dutchmans Lane, (502)893-1000
 - Emergency Psychiatry Services at University Hospital: (502)562-3121
 - Norton Hospital Mental Health Facility, 200 East Chestnut Street: (502)629-6700

In addition to these public resources, make use of the support relationships you have available to you. Do not suffer alone. Talk to people around you. Consider:

- Family relationships and close friendships
- The pastor(s) of your local church
- Residence Life or Student Life staff

For Southern students, contact Southern Student Life (502)897-4226, Honeycutt 230. For Boyce students, contact Boyce Student Life (502)897-4227, Williams 110.

7. What to Do If you Think Another Person is a Threat to Themselves

If you think another person is a threat to themselves due either to (1) statements they have made about their intent to harm themselves or (2) any self-harming behavior, then you must contact Campus Police. Campus Police will determine how to respond to the situation in coordination with the appropriate offices on campus, including Student Life.

Campus Police have officers and dispatchers working 24 hours a day, 7 days a week.

- You can call Campus Police any time: (502)897-4444 from an off-campus phone or extension 4444 from an on-campus phone.
- You can visit Campus Police any time. The office is located on the ground level of the Duke K. McCall Pavilion. The office entry doors are located on the brick sidewalk area of the Honeycutt/Norton connector.
- 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.

Other resources available for immediate help include:

- Any Emergency Room. The closest are:
 - Baptist Hospital East ER, 4000 Kresge Way, (502)897-8141
 - Norton Suburban Hospital ER, 4001 Dutchmans Lane, (502)893-1000
 - Emergency Psychiatry Services at University Hospital: (502)562-3120
 - Norton Hospital Mental Health Facility: 200 East Chestnut Street: (502)629-6700

In addition to these public resources, make sure they are aware of the support relationships they have available to them. They should not suffer alone but should talk to the people around them. For example:

- Family relationships and close friendships
- The pastor(s) of your local church
- Residence Life or Student Life staff

For Southern students, contact Southern Student Life (502)897-4226, Honeycutt 230. For Boyce students, contact Boyce Student Life (502)897-4227, Williams 110.

8. What to Do If You Suspect Abuse Against a Child

Kentucky law requires that any person who suspects that a minor (under 18) is the victim of abuse or neglect must immediately contact a local law enforcement agency or other agency authorized by statute (KRS 620,030). Both physical and sexual abuse must be reported. You do not have to be certain of the abuse; your reasonable suspicion is enough to require a report.

Local law enforcement includes Louisville Metro Police Department at (502)574-7111 or the Kentucky Child/Adult Protective Services Reporting System at 1(877)597-2331. You may call LMPD Crimes Against Children division directly at (502)574-2465.

Southern's policy, found pages 12 and 13 of this handbook, requires those who suspect child abuse to report directly to LMPD or KCPS. Reporting to Campus Police is not sufficient under this policy. Louisville Metro Police may later coordinate with Campus Police for criminal investigations. Failure to report suspected abuse directly to LMPD or KCPS may result in criminal charges and/or disciplinary action.

After the initial report to LMPD, you must also contact the appropriate office so that they can take the appropriate action.

If the suspected abuser is a student, contact the office of the Dean of Students.

- Southern Seminary: (502)897-4220, Honeycutt 230
- Boyce College: (502)897-4295, Williams 110

If the suspected abuser is a faculty member, contact the office of the Provost: (502)897-4099, Norton 147.

If the suspected abuser is a staff member, contact Human Resources: (502)897-4721, Carver 204.

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.

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 is prohibited. This policy does not apply to worship communion or appropriate use of prescribed medications.