

2020-2021
Student Handbook



Welcome to



Southeastern
Baptist Theological Seminary

and



The College at
Southeastern

Southeastern Student Handbook

This edition of the Student Handbook is a reflection of the most current policies and procedures of this institution; it should be adhered to throughout the course of a student’s enrollment at Southeastern Baptist Theological Seminary and The College at Southeastern (SEBTS). The Dean of Students Office reserves the right to make changes to this Handbook at any time when such changes are deemed necessary. Where there are other specifications pertaining to non-traditional students, such as Advanced Degree students, Distance Learning students, etc., those specifications will be indicated in writing by the responsible offices for those demographics. However, the policies contained in this Student Handbook should be considered germane to all SEBTS demographics.

January 2021



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Welcome from the Dean of Students

On behalf of the Student Life Division, welcome to Southeastern!

We are so very glad that out of all the places you could have chosen to attend college or seminary, you have come here.

It is my deepest hope and prayer for each of you that while you are here you will fall ever more deeply in love with the Lord and worship Him with all of your heart, soul, mind, and strength. I am also praying that as an outflow of your love and worship of God that you will flourish personally, develop in your ministry skills, and experience an increasing joy in serving the local church.

Here at Southeastern, we strive to make the gospel of Jesus Christ and His Great Commission central in all we do. By dying on the cross as a sacrifice for our sins and rising again as the conqueror of death, Jesus Christ made it possible for us to become the children of God. That means that all who have been saved from the wrath of God by the grace of God through faith in Jesus Christ are together the family of God. As a family, we have the privilege of joining together to worship and glorify our great God and seek to expand the proper worship of Him to the ends of the earth.

At Southeastern, then, we are a “community” of faith. That is, we are a people who are united around a common purpose of worshipping the Lord and maximizing that worship throughout all creation. This is the vision that makes SEBTS more than an institution. We are a movement with a vision, purpose, and goal.

Thus, it is with great joy that I welcome you to the Southeastern community. May it be that together, we will thrill the Lord with worship in our classrooms, residences, local church involvement, and our relationships with the lost wherever they may be in the world. As Paul reminded the believers in 1 Corinthians 10:31: “Whether then you eat or drink or whatever you do, do all to the glory of God.” Let us make every aspect of our life together one that thrills our great God!

Please know that my office and staff are eager to serve you in whatever capacity we can. All of us in the Student Life Division are delighted you are here!



Mark D. Liederbach, Ph.D.
Vice President of Student Life, Dean of Students

About SEBTS

History of Southeastern

Southeastern Baptist Theological Seminary (SEBTS) came into existence by a vote of the Southern Baptist Convention in 1950. Student matriculation began in 1951. In 1995, Southeastern Baptist Theological Seminary added an undergraduate division known as Southeastern Baptist Theological College. The name was changed to Southeastern College at Wake Forest by Trustee action in their Spring 2000 meeting. In Spring 2008, the Trustees approved a name change to The College at Southeastern. Through May 2020, SEBTS has awarded 17,753 degrees.

Institutional Statements

Mission

Southeastern Baptist Theological Seminary and The College at Southeastern seek to glorify the Lord Jesus Christ by equipping students to serve the Church and fulfill the Great Commission (Matthew 28:18–20).

Identity

Southeastern Baptist Theological Seminary is an institution of higher learning and a Cooperative Program ministry of the Southern Baptist Convention.

Core Competencies

In order to equip students to serve the Church and fulfill the Great Commission, the Southeastern Faculty builds curricula and courses, drawing upon the great tradition of Christian orthodoxy and our Baptist heritage, to develop these five core competencies in Southeastern (SEBTS) graduates:

Spiritual Formation

SEBTS graduates demonstrate the knowledge and skills necessary to pursue an authentically Christian way of life, manifested by trust in God, obedience to Christ's commands, and love of God and neighbor.

Biblical Exposition

SEBTS graduates demonstrate the ability to properly and effectively interpret, apply, and communicate the Scriptures.

Theological Integration

SEBTS graduates demonstrate the ability to understand and apply the doctrines of Christianity to life and ministry.

Ministry Preparation

SEBTS graduates demonstrate the knowledge, skills, and Christian disposition necessary for ministry and leadership in the church and the world.

Critical Thinking & Communication

SEBTS graduates demonstrate the ability to think critically, argue persuasively, and communicate clearly.

These core competencies define the desired learning outcomes for SEBTS students, and thus guide faculty in forming their syllabi, delivering lectures, guiding classroom discussions, and evaluating students.

Confession and Articles of Faith

Southeastern Baptist Theological Seminary and The College at Southeastern (SEBTS) affirms the Bible as the authoritative Word of God and operates under the authority of Scripture as a covenant community.

The articles of faith that set forth the doctrinal positions with which the school is identified and which characterize the beliefs and commitments of the faculty are The Abstract of Principles and the Baptist Faith & Message 2000.

The Abstract of Principles has served as a guiding document since the founding of SEBTS, and in April 2001, Trustees revised the institutional bylaws to include the 2000 revision of the Baptist Faith and Message along with the Abstract Principles as the official articles of faith of the school. Trustees stated, and the Southeastern Faculty concurred, that they did not consider the two documents to be in any essential conflict. In May 2001, the existing Southeastern Faculty voluntarily and publicly signed the Baptist Faith and Message in Chapel. New faculty members sign both documents at the first convocation following their election.

In addition to the Articles of Faith, SEBTS further subscribes to documents that clarify beliefs on critical issues of the day. The Chicago Statement on Biblical Inerrancy reflects SEBTS's commitment to biblical authority. The Danvers Statement addresses the issue of biblical manhood and womanhood.

The Statements were affirmed by the leadership of SEBTS in April 2004 not as additional articles of faith to be signed by faculty, but as faculty guidelines, as a testimony to SEBTS's constituency, and as an additional set of institutional identity statements. Professors believe and teach in accord with these confessional articles of faith and affirmed statements; students are not required to affirm them.

Affiliations

Southern Baptist Convention

The Seminary was voted into existence by the Southern Baptist Convention at its annual session held in Chicago, Illinois in May 1950, and exists as a Cooperative Program ministry of the SBC.

Accreditations

Association of Theological Schools (ATS):

Southeastern Baptist Theological Seminary is accredited by The Association of Theological Schools in the United States and Canada (10 Summit Park Drive, Pittsburgh, PA 15275-1103; Telephone (412) 788-6505) to award masters and doctoral degrees.

SEBTS has been accredited by ATS since 1958.

Southern Association of Colleges and Schools (SACS):

Southeastern Baptist Theological Seminary is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number (404) 679-4501) to award associates, bachelors, masters, and doctoral degrees.

SEBTS has been accredited by SACS since 1978.

Board of Trustees

Seminary trustees are elected by the Southern Baptist Convention. Articles I through IV of the Seminary Bylaws address the organization, meetings, officers, and committees of the Board of Trustees.

Cabinet Members



Mr. Ryan Hutchinson
Executive VP for
Operations



Dr. Danny Akin
President



Dr. Keith Whitfield
Provost
Dean of Faculty &
Graduate Studies



Dr. Mark Liederbach
VP for Student Life
Dean of Students



Dr. Chuck Lawless
VP for Spiritual Formation
& Ministry Centers
Dean of Doctoral Studies



Dr. Art Rainer
VP for Institutional
Advancement



Dr. Scott Pace
Dean of The College
at Southeastern

Campus Centers

Center for Great Commission Studies

The Lewis A. Drummond Center for Great Commission Studies (CGCS) is the hub of Great Commission efforts at SEBTS to help develop students and faculty members into Great Commission servants of their local churches. The CGCS serves the SEBTS community in four major areas: academics, research, mobilization, and convention relationships. Additional information about the CGCS can be found online at thecgcs.org or you can contact the CGCS at (919) 761-2230. You may also follow us on Facebook (twitter.com/theCGCS) and Twitter (twitter.com/theCGCS).

Center for Faith & Culture

The L. Russ Bush Center for Faith and Culture seeks to engage culture as salt and light, presenting and defending the Christian faith, and demonstrating its implications for all areas of human existence. The Center has a two-fold purpose: (1) to convey graciously and apply effectively the Christian worldview to all areas of culture and to the human condition; (2) to encourage and support the Church in its redemptive work.

The programs, conferences, and events hosted by the Center provide a meaningful venue where vital cultural issues to the Church are discussed and the Christian worldview remains central to the discussion. The Center usually hosts the Carver-Barnes lecture series in the spring semester, the Oxford Study Program in the summer, and the Drummond-Bush lecture series in the fall semester. Throughout most semesters the Center also hosts film nights, cultural discussion nights, a mentorship program, a research assistant program, and other events, some of which are designed for the local pastor. Students, local churches, and the wider community are always welcomed and encouraged to attend. Additional information about The Center can be found at cfc.sebts.edu or you can contact the CFC at (919) 761-2190.

Center for Preaching and Pastoral Leadership

The Center for Preaching and Pastoral Leadership exists to equip and encourage pastors to lead healthy, disciple-making churches for the glory of God around the world. The Center represents an intentional bridge between the seminary and the local church.

At Southeastern, we believe leadership and ministry skills development are responsibilities of discipleship and thus should be an intentional part of every local church ministry. Through the Center for Preaching and Pastoral Leadership, we offer assistance, resources, and training to our students, as well as to pastors and churches, to further equip them to serve well in the crucible of real life ministry.

We ask vital questions such as: Who should a pastor be? What should a pastor know? What should a pastor be able to do? We seek to accomplish our purpose and answer these questions through four major areas of training and ministry described in further detail on this site:

1. Ministry to Pastors & Churches
2. Ministry Preparation & Continuing Education for Pastors & Churches
3. Field Based Training for Pastors & Churches
4. Research & Writing for Pastors & Churches

Additional information about can be found at pastorscenter.org or you can contact them at (919) 761-2815.

Campus Services

Campus Security

Southeastern Baptist Theological Seminary's and The College at Southeastern's (SEBTS) security officers are on duty 24 hours a day. Security officers make rounds of campus buildings and housing. SEBTS also has an excellent relationship with the Wake Forest Police Department, which regularly patrols seminary property. Although night watchmen are employed to maintain security, precautions should be taken to prevent losses from cars, rooms, and apartments. Comprehensive insurance on automobiles and personal property is recommended. Local insurance agents can handle any questions concerning renter's insurance or automobile insurance. In case of theft, contact the Wake Forest Police Department at (919) 554-6150 and SEBTS Security at (919) 291-1903. In case of an emergency, dial 911. However, Campus Security will respond to needs such as safety, lock-out, maintenance, etc. Campus Security may be contacted anytime at (919) 291-1903 or you may contact them through email at: campusecurity@sebts.edu.

Emergency Messages & Alerts

Emergency Messages may be transmitted to students by way of Campus Security at (919) 761-2206. An emergency is defined as death of a family member, accident involving a family member, or a crisis situation requiring immediate attention. An effort to contact the needed person will be made only if that person can be located by class schedule or other efforts.

Nixle SEBTS Alerts

Campus Security is encouraging all students, faculty, and staff to sign up for Nixle, which is SEBTS's alert and announcement system. Log-in to CampusNet and look for the "SEBTS Alerts/Announcements" tab under "Security." You can sign up for email delivery or text messages or both.

Parking and Traffic Regulations

SEBTS's parking system is designed to provide as many students as possible with adequate parking for attending classes and using the buildings. Color coded signs are posted at every parking area to help facilitate the parking demand and students should park only in proper areas to avoid parking tickets. Visitors are welcomed on campus and are asked to respect the parking regulations.

Automobile Registration

- 1.) All vehicles parked on SEBTS's property must be registered and have current decals properly displayed on the rearview mirror. Registration of a vehicle is valid through each academic year. Each summer, a new permit may be purchased through the Rydin Parking Express System used by Campus Security.
- 2.) It is important to keep all information on all vehicles current once they are registered. Any vehicles obtained while enrolled as a student will need to be registered. Students must update and register vehicles using the on-line parking system.
- 3.) Upon graduation, all decals must be returned to the Director of Campus Security Office.
- 4.) Lost, broken, or illegible decals may be replaced at the Campus Security Office at no cost.

Violations

The following violations may result in a fine:

- 1.) Parking in driveways, loading zones, "Visitor" spaces, areas marked "No Parking," outside designated parking areas, areas where no parking spot or stop blocks are present, taking up more than one space, blocking the dumpsters, or obstructing movement of traffic.

- 2.) Driving and/or parking on lawns, grassy areas, flower beds, or sidewalks. No driving in the gated area of the campus is permitted without permission from the Director of Campus Security or the Director of Facilities.
- 3.) Failure to have a valid decal properly displayed on rearview mirror.
- 4.) Parking in areas designated for other colors besides the one for which your vehicle is registered.
- 5.) Parking in any of the spaces along the circle drive of Stealey Hall.

Fines & Enforcement

Parking in designated areas is enforced during regular business hours which are from 7:00 a.m. to 6:00 p.m., Monday through Friday, and on special days such as Graduation. The spaces marked for the President's Office, Handicapped parking, the Broyhill lot, the Stephens-Mackie lot, the Lolley lot, and the Bostwick lot are enforced 24 hours a day, including weekends.

Parking violations will be issued by Security personnel and will be assessed as follows:

- 1.) Parking in a "President's Office" or "Handicapped" space: \$75 (\$25 added for each additional violation).
Parking on Stealey Drive, grass, flowers, or sidewalks: \$50 (\$15 added for each additional violation).
- 2.) All other parking violations: \$20 (\$5 added for each additional violation).

All vehicles parked on campus must be in good working condition and have proper state license plates. Any vehicle not meeting these standards which is left on seminary property for longer than seven days may be towed. All expenses such as verification of registration and towing expenses will be at the owner's expense. The Director of Campus Security maintains the discretionary right to lessen or waive any of the above violations upon hearing an appeal.

Parking Assignments

All students are expected to park in their designated parking areas. Color-coded signs are located at the entrance to all parking areas for your convenience. These areas are color-coded as follows (see also color-coded map on back side of page):

- 1) **Green:** Gravel parking lot across the street from Stephens-Mackie and the designated parking area around Patterson Hall.
- 2) **Purple:** Gravel parking lot at Stadium Drive and Rock Springs Road across from the high school.
- 3) **Red:** Lolley residents—Paved parking lot adjacent to Lolley and the small paved lot across the street from Lolley.
- 4) **Silver:** Bostwick residents—Paved parking lot to the north of the Ledford Student Center, across the street from Bostwick.

No student parking is allowed in the black, blue, orange, or yellow faculty/staff areas. Vehicle changes or parking questions may be sent to mlawson@sebts.edu. Any additional information can be found at www.sebts.edu under Campus Net.

Firearms & Weapons Policy

- A. Under N.C. Law G.S. 14-269.2(d) possessing a BB gun, air rifle, air pistol, Taser, Bowie knife, sling shot, switch blade knife, dagger, or fireworks on a school campus (this includes campus housing and parking areas) is a Class 1 Misdemeanor.
- B. Under N.C. Law G.S. 14-269.2(b) possessing a gun, rifle, pistol, or other firearms of any kind on a school campus (including campus housing and parking areas) is a Class 1 Felony.
- C. In addition to these standards, SEBTS specifically prohibits the possession on school campus (including campus housing and parking areas) bow and arrow, compound bows, and paintball guns (markers) of any kind.

- D. This policy pertains to all members of the SEBTS community (administration, staff, faculty, student body, maintenance crews, etc.) at all times with the exception of those who are given explicit permission as part of the official SEBTS campus security department.
- E. Under N.C. Law G.S. 14-269.2(k) Schools, Public or Private, All Levels Including Universities. The provisions of this section shall not apply to a person who has a concealed handgun permit that is valid under Article 54B of this Chapter, or who is exempt from obtaining a permit pursuant to that Article, who has a handgun in a closed compartment or container within the person's locked vehicle or in a locked container securely affixed to the person's vehicle. A person may unlock the vehicle to enter or exit the vehicle provided the firearm remains in the closed compartment at all times and the vehicle is locked immediately following the entrance or exit.

Any violation(s) of these policies and/or laws will be met with immediate and appropriate action from institutional, city, and/or state officials. In addition, it is the policy of the institution that if any member of the faculty, staff, or student body becomes aware of a violation of the firearms and weapons policies listed above, he or she has a duty to report the violation to a school official.

Drug and Alcohol Prevention Policy

Scripture tells us plainly that in whatever we do, (including what we eat or drink as well as in our words or deeds) we are to do all things for the glory of God (I Corinthians 10:31, Colossians 3:17). Scripture also indicates that our conduct is supposed to serve as a witness to the Gospel of Jesus Christ. With these truths in mind, Southeastern Baptist Theological Seminary and The College at Southeastern (SEBTS) strive to create a learning environment that not only fosters excellence in education but also facilitates Christian growth. We desire to be a community whose conduct and reputation glorify God and serve as a witness to His goodness in all we do. Therefore, all students, faculty, and staff are expected to live according to the highest standards of Christian behavior.

In addition, to the above-mentioned Scriptural principles and motivations, SEBTS also strives to comply with federal regulations for learning communities such as the Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace Act of 1988. The regulations require all schools and institutions of higher education to adopt and implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees on SEBTS property or as part of any SEBTS activity.

The Department of Education requires SEBTS by law to distribute this Drug and Alcohol Prevention Policy on an annual basis to all students and employees. If a student or employee has any questions regarding this policy or wishes to receive further information on the institution's Drug-Free Schools and Communities Act and Drug-Free Workplace Act program, the student or employee should contact the Dean of Students Office or the Humans Resources Office.

Standards of Conduct

SEBTS supports and endorses the Federal Drug-Free Workplace Act of 1988 (41 USC § 701 et seq.) and the Drug-Free Schools and Communities Act amendments of 1989 (20 USC § 1145(g)). Pursuant to these Acts, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including illicit drugs or abuse of alcohol (as defined in these Acts) by an employee or student on the property of SEBTS or as part of any SEBTS activities is prohibited, and shall be subject to disciplinary action in accordance with applicable policies of the institution. For employees, SEBTS will take appropriate personnel action for such infractions, up to and including termination. Students who violate this policy will be subject to sanctions as set forth in the Student Handbook including suspension and expulsion from SEBTS.

In addition to these Acts, SEBTS upholds relevant conduct standards for its students, which the student covenant articulates. The Student Handbook clearly establishes “any consumption of alcoholic beverages while matriculated as a student at SEBTS (college and/or seminary), which includes the regular semesters, fall, winter, spring, and summer breaks (even if not enrolled in classes for a semester), and any consumption of alcoholic beverages on or off campus (including campus housing)” is considered “unacceptable conduct” and therefore, is strictly prohibited (pg. 34). Furthermore, the Student Handbook also prohibits “any use, consumption, or possession of illegal drugs or controlled substances, or flagrant misuse of prescription drugs” (pg. 34) and “the use of tobacco, marijuana, and/or marijuana related products (i.e. this would include but not be limited to mind-altering substances)” (pg. 35). SEBTS faculty and staff are also required to maintain these same standards. For the specific statement on SEBTS conduct standards for faculty and staff, please see the Faculty Handbook and the Employee Handbook.

As a condition of employment, all employees shall abide by the terms and conditions of 41 USC § 701 et seq. and 20 USC § 1145(g). As such, an employee must notify the institution of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Such notice shall be provided in writing by the employee to the Director of Human Resources. SEBTS will, in turn, notify as appropriate, the applicable federal agency of the conviction within ten days of its receipt of notification of the conviction. For such conviction, SEBTS will take appropriate personnel action, up to and including termination, within thirty (30) days of receiving notice of such conviction. Employees may also be required to satisfactorily participate, at their expense, in a drug abuse assistance or rehabilitation program as approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency before being allowed to return to work, which may include drug and alcohol testing, as applicable. Employees may also be required to undergo reasonable suspicion drug and alcohol testing as part of this program. For purposes of this policy, a “conviction” means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

SEBTS complies with the Drug-Free Schools and Campuses Regulations that requires institutions of higher education to conduct a biennial review of their alcohol and drug programs and policies in order to analyze current trends, provide effectiveness and solutions, and to ensure that disciplinary sanctions are being enforced within the institution. All institutions of higher education receiving federal funds or financial assistance must develop and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

Legal Sanctions

In addition to serious health risks, employees and students who violate drug laws face serious legal sanctions. Various local, state, and federal laws apply to the possession, use, and distribution of controlled substances. SEBTS will refer violations or proscribed conduct to appropriate authorities for prosecution.

The legal age for possession of alcohol in the State of North Carolina is 21. Minors who possess and consume alcohol and adults who supply alcohol to a minor are both subject to misdemeanor charges of probation and face potential sanctions including loss of driver’s license, a fine starting at \$100 that can go up to \$1,000, community service, and/or jail time. Consumption of alcohol in North Carolina by anyone under the age of 21 is a Class 1 Misdemeanor. North Carolina General Statute 18B-302 states that to aid, abet, sell, or give alcoholic beverages to anyone under the age of 21, or to attempt to purchase alcohol under the age of 21, is a Class 1 Misdemeanor.

The use or possession of illegal drugs or controlled substances, tobacco products, marijuana and/or THC related products, or flagrant misuse of prescription drugs by students or faculty and staff at SEBTS is strictly prohibited.

It is illegal in North Carolina to possess, use, or sell drug paraphernalia (or to possess paraphernalia with the intent to do so). Paraphernalia includes such items used in growing, harvesting, processing, selling, storing, or using marijuana.

Using or possessing paraphernalia for heroin, cocaine, methamphetamines, LSD, PCP, opium, ecstasy, molly, unlawfully obtained prescription drugs, and any other drugs (except for marijuana) could result in a Class 1 Misdemeanor. Using or possessing paraphernalia for marijuana could result in a Class 3 Misdemeanor.

The North Carolina General Statute 90-86 North Carolina Controlled Substances Act makes it a crime to possess, sell, deliver, or manufacture drugs designated as “controlled substances,” and these controlled substances are defined and placed into one of six categories called “schedules.” Minimum punishments for violations and legal sanctions for North Carolina state law for the illegal use of controlled substances can be found in the [North Carolina Controlled Substances Act](#).

The State of North Carolina has structured sentencing with judges permitted to impose a sentence within a prescribed range, depending on the class of the offense, the number of prior convictions, and the mitigating factors in the circumstances of the offense. The legal consequences can be found in the [Drug Enforcement Administration of the US Department of Justice](#).

Federal drug laws apply to many situations including those which involve transporting illegal drugs on federal highways, across state lines, or via U.S. Mail.

Health Risks

Alcohol and drug abuse are harmful to one’s physical, mental, and social well-being. Accidents and injuries are more likely to occur if alcohol and drugs are used. Alcohol and drug users can lose resistance to disease and destroy their health. Tolerance and psychological dependence can develop after sustained use of drugs.

Alcoholism is the number one drug problem in the United States. Alcoholism takes a toll on personal finances, health, social relationships, and families, and it can have significant legal consequences. Alcohol and drug abuse may cause an individual driving a motor vehicle to injure others and may subject the abuser to criminal prosecution. Drunk drivers are responsible for more than half of all traffic fatalities.

The major categories of drugs are listed below and include the significant health risks of each.

ALCOHOL – Impairment of judgment and coordination, addiction, permanent damage to vital organs such as the brain and liver.

CANNABIS (Marijuana, Hashish) – Impairment of memory and comprehension, paranoia and psychosis, lung and pulmonary damage, psychological dependence.

COCAINE – Psychological and physical dependency, hallucinations, paranoia, seizures, cardiac arrest, respiratory failure.

STIMULANTS (Amphetamines) – Loss of coordination, physical collapse, stroke, fever, heart failure, anxiety, hallucinations, paranoia.

DEPRESSANTS (Barbiturates, Tranquilizers) – Respiratory depression, coma, death, physical and psychological dependence, convulsions.

HALLUCINOGENS (Phencyclidine, Lysergic acid) – Memory problems, speech difficulty, mood disorders, violent behavior, paranoia, hallucinations, convulsions, coma, heart and lung failure.

NARCOTICS (Heroin, Codeine, Morphine, Opium) – Nausea, convulsions, coma, possible death, dependence.

STEROIDS – Liver cancer, psychological disorders, liver dysfunction, heart attack.

Counseling, Treatment, or Rehabilitation Programs

Employees or students with alcohol or other drug related problems are encouraged and, in some cases, may be required to utilize the services of private and community agencies including those specified below.

- **Alcoholics Anonymous (Tri-County Intergroup AA)** – (Raleigh Area) (919) 783-8214
- **Bethel Colony of Mercy** – (Lenoir Area) (828) 754-3781
- **Converting Hearts Ministries** – (Wake Forest) (919) 628-0315
- **Freedom Farm Ministries** – (Boone Area) (828) 202-5907
- **G4 Ministries (The Summit Church)** – (Raleigh/Durham Area) (919) 383-7100
<https://summitchurch.com/counseling/g4-groups/>
- **Grace Home for Women** – (Santee, SC) (803) 854-9809
- **Greater Piedmont Teen Challenge** – (Greensboro Area) (336) 292-7795
- **Hebron Colony Ministries** – (Boone Area) (828) 963-4842

In any case where disciplinary action is deemed necessary for misconduct, SEBTS reserves the right to impose the most severe sanction including suspension, expulsion/dismissal, and prosecution.

Disciplinary Sanctions

SEBTS will impose disciplinary sanctions on students and employees who violate the above standards of conduct. Among the disciplinary sanctions which may be imposed on students are:

- 1) reprimand,
- 2) probation,
- 3) loss of privileges,
- 4) financial penalties,
- 5) suspension,
- 6) expulsion/dismissal, and
- 7) referral for prosecution.

Among the disciplinary sanctions which may be imposed on employees are:

- 1) oral warning,
- 2) written reprimand,
- 3) suspension,
- 4) termination, and
- 5) referral for prosecution.

Where it is determined to be in the best interest of the institution, the employee will be immediately discharged. SEBTS may require students and employees to satisfactorily complete an appropriate rehabilitation or assistance program.

Disability Services

Southeastern Baptist Theological Seminary and The College at Southeastern (SEBTS) do not discriminate on the basis of race, color, ancestry, religion, age, sex, national origin, pregnancy or childbirth, disability or military veteran status. In compliance with Section 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA, as amended 2008), the institution will make reasonable accommodations to ensure equal opportunity and access for qualified students to applicable programs, services, activities, and facilities. Students with documented physical or learning disabilities may receive assistance on a case-by-case basis according to individual needs.

Students with disabilities are expected to master the fundamental skills and knowledge that are required for their course of study. Students should not expect SEBTS to excuse them from class requirements, nor to provide unreasonable accommodations but rather should take the necessary steps to ensure that they are getting the help they need to enable them to meet the program's requirements.

Disability – Federal law defines a disability as a physical or mental impairment that substantially limits one or more of the major life activities of an individual, a record of such an impairment, or being regarded as having such an impairment.

Qualified Individual with a Disability – The term “qualified individual with a disability” means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity. The student must have a document proving that they have such a disability. SEBTS may not provide accommodations for a disability that is unreasonable or burdensome.

Throughout the rest of this document, the term “student” is assumed to mean “qualified student.”

Accommodations

Reasonable accommodations can be made that relate to the modifications of the learning environment in order to eliminate, as much as possible, physical or instructional barriers to learning encountered by the student with a disability. Accommodations are individualized and dependent on the nature of the specific disability or disabilities. An accommodation is considered appropriate and reasonable to the extent that the accommodation is:

- 1) feasible in its alternative method or format,
- 2) does not impose an undue burden or hardship on the school,
- 3) does not alter the essential nature/requirements of the class or academic program, and
- 4) does not pose an appreciable threat to personal or public safety.

Students who believe they will need classroom accommodations to participate fully in the activities inherent in their academic programs at SEBTS must follow the **Process and Procedure** section below. In addition, SEBTS assumes no responsibility for personal care attendants, health care providers, personal devices, individually prescribed devices, readers for personal use or study, or private tutors. **NOTE:** *The school does not provide diagnosis of learning disabilities, learning differences, or educational therapies.*

Services are provided on an individual basis according to documentation provided by the student, tailored to individual needs, and may include, but are not limited to the following:

- Quiet room in which to take examinations. **NOTE:** *Quiet rooms need to be reserved through the library webpage <https://libcal.sebts.edu/booking/studyrooms>. It is the responsibility of the student to reserve quiet rooms in the library. The student should seek to reserve a quiet room at least one week in advance if able. The student can contact the Dean of Students Office for assistance.*
- Extended time for reading assignments.
- Extended time for examinations.
- Preferred seating in the classroom.
- Lecture outlines or lecture notes (electronic and/or printed).
- Textbooks in alternate formats:
 - Pdf- or Word-formatted books
 - E-books
- In-class note takers or oral readers for exams. **NOTE:** *Request is made in cooperation with the professor. It is the responsibility of the student to make these requests, and these requests must be approved ahead of time by the Dean of Students and professor of each course.*
- Auxiliary Aids (interpreters, etc.) **NOTE:** *New students must complete the Disability Services Accommodation Request Form upon acceptance and must email the Dean of Students Office immediately regarding this request.*

SEBTS will assess on a case-by-case basis whether a particular reasonable accommodation would cause undue hardship or burden. The same assignment deadlines, grading criteria, or any deadline extensions should be applied to all students within his/her class. Extensions on examinations, reading assignments, or writing assignments are applied on a case-by-case basis in conjunction with the requirements of the professor, the needs of the student, and the Dean of Students Office.

The faculty's responsibility, in conjunction with the Dean of Students Office, is to provide the class/context appropriate accommodations beginning when they are requested by the student. It is the student's choice as to which accommodations to use in each of his or her classes.

Documentation

If the student is an incoming college, seminary, or doctoral student, it is the responsibility of the student to provide documentation and accommodation requests to the Dean of Students Office prior to class registration. This should be done after acceptance and prior to entering classes. However, if a temporary or long-term diagnosis or condition occurs at any time while the student is enrolled at SEBTS, the student should contact the Dean of Students Office as soon as possible so that accommodations can be provided in order to assist the student in having a successful experience at SEBTS.

The student self-identifies the disability diagnosis and its impact. Documentation of the disability from a doctor or licensed professional is required in order to receive accommodations as a student at SEBTS. The student is responsible for the cost of evaluation if current documentation is unavailable.

An acceptable form of documentation:

- Is written by a licensed or otherwise properly credentialed professional, preferably one who knows the history of the student's disability.
- Is provided on the professional's letterhead along with the date of evaluation.
- States a clear diagnosis based on objective evidence.
- Gives a description of how the condition was diagnosed.
- Discusses the functional impact of the diagnosis.
- Discusses the typical progression, stability, prognosis, and treatment, along with any side effects of medications (if applicable).
- Establishes the need for requested accommodations.
- Is signed by the credentialed professional who diagnosed the student.

Unacceptable forms of documentation:

- Notes written on prescription pads.
- Reports or letters on plain paper.
- Letters that state a diagnosis without correlating testing or evaluation.
- Letters or notes from physicians that only request accommodation allowances.
- Office visit summaries or patient progress notes that do not meet the stated criteria.
- 504 Plans or IEP from high school.

Process and Procedure

In accordance with the desire to best serve students, SEBTS offers the following procedure to assist qualified students with disabilities:

- 1) In order for documents to be filed in the Dean of Students Office and for accommodations to be authorized, the student will need to complete the Disability Services Accommodation Request Form below. The student will fill out the required information on this form and upload the necessary documentation. The submission with all the documents will be sent to the Dean of Students Office. It is the responsibility of the student to complete the Disability Services Accommodation Request Form and provide all necessary documents for files if the student wishes to receive accommodations. **NOTE:** *This form should be filled out upon class registration.*
<https://www.cognitofrms.com/AroundSoutheasternSEBTSSStudentLife/disabilityservicesaccommodationrequestform>
- 2) After an official file is made, an automatically generated email will be sent to each professor notifying them of the approved student's need for accommodations. The student will also receive an automatically generated email notifying them that their professors have received an email of their need for approved accommodations. The professor and student accommodation requests email will be sent every semester that the student's enrollment is in effect.
- 3) After the student has registered for classes, the student should email the Dean of Students Office a list of their professors and the name of the class and section of each professor for that given semester. A follow-up email will be sent to each professor by the Dean of Students Office on behalf of the student with a list of accommodations that the student has requested from their Disability Services Accommodation Request

Form. The student will be copied in this follow-up email. The nature and specific diagnosis of the disability will not be disclosed to professors. It is the responsibility of the student to email their list of professors for each semester to the Dean of Students Office prior to the start of classes. **NOTE:** *If the student's diagnosis or accommodation needs changes at any point while a student at SEBTS, please contact the Dean of Students Office immediately.*

- 4) After the Dean of Students Office has emailed the student's professors of their need for approved accommodations, it is the student's responsibility to contact his/her professors in order to communicate how they can best work together in the provision of these accommodations for optimal success in the classroom and the student's academics. The student should not request accommodations from the professor without first contacting the Dean of Students Office.

- 5) The professor can contact the Dean of Students Office to verify the student's IEP or disability records and receive recommendations on how to best accommodate the student if the professor chooses to do so. **NOTE:** *Specifics of the student's disability and diagnosis will not be disclosed to the professor and will be kept confidential under the Family Educational Rights and Privacy Act. Only a verification of documents from the student in the Dean of Students files will be given.*

- 6) The student and professor will collaborate together to determine how to implement the recommended accommodations. The professor will work with the Dean of Students Office to implement these accommodations unless the professor determines that the accommodation will alter the essential nature of the course.

- 7) SEBTS is unable to grant retroactive accommodations once the semester is completed.

***NOTE:** *If the student is a commuter (a student who travels to SEBTS campus for hybrid/weekend classes or doctoral classes) with a physical disability and requests specific accommodations for housing while staying on campus, please contact the Dean of Students Office first so that the Dean of Students, Housing, and Facilities Offices can work in conjunction on behalf of the student.*

The Dean of Students Office at SEBTS operates as the Disability Services Office. Therefore, all communication, files, and advocacy for disability services will go through the Dean of Students Office. It is our honor and desire to advocate for the student and support the student's success at SEBTS so that you can be readily equipped to glorify the Lord Jesus Christ to serve the Church and fulfill the Great Commission (Matthew 28:19-20).

If you have questions regarding Disability Services, please call the Dean of Students Office at (919) 761-2306 or email studentservices@sebts.edu.

Below is a checklist to assist students in the process:

Gather all necessary documentation and accommodation forms.	
Fill out the Disability Services Accommodation Request Form on the Disability Services webpage.	
Send an email to studentservices@sebts.edu with a list of the student's professors and the name of the class and section of each professor for that specific semester.	
Contact and collaborate with each professor on how the provision of accommodations can best be implemented.	

Personal Assistance and the use of Personal Care Attendants (PCA)

SEBTS recognizes that the use of Personal Care Attendants (PCAs) may be an integral part of some students' abilities to participate in the SEBTS experience. SEBTS does not provide PCA services and is not responsible or liable for any consequences resulting from a student's association with a PCA.

While SEBTS can provide no personal care attendant (PCA) services, a student is free to hire their own PCA and we will work to accommodate them. In some cases, a liaison may be appointed by the Dean of Students or Associate Vice President of Student Life on a short-term provisional basis to help accommodate a student with certain types of disabilities as they transition into their SEBTS experience. Any student needing a PCA may obtain an accommodation letter to present to the faculty that the student will be accompanied by a PCA in the classroom and for all classroom related activities.

A student needing a PCA is encouraged to seek appropriate personal care independently. For classroom and general campus assistance, some students will find it beneficial to recruit and hire other students. For more involved personal care needs, students can make arrangements through agencies or private contacts. Furthermore, the student is responsible for:

- notifying the Dean of Students Office about his/her need to have a PCA in the classroom
- notifying SEBTS Housing office about his/her need to have a PCA living in university housing
- hiring, managing, paying, and firing, if necessary, the PCA

All PCAs are expected to follow all applicable SEBTS policies, regulations, rules, and procedures. If a PCA fails to abide by such policies, regulations, rules, and procedures and/or causes a fundamental alteration in services, programs, or activities, then the Dean of Students Office may make a determination that the PCA will not be allowed to accompany the student with a disability in the classroom and/or other sites. If a PCA who resides in SEBTS housing fails to abide by the policies, regulations, rules, and procedures relating to SEBTS housing, the SEBTS Housing Office may make a determination that the PCA will not be allowed to live with the student in SEBTS housing. It is the student's responsibility to secure the services of another PCA in the event a PCA becomes unable to perform services for a student.

In the event of a dispute about an accommodation relating to the use of a PCA, the complaining student should appeal to the Dean of Students Office.

Service and Emotional Support Assistance Animal Policy

According to the ADA, “service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities.” Students with disabilities can be accompanied by a service dog on campus where members of the public or participants in services, programs, or activities are allowed to go.

Federal law does not require someone to provide documentation that an animal has been trained as a service dog or that the dog wear any type of vest or badge indicating that it is a service animal, and does not prohibit any particular breed of dog from being a service animal. However, Southeastern Baptist Theological Seminary and The College at Southeastern (SEBTS) does require that the student requesting the use of a service dog or an emotional support assistance animal provide appropriate documentation from a physician or psychologist authorizing the need for the accommodation. Where it is not readily apparent that the animal is a service dog, SEBTS may ask if the animal is required because of a disability, and what work or task the animal has been trained to perform.

The work or tasks performed by a service dog must be directly related to the individual’s disability. Examples of such tasks include, but are not limited to: assisting an individual with low vision with navigation, alerting individuals who are hard of hearing to the presence of people or objects, pulling a person’s wheelchair, or providing assistance with stability or balance to an individual with a mobility disability.

For more information on definitions, registration, documentation, and responsibilities and procedures, please see Appendix D: *Service and Emotional Support Assistance Animal Policies*.

Health & Wellness Services

Counseling Services

Students desiring to seek counseling may contact the Dean of Students Office for referral or direction to SEBTS counseling professors or directors, who either conduct counseling sessions personally or recommend other counseling services. For more information regarding counseling services, please call the Counseling Office at (919) 761-2304, email counselingservices@sebts.edu.

Health Center

SEBTS offers an on-campus Health Center directed by a physician for students, faculty, and staff, as well as their families. Students in good standing with the institution and their families may use the Health Center’s general services without cost during regular office hours. Students may purchase general medicine, vaccines, and blood tests as prescribed by the campus physician. Insurance will be filed if applicable, but students without insurance are also accepted. Walk-ins are welcome, but the wait time is significantly decreased if students call ahead. Additionally, the Health Center offers other wellness services (for a minimal cost), such as dietary services, cholesterol and blood pressure screening, and foreign travel consultations and immunizations for mission trips. The Health Center also offers massage therapy and chiropractic services. For these types of services, please call in advance to set an appointment.

The Health Center is located within walking distance from campus on Rock Springs Road across from Wake Forest High School. If you have any questions about its services or desire to set an appointment, please call the number below. **NOTE: Due to the changing nature of COVID-19 protocols, Health Center operations may be affected. See <https://www.sebts.edu/community-life/health-services.aspx>.** Phone: (919) 569-0003

Strategic Therapeutics Massage Inc. services are offered to all faculty, staff, and students plus immediate family members. To make an appointment, call (919) 530-0789.

Chiropractic Services are offered to all faculty, staff, and students plus immediate family members. To schedule an appointment go to <https://thrivewellchiro.janeapp.com/>.

The Share Shop

The Auxiliary Ministry is a free ministry sponsored by the SEBTS Student Life Office, consisted of *The Share Shop*. This ministry strives to carry out the seminary's mission statement "*Southeastern Baptist Theological Seminary seeks to glorify the Lord Jesus Christ by equipping students to serve the Church and fulfill the Great Commission,*" by processing donations from the Wake Forest community and offering them as a free resource to SEBTS students, faculty, and their dependents. These resources serve two purposes: they fulfill vital family/household needs and they supplement non-vital necessities. At the Share Shop, clothing is plentiful and ranges from casual to dressy with sizes from newborn to adult. Other items available include books, kitchen appliances, office supplies, children's toys, and household items. (Note: We do not accept furniture, large appliances, items that have holes, stains, or are worn out, or broken toys/household items)

The Auxiliary Ministries is located at 100/102 Hipps Drive (across Stadium Drive from campus and behind the Health Center/adjacent to Wake Forest High School). For information on hours of operation, please visit <http://www.aroundsoutheastern.com/index.php/resources/share-shop/>.

A current SEBTS ID must be presented each time you shop. Shoppers are **required** to volunteer a minimum of 4 hours per semester, January to June and July to December. Volunteers make these ministries possible in the spirit of Phil. 2:4, "*Let each of you look out not only for his own interests, but also for the interests of others.*" For additional information, please contact the Share Shop at (919)761-2149 or the Student Life Office at (919)761-2305.

Student Life

Worship

God has created each of us for the primary purpose of worshipping Him and filling the earth with people who will worship Him in Spirit and in Truth. It is for this reason that we want to emphasize that worship is at the center of campus life. Pre-eminent among these is the Chapel experience.

Chapel

Chapel forms the center of campus life at Southeastern Baptist Theological Seminary and The College at Southeastern (SEBTS). Each week, students have the opportunity to join for a time of worship in Binkley Chapel from 10:30 a.m. to 11:30 a.m. on Tuesday and Thursday. Occasionally there are special Wednesday services, which are noted on the Chapel schedule. **NOTE: Due to the effects of COVID-19, there will be changes to the Chapel schedule and policy. See** <https://www.sebts.edu/news-and-events/chapel/default.aspx>.

There are several reasons why we so highly encourage Chapel attendance. First, students have the opportunity to sit under the preaching and teaching of gifted pastors, evangelists, missionaries, professors, public servants, and fellow students. Second, the Chapel hour serves as the central point of gathering for the SEBTS community. Not only do students, staff, and faculty have the opportunity to worship together as a community, it is also the place and time where the ideas, events, and passions of SEBTS are most clearly communicated. Third, Chapel serves as a discipleship tool whereby the seminary leadership seeks to model excellence in the format and content of various forms and styles of corporate worship.

In order to support and facilitate these goals, all administrative offices are closed during Chapel services, including the Library and the Ledford Student Center. Students and their families are urged to participate for the purpose of personal and community spiritual growth. All SEBTS worship services are open to members of the surrounding community. For complete Chapel attendance expectations, please refer to the section in this handbook, “Chapel Policies” on page 19.

Student Life Resources and Leadership

The Student Life Division of Southeastern Baptist Theological Seminary and The College at Southeastern (SEBTS) seeks to glorify the Lord Jesus Christ by equipping students to serve the Church and fulfill the Great Commission by providing co-curricular and extra-curricular services. The Student Life Division is comprised of four distinct departments: The Dean of Students Office, Graduate Life and College Life, Student Resources, and Assistant Deans of Students to Men and Women.

While studying the Word of God, we often need help living it (2 Pet 2:12). That is why the Student Life Office, in conjunction with the local church, provides particular care services for students who are struggling to fight sin and engage with the common trials of this life. One such service is our Purity Initiative. The Purity Initiative, along with other one-on-one care and counseling services we provide, are intended to help propel students to flourish in their time at SEBTS and beyond. If you are in need of student care, please contact the Dean of Students Office at studentservices@sebts.edu or call (919) 761-2306.

Student Life Leadership

- Dr. Mark Liederbach, Vice President of Student Life and Dean of Students
mliederbach@sebts.edu (919) 761-2306
- Dr. Drew Ham, Associate Vice President of Student Life and Assistant Dean of Students for Men
dham@sebts.edu (919) 761-2305
- Jake Hatfield, Director of College Life
jhatfield@sebts.edu (919) 761-2802
- Missie Branch, Director of Graduate Life and Assistant Dean of Students for Women
mbranch@sebts.edu (919) 761-2302
- John Hare, Assistant to the VPSL and DOS
jhare@sebts.edu (919) 761-2306
- John Savage, Ledford Center and Intramural Coordinator
jsavage@sebts.edu (919) 761-2328
- Nathaniel Sibley, House System and Discipleship Supervisor
nsibley@sebts.edu (919) 761-2410
- Chloe Farley, Assistant House System and Discipleship Supervisor
cfarley@sebts.edu (919) 761-2809
- Annie Locke, Auxiliary Ministries Coordinator
alocke@sebts.edu (240) 274-1648

Graduate Life and College Life

Graduate Life and College Life are devoted to a comprehensive activities and programs which provides opportunities for all members of the SEBTS family. Specific activities are designed to promote physical health, social development, and personal growth, as well as fun, community, and fellowship. Announcements of specific events and programs are communicated through various campus social media outlets. Ledford Student Center guidelines can be found in the following pages and its programs are coordinated through the Graduate Life and College Life Office (919) 761-2305.

The College House System

The College House System is specifically for The College at Southeastern and operates within the Student Life Office. The Housing Office, which is responsible for student housing, works closely with the Student Life Office to meet the housing needs of our college students.

The purpose of the College House System is to glorify the Lord Jesus Christ by equipping students to serve the Church and fulfill the Great Commission by cultivating student communities that foster Great Commission living, academic excellence, community identity, and enduring friendships.

Involvement in the College House System shapes virtually every aspect of our student experience. The Houses are led by students and driven by our mission to equip students to serve the Church and fulfill the Great Commission. Students will build close friendships, grow spiritually, academically, and have plenty of fun!

The House Leadership Team helps to accomplish this in three ways:

1. The House Leadership Team serves as a resource. They aid students as they transition to campus, answer questions, direct students to appropriate departments, assist with roommate conflicts, handle emergency situations, and listen to students with concerns.
2. The House Leadership Team also holds students accountable in many areas of their personal life including academics, spiritual growth, time management, and encouraging students to make wise personal choices that will glorify God. In addition, the House Leadership Team keeps students accountable for respecting college property and abiding by Housing policies.
3. The House Leadership Team builds community and provides opportunities for students to get connected with fellow students. The House Leadership Team provides a variety of programs and encourages students to attend other campus events.

House Leadership

Female & Male Chancellors – House Leaders

Fellow – Catalyst for Great Commission Living

Regent – Developing deep community

Scholar – Inspire a love for learning

Benefits of House System

Capitalize on community

Develop their own identity and mission statement

House elections

House competitions

Student Resources/Financial Aid

The Student Resources and Financial Aid Office serves to assist students as they investigate different avenues of financial assistance, which can include various aspects of financial aid, employment services, and other means. While there are significant, yet limited, institutional resources available for financial assistance, SEBTS's Financial Aid Office and the seminary website host detailed information on how to find out more about both internal and external sources of financial aid. SEBTS's Financial Aid program is based on the understanding that each student is making a concerted effort, along with what could potentially be provided through the Financial Aid Office, to be as self-supporting as possible. In any case, Financial Aid is never guaranteed; rather, students are encouraged to apply for as many scholarships for which they are eligible and for which they would like to be considered. Aid is then awarded based on need, merit, specifications of each scholarship, and the availability of funds.

Ministry to Women

Student Life has a number of services to help the women of SEBTS meaningfully connect to the seminary community. Our mission is to cultivate teachable, theological, and missional women who are empowered to seek out and accomplish God's calling on their lives, to faithfully make disciples, and fulfill the Great Commission. It is our passion to see every woman affiliated with SEBTS coming together united by our common goals and celebrated because of our beautiful diversity. Throughout the year, we host different kinds of events to cultivate biblical community and foster mentor/mentee relationships. For more information, please email us at womenaroundse@sebts.edu or visit <https://www.sebts.edu/community-life/student-life/womenslife.aspx> and <https://www.womenaroundse.com/>.

The Assistant Dean of Students to Women is Missie Branch.

Ministry to Men

Student Life seeks to help the men of SEBTS build meaningful relationships within the seminary and surrounding community. Our office is in full alignment with the mission statements of the seminary and the college and we want to see men, women, families, and churches fully engaged for the cause of Christ. While we do not facilitate as many events as "Women Around Southeastern" (because men are typically connected through their local church), information about various opportunities are posted on "Around Southeastern" (<http://www.aroundsoutheastern.com/>).

The Assistant Dean of Students to Men is Dr. Drew Ham.

For information regarding these services please contact the Dean of Students Office at (919) 761-2306 or studentservices@sebts.edu.

Academic Honor and Integrity:

Cheating & Plagiarism

Students in attendance at SEBTS are expected to maintain high standards of academic integrity appropriate to a Christian lifestyle. Plagiarism and cheating in any form will not be tolerated. Integrity requires that the Christian student conduct him or herself according to the highest academic standards. Plagiarism is a very serious offense because it is a form of stealing and usually some form of defrauding a neighbor. Not only does plagiarism steal from the original author, it also takes away from the student the opportunity to learn and grow in the way the assignment was intended to provide.

What is cheating?

Cheating involves either the dishonest act of gaining an academic edge on other students or providing such an edge to others. As such, cheating breaks several of God's commandments. It is most clearly a form of stealing (8th commandment), but also involves dishonoring the name of God (3rd), disrespecting authority (5th), bearing false witness (9th), coveting (10th), and most likely is a fruit of making an idol of grades (2nd). For this reason, any and all acts of academic dishonesty are considered to be of the utmost seriousness and will be dealt with accordingly. The following are examples of dishonesty related to academic integrity.

- 1.) Unauthorized possession of or distributing of academic materials, which encompasses the unauthorized possession of or provision of papers, quizzes, examinations, and/or any other academic work. This includes providing or accepting any information from completed assignments, papers, quizzes, and/or exams that a faculty member did not authorize for the student to release.
- 2.) Dishonesty includes lying, whether by omission or commission, in written or verbal interactions and assignments, in dealings with SEBTS staff, and in a student's academic work.
 - a. Faking illness to avoid an exam.
 - b. Any use of notes or book during a closed-note/book quiz/exam.
 - c. Providing another student answers during an exam or providing information and/or materials to another student prior to his make-up quiz or exam.
 - d. Copying from another student's exam.
 - e. Providing or accepting information on assignments, quizzes, or exam to or from another student when not authorized by SEBTS.
 - f. Illicit collaboration on homework, assignments, quizzes and/or take-home exams.
 - g. Submission of the same paper to another class without permission.
 - h. Writing papers or completing assignments in any form for other students.
 - i. Submitting a tutor's or other resource's work as one's own.
 - j. Any other behavior that would generally be considered dishonest by reasonable individuals
- 3.) Failure to report others for cheating, plagiarizing, or any other form of academic dishonesty.

What is plagiarism?

Plagiarism is a failure to distinguish between the work of the student and the work of others, either intentionally or unintentionally. Unintentional forms of plagiarism are subject to the same standards of intentional plagiarism. The responsibility is on the student to learn and carefully avoid any form of plagiarism. Plagiarism can be committed in a number of ways, five of which are high-lighted here:

- 1.) Quoting one or more sentences verbatim without proper citation. This is the most obvious form of plagiarism. In addition, using unattributed direct quotations is a violation of US copyright law. Electronically cutting and pasting is easy to do, so it presents a definite temptation—especially if a deadline for an assignment is looming. Copying and pasting from electronic sources is acceptable, however, ONLY if the source's work is clearly cited and the entire section copied is identified.
- 2.) Presenting the thoughts or ideas of another without proper attribution. Many students fail to realize that this practice is also plagiarism even if a student writes the summary himself. If one para-phrases the work of another, then he must give a proper citation.
- 3.) Borrowing without proper citation such things as an outline, an idea, or an approach to dealing with a problem that is unique to an author. This type of plagiarism often results from poor note-taking on the part of the student.
- 4.) Using improper methods of citation. The student is responsible for learning the appropriate rules for citing sources and for following those rules throughout the paper. Ignorance of the rules of citation is not an excuse.
- 5.) Self-plagiarism: In no case may a student merely copy and paste any material from one paper to another [including his or her own previously submitted work] *without the prior written permission of the instructor.*

[This means that a student may not “recycle” a previously submitted paper or any portions thereof.] In the rare case when a student is given permission to use his or her own scholarly work in subsequent research, the student must still cite his or her previous coursework as an unpublished paper. Failure to follow these guidelines constitutes plagiarism, and all appropriate penalties apply.

For other definitions of plagiarism and ways to avoid it, see Robert A. Harris, *The Plagiarism Handbook: Strategies for Preventing, Detecting, and Dealing with Plagiarism* (Los Angeles, CA: Pyczak Publishing, 2001). Finally, when in doubt, cite your work!

Moral Honor and Integrity:

Commitment to Purity

SEBTS is committed to an approach to sexuality and moral purity that is reflective of God’s creative purposes and His desire to see all humans flourish under his good and loving instruction. In keeping with this, we affirm the following statements from the Baptist Faith and Message 2000 which read:

“Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God’s creation” (BF&M 2000, III).

“Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God’s unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race” (BF&M 2000, XVIII).

In sum, God’s design for human beings in creation is two distinct and complementary sexes, male and female. There are, therefore, two—and only two—distinct genders directly corresponding to the two distinct biological, genetic/chromosomal sexes: male and female. Further, marriage between one man and one woman is the right and good context for sexual expression.

Based on these affirmations, we believe that premarital sex, extramarital sex, homosexual activity, and transgendered behaviors violate clear biblical teaching on sexual purity (Gen. 1:26-28; Gen. 2:15-25; Rom. 1:26-27; 1 Cor. 6:18-20; Gal. 5:19-21; Eph. 5:3; Col. 3:5-6). Therefore, behavior that is inconsistent with these Biblical standards is contrary to the values of our covenant community and is prohibited even when consensual.

Sexual intercourse and many of the intimate acts leading up to it are reserved exclusively for the context of a biblically defined marriage between one man and one woman (Gen. 2:21–23; Matt. 19:4–6). Sexual activities outside of this context, including sexual intercourse, oral sex, and other intimate forms of touching genitalia, are prohibited outside of the marriage covenant between a man and woman as they are defined both by the created order and manifested genetically and through one’s biological birth sex (BF&M 2000, III, BF&M 2000, XVIII).

Consistent with our desire to teach and model a biblical approach to sex, SEBTS prohibits public advocacy for the idea that sex outside of a biblically defined marriage is morally acceptable (including the affirmation or participation in same-sex or transgendered dating or marriage advocacy, participation, and/or other related behaviors).

In keeping with the spirit of seeking to maximally honor the Lord by worshipping Him in all areas of our lives, we seek to help students who face all types of sexual temptation by encouraging single students to live chaste, celibate lives, and encouraging married students to be faithful to their spouse and their marriage covenant. SEBTS provides the following general guidelines as examples to help shepherd students as they seek to honor our student covenant and glorify God through moral purity.

- Public displays of affection should be limited to holding hands, a brief embrace, or a brief kiss.

- Students in romantic relationships should avoid spending extended time in a private place or location where there is not a healthy level of accountability, such as off-campus apartments or bedrooms (refer to the housing policy for visiting hours).
- Students traveling together, visiting friends, staying with other families during holidays, etc. should seek at all times to guard not only their behaviors but seek to avoid even the appearance of evil (Eph. 5:3) in regard to their housing.

It is our express goal that each student that attends SEBTS will continually progress toward holiness in all areas of life including those related to sex and sexual expression. Any student attending the institution is expected to seek sanctification in all areas and it is our desire to assist where appropriate. In keeping with our mission, it is also important for students to recognize the serious nature of God's design and desire for holiness in these vital areas of human life. Thus, students must recognize that violations of the above guidelines may result in dismissal.

Dress & Appearance

Christian discussions of modesty should be motivated by—and understood in light of—the biblical principles of love for God and love for neighbor. As the Bible teaches, we should seek to honor God and worship Him well in the way we present ourselves before one another. Each of us should be willing to forgo our preferences and freedoms in order to maximize the growth and holiness of others. Our dress policies, therefore, do not assume bad intent on the part of any individual. Rather, the policies are meant to offer guidance on how to best love our Lord and love one another by providing general guidelines appropriate for a Christ-centered educational institution.

- Clothing should not be excessively short or revealing.
 - For example, men must always wear shirts, should not wear midriffs, and should not wear tank tops exposing their torso (shirts should not be crop tops, see-through, or have large cut-outs). Men should not wear short-shorts (shorts should be mid-thigh length or longer), should not allow underwear to be seen, and should wear gym shorts over biking or sliding shorts.
 - Similarly, women must wear shirts that do not expose the midriff or torso (shirts should not be crop tops, see-through, or have large cut-outs). Shirts should have at least a modest strap and should not be low-cut in the front. Likewise, women should not wear short-shorts, allow underwear or bra straps to show, and skirts/dresses should be modest in length (about two inches above the knee).
- All students wearing yoga pants, leggings, tights, etc. including when exercising are expected to also wear shorts over them or long shirts that are mid-thigh or longer.
- When wearing shorts, be mindful that your shirt must be shorter than those shorts.
- Clothing should not have slogans or images that are inconsistent with institutional values.
- Shoes should be worn in academic buildings and in Chapel.
- Sweatpants and pajama pants should not be worn to class or Chapel.
- Other than in the residence halls, shirts should be worn everywhere on campus, including the gym, fitness center, and intramural fields.
- Men are expected to remove hats before entering class and in Chapel.
- Faculty are permitted to communicate additional dress guidelines in their classes for instructional purposes that are consistent with SEBTS's standards on dress & appearance.
- When traveling on any SEBTS event or trip, students are expected to abide by SEBTS's dress & appearance standards as well as any additional guidelines that may be set forth.

Violation of any of the above guidelines may result in discipline.

Sexual Impropriety

Sexual impropriety includes (but is not limited to) participation in or appearance of engaging in premarital sex, extramarital sex, homosexual activities, transgendered behaviors, marriage affairs including emotional affairs, or cohabitation on or off campus. Students are expected to be aware of, and abide by, the visiting hour stipulations in their Residence Life and housing contracts. Students living in off-campus housing are expected to represent Christ

and our covenant community in a manner that does not leave a hint of sexual impropriety (Eph. 5:3). The promotion, advocacy, defense or ongoing practice of a homosexual, transgender, or transsexual lifestyle (including same-sex, transgender, transsexual dating behaviors) is also contrary to our community values.

Pornography

Viewing, possession, purchase, or distribution of any pornographic materials in any form (magazines, photos, text messages, games, computer games, Web sites, etc.) is expressly forbidden. Our desire is that our community be recognized by the spirit and practice of the teaching of Paul in Ephesians 5:1-3 “Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God. But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God’s holy people.”

Students are prohibited from accessing pornographic or obscene websites or creating links to such sites. SEBTS regularly conducts scans of all Internet activity to ensure that members of the SEBTS community are not using institutional computers or networks to access this type of material.

Sexual Harassment – Sexual Misconduct and Interpersonal Violence Policy:

Southeastern Baptist Theological Seminary and The College at Southeastern (SEBTS) strives to provide a safe living, learning, and working environment for the campus community that is free from harassment, misconduct, and discrimination. SEBTS believes that all members of our community should conduct themselves in a manner that reflects personal integrity and respect for others. In keeping with the commitment to train and equip students to glorify God while serving the local church and fulfilling the Great Commission, SEBTS does not tolerate acts of sexual harassment, interpersonal violence, sexual misconduct, and sex and/or gender-based discrimination.

SEBTS is committed to fostering a campus environment that both promotes prompt reporting of sexual discrimination, abuse, or assault in a timely, fair, and impartial adjudication of reported cases. Individuals will not be discouraged by any employee of SEBTS from reporting incidents of assault or discrimination. It is a violation of SEBTS policy to retaliate against any person making a complaint or against any person participating in the investigation of any allegation of assault or discrimination.

Sexual Harassment Defined

SEBTS defines sexual harassment as any unwelcome sexual advancement creating a hostile or offensive environment. This involves not only physical advancement and demands for sexual favors, but any behavior that is sexual in nature that creates a hostile or offensive environment. For further definitions of sexual misconduct, refer to the Title IX policy document.

Sexual Harassment Encompasses:

- Physical assaults such as rape, molestation, attempts to commit these assaults, and intentional physical conduct of sexual orientation (i.e. tickling, hugging, touching the body, brushing up against, etc.).
- Continued unwelcome offensive behavior such as sexual flirtations, advances, proposals, and comments (i.e. whistling, leering/ogling, lewd gestures/remarks, noises, suggestive language, innuendoes, sexual jokes, comments about a person's body/appearance/sexuality/sexual experience, etc.).

- Displaying or distributing any written or graphic material (i.e. posters, art work, calendars, cartoons, literature, etc.) that is sexually suggestive, demeaning, and/or pornographic.
- Preferential treatment to an individual for submitting to conduct of a sexual orientation, including soliciting or attempting to solicit any individual to engage in sexual activity for a reward.
- Threats and demands to submit to sexual requests as a requirement to keep up their employment or academic status and/or offers job benefits/opportunities in return for sexual favors (i.e. assignment, compensation, advancement, career development, reward, etc.).

In no way should the above listed examples be considered all-inclusive, but they are intended to provide guidance as to what might constitute harassment.

Sexual Assault or Abuse

If you are a victim of a sexual assault or abuse, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Department of Campus Security strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. SEBTS also strongly urges all members of its community to report any and all sexual assault incidents, but it is the victim's choice whether or not to make such a report. Victims have the right to decline involvement with the police as long as the victim is over the age of 18. The Title IX Coordinator will assist any victim with filing a report with local law enforcement if they desire to do so.

An assault should be reported directly to Campus Security and the Title IX Coordinator. When a sexual assault victim contacts the Department of Campus Security, the Wake Forest Police Department will be notified of the incident as well, and a representative from the Title IX Office will also be notified. Notifying the local police authorities does not necessarily entail disclosing the victim's or the accused's identity. The information in the notification will honor the reporting right of the victim.

Abuse or Endangerment of Minors

As ambassadors of the Gospel, SEBTS takes seriously our Christian duty to protect and ensure the safety and wellbeing of those who do not have the ability to advocate for themselves. Minors, in particular, do not always have the capacity to understand what is happening in abuse and do not have the level of independence to seek safety. Therefore, if any student, staff, or faculty member has reasonable suspicion of abuse or neglect, the administration, in agreement with North Carolina state law, requires that these concerns be reported to the county department of social services. SEBTS administration also requires that these concerns be reported to the Dean of Students Office and/or Campus Security.

North Carolina state law: Any person or institution who has cause to suspect that a child under age 18 is abused, neglected, or dependent must make a report to the county department of social services (G.S. 7B-301).

Policy Enforcement

If any student believes he/she is being, or has been, harassed in any way, or has observed harassment in any way, he/she must report the facts of the incident to the Title IX Coordinator. If the incident is associated with campus employment, his/her supervisor should also be contacted immediately, without fear of reprisal. If the supervisor is the person responsible for the harassment, the student employee should report to the Director of Human Resources.

SEBTS will work to uphold confidentiality and protect the victims of sexual harassment, abuse, assault, and discrimination. Every complaint will be taken seriously, investigated promptly, and held highly confidential. SEBTS will take affirmative steps to ensure that such behavior is not allowed or tolerated. Offending parties will be disciplined up to and including dismissal from class and/or expulsion.

In the event that the incident is criminal in nature, the victim should call the Department of Campus Security immediately. The Department of Campus Security will ensure that the victim is safe, and will advocate that the victim of sexual assault reports the incident in a timely manner. See Appendix B for fuller guidelines for responding to sexual assault incidents.

Retaliation Policy

Retaliation is defined as any adverse action taken against someone for reporting harassment or misconduct, or for being involved in the investigation of any allegations. It is a violation of SEBTS policy and may also be prohibited by law to retaliate against those involved in a complaint of harassment, discrimination, or sexual misconduct. Acts of retaliation should be reported to the Title IX Coordinator and/or Campus Security, which will be investigated and disciplined where appropriate, as outlined in the Title IX Policy.

Voluntary Confidential Reporting

When a report of sexual misconduct, interpersonal violence, and/or gender-based discrimination is filed, the Title IX Coordinator will be responsible for processing the report and coordinating the institution's response. The investigation may not move forward if the person submitting the report withdraws the complaint or other resolution options are appropriate. However, SEBTS reserves the right to pursue its own investigation when it has reason to believe that there is imminent threat to the health and safety of individuals within the SEBTS community, or the complaint involves abuse or endangerment of a minor. If this occurs, the reporting party will be notified.

If the person filing the complaint requests confidentiality, the institution will take all reasonable steps to investigate and respond to the complaint without revealing the identity of the person filing the complaint. If that person insists that his/her name not be disclosed, the institution's ability to respond may be limited. While SEBTS will work to ensure the reporting party's privacy, in limited circumstances the institution may have to override a student's request for confidentiality in order to provide a safe and nondiscriminatory environment for the reporting party and the SEBTS community. If confidentiality cannot be maintained, the person filing the complaint will be notified. Regardless of a request for confidentiality or that an investigation not be pursued, SEBTS can provide interim measures and resources for the person reporting the complaint and/or the victim.

Disclosure to Victims

SEBTS will, upon written request, disclose to the victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by SEBTS against the student who is the alleged offender of the crime or offense. If the victim is deceased as a result of the crime or offense, SEBTS will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Title IX Policy

Students, staff, faculty, and their dependents are strongly encouraged to report any and all instances of sexual harassment, sexual and/or interpersonal violence, and gender-based discrimination to the Title IX Coordinator, SEBTS Campus Security, and the local police. Additional reporting choices, including a list of confidential options, can be found in the Reporting and Resources section of SEBTS's Title IX Policy. When an allegation of sexual misconduct and interpersonal violence is brought to the attention of an appropriate institution official, protective and other remedial measures will be used reasonably to ensure such conduct ends, is not repeated, and the effects on the victim and community are remedied, including sanctions when a responding party is found to have violated this policy. For more information regarding the institution's Title IX policy and procedures, please visit <https://www.sebts.edu/about/title-ix.aspx>.

Care for Victims

Any persons involved in sexual harassment, abuse, or assault is encouraged to pursue counseling options that are available. These individuals should contact the Counseling Office within the Dean of Students Office for options available on campus, through the local church, as well as referrals to private counseling centers. More information about contacting the Counseling Office is available online at:

<http://www.aroundsoutheastern.com/index.php/resources/counseling-center/>

For more information about responding to Sexual Assault and Reporting a Criminal Offense, see Appendix B.

Self-Harm & Eating Disorders

SEBTS as an institution is committed to caring for the students and families on campus as they are equipped to go throughout the world to serve the Body of Christ. As servants of God, we feel that it is vitally important to not just equip students intellectually, but as a whole. With that in mind, we believe that behaviors that are harmful to self (ex. suicidal tendencies or actions, "cutting," anorexia, bulimia, gluttony, etc.) are indicative of a larger spiritual, mental, and emotional concern that cannot go unaddressed. Engaging in these behaviors or actions is considered an attack on an image bearer, shows an ongoing sin pattern, and likely indicates mental and spiritual health concerns. For this reason, SEBTS takes these behaviors seriously as a matter of safety, and we will work with students to address these behaviors biblically through counseling and accountability. The administration may deem it necessary to implement disciplinary action if the concerns are not being adequately addressed or if there are concerns about the safety of that student or the safety of others.

Seminary Duties, Student Privileges and Responsibilities

- 1.) Southeastern Baptist Theological Seminary and The College at Southeastern (SEBTS) has the duty to offer equitable and consistent academic policies, and students have the privilege to be enrolled in classes and responsibility to meet all academic requirements as specified by SEBTS's policies and professors (refer also to the section on Academic Policies in SEBTS's Academic Catalog).
- 2.) SEBTS has the duty to prepare students for Christian ministry in a campus environment that is free from sexual or racial bias and free from sexual harassment. Students have the privilege and responsibility to live in this community and treat other students and SEBTS's staff with a respect and Christian courtesy that brings honor to the Lord as well as His image bearers.
- 3.) SEBTS has the duty to set and maintain behavioral standards among students and staff that encourage God's glory, provide a vibrant witness to the surrounding community, and which are also consistent with the best elements of Christian ethics as understood by Southern Baptist Convention churches and articulated in the articles of faith that set forth the doctrinal positions with which the school is identified and which characterize the beliefs and commitments of the faculty: The Abstract of Principles and the Baptist Faith & Message 2000.
- 4.) Students have the responsibility to both abide by SEBTS's behavioral standards as set in the Southeastern Covenant and maintain active membership in a local church.
- 5.) SEBTS has the duty to allow students to hold different theological positions than those expressed in SEBTS's confessional documents. Students have the privilege to learn and study all aspects of these theological positions and they also have the responsibility to express personal convictions courteously, respectfully, and in accord with class decorum established by each professor.

- 6.) SEBTS has the duty to provide students with the opportunity to participate in appropriate student groups, and students have the privilege to participate in these various groups as well as have the responsibility to follow the rules and honor the stated purposes of the student groups.
- 7.) SEBTS has the duty to allow students to apply for financial aid and student housing. Receiving financial aid and living in the student housing offered by SEBTS is a privilege. If aid or housing is granted, students have the responsibility to abide by the terms of the financial aid and the term of the housing lease.
- 8.) SEBTS has the duty to apply the institution's financial policies equitably, and students have the responsibility to pay all applicable bills and fees when they are due.
- 9.) SEBTS has the duty to make the institution's principles, policies, and procedures that are relevant to student life explicit and readily available to appropriate persons. Students have the responsibility to abide by SEBTS's policies and procedures.
- 10.) SEBTS has the duty to allow students to express disagreement with SEBTS's policies and the application of those policies through established channels. Student complaints may be registered in the Dean of Students Office at studentservices@sebts.edu. Students have the responsibility to accept and abide by SEBTS's decisions regarding student complaints.
- 11.) SEBTS has the duty to provide reasonable safety assurances and protocols for students while they are on campus and in the classroom. SEBTS does have in place a Disaster Relief Emergency Response Plan specified in the Employee Handbook which can be made available for overview with appropriate permission given by the Dean of Student's Office.
- 12.) SEBTS faculty and staff have the duty to demonstrate appropriate levels of confidentiality with students and each other, but this duty does not prohibit them from contacting the administration when the Southeastern Covenant is breached and/or a student's safety is at risk. Students also have the responsibility to alert the administration of covenant breaches for themselves and others.

Chapel Policies

Our Chapel philosophy is that worship is at the heart of God's design for His children and Chapel is at the heart of campus life at Southeastern Baptist Theological Seminary and The College at Southeastern (SEBTS). It is a time when college and seminary students, faculty, and staff come together for corporate worship of our great God and Savior.

Chapel services are held on Tuesdays and Thursdays at 10:30 a.m. Occasionally, there are Wednesday Chapel services as well. Chapel is an important component of spiritual life and discipline. Faithful attendance, even on those days when we might not be inclined to come, builds a wise Christian habit that will honor God and strengthen our walk with Christ. The goal of SEBTS's administration is to foster a spirit of worship and instruction through prayer, Scripture reading, singing, and faithful exposition of the Bible. All students are expected to attend Chapel in accordance with Chapel Policies as stated in the Student Handbook and of which were willfully agreed to in the signing of the Southeastern Covenant.

NOTE: Due to the effects of COVID-19, there will be changes to the Chapel schedule and policy. See <https://www.sebts.edu/news-and-events/chapel/default.aspx>.

Who is required to attend?

- 1.) Undergraduate students (including Distance Learning students):
 - 6 total semesters of enrollment
- 2.) Graduate students (including Distance Learning students):
 - 4 total semesters of enrollment

- (two semesters for seminary students who have already graduated from The College at Southeastern)

Who is exempt from Chapel requirements?

- 1.) Advanced degree students (Th.M., D.Min., Ed.D., and Ph.D.)
- 2.) Certificate students
- 3.) Biblical Women’s Institute students
- 4.) Associate of Arts students
- 5.) High school students
- 6.) Non-degree seeking, credit only, students

What is an ideal level of participation in Chapel each semester?

While full Chapel attendance is required for our students, we recognize that circumstances and situations beyond our control can occasionally preclude full attendance. Thus, the following guidelines should work as a standard that demonstrates a student’s attempt to fulfill the spirit of the requirement and honor both the Lord and the Covenant that each student enters when he or she attends either Southeastern Baptist Theological Seminary or The College at Southeastern.

Attendance Requirements

Attending in person/via livestream—20 Chapels per semester:

On-campus students are expected to attend Chapel in person. If you are an on-campus student with extenuating circumstances, you may set up an appointment with the Dean of Students or another Student Life Division Official to request permission to listen to Chapel messages online. You may do this through the Dean of Students Office (919-761-2306, studentservices@sebts.edu).

Listening online to recorded Chapels—25 Chapels per semester:

This expectation applies to Distance Learning and Commuting Students, if applicable (*note*: Commuting Students must first secure permission from the Dean of Students or a Student Life Official). The additional five Chapels required for listening online serves as a function of having to make the total time equal to that of those who attend the full hour of Chapels on campus. The online Chapel downloads are less time (usually anywhere from 25–45 minutes); as such, more of them are needed to make the Chapel requirements equal.

Our desire is for as many students to gather, as much as possible, for corporate worship. Therefore, we ask that you make every attempt to order your schedule in a way to adhere to the requirement in person. If your schedule throughout your time as a student does not allow for in-person attendance, you do have the option to listen to Chapel services online. However, unless you are considered a Distance Learning student, you must secure permission to listen to Chapels online from the Dean of Students or a Student Life Division Official. You may secure an appointment to discuss this through the Dean of Students Office (919) 761-2306, studentservices@sebts.edu.

Listening Online

- 1.) Go to www.sebts.edu.
- 2.) Under the Resources tab, click “Chapel.”
- 3.) Click the link “Click here” to stream live chapel messages, OR
- 4.) Click the link “Click here” to watch or listen to past messages.
- 5.) Click on the desired chapel—Push Play!

Questions?

What if I have Chapel attendance-related questions? Please contact the Dean of Students Office.

Dean of Students Office

Suite 100, Ledford Student Center

(919) 761-2306, studentservices@sebts.edu

Hazing – Policy and Procedures

The College at Southeastern recognizes the importance and value of activities that acculturate students into the House System. New member education and bonding activities should have a purpose and should support the dignity and development of the individual, be consistent with the student organization's values and mission, and uphold the values of The College at Southeastern as a whole. Activities that do not meet this definition are considered hazing.

Hazing Defined

Hazing is any conduct that subjects another person to humiliation, degradation, abuse, intimidation, harassment, or endangerment of mental or physical health or safety as a condition of association with a group, regardless of the person's willingness to participate. Acts of hazing by Houses, individuals, or alumni are prohibited. Apathy or acquiescence in the presence of hazing are not neutral acts but violations of the hazing policy.

Accountability

Hazing is prohibited and any student failing to comply with this policy may be subject to action through the Dean of Students. Any student, House, or student group found to be involved in hazing activity may face conduct action and be subject to sanctions including but not limited to warning, educational workshops, service, probation, revocation, or denial of recognition or registration for a student group or organization, suspension, or dismissal/removal from The College at Southeastern. Individuals who participate in acts of hazing are personally accountable under the Seminary Duties, Student Privileges & Responsibilities section as outlined in the Student Handbook and the hazing policy, regardless of the outcome of any related case brought against a student group or organization.

Examples of Hazing

The standard of conduct at The College at Southeastern prohibits many activities that may be associated with hazing, such as illegal alcohol use and abuse, vandalism, theft, verbal or physical abuse or threat of harm, sexual harassment, and other forms of harassment. In addition to those activities and conduct expressly prohibited, examples of prohibited individual/group activities that may constitute hazing include but are not limited to the following:

- Any activities that interfere with academics.
- A new member activity in which active members do not participate. In any given activity, there should be both new and returning members participating in the same manner (i.e. not watching new members clean, dance, etc.).
- Activities or conditions that deprive individuals of basic needs including but not limited to sleep, food, water, use of bathroom facilities, and contact with family and friends.
- Any form of questioning under pressure or in an uncomfortable position. Ergo a new member should not be verbally abused after missing a question.
- Mandatory workouts—while working out may be "healthy," there are risks associated with making someone work out. If someone is injured, the group will be liable. This does not apply to formal athletic team activities for skill and performance development and improvement.
- Mandatory silence periods.
- Requiring new members to perform personal service to active members such as carrying books, running errands, performing clean-up duties, etc.
- Encouraging the use of alcohol or other drugs, including the use of alcohol in drinking games or contests.
- Forced consumption of alcohol or other substances.
- Engaging in or simulating sexual acts.
- Threatening or causing physical restraint.

- Throwing substances or objects at individuals.
- Blindfolding, paddling, nudity, shaving, tattooing, piercing, or branding.
- Stealing of any kind; theft or misuse of property belonging to others.

Passive participation in hazing may include:

- Witnessing hazing taking place as a group member, affiliate, or guest.
- Participating in or being present in person or via technology in discussions where hazing is planned.

Student Privacy:

Under law, SEBTS abides by all of the requirements of the Family Educational Rights and Privacy Act (FERPA). We are committed to protecting the privacy of a student’s educational record regardless of delivery method. The Registrar is the point of contact for all FERPA related issues, and all employees are informed and trained of their responsibilities of unauthorized release of confidential records or information. Because an online environment creates a record of student activity, it is subject to FERPA privacy rights, unlike verbal exchanges in a physical classroom. A copy of FERPA can be found at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html?src=rn>.

Identity Verification in Distance Learning Courses

The identity verification process for online courses protects student’s privacy through the use of a secure portal, with a secure login and student-selected password.

Faculty Responsibility

Faculty and staff understand and carry out a commitment to confidentiality, integrity, and security to protect the privacy of students who participate in distance learning activities. Students’ records are kept private by the instructor, except in cases where academic staff or administration accesses the course, with legitimate educational interest under FERPA guidelines.

In order to maintain course security and protect student privacy, faculty do not access or attempt to access another employee’s or student’s account without authorization as described in the SEBTS Technology Acceptable Use Policy and the Faculty Handbook.

Student Responsibility

In order to maintain confidentiality, Moodle login passwords are generated by the student and any password reset is completed through secure means. It is the student’s responsibility to keep their password confidential. See the SEBTS Technology Acceptable Use Policy (See Appendix A).

Only work submitted to open forums, like discussion boards, can be accessed by other students; other assignments, grades, and correspondence are not viewable by other students.

Intellectual Property Rights

SEBTS recognizes the right of personal ownership of intellectual property. If a student has produced personal materials worthy of publication, the institution would encourage the student to seek publication. However, let it be known that the use of those materials in the context of the life of the school, whether in the classroom, Chapel, or in other locations or formats will not financially obligate the institution in any way. SEBTS will not pay royalties to any student for the use of their intellectual property in the context of the life of the institution.

If the case arises where such student work is being sold by the institution to individuals or entities outside the life of SEBTS, a written agreement will be negotiated with the student. Students may enter into an agreement with the institution to take on a special assignment, course, or project. Such agreements may provide compensation and may establish other conditions on a case-by-case basis. Such agreements would supersede the policy stated above if any conflict were to arise.

Copyright Policy

In compliance with the Higher Education Opportunity Act, specifically with sections 485 and 487 of that legislation, Southeastern Baptist Theological Seminary and The College at Southeastern (SEBTS) strictly forbids the unauthorized duplication, use, and/or distribution of copyrighted materials, including music and video files, through peer-to-peer file sharing on the SEBTS network. These actions expose the student to consequential civil and criminal liabilities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the filesharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

SEBTS currently employs an enterprise-class Sonicwall security device for the analysis of inbound and outbound network traffic. Access to peer-to-peer file sharing is blocked as much as possible by Sonicwall. If excessive uploading is detected, the Information Technology Department (IT) will seek to identify the end user’s system, and notify the user of the issue and possible causes. If contact cannot be made with the system owner, the data connection will be severed until the owner can be reached.

Students involved in peer-to-peer file sharing of which they are not copyright owners are in violation of SEBTS copyright policy and can potentially be subject to a lawsuit by the copyright holder under the Digital Millennium Copyright Act. Infringing on copyrights is against federal law. Failure to obey copyright laws may result in an FBI investigation and/or prosecuting alleged violations. If a student is served a subpoena, SEBTS will comply with the terms of the subpoena. You are responsible for understanding what constitutes legal use of music, movies, software, images, and other copyright works that you own or use. Student action involved in peer-to-peer file sharing or the unauthorized duplication, use, and/or distribution of copyrighted materials could result in the consequences of loss of privileges to use SEBTS networks and computer systems, possible probation, suspension, or expulsion, and/or can be consigned to law enforcement.

The illegal download of copyrighted materials results in major consequences. However, there are some free legal alternatives for downloading materials. See the list of examples below:

- Hulu: hulu.com
- iTunes: apple.com/itunes
- Last.fm: last.fm
- Netflix: netflix.com
- Pandora: pandora.com
- Spotify Student: spotify.com/student
- YouTube: youtube.com

Student Discipline and Appeals

Student Discipline

Scripture tells us plainly that in whatever we do, whether we eat or drink or in our words or deeds we are to do all things for the glory of God (I Corinthians 10:31, Colossians 3:17). In addition, Scripture also indicates that our conduct is supposed to serve as a witness to the Gospel of Jesus Christ. Thus, it is our desire to live before God and society as a community whose conduct and reputation serve as a witness to the glory of God in all we do.

Keeping our central purpose and mission in mind (to glorify the Lord Jesus Christ by equipping students to serve the church and fulfill the Great Commission), those who are a part of the Southeastern Baptist Theological Seminary and College at Southeastern (SEBTS) community are expected to adhere to the behavioral standards that we believe would thrill the heart of God and have been established by the institution. This purpose assumes that each of us is continuing to strive for a lifestyle that honors and glorifies God in all we do. Such a lifestyle of worship takes discipline and maturity in order that each of us might obey the words of Jesus “to obey all that I have commanded you.” It is our hope that each member of the SEBTS community will experience consistent growth in Christ-likeness and aggressively pursue conformity to Christ in all aspects of our character. The reality is, however, that all of us are sinners, and at times the manner in which we stray requires intervention from the institution’s leadership.

As is the case with church discipline, the confrontation and correction of a student is always initiated *for the purpose of restoring that individual to a proper relationship with the Lord* as well as a disposition of respect for the institution (Southeastern Baptist Theological Seminary or The College at Southeastern) with whom he or she has covenanted as a student. These policies, concerning virtue, character, and behavior, apply to all students during and between semesters (summer, fall, Christmas, and spring breaks as well as any semester a student may decide not to take classes but remain enrolled as a student).

Behavior Subject to Discipline

Disciplinary action may result whenever students are involved in the violation of the personal or property rights of others or in behavior which is not acceptable in the SEBTS community. (Note of clarity regarding matriculation: A matriculated student is under the Southeastern Covenant from the moment he/she is accepted and registers for his/her first class until he/she graduates or officially withdraws from the institution. This includes all break periods—fall, winter, spring, summer, etc.—as well as any semester a student does not enroll in classes without officially withdrawing from the SEBTS community. These policies are also in effect both on and off campus as well as when a student is traveling internationally).

The following are examples of unacceptable conduct in the SEBTS community and are subject to disciplinary action but are not necessarily exhaustive:

- 1.) Academic misconduct such as plagiarism, cheating, or making false representation.
- 2.) Any consumption of alcoholic beverages while matriculated as a student at SEBTS (college and/or seminary), which includes the regular semesters, fall, winter, spring, and summer breaks (even if not enrolled in classes for a semester), and any consumption of alcoholic beverages on or off campus (including campus housing).
- 3.) Any use, consumption, or possession of illegal drugs or controlled substances, or flagrant misuse of prescription drugs. Illegal use of controlled substances will be referred to campus and/or local police for further investigation.
- 4.) Possession of firearms and/or other weapons on campus property or housing facilities (please refer to section, “Firearms & Weapons Policy”).
- 5.) Neglect of personal financial obligations.
- 6.) Giving false information or altering records.

- 7.) Theft, intentional abuse, or destruction of personal or SEBTS property.
- 8.) Neglect, disregard, or breach of established seminary/college policies which govern the use of any seminary/college property or facilities.
- 9.) Behavior (verbal, physical, emotional) which is demeaning, harassing, intimidating, controlling, manipulative, or abusive of another person; and behavior that is profane or vulgar. This includes any behavior that a professor deems disruptive to the learning environment. The professor does have discretion to determine if an immediate action may be necessary, and in addition, every reasonable effort will be made to follow appropriate emergency response procedures.
- 10.) Disrespect or abuse directed toward any faculty member, school administrator, or staff person.
- 11.) The use of tobacco, marijuana, and/or marijuana related products. This would include but not be limited to mind-altering substances.

NOTE of clarity regarding hemp and/or CBD products: The use of any and all forms of CBD products (including oils, edibles, etc.) that contain more than 0.3% of THC is expressly forbidden. Uses of such products are considered unacceptable conduct in the SEBTS community and subject to disciplinary action. *Furthermore*, while we recognize there is a difference between hemp, CBD, and marijuana products, due to the lack of regulation and lack of conclusive scientific data regarding the nature of all such products, the use of hemp and/or CBD products of *all types* is strongly discouraged.

- 12.) The use of e-cigarettes or vapor cigarettes while matriculated as a student at SEBTS (college and/or seminary). While we recognize there is a difference between tobacco products and e-cigarettes (including "vapes"), there is a growing amount of documented research that demonstrates the harmful effects of e-cigarettes of all types. Additionally, we believe the choice to use e cigarettes and "vapes" recreationally moves against the wisdom of Scripture to not harm the body (by encouraging a nicotine addiction) as well as demonstrating neighbor love for those who may not tolerate the proximity of smoke or vapors. For these reasons (and others) the use of these products is expressly forbidden.
- 13.) Sexual misconduct which violates the image of God and the sanctity of the marriage covenant. Unacceptable violations of sexual purity include (but are not limited to) harassment or assault, homosexual or premarital sexual activity (including among those who are not biblically married to each other), the use of pornography, and marital infidelity (refer to section, "Commitment to Purity" for further explanation).
- 14.) Disruption of Marriage. True ministers of the gospel must set the standard by modeling biblical marriage. Any active student experiencing a separation, divorce, marital disruption or abuse, or an emotional affair must notify the Dean of Students and withdraw from classes for a minimum period of one academic year for the purposes of giving focused attention to the restoration and healing of the marriage relationship. The express and intended purpose of this period of withdrawal from course work is focused efforts of restoration. The student (or students) in question will need to set up an appointment to discuss the situation further with the Dean of Students so that each case can be considered on a case-by-case basis and an appropriate plan can be put in place to consider when it might be appropriate to resume taking classes. Cases that may involve spousal abuse will be given special attention and consideration.
- 15.) Immodesty. Students and their families are expected to dress in appropriate attire. The seminary's position is that immodest clothing damages one's Christian testimony (refer to section, "Commitment to Purity" and "Dress and Appearance" for further explanation regarding attire).
- 16.) Neglect of church involvement. Students and their families are expected to regularly attend a local church. While not wanting to specify in detail how any particular family participates in their local congregation, a good rule of thumb would be attending both the corporate worship and some form of small group (Sunday school, etc.) 9 out of every 10 weeks, if not more. Students receiving the Southern Baptist student-discount are required to be a member of a Southern Baptist church and be in regular attendance.

Plagiarism and Cheating

The professor has complete discretion to fail the student for the assignment or the entire class, and will then notify the student, the Academic Dean, and the Dean of Students of the decision, along with submitting copies of the documents in question. The Dean of Students will then take action, placing the student on disciplinary/academic probation, suspension, or expulsion as deemed appropriate to each case. If the student is not expelled, he or she will remain on a probationary status for both the remainder of the current semester and the entire following semester as a minimum. If plagiarism or any other form of cheating is the offense, the student will be notified by letter that he or she is required to filter all subsequent writing assignments (the entire assignment) that require research and citations through the SEBTS Writing Center before turning them in for a grade. This policy remains effective for as long as the student remains on probation.

Visitation to the Writing Center is confirmed by an official “stamp” on the student’s paper before turning it in to the professor. Instead of a stamp, Distance Learning students may forward their email correspondence and paper comments from the Writing Center to the professor to confirm proper procedure. Students that incur the Writing Center requirement should be certain to give themselves and the Writing Center appropriate time to review the paper (usually one to two weeks or more before the paper is due). Should another form of plagiarism or cheating occur, the student in question will immediately fail the class and face a minimum six-month suspension, with a strong possibility of expulsion.

Other infractions subject to disciplinary action include, but are not limited to, aiding or abetting cheating, a failure to report others cheating or plagiarizing, and gaining access to pertinent material from another student, spouse, or other source. These are serious academic infractions and will be recorded in the student’s permanent record.

All the material included in the student’s M.A. or Th.M. research project, thesis, or summative evaluation must be original with the student (unless properly footnoted), previously unpublished, and may not have been used in previously taken classes (unless permission is given by the student’s Major Professor). Plagiarism (i.e. failing to give proper credit for material not the student’s own) or cheating will result in immediate expulsion from the program (if detected prior to graduation) or in withdrawal of the M.A. or Th.M. degree (if detected subsequent to graduation) with no opportunity given for re-application or re-entry into the program.

Plagiarism & Cheating Appeals (the Basics*):

In cases where a student has been charged by a professor with cheating or plagiarism, the student has seven (7) business days (from the date of charge) to appeal the charge to the professor. Once the professor has made and informed the student of a final decision, the student may appeal to the appropriate Associate Academic Dean (College or Graduate) or Program Director (Th.M. and doctoral). The appropriate Dean or Director then notifies the Dean of Students once a decision of both the charge and subsequent grade or class status is made. The Dean of Students Office then will make a subsequent ruling regarding the student’s institutional status, which will be regarding institutional status *only* and will not be in review of any previous decision made by the relevant professor(s) or academic dean(s).

*For further explanation of procedures related to both academic and institutional status appeals, please refer to the section in this handbook, “Student Complaints & Appeals.”

Disciplinary Actions Related to Institutional Status

Reprimand

A disciplinary action may be private if the offense was committed in private and affected only a few individuals. If the action committed affected many people publicly, then the reprimand may occur publicly. This action may or may not require a probationary period. Records of student violations and disciplinary actions may be retained during a student’s enrollment. Decisions containing conditions of continued or future enrollment may be held in a student’s academic record until such conditions are met.

Disciplinary Probation

This action may be taken by the institution to indicate to a student who has violated the institution's standard of conduct that his/her behavior is inappropriate and is not to be repeated. Probation is notice to the violating student that if any inappropriate behavior of any kind (conduct unbecoming of a student of SEBTS) takes place in the future, suspension or expulsion is likely. As a minimum, the probationary period will last for both the remainder of the enforced semester and the entire following semester.

Requested Withdrawal

Requested Withdrawal is suitable in instances where questionable behavior has either threatened the development of the student as a potential minister or threatened the community fellowship, but culpable deportment has not been established. Withdrawal does not imply the assessment of guilt, and therefore, is normally a private matter. Withdrawal will be for a specified period of time and will normally carry stipulations regarding readmission.

Required Withdrawal

Required Withdrawal is the right of SEBTS to require that a student be separated from the degree program until the time that the student may become eligible for continued participation as a student at SEBTS. Required withdrawal is suitable in instances where conduct inhibits the development of the student or the SEBTS community as a potential field minister or prevents community fellowship. In cases of these types of required withdrawal, if a student becomes eligible again, they must follow normal re-enrollment procedures and requirements for admission consideration. Eligibility does not assume automatic re-enrollment into a student's degree program at SEBTS.

Suspension

Suspension is the right of the institution to require that a student be separated from the institution for a specified period of time. Suspension is suitable in instances where questionable behavior has threatened the development of the student as a potential minister or threatened the community fellowship. In all cases of requested withdrawal or suspension, fulfillment of the discipline contracts only insures eligibility to be considered for readmission following standard SEBTS readmission policies.

Expulsion

Expulsion is warranted in instances where there are several repeated offenses, flagrant violation(s) of a disciplinary contract, or where the initial infractions in a case reflect civil or criminal offenses, or flagrant violations of institutional standards. In the case where an expulsion is enforced, the decision is considered both permanent and final and will also become a part of the student's permanent record.

For information on Appeals of Institutional Status, please refer to the section in this handbook, "Disciplinary & Institutional Status Appeals."

Accountability

Anyone witnessing what they believe to be conduct contrary to the Southeastern Covenant has a responsibility to inform the appropriate SEBTS personnel, such as the Dean of Students Office. See the Southeastern Covenant.

Further Disciplinary Considerations

Students involved in criminal infractions are accountable to legal/judicial authorities and will also be subject to discipline by SEBTS, which in most cases will include eviction from campus housing. Prompt and decisive disciplinary action is required in cases which involve criminal behavior. Therefore, the President or the Dean of Students may (and likely will) issue an immediate suspension to the student (or students) charged with a criminal offense pending a full investigation of the matter. The intention of SEBTS in such situations is to encourage the

student(s) to honor the civil authorities in an appropriate manner by taking time away from SEBTS-related activities and focus on resolving whatever legal issues are at hand. In such cases, students will only be allowed to resume classes upon a successful interview with SEBTS administration.

Student Excursions

SEBTS regularly sponsors off-campus trips for ministry training and academic credit. Students also initiate occasional trips, but in order to be officially associated with SEBTS, approval of the Provost and the Vice President of Student Life is required. The three primary types of SEBTS-sponsored excursions are mission trips, Holy Land trips, and conferences. Student behavior during such travel opportunities is required to be consistent with both the purpose of the trip and the established policies of the SEBTS. If the purpose of the excursion is mission work, students will be available at all times to do mission work. If the purpose of the excursion is archaeological work, students will apply themselves to their work. If the purpose of the excursion is attendance of a conference and/or seminars, students will attend all such meetings.

While on mission trips, students are expected to comply with the standards of conduct and dress that are appropriate for Christians in the culture in which they are serving. Students are also expected to sign any waivers that are applicable to their work and travel. All conduct that is prohibited in this handbook in the section dealing with discipline is also prohibited on student excursions. Inappropriate interaction with the opposite sex is forbidden.

All SEBTS-sponsored excursions will be accompanied by a member of the faculty or administration of the SEBTS. When such trips are for academic credit, students are responsible to meet the academic requirements specified by the supervising professor.

Witnesses to Covenant Violations

Anyone witnessing what he/she believes to be a covenant violation has a responsibility to inform the appropriate SEBTS personnel (school official, faculty member, etc.). The witness and/or the appropriate SEBTS personnel also has the responsibility to inform the Dean of Students Office of the infraction so that the appropriate policies and procedures can be carried out.

Student Complaints & Appeals

Academic Complaints & Appeals

Undergraduate, M.A., and M.Div. Appeals

Southeastern Baptist Theological Seminary and The College at Southeastern (SEBTS) equip students to serve the Church and to fulfill the Great Commission. Essential to accomplishing its mission is the fair application of its policies and a campus culture that is transparent and promotes personal formation and positive interpersonal relationships. To this end, SEBTS provides a mechanism for students to raise concerns and grievances.

Online and extension center students are allowed to submit appeals and grievances for the same reasons and by the same channels as student on-campus.

Any student that wishes to appeal a grade or present an academic-related concern should speak directly with the relevant faculty member in order to seek clarification or help with the matter. If an issue cannot be resolved directly with the faculty member, the student may raise an informal complaint to an Associate Academic Dean. The Associate Dean may discuss the case with the faculty member to seek resolution. If the matter remains unresolved, the student may appeal to the Dean of the College or the Dean of Graduate Studies.

If an Associate Dean is the relevant faculty member, the student may raise the informal complaint with the Dean of the College or the Dean of Graduate Studies. If the Dean of the College is the relevant faculty member, the student may raise the informal complaint with the Dean of Graduate Studies. If the Dean of Graduate Studies is the relevant faculty member, the student may raise the informal complaint with the Dean of the College. If the matter

remains unresolved in any of the above cases, the Dean of the College or the Dean of Graduate Studies may carry the issue to the Provost.



If the issue is not directly related to a class or faculty member but has to do with general academic policy, students may seek counsel from the Registrar. If the issue is not resolved by speaking with the Registrar, students may request to speak with the Dean of the College or the Dean of Graduate Studies to raise an informal complaint. If the matter remains unresolved, the appropriate Dean may carry the issue to the Provost.



In most cases, the above stated procedures should resolve the grievance by either clarifying the established policy in question or facilitate a resolution for the problem. However, if a resolution to the problem has not been reached via these procedures, any student(s) who so desires may file a formal written complaint with the Provost via the Dean of the College or the Dean of Graduate Studies.

Depending on the issue, the Provost may act to resolve the problem and inform the student(s) of the decision, or he may carry the issue to the President's Cabinet to seek advice for the resolution and then communicate the decision to the student in an appropriate manner. Any decision made by the Provost, President, or Cabinet in these matters is final. The President's Cabinet acts under the authority of the institution's Board of Trustees.

Th.M., D.Min., Ed.D., and Ph.D. Appeals

If a Th.M. or doctoral student wishes to appeal a seminar grade or present an academic course-related concern, such an action should be directed to the relevant faculty member in order to seek clarification or help with the matter. If an issue cannot be resolved directly with the faculty member, the student may raise an informal complaint to the director of his/her degree program. If the director of the program is the relevant faculty member, the student may raise the complaint to the Dean of Doctoral Studies. The program director or the Dean of Doctoral Studies may discuss the case with the faculty member to seek resolution.

In cases where a student wishes to appeal a decision made by the director of the degree program or the Dean of Doctoral Studies, the appeal should be made to the appropriate degree committee. The Dean of Doctoral Studies serves as an ex-officio member of the committee, and he will serve as chair of the committee if the program director is the relevant faculty member. The student must submit to the committee via the respective degree office

a written statement indicating the grounds of the appeal. The student's presence at the scheduled committee meeting is not required, but students may request to make their appeal in person.

In most cases, the above stated procedures should resolve the grievance by either clarifying the established policy or facilitate a resolution for the problem. However, if a resolution to the problem has not been reached, any student(s) who so desires may file a formal written complaint with the Provost via the Dean of Doctoral Studies.

Depending on the issue, the Provost may act to resolve the issue and inform the student(s) of the decision, or he may carry the issue to the President's Cabinet to seek advice for the resolution and then communicate the decision to the student in an appropriate manner. Any decision by the Provost or Cabinet in these matters is final. The President's Cabinet acts under the authority of the institution's Board of Trustees.

Other Complaints & Appeals

When a student has a complaint about something that is not specifically academic in nature, he or she is encouraged to speak directly with the responsible administrator (e.g., a complaint about housing issues would be discussed with the Director of Housing). Administrators are expected to act according to the established policies and procedures of the school and with concern for the welfare of all students. Usually, a direct conversation (preferably face-to-face) with the responsible administrator will lead to resolution of the issue.

At any time, however, students may file a complaint with the Dean of Students Office. If necessary, students may also seek a resolution through the Dean of Students Office (upon appointment) after speaking directly with the responsible administrator (for roommate issues, students should seek resolution by speaking with the roommate, and if necessary, students may also speak with the House System & Discipleship Supervisors or the Director of College Life). The Dean of Students Office and Student Life Office will seek to help the student resolve his or her complaint according to the established policies and procedures of the institution, and with concern also for the welfare of all students.

If a resolution to the complaint has not been reached according to the above procedures, students may file a formal written complaint with the Dean of Students Office. The complaint form may be obtained from the Student Life Office by going to:

<https://www.cognitofrms.com/AroundSoutheasternSEBTSStudentLife/ComplaintAppealsForm>. The Dean of Students may act to resolve the issue and inform the student(s) of the decision, or he may carry the issue to the President's Cabinet for advice and/or resolution. The decision will then be communicated to the student(s) in a manner appropriate to the complaint. Any decision from the Cabinet is final.

Disciplinary Action & Institutional Status Appeals

Any student who feels he or she has been unjustly issued a decision and letter of disciplinary action related to institutional status (e.g., probation, suspension, etc.) has a maximum of 15 business days from the date of ruling to appeal the decision to the institution. The appeal must be made in writing and must be submitted directly to the Dean of Students Office by the end of the 15th business day following the date of ruling.

If the Dean of Students issued the ruling, or if the student is not satisfied with the Dean of Student's original ruling, the student may then appeal in writing to the President's Office (per the 15-day policy above). (1) The President himself may then make a decision regarding the matter; (2) he may also seek the advice of the Cabinet; or (3) appoint a committee (refer to below) to hear the appeal of the student. In any of these three avenues of ruling, the President has full authority to act as he deems most appropriate. Any decision made by the President, Cabinet, or appointed committee at this level is final.

Student Disciplinary Committee

If the President chooses to appoint a Student Disciplinary Committee, it will be comprised of the Associate Vice President of Student Life (who will serve as Chairman), two faculty members, two staff members, and two

students. The committee will listen to the testimony of the student and the administration. After considering the facts and the welfare of the student, the committee will recommend to the President whether to uphold previous disciplinary decisions or to propose a new course of action. The administration will consider the committee's recommendation, plus any new facts that may have come to light, and the President and/or Dean of Students will notify the student and the committee in writing of the administration's final decision.

Complaints Against the Institution to Accreditors

For Southern Association of Colleges and Schools, students may also file a grievance against Southeastern Baptist Theological Seminary regarding a possible violation of the *Principles of Accreditation*, the Core Requirements, and Policies or Procedures, as well as to address possible violations of the institution's own policies and procedures. To file a grievance, students should obtain a copy of the latest edition of *Complaint Procedures Against the Commission or its Accredited Institutions*, http://www.saranc.org/docs/SACSCOC_ComplaintPolicy.pdf. Complaints against SEBTS, regarding issues related to the *Principles of Accreditation*, filed in accordance with the SACSCOC procedure, are filed in the Office of Institutional Effectiveness.

For the Association of Theological Schools, the Board of Commissioners maintains policies and procedures for reviewing and responding to complaints against its schools. The complaint must be filed in writing to the Board of Commissioners, together with substantial documentation, as appropriate for the circumstance. The Board of Commissioners will determine if the complaint has standing with reference to any membership criterion or Standards of Accreditation of the Commission. If the complaint has standing, the Board of Commissioners will conduct an investigation. The Board of Commissioners will communicate its conclusions and actions to the institution and the party raising the complaint. The Board of Commissioners assumes no responsibility for or obligation to adjudicate individual grievances.

If students are unable to resolve a complaint through the institution's grievance procedures, they may review the Student Complaint Policy, complete the Student Complaint Form (PDF) located on the State Authorization webpage at <https://www.northcarolina.edu>, and submit the complaint to studentcomplaint@northcarolina.edu or to the following mailing address: North Carolina Post-Secondary Education Complaints c/o Student Complaints University of North Carolina System Office 910 Raleigh Road, Chapel Hill, NC 27515-2688.

They are as follows:

The Association of Theological Schools
10 Summit Park Drive
Pittsburgh, PA 15275-1103
(graduate program only)

The Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, GA 30033-4097

Southeastern Covenant (*Seminary*)

THE SOUTHEASTERN COVENANT Southeastern Baptist Theological Seminary

Preamble: Southeastern Baptist Theological Seminary is a distinctively Christian covenantal community that seeks to glorify the Lord Jesus Christ by equipping students to serve the Church and fulfill the Great Commission. As disciples of Jesus Christ, we the students of Southeastern Baptist Theological Seminary hereby commit to honoring the Lord in all areas of life and practice (1 Corinthians 10:31, Colossians 3:17), striving to know and obey Christ and His Word, and taking the initiative to witness to the saving power of Jesus Christ through both word and deed. Each one of us further pledges to embody the “more excellent way” (1 Corinthians 12:31) of love for God and our fellow students (Mark 12:29-31) by making the following commitments:

- 1.) I will maintain involvement in a local church, regularly worshiping, and studying God’s Word with a body of believers.
- 2.) I will adhere to the following standards, which are representative of institutional policies as defined in the Student Handbook.
 - a. I will do my best in my academic work to please the Lord, so that I may be “a workman who does not need to be ashamed” (2 Timothy 2:15).
 - b. I will tell the truth, and my academic work will be my own (refer to sections, “Student Behavior Subject to Discipline,” and “Plagiarism & Cheating”).
 - c. I will conduct myself as a witness of Jesus, treating people with grace and kindness (refer to section, “Student Behavior Subject to Discipline”).
 - d. I will follow the prescribed Chapel policies (refer to section, “Chapel Policies”).
 - e. I will keep my mind and body pure and free from any form of sexual sin, including pornography (refer to sections under, “Student Behavior Subject to Discipline” and “Commitment to Purity”).
 - f. I will be financially responsible, pay my bills, and work to support myself as necessary (refer to section, “Student Behavior Subject to Discipline”).
 - g. Both on and off campus, and while classes are both in and out of session, I will not possess or use alcoholic beverages, illegal drugs, or tobacco products, and I will not misuse prescription drugs or other controlled substances (refer to section, “Student Behavior Subject to Discipline”).
- 3.) I will faithfully honor the Biblical teachings related to all aspects of marriage (Genesis 2:24, Matthew 19:4-6).
 - a. If I am married, I will remain faithful to my spouse in the bond of the marriage covenant. I will live a chaste and holy life with regard to sexuality and sexual expression in the context of covenant marriage. I will prioritize my family over my studies, I will learn and follow the instructions in God’s Word concerning my conduct toward my spouse and my children, and I will seek to leverage my marriage for maximal participation in Gospel ministry.
 - b. If I am single, I will commit to living a chaste and holy life with regard to sexuality and sexual expression as God directs for my singleness (Ephesians 5:3, 1 Thessalonians 4:1-9), and I will seek to utilize my singleness for maximal participation in Gospel ministry (1 Corinthians 7:25-32).
- 4.) In love, with concern for the health of the community and in the hope of restoration of my brothers and sisters, I commit to personally honor this Covenant, report myself for any Covenant violation, confront any violation of this Covenant by another student, and report any breach of the Covenant that I witness or become aware of.

Name _____

Signature _____

Student ID Number _____

Southeastern Covenant (College)

THE SOUTHEASTERN COVENANT The College at Southeastern

Preamble: Southeastern Baptist Theological Seminary is a distinctively Christian covenantal community that seeks to glorify the Lord Jesus Christ by equipping students to serve the Church and fulfill the Great Commission. As disciples of Jesus Christ, we the students of Southeastern Baptist Theological Seminary hereby commit to honoring the Lord in all areas of life and practice (1 Corinthians 10:31, Colossians 3:17), striving to know and obey Christ and His Word, and taking the initiative to witness to the saving power of Jesus Christ through both word and deed. Each one of us further pledges to embody the “more excellent way” (1 Corinthians 12:31) of love for God and our fellow students (Mark 12:29-31) by making the following commitments:

- 1.) I will maintain involvement in a local church, regularly worshiping, and studying God’s Word with a body of believers.
- 2.) I will adhere to the following standards, which are representative of institutional policies as defined in the Student Handbook.
 - a. I will do my best in my academic work to please the Lord, so that I may be “a workman who does not need to be ashamed” (2 Timothy 2:15).
 - b. I will tell the truth, and my academic work will be my own (refer to sections, “Student Behavior Subject to Discipline,” and “Plagiarism & Cheating”).
 - c. I will conduct myself as a witness of Jesus, treating people with grace and kindness (refer to section, “Student Behavior Subject to Discipline”).
 - d. I will follow the prescribed Chapel policies (refer to section, “Chapel Policies”).
 - e. I will keep my mind and body pure and free from any form of sexual sin, including pornography (refer to sections under, “Student Behavior Subject to Discipline” and “Commitment to Purity”).
 - f. I will be financially responsible, pay my bills, and work to support myself as necessary (refer to section, “Student Behavior Subject to Discipline”).
 - g. Both on and off campus, and while classes are both in and out of session, I will not possess or use alcoholic beverages, illegal drugs, or tobacco products, and I will not misuse prescription drugs or other controlled substances (refer to section, “Student Behavior Subject to Discipline”).
- 3.) I will faithfully honor the Biblical teachings related to all aspects of marriage (Genesis 2:24, Matthew 19:4-6).
 - a. If I am married, I will remain faithful to my spouse in the bond of the marriage covenant. I will live a chaste and holy life with regard to sexuality and sexual expression in the context of covenant marriage. I will prioritize my family over my studies, I will learn and follow the instructions in God’s Word concerning my conduct toward my spouse and my children, and I will seek to leverage my marriage for maximal participation in Gospel ministry.
 - b. If I am single, I will commit to living a chaste and holy life with regard to sexuality and sexual expression as God directs for my singleness (Ephesians 5:3, 1 Thessalonians 4:1-9), and I will seek to utilize my singleness for maximal participation in Gospel ministry (1 Corinthians 7:25-32).
- 4.) In love, with concern for the health of the community and in the hope of restoration of my brothers and sisters, commit to personally honor this Covenant, report myself for any Covenant violation, confront any violation of this Covenant by another student, and report any breach of the Covenant that I witness or become aware of.

Name _____

Signature _____

Student ID Number _____

Appendix A:

SEBTS Technology Acceptable Use Policy

Focusing on the Missions and Goals of Southeastern

This policy defines the boundaries of "acceptable use" of Southeastern Baptist Theological Seminary's and The College at Southeastern's (SEBTS) electronic resources, including computers, networks, electronic mail services, electronic information sources and copiers as detailed below (Adapted from: *SEBTS Technology Acceptable Use Policy*, Found in The SEBTS Employee Handbook).

The policy is based on the principle that the electronic information environment is provided to support the academic and accreditation goals of SEBTS including its mission of education, research and service. All other uses are secondary. Technology usage that might threaten the integrity of SEBTS's network, the actual or perceived safety of others, or any illegal activity is strictly forbidden. By using SEBTS's electronic information systems you assume personal responsibility for their appropriate use and agree to comply with this policy, other applicable institutional policies, and all applicable city, state, and federal laws and regulations.

Purposes

SEBTS makes computing resources (including, but not limited to, computer facilities and services, computers, networks, electronic mail, electronic information and data, video, and voice services) available to faculty, staff, students, and special guests to support the academic, research, and service missions of SEBTS.

Implied Consent

Each person with access to the institution's computing resources is responsible for his/her appropriate use and by their use agrees to comply with all applicable institution and information technology policies and regulations, and with applicable city, state, and federal laws and regulations.

Enforcement and Penalties for Violation

Any person who violates any provision of this policy, or other relevant Seminary policies, or of applicable city, state, or federal laws or regulations may face sanctions up to and including termination or expulsion.

Interpreting this Policy

As technology advances, questions will arise about how to interpret the general standards expressed in this policy. The Executive Vice President for Operations or the Director of Information Technologies may periodically update this policy to provide more specific rules that comply with the mission of SEBTS.

Specific Rules

The following specific rules apply to all uses of SEBTS computing resources. These rules are not an exhaustive list of proscribed behaviors, but are intended to implement and illustrate the general standards for the acceptable use of computer resources, other relevant institutional policies, and applicable laws and regulations.

All users of SEBTS's computer resources will be provided a personal user identification or User ID from the Information Technologies department. This User ID should be treated as confidential and should not be given to anyone not authorized to use SEBTS's computer resources. However, some public access computer resources, as identified by the Director of Information Technologies, do not require personal identification measures.

Strictly Prohibited

In an effort to protect SEBTS's computer and network architecture from intentional and unintentional harm, rules have to be established and enforced. These rules are not meant to hinder the users—but are meant to

ensure them that the systems and their data will be available when they are needed. The following activities and behaviors are strictly prohibited:

- Misrepresentation (including forgery) of the identity of the sender or source of an electronic communication;
- Acquiring or attempting to acquire passwords of others;
- Using or attempting to use the computer accounts of others;
- Harassing, threatening, or harming individuals or classes of people and/or impeding their activities;
- Alteration of the content of a message originating from another person or computer with intent to deceive;
- Using the Internet to view pornographic or morally offensive web sites or the electronic distribution of such material;
- The use of restricted-access SEBTS computer resources or electronic information without or beyond one's level of authorization;
- The interception or attempted interception of communications by parties not explicitly intended to receive them;
- Making SEBTS computing resources available to individuals not affiliated with this organization without approval of the Director of Information Technologies or the Executive Vice President for Operations;
- The unauthorized copying or use of licensed computer software;
- Unauthorized access, possession, or distribution, by electronic or any other means, of electronic information or data that is confidential under SEBTS's policies regarding the privacy or the confidentiality of student, administrative, personnel, archival, or other records;
- Intentionally compromising the privacy or security of electronic information;
- Intentionally infringing upon the intellectual property rights of others in computer programs or electronic information (including plagiarism and unauthorized use or reproduction);
- Interference with or disruption of the computer or network accounts, services, or equipment of others, including, but not limited to, the propagation of computer "worms" and "viruses", the sending of electronic chain mail, and the inappropriate sending of "broadcast" messages to large numbers of individuals or hosts;
- Failure to comply with requests from appropriate SEBTS officials to discontinue activities that threaten the operation or integrity of computers, systems or networks, or otherwise violate this policy;
- Revealing passwords or otherwise permitting the use by others (by intent or negligence) of personal accounts for computer and network access;
- Altering or attempting to alter files or systems without authorization;
- Unauthorized scanning of networks for security vulnerabilities;
- Attempting to alter any SEBTS computing or networking components (including, but not limited to routers, switches, and hubs) without authorization;
- Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension of any computer or network services;
- Intentionally damaging or destroying the integrity of electronic information;
- Intentionally disrupting the use of electronic networks or information systems;
- Intentionally wasting human or electronic resources; and
- Negligence leading to the damage of SEBTS electronic information, computing/networking equipment and resources.

Appendix B:

Responding to Sexual Assault Offense

Southeastern Baptist Theological Seminary and The College at Southeastern (SEBTS) is committed to fostering a campus environment that both promotes prompt reporting of sexual discrimination or assault and timely, fair and impartial adjudication of reported cases. Individuals will not be discouraged by any employee of SEBTS from reporting incidents of assault or discrimination, and it is a violation of SEBTS policy to retaliate against any person making a complaint or against any person participating in the investigation of any allegation of assault or discrimination.

If a sexual assault should occur, the victim should take the following precautions:

- Go to a safe place.
- Call Campus Security or the Wake Forest Police Department if the incident occurred on campus.
- Call local law enforcement if it occurred off campus. Campus Security can assist you if desired.
- Contact SEBTS's Title IX Coordinator.
- Contact a friend or family member.
- Do not bathe or douche.
- Do not urinate, if possible.
- Do not eat, drink liquids, smoke, or brush teeth if oral contact took place.
- Keep the clothes worn during the offense. If clothes are changed, place clothes in a paper bag (evidence deteriorates in plastic).
- Get prompt medical attention.¹
- Do not destroy the physical evidence that may be found in the vicinity of the crime. If the crime occurred in the victim's home, do not clean or straighten until the police have had an opportunity to collect evidence.²
- Tell someone all details remembered about the assault.³

¹ After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible. The hospital obtains the victim's name at check-in. If the victim wishes, the evidence kit collected at the hospital will be transferred to the appropriate law enforcement agency's evidence room. The kit will be listed under the name of John Doe or Jane Doe with the time and date of the incident. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing, or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours in order to preserve evidence which may assist in proving that the alleged criminal offense occurred/or is occurring, or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

² Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, as such evidence may be useful to investigators and law enforcement.

³ If the victim tells an employee of SEBTS, the employee is required to report any sexual harassment, assault, or abuse to the Title IX Coordinator. Students of SEBTS are also encouraged to report to the Title IX Office.

- Write down all details remembered as soon as possible.

How to Report a Criminal Offense:

Contact the Department of Campus Security at (919) 291-1903 (non-emergencies),

The Wake Forest Police Department at (919) 556-9111, or dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Residential Halls should be reported to Campus Security.

In addition, you may report a crime to the following areas:

- Student Life – Ledford Center – (919) 761-2305
- Assistant Dean of Students to Women – Ledford Center – (919) 761-2302
- Assistant Dean of Students to Men – Ledford Center – (919) 761-2409
- Dean of Students Office – Ledford Center – (919) 761-2306
- Financial Aid/Student Resources – Ledford Center – (919) 761-2317
- Human Resources – Stealey Hall – (919) 761-2209
- College House System/ Residence Life – (919) 761-2809, (919) 761-2305
- Title IX Coordinator – (919) 761-2103

Filing a report with a Campus Security officer does not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention (various counseling options are available from SEBTS through the Student Life Office. Counseling and support services outside SEBTS can also be obtained). The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and/or SEBTS. A SEBTS representative will guide the victim through the available options and support the victim in his or her decision. This may be a time in which an individual will have to make many decisions and may feel a variety of emotions that might make it difficult to cope alone. SEBTS and our local community are both well-equipped to assist individuals who have experienced sexual violence, dating/domestic violence, or stalking, whether through having individuals to talk to and support them, obtaining medical attention, planning for their physical and emotional safety, making adjustments to their housing or class schedule, visiting a counselor or seeking support, and/or engaging with legal authorities.

Appendix C:

Housing Policy

Campus Housing helps Southeastern Baptist Theological Seminary and The College at Southeastern (SEBTS) accomplish its mission by promoting, providing, and managing adequate, affordable, and safe housing within a welcoming community for all students who desire it, or if needed, helping them locate off campus housing.

The basic premises of all policies and regulations for housing are individual responsibility and mutual respect for fellow students. The essential assumption is that students in campus housing are Christian adults in residence at a Christian institution. Policies and regulations are formed primarily to assist in providing an atmosphere in which the welfare of the student is both affirmed and preserved. In this sense, regulations and guidelines are, of necessity, restrictive in that they help to protect property and maintain a positive setting for all students in an environment in which facilities, equipment, and space are shared.

Housing policies and regulations are devised to be consistent with SEBTS's commitment not only to its students but also to the Southern Baptist Convention and the people who support it. Their primary aim is to help maintain a comfortable setting conducive to learning while providing as much privacy as possible in a shared environment. All seminary housing students are guided by specific policies and regulations.

Detailed information and regulations for students who occupy campus housing are available through the Housing Office. Housing options include apartments, dormitories, and commuter housing. Students are required to sign a housing agreement. Campus housing is generally available to students who are enrolled in at least 6 hours in a degree program. Exceptions may be approved through the Director of Housing.

Single students ages 30-35 can rent single student housing flat rate apartments with other students ages 30-35 (where available) or rent a private apartment (subletting permitted only to other students ages 30-35). Single students 36 years and older can rent a private apartment in campus housing (subletting not permitted). Appeals to the age policy may be made in writing to the Director of Housing at housing@sebts.edu.

The assignment of a dormitory room or apartment is not a commitment on the part of SEBTS to the student for continuous occupancy of a particular room/apartment. At the discretion of the administration, rooms or apartments may be closed, or students may be required to make moves within campus housing.

Campus housing at SEBTS consists of residential living units designed for residents who are capable of providing for their own health care and personal care needs. The Seminary is not licensed as a health care facility. Therefore, while SEBTS can provide no personal care attendant (PCA) services, a student is free to hire their own PCA and we will work to accommodate them. If a student is not capable of providing their own health care and personal needs they may be required to vacate campus housing.

Undergraduate Residency Policy of The College at Southeastern House System

The College at Southeastern House System applies to all students with some exemptions. The College at Southeastern House System includes an Undergraduate Residency Policy. The following Undergraduate Residency Policy is in place:

All incoming residential students are required to live on campus in designated residence halls.

Exceptions:

- 1) Students who are 21 years-old at the time of enrollment.
- 2) Students who are married.
- 3) All residential students who, at the beginning of the upcoming semester, are the age of 20 and have completed 75 hours toward their degree, may apply to live (or remain) within the residence halls (provided space is available) or may live in another area of campus housing.

NOTE: Once a student has reached one of the Exceptions above, (excluding marriage) they may choose to remain within the designated residence halls (provided space is still available), move to another area of campus housing, or move out of campus housing.

Exemptions:

- 1) Students who marry during enrollment will be allowed to move out immediately.
- 2) Students who turn 21 during the middle of a semester will be allowed to move out at the conclusion of that semester.
- 3) Students who will be living with their parents or legal guardians. *
- 4) Students who have dependents. *
- 5) Students who are dually-enrolled. *

Appendix D:

Service and Emotional Support Assistance Animal Policies

In order for a student to have a service or emotional support assistance animal, the student must register through the Dean of Students Office. The student can inquire about their responsibilities for receiving the accommodation of a service or an emotional support animal by reading the policy below or emailing studentservices@sebts.edu. If a student wishes to keep their service or emotional support assistance animal in campus housing, the student must register the animal through the requirements of the Housing Office.

Definitions

Service Animal: According to the ADA, “service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities.” A service animal must be a certified service dog that is individually trained to do work or perform tasks for the benefit of someone with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. The dog must be trained to take a specific action when needed to assist the person with a disability. Examples include, but are not limited to, alerting persons with hearing impairments to sounds, guiding persons that are blind or have low vision, pulling wheelchairs or carrying and picking things up for persons in wheelchairs, and helping people who have mobility impairments with balance. A dog whose sole function is to provide comfort, emotional support, companionship, or improve the well-being of the student do not qualify as service animals under the Americans with Disabilities Act (ADA) and thus do not meet the definition of Service Animal under this policy. Service dogs are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability.

Emotional Support Assistance Animal: An assistance animal that is not a service animal but provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. Unlike service dogs, emotional support assistance animals provide relief through mere presence and need not be individually trained to provide the emotional support needed to alleviate the symptoms of the disability. Emotional support assistance animals are not pets however; the student must have a disability-related need for the animal and Southeastern Baptist Theological Seminary (SEBTS) requires documentation from a physician, psychiatrist, social worker, or other mental health professional demonstrating that the animal provides emotional support to alleviate symptoms of the disability in considering the request for a reasonable accommodation.

General

SEBTS will permit the use of a service dog by an individual with a disability who satisfies the requirements of the Americans with Disabilities Act. SEBTS will permit the use of an emotional support assistance animal as a reasonable accommodation by an individual with a disability who satisfies the requirements of the Fair Housing Amendments Act and Section 504 of the Rehabilitation Act.

The use of a **service animal** is allowed in all areas of SEBTS and campus housing where members of the public, participants in services, programs or activities, or invitees are normally allowed to go, unless it would fundamentally alter the nature of the goods, services, programs, or activities provided by SEBTS or is prohibited by health laws.

The use of an **emotional support assistance animal** is only allowed in the student's assigned dormitory building/apartment and areas where animals may be walked, except at times when the emotional support assistance animal is entering or exiting SEBTS property. Emotional support assistance animals are not allowed in any other SEBTS-controlled buildings such as academic buildings and classrooms, the student center, campus offices, or Binkley Chapel, and outside upon other seminary property unless designated by the Dean of Students Office.

SEBTS does not generally allow a student to keep more than one service dog or emotional support assistance animal for a disability (or identified symptom or effect of a disability) for which the animal is needed.

Registration and Inquiries

Accommodation Request and Registration. All requests shall be made by filling out the ***Disability Services Accommodation Request Form*** and the ***Southeastern Service and Emotional Support Assistance Animal Accommodation Request Form*** located on the "Disability Services" webpage.

Service Dogs. SEBTS requires the student to register a service dog with the Dean of Students Office if the student wishes to take the animal into areas of SEBTS property (such as residence halls/apartments, classrooms, academic buildings, campus offices, the student center). If a service dog is to have access to the residence halls/campus housing for purposes other than its student owner visiting a resident, it must be registered.

Emotional Support Assistance Animals. SEBTS requires that students wishing to use an emotional support assistance animal in their residence hall/dormitory must register and request a reasonable accommodation with the Dean of Students Office.

A current bill of health with veterinarian verification of sterilization (sprayed or neutered), documentation confirming vaccinations (including rabies vaccination tags and immunization treatments), and pest treatments along proper documentation from a healthcare professional prescribing the animal as a service dog or an emotional support assistance animal must be presented to the Dean of Students Office 60 days prior to starting classes in the fall, spring, or summer semesters at SEBTS or 60 days prior to moving into campus housing (if residing in campus housing).

Following the completion of the forms, the Dean of Students Office will notify the student's professors if the service dog is required to be with the student in the classroom. Students must send the professors' names, their class names, and class sections to the Dean of Students Office each semester so that the Dean of Students Office can properly notify the student's professors.

Staff Inquiries

Service Dogs. In circumstances where it is not readily apparent what service the dog is providing, SEBTS staff and the Dean of Students Office may ask the student all of the following:

1. Is the dog a service dog required because of a disability?
2. What work or task has the dog been trained to perform?

Emotional Support Assistance Animals. In evaluating a request for an emotional support assistance animal, SEBTS staff and the Dean of Students Office shall consider all of the following criteria:

1. Does the student seeking to use and live with the animal have a disability (i.e., a physical or mental impairment that substantially limits one or more major life activities)?
2. Does the student making the request have a disability-related need for an assistance animal? In other words, does the animal provide emotional support that alleviates one or more of the identified symptoms or effects of a student's disability?

If the student does not meet both of the above requirements, the request for a reasonable accommodation with an emotional support animal may be denied. If the student meets both requirements and provides sufficient documentation where required, SEBTS will provide reasonable accommodation.

Documentation

Service Dogs. SEBTS requires medical documentation pertaining to the student's disability and special documentation for the service dog. This will require the student to fill out the Disability Services Accommodation Request Form, the Service and Emotional Support Assistance Animal Accommodation Request Form, and the Healthcare Professional Form. SEBTS can ask that the dog demonstrate its ability to perform the work or task if the student takes (or desires to take) a service dog into academic buildings, classrooms, the student center, or residence halls/apartments. A current bill of health with veterinarian verification of sterilization (sprayed or neutered), documentation confirming vaccinations (including rabies vaccination tags and immunization treatments), and pest treatments along proper documentation from a healthcare professional prescribing the animal as a service dog must be presented to the Dean of Students Office.

Emotional Support Assistance Animals. SEBTS requires individuals with disabilities to submit reliable documentation of a disability and their disability-related need for an assistance animal if the student takes (or desires to take) a support animal into the residence halls/apartments. Persons requesting a reasonable accommodation for an emotional support assistance animal will be required to provide documentation from a physician, psychiatrist, social worker, or other mental health professional that the animal provides emotional support that alleviates one or more of the identified symptoms or effects of a disability. This will require the student to fill out the Disability Services Accommodation Request Form, the Service and Emotional Support Assistance Animal Accommodation Request Form, and the Healthcare Professional Form. A current bill of health with veterinarian verification of sterilization (sprayed or neutered), documentation confirming vaccinations (including rabies vaccination tags and immunization treatments), and pest treatments along proper documentation from a healthcare professional prescribing the animal as an emotional support assistance animal must be presented to the Dean of Students Office.

Responsibilities and Procedures

SEBTS is not responsible for the care or supervision of a service dog or emotional support assistance animal. Students with disabilities are responsible for the control of their service dog or emotional support assistance animal at all times and must comply with all applicable laws and regulations, including vaccination, licensure, animal health and leash laws. A service dog or emotional support assistance animal shall be restrained with a harness, leash, or other tether, unless an individual's disability precludes the use of a restraint or if the restraint would interfere with the service dog or emotional support assistance animal's safety, effective performance of work, or tasks. If the service dog or emotional support assistance animal is not tethered, it must be otherwise under the individual's control, whether by voice control, signals, or other effective means.

Individuals are responsible for ensuring the immediate clean-up and proper disposal of all animal waste. Although SEBTS may not charge an individual with a disability a service animal surcharge, it may impose charges for damages caused by a service dog or emotional support assistance animal in the same manner SEBTS imposes charges for damages caused by pets.

Deadlines. Students requesting a service dog or emotional support assistance animal on SEBTS property must notify the Dean of Students Office by submitting the Disability Services Accommodation Request Form, the Service and Emotional Support Assistance Animal Accommodation Request Form, and the Healthcare Professional Form at least sixty (60) days prior to starting classes in the fall, spring, or summer semesters at SEBTS or 60 days prior to moving into campus housing (if residing in campus housing). All documentation needs to be submitted with required medical documentation, veterinarian documentation, picture of animal, and the animal's clean bill of health.

Annual Renewal. Approval to have a service dog or an emotional support assistance animal must be updated prior to June 1st of each year with the Dean of Students Office by providing a clean bill of health.

Notice of Removal or Replacement Animal. The student must notify the Dean of Students Office via email if the animal is no longer to be kept by the student in the residence. To replace an animal with another animal, the student must file a new accommodation request with the Dean of Students Office.

Access. Animals must stay in the student's room/apartment unless they are accompanied by the student, and may not be allowed to roam freely through common areas. While service dogs may accompany students at all times and in most locations on SEBTS property, emotional support assistance animals are permitted only in the student's residence hall/apartment, outside areas specifically designated by SEBTS for walks, and the pathways for entry and exit to SEBTS property. Animals must be secured by leash or cage during maintenance visits by SEBTS staff.

Care and Supervision. The student shall be responsible for the care and supervision of his or her animal. SEBTS is not responsible for the care or supervision of a service dog or emotional support assistance animal. All animal food not canned must be kept in a sealable plastic container or in the occupant's refrigerator. If the student is not in the physical presence of his or her animal, the animal must be in a closed crate no larger than necessary given the animal's size and manufacturer's specifications. Any and all liability for the actions of the animal is the responsibility of the student, including but not limited to damage involving personal or private property of SEBTS or others.

Control. An animal must be under the control of its handler. Except when in a closed crate, the animal must have a harness, leash, or other tether in use at all times, unless it is a service dog and either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the animal's safety, effective performance of work or tasks, in which case the animal must be otherwise under the handler's control (i.e., voice control, signals, or other effective means).

Supervised Time. An animal on SEBTS property that includes academic buildings, offices, the student center, classrooms, or SEBTS sponsored events must never be unsupervised and must always be on a harness, leash, or tether under the control of the student. The student must have supervision over their animal at all times. Failure to do so may result in penalties or revocation to keep the animal on premises.

Training. Before coming on SEBTS property, all service dogs and emotional support assistance animals must be housetrained and if the animal is to be allowed on SEBTS property, the animal must consistently control its waste elimination and barking, whining, or whimpering.

Service Dogs. The service dog must be trained to perform a specific job or task in connection with its ability to assist the disabled person and such training is the responsibility of the student.

Emotional Support Animals. The emotional support assistance animal does not have to be trained in connection with its ability to assist the disabled person but its presence must be necessary to alleviate one or more identified symptoms or effects of a student's disability.

Health and Cleanliness. All animals must be in good health and SEBTS has the authority to temporarily or permanently exclude an animal from SEBTS property if the animal is in ill health or habitually unclean. The student must provide a clean bill of health from a licensed veterinarian to the Dean of Students Office, and thereafter annually to the Dean of Students Office. If concern is brought to the Dean of Students Office or the Housing Office regarding the animal's health, the student must provide a current clean bill of health from a veterinary professional.

Sterilization. All service dogs and emotional support assistance animals on SEBTS property must be sterilized (spayed, neutered, or other method of sterilization). The student must provide the Dean of Students Office with veterinarian verification that the animal has been sterilized.

Vaccination, Leash Laws, and Other Animal Health Laws. Students with disabilities must comply with all applicable laws and regulations, including vaccination, licensure, animal health, and leash laws. The student must ensure that the animal has been immunized against diseases and treated for pests, such as fleas and ticks, common to that type of animal. Animals must have current vaccination against rabies, wear a valid rabies vaccination tag, and be properly licensed. The student must provide the Dean of Students Office with appropriate documentation confirming vaccinations, licenses, and pest treatments.

Waste Disposal. Students are responsible for ensuring the immediate clean-up and proper disposal of all animal waste. Animal waste is not to be disposed of indoors. Students are responsible for ensuring the animal does not urinate or deposit waste on shrubbery, flowers, small trees, railings, etc. Student must pick up and dispose of animal waste in trash receptacles (whether indoors or outdoors). No animal waste (i.e. feces) permitted on the grounds. Fines for violations shall be as follows: first violation will be \$50.00; second violation will be \$150.00. The third violation will result in the immediate revocation of permission to keep the animal on the premises.

Health and Safety. The animal must not pose a threat to the health or safety of students, visitors, or any other persons on SEBTS property.

One-Bite Policy. SEBTS has the authority to temporarily or permanently exclude an animal from SEBTS property if the animal's behavior is unruly or disruptive. SEBTS has adopted a "one-bite" policy that requires an animal to be removed from SEBTS property after a single occurrence of unprovoked biting or other aggressive behavior. The decision to exclude an animal from SEBTS will be made by the Dean of Students Office if the animal is deemed a direct threat to the health and safety of others after hearing information from all parties involved, except where the situation is an emergency and the removal is temporary until such information can be considered.

Equipment. The equipment necessary for the safe-keeping of the animal must not pose a threat to the safety of others and may not block evacuation routes or egress in case of an emergency.

Quiet Use and Enjoyment. Animals must not make excessive noise or display behavior that will disrupt the classroom or other community members' quiet use and enjoyment of SEBTS property including campus housing.

Disruptive Behavior. The student must ensure that the animal does not:

- a. Attack, harass, jump on/at or disrupt others or their personal belongings;
- b. Display any repeated behavior or make noise that is disruptive to others in any SEBTS owned or operated spaces;
- c. Block evacuation routes or egress in case of an emergency; and
- d. Leave the student's room except when accompanied by the student.

Damage to Property. SEBTS shall not charge students with service dogs or emotional support assistance animals a surcharge. However, SEBTS may charge students for damages caused by the service dog or emotional support assistance animal. Students will be responsible and will pay for any and all damages or destruction caused by the animal to the buildings, furnishings, or grounds of SEBTS. Such responsibility and liability of student will also include the repair of damaged items to their former condition and/or replacement where necessary, which will be at the sole discretion of Dean of Students Office and the Housing Office. Animal damage is not considered normal wear and tear, and the student will be responsible for the value of replacement and installation of carpet, flooring, or other fixtures necessitated by the presence of animal urine or other waste found by SEBTS. This value will be prorated based on the respective age of the item(s). The balance will be billed to the student.

Emergencies. SEBTS is not responsible for an animal during a fire alarm, fire drill, natural disaster, or other emergency situation.

Exclusions

SEBTS may exclude an animal from the institution's property if:

- the specific animal is out of control and the student does not take effective action to control it (i.e. barks repeatedly or disrupts the classroom, Chapel, academic settings, or student activities on campus, or campus housing);
- the specific animal would impose an undue financial and administrative burden or would fundamentally alter the nature of SEBTS's services;
- the specific animal poses a direct threat to the health (i.e. allergies) or safety of others that cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies, practices, and procedures (i.e. the specific animal is not housebroken or trained so that, absent illness or accident, the animal consistently controls its waste elimination);
- the specific animal in question would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation; or
- the specific animal cannot perform and demonstrate or command all claimed service assistance.

To determine whether there is cause for exclusion, SEBTS will conduct an individualized assessment of the specific animal's actual conduct, giving consideration to the facts and circumstances of each case.

If SEBTS excludes an animal, it shall give the student with the disability the opportunity to request approval of another service dog or emotional support assistance animal.

Resident Housing

Additionally, a student requiring a service dog or emotional support assistance animal who plans to reside in SEBTS housing must abide by the rules and regulations presented by the Housing Office. Please contact the Housing Office at (919) 761-2400 or email housing@sebts.edu for any questions on housing policy.

Appeals and Grievances

Any student dissatisfied by a decision concerning a service dog or emotional support assistance animal may appeal through the Dean of Students Office. He can be reached at (919) 761-2306 or studentservices@sebts.edu.

Updates and Revisions to the Student Handbook

Changes and updates may be *suggested* by students, faculty, or staff but are *initiated* by the Dean of Students office upon review by the leadership team of the Student Life Division. The policy updates/changes (not edits or proceed rules) must be approved by the president's cabinet. Once the policies are voted into effect, they apply to all current students at the time the policy is approved and communicated to the student body via email unless otherwise indicated. Updates/changes not affecting policies will not be communicated to the entire student body.

The Student Handbook will be posted at <https://www.sebts.edu/community-life/default.aspx> and <http://www.aroundsoutheastern.com/index.php/student-handbook/>.

Note: Students are always accountable to the most current edition of the Student Handbook.

This handbook was last updated on January 19, 2021 by Student Life, SEBTS.

Our Mission:

Southeastern Baptist Theological Seminary and The College at Southeastern seek to glorify the Lord Jesus Christ by equipping students to serve the Church and fulfill the Great Commission.

The Great Commission:

Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age.” – Matt 28:19-20