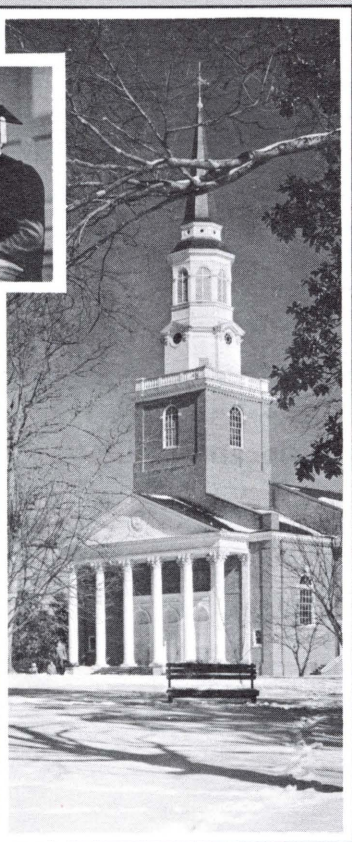
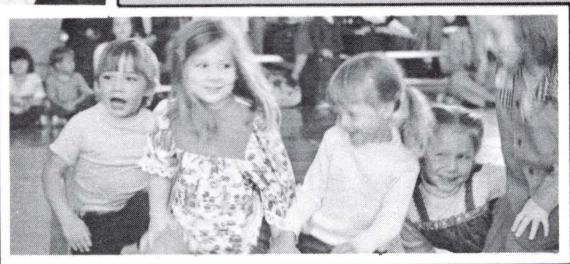


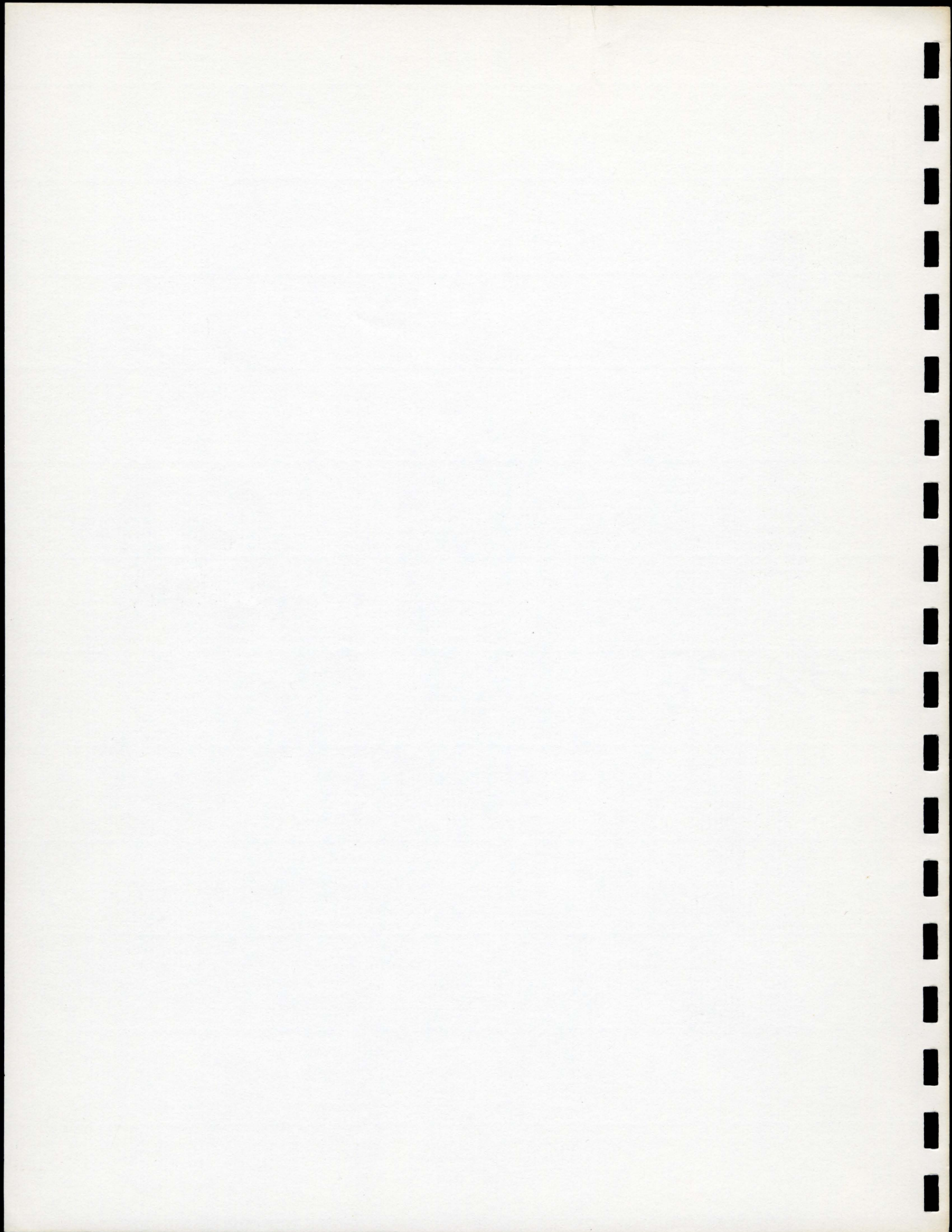
*equipping for Bold Mission*



**HANDBOOK  
and  
ORIENTATION  
GUIDE  
1979-80**

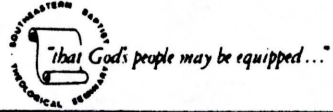








*Jo Philbeck*



DATE	November 2, 1981
TO	The Faculty & Administrative Officers
FROM	President W. Randall Lolley and Dr. John E. Steely
SUBJECT	
COPIES	

Dear Friends:

The Reaffirmation Committee from ATS and SACS has been here, has completed its work among us, and has related to a number of us its impressions and observations in an exit interview. This memo is intended to pass along to you the gist of the committee's statements in that interview. Dr. D. Campbell Wyckoff, the chairman, chose to stay over and work on the draft report, and in fact he was able to complete it before he left the campus Thursday.

The procedure from that point onward is this: the draft report has been submitted to the president for correction of any errors of fact that may be detected. Then the final draft of the committee's report, with these corrections having been made, should be submitted by the chairman to the accrediting agencies within four to six weeks. We, of course, will also receive copies of that final report. With ATS, the report will be reviewed and action will be taken on the reaffirmation of our accreditation in the biennial meeting next June. With SACS, we are too close to the time of the annual meeting (December) to have matters completed this year; the report must be handled there in several stages, so we should expect action on our reaffirmation of accreditation with SACS only in December 1982.

Before setting forth the observations of the committee, let us express our thanks to all of you for your cooperation in this self-study process and for the extra work you have undertaken in order to make it satisfactory for ATS and SACS and useful for our own internal development.

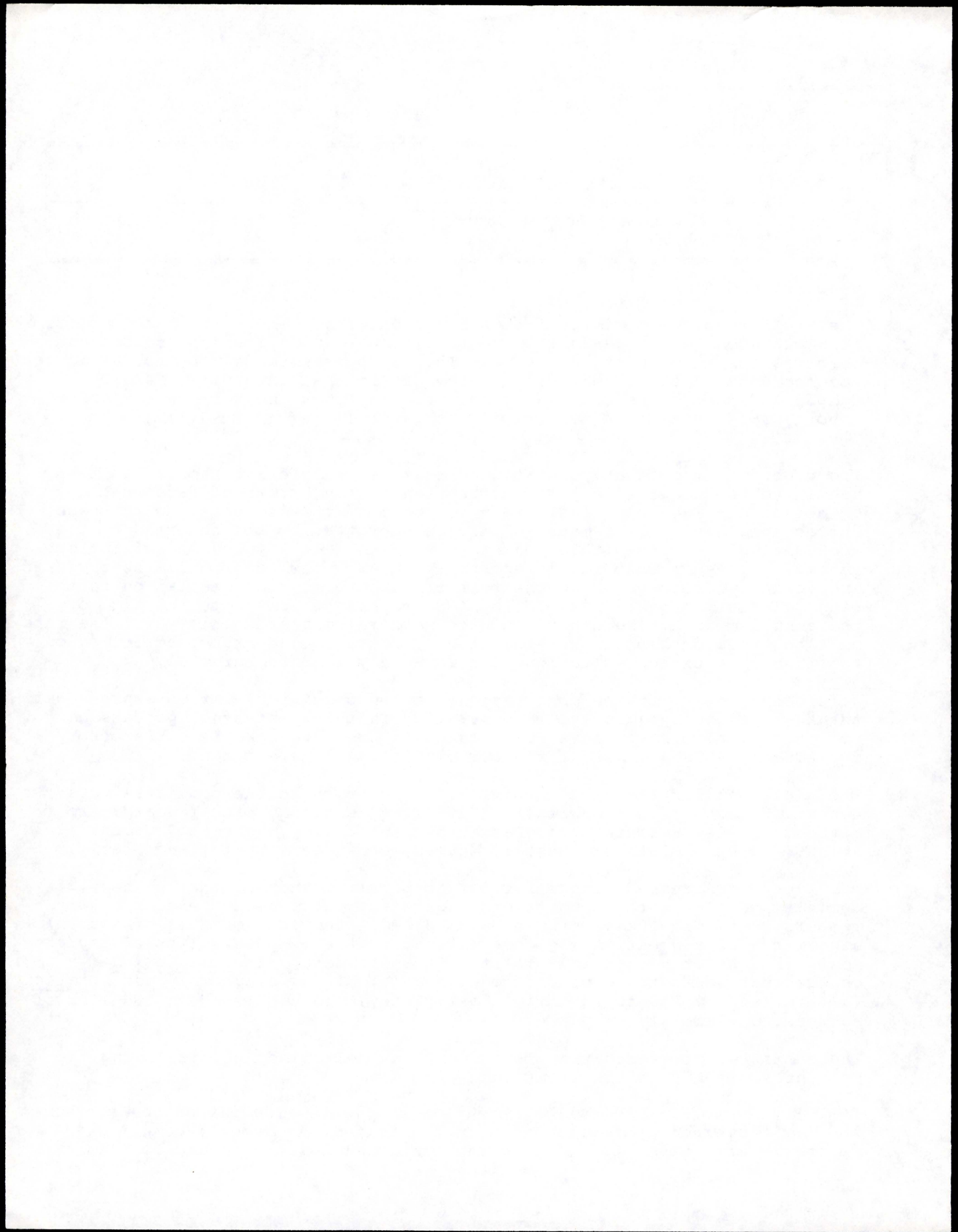
Those present for the exit interview, in addition to the committee were: Bennett Hudson (from SACS staff); Sam Allen, chairman of our Board; two students -- Lee Scripture and Darrah Degnan; Lolley, Ashcraft, Catoe, Spinks, Durham, Fletcher, Hester, McLeod, Niswonger, Byard, and Steely.

Dr. Wyckoff expressed thanks for our hospitality and for the openness of seminary people to the committee's inquiries, introduced the committee members, outlined the procedure, and called attention to terms of special significance: suggestion (an observation about some possibility of improvement, though not necessarily related to a standard); recommendation (a change that needs to be made to meet an accrediting standard); and notation (a term used by ATS to identify a deficiency, and published in the list of accredited schools).

The committee proceeded then to comment on their findings, following the standards of SACS as their outline.

PURPOSE (Wyckoff): he called attention to the development of the statement and the enumeration of guidelines in the Self-Study Report; complimented us on the care given to defining institutional objectives and to framing







them in harmony with our purpose; noted a slight tendency to take Management by Objectives beyond the point where it is functional, and observed that it should not be allowed to become an end in itself.

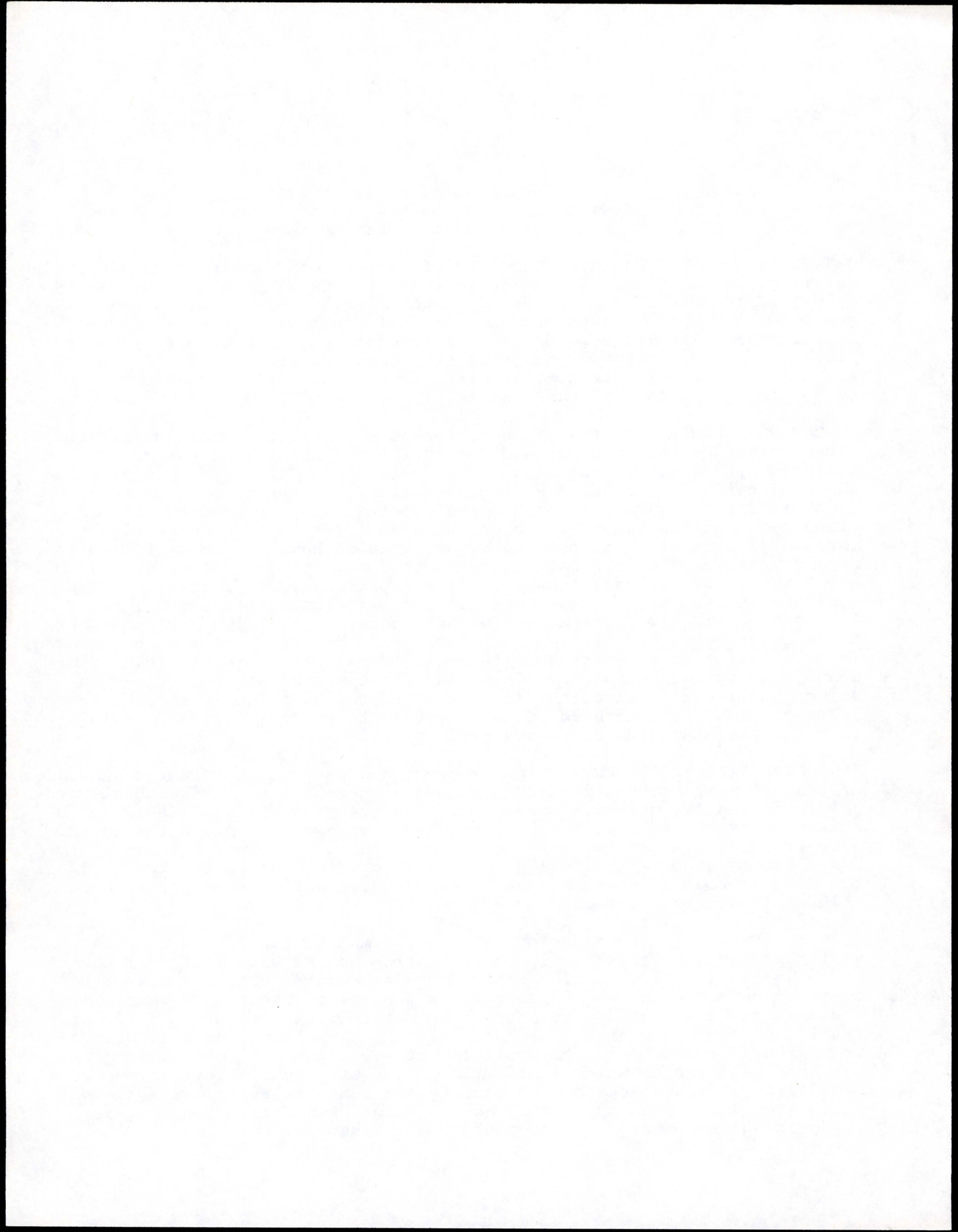
ORGANIZATION AND ADMINISTRATION (Wyckoff): he noted the pattern of participatory management, drawing in students, faculty, and trustees; commended the use of the Self-Study Report for long-range planning; praised the trustees' understanding of their role, their sense of responsibility, and their independence of judgment; commented favorably on the program of orientation for new trustees; spoke of the high morale that was evident among trustees, students, staff, and faculty; made one suggestion: that the various manuals be kept up to date.

EDUCATIONAL PROGRAM (Caton): he commended the strong connection between our program and our purpose; had comments on (1) admission and re-admission policies, which did not seem clear as to standards; he proposed the publication of rules regarding probation, and the keeping of records on their enforcement; (2) the curriculum; the study is needed, but the time-frame outlined may need to be extended if it is to be done right; noted a proliferation of courses, many of which have not been offered in recent years, and others only once; spoke about the interviews with Th.M. and D.Min students, both sides of which expressed some frustration when they are in seminars together, because of different expectations; hence it might be wise to segregate them where possible; (3) instruction-- here three suggestions are offered: (a) achieve a better faculty/student ratio; (b) review policy about graders/fellows; if possible use only Th.M. students, and by all means do not have any student grading in a course in which the grader is enrolled; (c) get more secretarial help for the faculty. In conclusion, he commended us for the climate of learning, and stated that all the standards are being met.

FINANCIAL RESOURCES (Edmondson): he commended us on the protection and use of financial resources, noting that he sensed an attitude of good stewardship; offered two observations: (1) in the use of surpluses (the very existence of which indicates good stewardship), we should adopt a formal process for the allocation of these funds; and (2) the arrangement of in-house use of endowment funds' principal--e.g., to finance the building of the student housing -- should be re-examined, since in some jurisdictions this would not be allowed.

FACULTY (Hazelip): he spoke about the affirmative experience of this visit; praised the objectivity of the Self Study Report; mentioned areas of concern: (1) organization of academic structure, with the present overload on the dean, who appears to be the first resource on questions that might be assigned elsewhere; study of this is appropriate; (2) professional growth: we have a generous sabbatical policy, but only minimal provisions for attendance on professional meetings; (3) load of students for some professors, which limits time and energy available for research and writing; (4) evaluation, of faculty and administration; (5) promotions which are almost automatic, thus not serving to encourage good work; (6) grading; same comment as noted by Caton, above.







Faculty & Administrative Officers

November 2, 1981

Page 3

LIBRARY (Scrimgeour): he complimented us on the facilities and on the staff, who are competent and efficient; well impressed by the use of student assistants, and by the program of training for these; commented favorably on handling of personnel problems, our identification of the theft problem and our moving to meet that problem this year, our early and continuous involvement in SOLINET, and our reference collection and staff. He expressed concerns over (1) the budget, in which the sum for acquisitions is low in relation to salaries, (2) the possibility that we are over-staffed in technical services, (3) the acquisition process, which should be given a rationale, and should actively involve the faculty more fully; and (4) the faculty's Library Committee should be more clearly defined and more fully engaged. Four suggestions: we should (1) expand bibliographical instruction for students and faculty; (2) explore cooperative arrangements with other schools in the area, especially with Duke Divinity School; (3) scrutinize the possible overstaffing, especially in Technical Services; and (4) increase the portion of the budget allotted to acquisitions. Three recommendations were listed: (1) that we formulate a written policy with respect to the selection of materials; (2) that we establish a policy about weeding out unneeded materials and put it into effect; and (3) that we aim at greater faculty participation in the library's work.

STUDENT DEVELOPMENT SERVICES (Hazelip): he noted -- and said that the students who were interviewed sensed -- a caring atmosphere; called attention to the value of further training for persons involved in this area of work; noted that when the new student center is completed and additional services or extended hours are possible, more staff may be needed; took note of some unfavorable comments about housing, but had no formal comments of his own to make here.

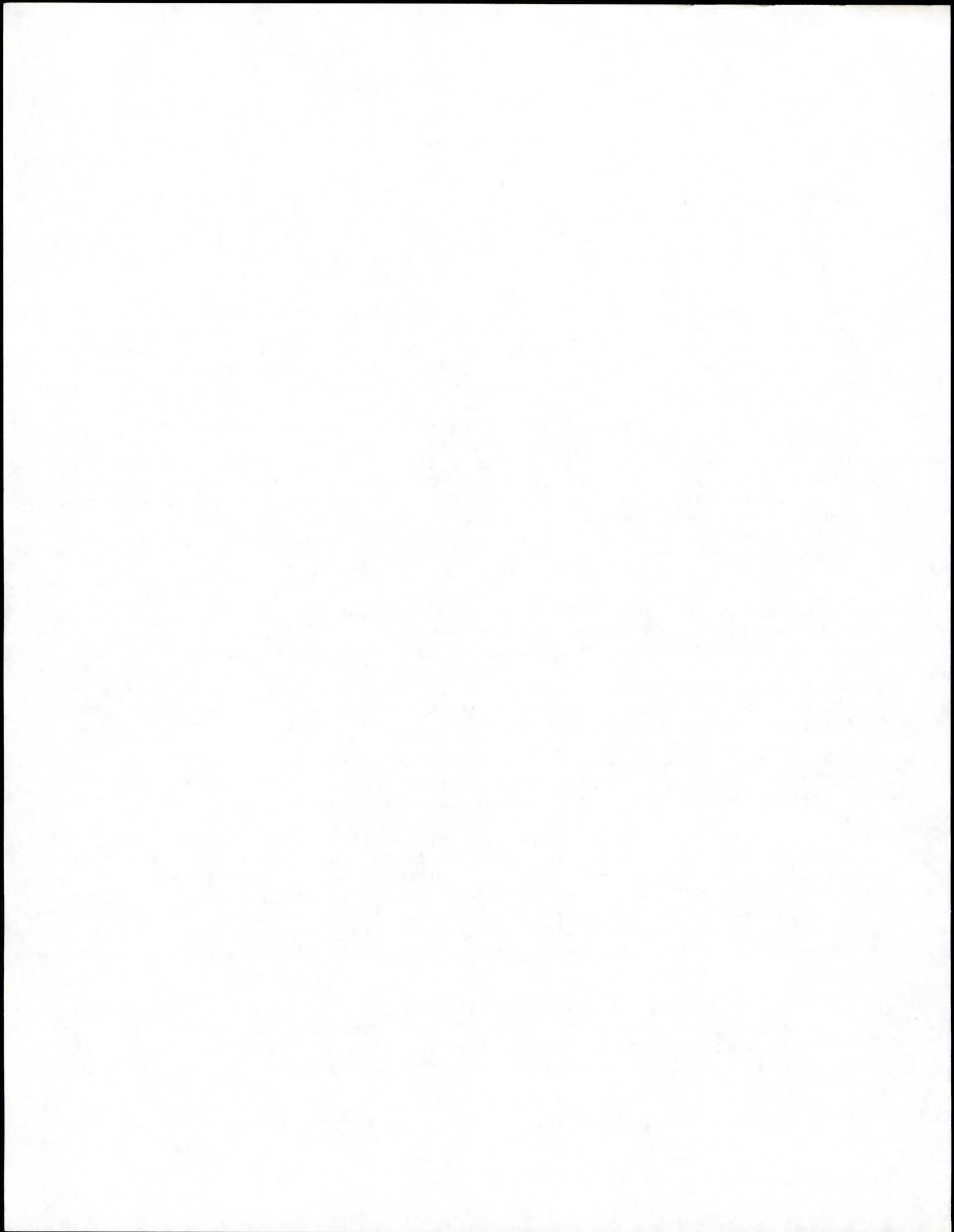
PHYSICAL RESOURCES (Edmondson): he commented on the pleasant facilities, said that they are well maintained, noted progress in improving these facilities, and offered no suggestions or recommendations.

SPECIAL ACTIVITIES (Caton): he said that this standard is being met; noted that a more formal and written evaluation for such activities (for example, of the Mars Hill experiment) would be helpful; observed a natural and proper tension between the demands for off-campus work and the necessity for doing our work here on the campus; observed that it was difficult to comment on the work of Seminary Extension, because he did not understand it, but commended us on the cooperative model in association with the other Southern Baptist seminaries.

GRADUATE PROGRAM (Caton and Wyckoff): since all of our programs except the A.Div. are graduate programs, most of the considerations that might appear here have already been covered in the other elements and standards. It was stated that this standard is presently being met.

RESEARCH (Wyckoff): this standard is not strictly applicable to us, since it is meant to focus on sponsored research such as universities conduct





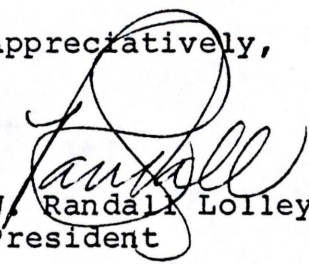


Faculty & Administrative Officers  
November 2, 1981  
Page 4

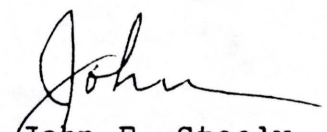
for government or corporations. A suggestion in this connection might have been offered under Organization and Administration, to the effect that we continue a program of institutional research and planning, including all the appropriate bodies (faculty, staff, trustees, students, alumni), and that any changes instituted flow from the data base we have acquired.

In conclusion, Dr. Wyckoff noted the differences between ATS and SACS about informing us as to the committee's judgment. It is SACS practice for the committee simply to submit its report; the committee is not expected to recommend accreditation. On the other hand, ATS does expect its committee to make a specific recommendation on this point. Therefore Dr. Wyckoff said that the committee would recommend to ATS that our accreditation be renewed for our M.Div., M.R.E., Th.M., and D.Min. degrees; the reason for the omission of the A.Div. is not a judgment upon that program, but reflects the fact that ATS accredits only graduate degree programs, and since the Associate degree is an undergraduate degree, they simply do not address this. He also stated that their recommendation to ATS would be for renewal of our accreditation without notations.

Appreciatively,



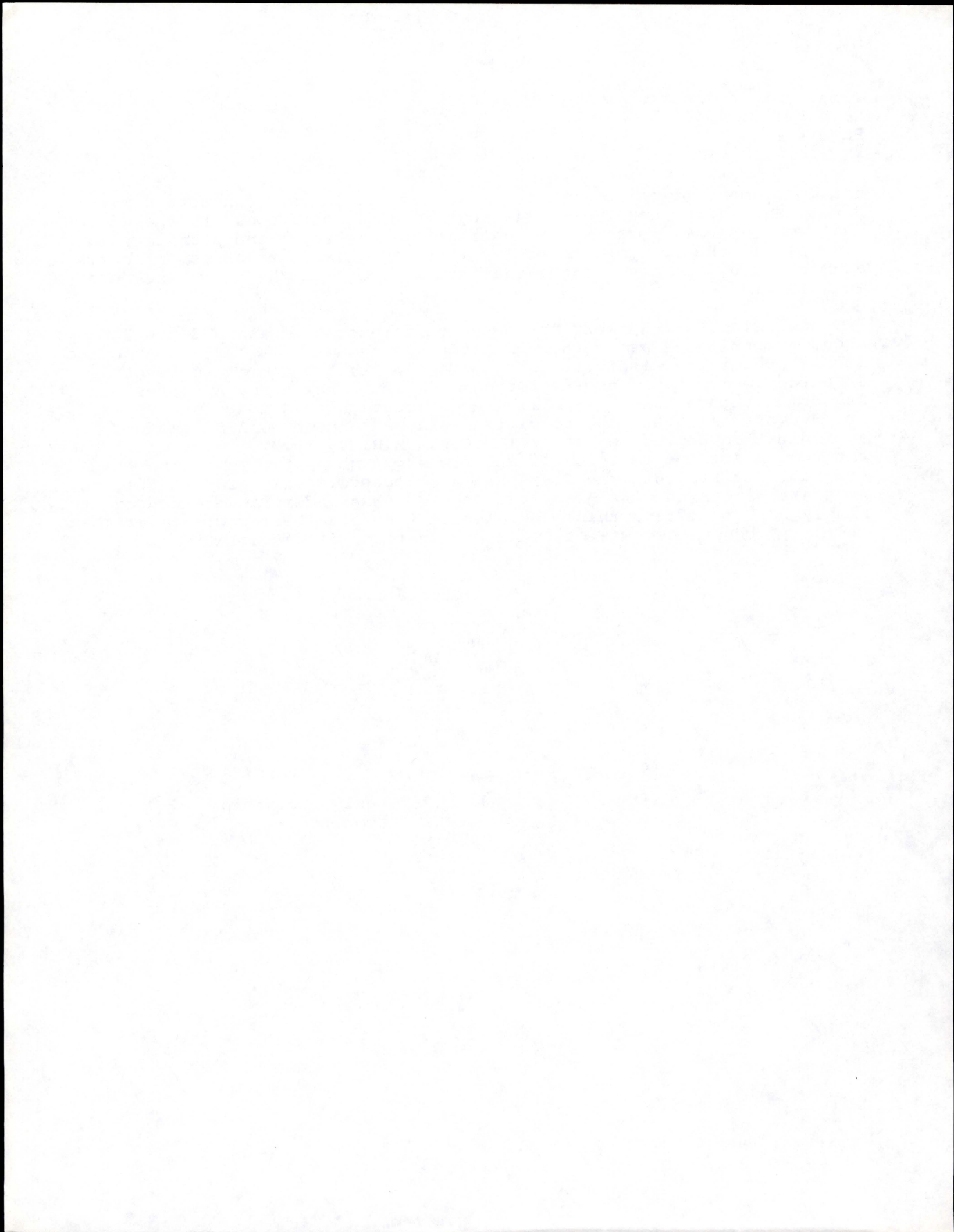
W. Randall Lolley  
President



John E. Steely, Chairman  
Steering Committee

WRL:JES/ach







WELCOME TO THE FAMILY!

We are glad that you are part of the great fellowship that makes Southeastern Seminary not only a community of learning, but a community of sharing, and living and growing.

In order to help you become a part of this community a little more quickly, we are providing this handbook which will hopefully serve two important purposes. Initially it will be a written guide to facilitate those first few days of orientation when you have a thousand questions and no idea where to begin. But ultimately, we hope it will become an information resource which you can refer to as questions arise during the year.

Perhaps a word should be said about how to get the greatest benefit from this book. Its main purpose is to work with the information found in the Catalog and the Directory and in most cases it will either supplement these resources or give new information. Every attempt is made to provide information which is as complete as possible, and where space is limited, appropriate resource persons and places are provided.

Again, we are glad you are here. Welcome!!

Woody Catoe  
Director of Student Affairs

September, 1979







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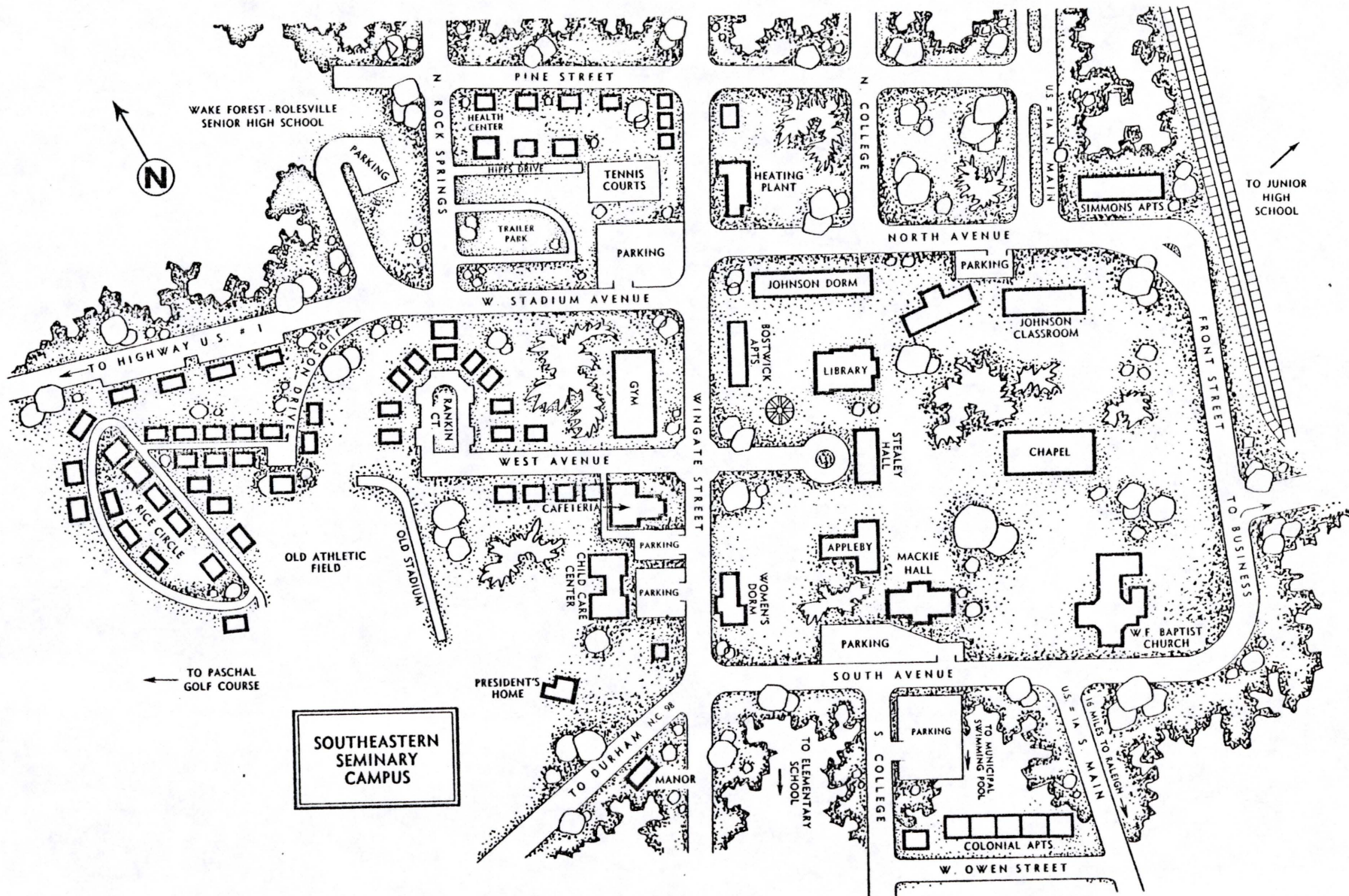
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Appendix B - Student Council Information	
Appendix C - Recreation and Athletic Programs and Facilities	
Appendix D - The Judicial Process for Student Discipline	





WAKE FOREST-ROLESVILLE  
SENIOR HIGH SCHOOL



TO JUNIOR  
HIGH SCHOOL

TO HIGHWAY US #1

TO PASCAL  
GOLF COURSE

**SOUTHEASTERN  
SEMINARY  
CAMPUS**

PRESIDENT'S  
HOME

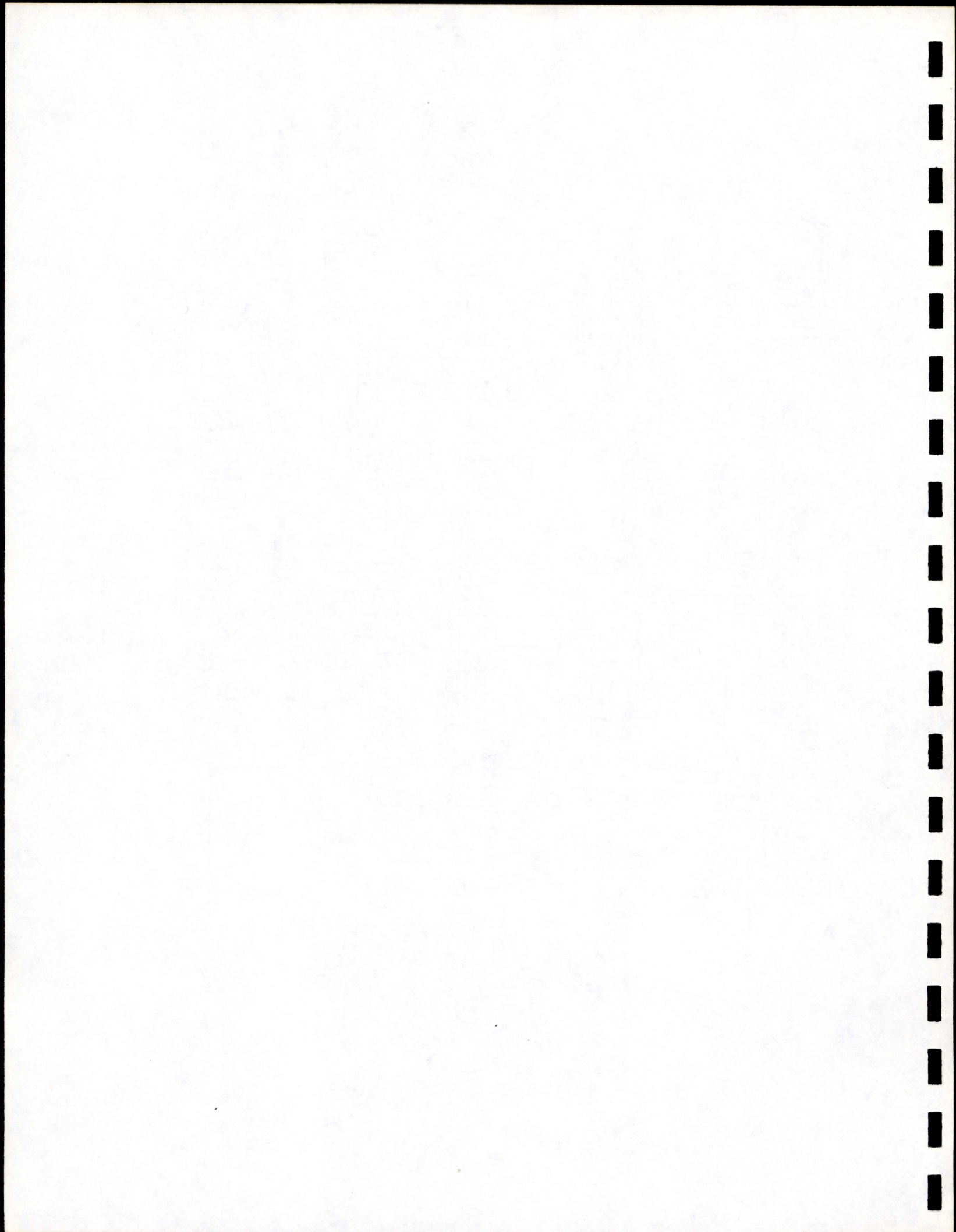
TO DURHAM, N.C. 98  
MANOR

TO ELEMENTARY  
SCHOOL

TO MUNICIPAL  
SWIMMING POOL

TO BUSINESS





WHERE TO FIND HELP...

To call an office from off-campus, dial the seminary switchboard number, 556-3101 and give the extension number to the operator. To reach an office while on campus, dial the extension number only.

CONCERNING	CONTACT	LOCATION
<u>Absences</u>		
From Class	Professor of course involved (if inaccessible, leave message at switchboard)	See pages 6 and 7
Extended absences due to hospitalization or illness	Dean	207 Stealey Hall, ext. 249, 265
<u>Academic Advisement</u>		
	See "Counseling Services," page 2	
<u>Academic Procedures</u>		
	Registrar Dean	104 Stealey Hall, ext. 214, 215 207 Stealey Hall, ext. 249, 265
<u>Accident</u>		
Auto Injury	Town Police	556-3176
Mon.-Fri., 8:00-12:00 noon and 1:00-3:00 p.m.	Seminary Health Center Rock Spring Road	556-3101, ext. 245, 246
Other hours	Physician of your choice Northern Wake Hospital S. Allen Road	See Yellow Pages 556-5151
Emergency Services	Rescue Squad (includes ambulance) Ambulance	556-3176 Bright Funeral Service 556-5811 Willis Funeral Service 556-3460
Emergency Room Service	Wake County Medical Center 3000 New Bern Ave., Raleigh	755-8000
	Raleigh Community Hospital 3400 Wake Forest Road, Raleigh	872-4800
<u>Activities</u>		
Approval and Scheduling of Ad Hoc Activities	Director of Student Affairs	Mackie Hall, ext. 263



Room Reservations	Associate For Student Development	102 Stealey Hall, ext. 221
Appleby Building	Director of Food Services	Cafeteria, ext. 262
Cafeteria	Associate for Student Development	102 Stealey Hall, ext. 221
Chapel	Library AV Service	Library, ext. 259
Johnson Audio Visual Room	Director of Student Affairs	Mackie Hall, ext. 263
Mackie Hall	Director of Student Affairs	Mackie Hall, ext. 263
Other Areas		
<u>Adding or Dropping Classes</u>	Registrar	104 Stealey Hall, ext. 214,215
<u>Alumni Affairs</u>	Ass't. To President: Student Development	102 Stealey Hall, ext. 221
<u>Athletics</u>	Director of Student Affairs	Mackie Hall, ext. 263
	Student Athletic Director	Gore Gym
<u>Automobile Registration</u>	Business Office	103 Stealey Hall, ext. 211
<u>Bills, Fees, and Accounts</u>	Business Office	103 Stealey Hall, ext. 211
<u>Calendar, Campus Activities</u>	Associate for Student Development	102 Stealey Hall, ext. 221
<u>Check Cashing</u>	Business Office	103 Stealey Hall, ext. 211
<u>Child Care</u>	Director, Child Care Center	Ext. 257
<u>Counseling Services</u>		
Academic	Faculty Advisor, Registrar, Dean	See pages 6-7
Financial	Director of Student Affairs	Mackie Hall, ext. 263
Health	Seminary Health Center	Ext. 245, 246
Personal	Counseling Services Secretary	Ext. 217
Vocational	Formation In Ministry	Appleby Building, ext. 248,227
<u>Degree Requirements</u>	Registrar	104 Stealey Hall, ext. 214,215
	Dean	207 Stealey Hall, ext. 249, 265
<u>Dormitory, Residence Counselors</u>	Men's Housing	Johnson Dormitory, ext. 256
	Women's Housing	Women's Dormitory, ext. 261
<u>Driver's License Information</u>	Motor Vehicles Division, Raleigh	829-4241
	Wake Forest Police Department	556-3176



Employment

Career Placement  
Church and other Ministries  
On Campus  
Students  
Students' spouses  
Off Campus (secular  
full or parttime)

Formation In Ministry  
Formation In Ministry  
Director of Student Affairs  
Business Manager  
Director of Student Affairs  
Library-Reference Department  
Formation In Ministry

Appleby Building, ext. 248,227  
Appleby Building, ext. 248,227  
Mackie Hall, ext. 263  
103 Stealey Hall, ext. 211  
Mackie Hall, ext. 263  
Up-to-date job listings from  
Employment Security Commission  
Appleby Building, ext. 248,227

Financial Aid, Scholarships

Director of Student Affairs

Mackie Hall, ext.263

General Information and Assistance

Switchboard, Stealey Hall

Dial "0" (if on campus)  
556-3101 (if off campus)

G.I. Bill Information

Registrar

104 Stealey Hall, ext. 214,215

Graduation Requirements

Registrar  
Dean

104 Stealey Hall, ext. 214,215  
207 Stealey Hall, ext. 249,265

Health Care

Seminary Health Center

Rock Spring Road, ext. 245

Housing

Including application, assignment,  
rent payment, termination  
Maintenance, Repairs, Regulations

Business Office  
Buildings and Grounds

103 Stealey Hall, ext. 211  
Maintenance Plant, ext. 229,260

Identification Cards

Students and Employees  
Recreation (Spouses and Children)  
Guests

Director of Student Affairs  
Director of Student Affairs  
Director of Student Affairs or  
Athletic Director

Mackie Hall, ext. 263  
Mackie Hall, ext. 263  
Mackie Hall, ext. 263  
Gore Gym

Insurance

Information

Business Office

103 Stealey Hall, ext. 211

Library Services

See THE LIBRARY: A BRIEF GUIDE,

Appendix A, this Handbook

Loans, Emergency

Director of Student Affairs

Mackie Hall, ext. 263



<u>Lost and Found</u>	Switchboard, Stealey Hall	Dial "0" (if on campus) Dial 556-3101 (if off campus)
<u>Manor Reservations</u>	Nita Anderson Manor Hostess	Manor Guest House-556-5677 Switchboard-556-3101
<u>Notary Public</u>	Central Carolina Bank White Street	556-5101
	Fidelity Bank Local Realty Companies	556-2021 See Telephone Directory
<u>Organizations and Clubs</u>	See pages 20 and 21	
<u>Parking Fines</u>	Business Office	103 Stealey Hall, ext 211
<u>Photographs</u>	Institutional Development Office	130 S. Wingate, ext. 270,271
<u>Post Office Boxes</u>	Soda Shop	Mackie Hall, 556-3481
<u>Public Relations, New Releases</u>	Institutional Development Office	130 S. Wingate, ext. 270,271
<u>Publications</u>		
<u>Directory</u>	Institutional Development Office	130 S. Wingate, ext. 270,271
<u>Outlook</u>	Associate Director of Institutional Development	103 Appleby Bldg., ext. 241
<u>Enquiry</u>	Editor's Office	Mackie Hall, second floor
<u>Southeastern Campus Bulletin</u>	Sec., Student Affairs Office	Mackie Hall, ext. 263
<u>Southeastern Seminary Catalog</u>	Associate Director of Institutional Development	103 Appleby Bldg., ext. 241
<u>Update</u>	President's Office	101 Stealey Hall, ext. 210,223
<u>Recreation Program</u>		
Facilities, hours, regulations, key checkout	Director of Student Affairs	Mackie Hall, ext. 263
<u>Registration</u>	Registrar	104 Stealey Hall, ext. 214,215

Scheduling Meetings

Associate for Student  
Development

102 Stealey Hall, ext. 221

Student Council

Student Council President

Mackie Hall, second floor,  
ext. 274

Constitution  
Information

See Appendix B

See page 21

Testing, Personal

Counseling Services Secretary

Health Center, ext. 217

Testing, Required (MMPI)

Director of Student Affairs

Mackie Hall, ext. 263

Transcripts

Registrar

104 Stealey Hall, ext. 214,215

Veterans Benefits

Registrar

104 Stealey Hall, ext. 214,215

Voter Registration

Wake Forest Public Library

556-2276

Withdrawal

From course or seminary

Registrar

104 Stealey Hall, ext. 214,215



## Who To See For Help

	<u>Office</u>	<u>Extension</u>
<u>Alumni Office</u>	Stealey Hall 102	
Presley, Barbara	Secretary	253
<u>Buildings and Grounds</u>	Heating Plant	
Lee, David	Director	229
Pearce, Clarence	Asst. Director	260
Pope, Joyce	Secretary	260
<u>Business Office</u>	Stealey Hall 103	
Cross, O.L.	Business Manager	211
Bobo, W.E.	Asst. Business Manager	212
Dean, Grace	Personnel Clerk	213
Fountain, Jan	Secretary	211
Ward, Evelyn	Secretary	211
<u>Child Care Center</u>	N. Wingate Street	
McLeod, Beth C.	Director	257
<u>Counseling Office</u>	Rock Spring Road	
Gropp, Pat	Secretary	217
<u>Dean's Office</u>	Stealey Hall 207	
Meiburg, Albert L.	Dean	249, 265
Bailey, Jane	Secretary	249, 265
Russell, Cindy	Secretary - Dean/President	289
<u>Dormitories</u>		
	Bostwick Dorm	556-9984
	Johnson Dorm	556-3435
	First Floor	556-9987
	First Floor	556-9921
	Third Floor	556-5677
	Manor House	256
Cornwell, Bob	Men's Residence Counselor	261
Bean, Marie	Women's Dormitory Residence Counselor	556-9982
	Women's Dormitory	
<u>Faculty</u>		
Blackmore, James H.	Appleby Bldg. 103	241
Bland, Thomas A.	Stealey Hall 311	237
Braswell, George W.	Stealey Hall 310	266
Carlton, John W.	Stealey Hall 305	240
Clemmons William P.	Stealey Hall 212	239
Cook, Donald E.	Stealey Hall 317	247
*Culpepper, Robert H.		
Dale, Robert D.	Appleby Bldg. 201	220
Durham, John I	Stealey Hall 304	226
Eddins, John W.	Stealey Hall 314	233

\*Will begin Spring, 1980

Good, James W.	Binkley Chapel	254
Halbrooks, G. Thomas	Stealey Hall 205	234
Hester, Richard L.	Stealey Hall 201	252
Hewitt, T. Furman	Stealey Hall 316	218
Johnson, Ben S.	Stealey Hall 307	243, 254
Lolley, W. Randall	Stealey Hall 101	210, 223
McLeod, H. Eugene	Library	250, 225
Meiburg, Albert L.	Stealey Hall 207	249, 265
Miller, Glenn T.	Stealey Hall 206	275
Morrow, Barbara C.	Binkley Chapel	254
Nations, Archie L.	Stealey Hall 313	236
Neely, Alan P.	Stealey Hall 208	244
Philbeck, Ben F.	Stealey Hall 203	264
Poerschke, Robert E.	Stealey Hall 301	242
Powers, Bruce	Stealey Hall 211	224
**Richardson, Robert	Appleby 206	
Rogers, Max G.	Stealey Hall 303	230
Sandusky, Fred	Stealey Hall 104	214, 215
Scoggin, B. Elmo	Stealey Hall 308	231
Smith, Luke B.	Appleby Bldg. 203	288
Spencer, Richard A.	Stealey Hall 202	228
Steely, John E.	Stealey Hall 309	238
Stewart, Claude Y.	Stealey Hall 210	244
Tolbert, Malcolm O.	Stealey Hall 302	277
Tresch, John W.	Stealey Hall 204	255
Trotter, J. Carroll	Stealey Hall 315	235

#### Food Services

Lyman Franklin	Director	262
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#### Formation In Ministry

Dorman, Charles T.	Director, Student/Field Ministries	280
Davis, Suzanne M.	Asst. Director, Student Field Ministries	227
Jackson, Phyllis S.	Secretary	227, 280
Thomas, Judy W.	Secretary	227, 280
Smith, Luke	Professor of Supervised Ministry	288
Richardson, Robert	Asst. Professor of Supervised Ministry	286

#### Health Center

	Rock Spring Road	
Moseley, James R.	Seminary Physician	245
May, Norma	Nurse	246

#### Institutional Development Office

Byard, Rod	Asst. To President 130 S. Wingate	270, 271
Spinks, W. Robert	Director of Financial Development 130 S. Wingate	281, 282, 283
Blackmore, James H.	Associate - Appleby 103	241
Frazier, Dovie	Secretary	270, 271
Johnson, Lynn	Secretary	281, 282, 283

\*\* Sabbatical Leave



Library

McLeod, H. Eugene	Librarian	225, 250
Betty Barham	Secretary	225, 250
Lee, Ethel	Circulation Services Supervisor	251
Horne, Martha	Circulation Services Assistant	251
Philbeck, Jo	Reference Librarian	268
Sansbury, Ed	Audiovisual Services Supervisor	259
Martin, W. Terry	Technical Services Librarian	276
Pleasants, Audrey	Acquisitions Supervisor	267
Walker, Chris	Acquisitions Assistant	267
Smith, Betty Anne	Catalog Librarian	267
Bryant, Judy	Cataloging Assistant	267

Manor, The

Durham Road

Gary and Nita Anderson	Hosts	556-5677
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President's Office

Stealey Hall 101

Lolley, W. Randall	President	210, 223
Holden, Anna C.	Secretary	210, 223
Russell, Cindy	Secretary-President/Dean	269

Receptionist/Operator

Stealey Hall 102

Anderson, Nita		0
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Registrar's Office

Stealey Hall 104

Sandusky, Fred	Registrar	214
Mosny, Glenda	Assistant to the Registrar	215
Schumacher, Diane	Secretary	214

Seminary Store

Mackie Hall, First Floor

Scott, Jeannette	Manager	556-3418
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Student Affairs Office

Mackie Hall, Second Floor

Catoe, Woody	Director	263
Smith, Tami	Secretary	263

Student Council Office

Mackie Hall, Second Floor

Upshaw, David	President	274
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Student Development Office

Stealey Hall 102

Niswonger, Jerry L.	Assistant to President	221, 278
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## STUDENT SERVICES: PERSONAL AND FAMILY

### Cafeteria

Southeastern's food services are available to faculty, staff, students and guests of Southeastern Seminary. The cafeteria also provides meals daily to the Ruby Reid Child Care Center and caters to many local and civic groups throughout the year. The cafeteria is owned and operated by the Seminary to provide good wholesome food at the most reasonable, minimum cost to the Seminary family and guests. This is possible through the Co-operative Program of the Southern Baptist Convention.

### Hours of Service

(Regular sessions and summer school)

Breakfast on Monday and Sunday	8:00 - 8:30
Breakfast on Tuesday thru Friday	6:45 - 8:30
Lunch on Sunday	12:00 - 1:30
Lunch Monday thru Friday (Saturday, 12:00-1:00)	11:15 - 1:30
Dinner Monday thru Friday	5:00 - 6:00

There is no breakfast hour on Saturdays and no dinner hour on Saturdays and Sundays. Food services are available during regular and summer sessions.

### Campus Security

The Seminary campus is accessible 24 hours a day. 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. In case of theft, contact the Wake Forest police department (556-3176) and the Seminary telephone operator (556-3101).

### Campus Stores

A bookstore and soda shop are located on the first floor of Mackie Hall. Hours for both stores are: Book Store 8:00 a.m. - 4:30 p.m.; Soda Shop 7:30 a.m. - 4:30 p.m. Both stores are operated under the auspices of the Sunday School Board of the Southern Baptist Convention as a Baptist Book Store. The bookstore has a variety of books and materials as well as carrying all required texts and supplies.

The soda shop offers a variety of fountain services, sandwiches and other snack foods. In addition, a varied line of school supplies and personal accessories is available.

### Child Care Program

The Ruby Reid Child Care Center, located next door to the Seminary Cafeteria, serves the Seminary family by giving care to children ages 2 - 5, with priority given to children whose parents are involved in classes and work outside the home. The Center follows the schedule of the Seminary classes. It opens at 7:50 a.m. Tuesday-Friday and at 9:00 a.m. on Monday. Children leave by 3:00 p.m. unless a parent is in a later class. In the case of late classes, special arrangements need to be made with the Director. The pre-school program is certified by



the N.C. Dept. of Public Instruction. Enrollment for each age group has to be limited. For more information contact the Director, Ruby Reid Child Care Center, Southeastern Seminary.

In addition to caring for children of Seminary students and staff, the Center has three other purposes: to provide a laboratory for teachers and students who desire to explore ways of working with children; to provide a setting in which parents may discover new ways to enrich their family living, and to provide a center in which churches and other agencies involved in the care of children may receive counsel related to the improvement of their programs.

### Crisis Communication

One of the advantages of being in a community is the readily available base of support for members who experience crises in their lives. The Seminary has devised a Crisis Communication Procedure to provide a way for the major areas of the administration to be aware of crises which arise within the seminary family. If you are aware of a crisis situation (birth, serious illness, accident, major material loss or death in the immediate family) which should be communicated, you may call the Seminary Switchboard Operator at 556-3101 and report as many details as possible. This, in turn, will be communicated immediately to all major offices and areas of the Seminary campus.

### Financial Aid Program

The Seminary's financial aid program is based on the premise that the student is making every effort to be as self-supporting as possible. It is thus recommended that students should have sufficient funds or income to see him or her through at least the first semester before seeking aid from the Seminary. However, it is recognized that financial assistance is necessary at times and the Seminary is committed to helping students meet emergency needs.

The program consists of four categories of student aid. These are (1) Work grants: Students awarded work grants are employed for a limited number of hours in various jobs on campus. (2) Loans: Small sums up to \$250 may be borrowed to meet urgent needs. (3) Grants-in-aid: Occasionally, in emergency situations, direct grants are made in small amounts to assist students. (4) Scholarships: Through the generosity of individual donors, a limited number of scholarships are available to qualified students who make application. Awards are made after registration closes each semester. Applications may be submitted August 15 to September 17 for the fall semester and December 10 to January 28 for spring semester.

Students seeking financial assistance should first obtain an application form from the Student Affairs office. The completed application should be returned and an appointment made for a conference with the Director of Student Affairs. The application will then be reviewed by the Loan and Aid committee at its regular weekly meeting for a final decision.

Additional information and applications for all aspects of the financial aid program may be obtained from the Director of Student Affairs, second floor, Mackie Hall.



Southeastern Seminary is not eligible to process federally funded student financial aid programs involving loans and grants. Prospective students should not anticipate such aid being available while enrolled as a student at Southeastern. Federal education loans may not qualify for deferment and may be subject to immediate repayment schedules. Students should contact their loaning institutions for advice and information. Qualified students who are veterans are eligible to receive V.A. benefits.

### Formation In Ministry

The primary purpose of Southeastern Seminary is to prepare men and women for Christian leadership in various ministries. The Formation in Ministry program aids in this process by:

(1) Providing at least one semester of supervised ministry experience for every student, and (2) assisting students in securing remunerative employment during and after their years at the seminary.

The basic requirement in Supervised Ministry is a three hour course consisting of class work, group work, and field work. Students should enroll in this course during their middler year. Students with questions about Supervised Ministry should speak to one of the professors of Supervised Ministry.

The Student/Field Ministries division of Formation in Ministry helps students to explore possibilities for work in churches and other settings for ministry. It seeks to introduce students to prospective employers, but cannot guarantee employment for any student. Students who seek this type of assistance should make an appointment with one of the directors of Student/Field Ministries.

### Guidance and Counseling

The Seminary has a contract with the Life Enrichment Center in Raleigh to provide for the counseling needs of the Seminary family. The Life Enrichment Center is a satellite of the School of Pastoral Care in Winston-Salem.

Counseling services are offered two days a week on campus at the Counseling office in the Health Center and at the Life Enrichment Center in Raleigh. An experienced counselor is available to assist with personal and family problems, to provide interpretation of Minnesota Multiphasic Personality Inventories and to provide pre-marital and marital counseling.

The Seminary pays for the counseling service at either location. However, counselees will be asked to pay an additional \$5.00 per hour for extended counseling contracts beyond three sessions.

Appointments to see a counselor may be made by calling the Health Center Counseling Office or the Life Enrichment Center in Raleigh. Dr. Dwight W. Cumbee serves as Director of the Center.

Counseling Office  
Health Center  
Rock Spring Road

Telephone  
556-3101 ext. 217

Life Enrichment Center  
Suite 201  
6685 Falls of the Neuse Road  
Raleigh, N.C. 27609

Telephone  
(919) 876-8193



### Health Center Program

In the interest of attaining the highest possible level of health among students, faculty and their families, the Seminary makes available a program of health care and medical services for all members of the Seminary family. The medical services include, among other things a program of prevention of illness through physical examinations and immunizations, and treatment of illness under the direction of the campus physician.

In order that students may understand the health care program and know their own responsibilities in seeking the services provided, the following statement of policies has been formulated:

#### General Policy

The Seminary Health Center will be open as follows when classes are in session:

Monday through Friday -- 8:30 a.m. - 12:00 noon  
1:00 p.m. - 3:00 p.m.

Doctor's Hours -- By appointment 10:00 a.m. - 12:00 noon  
(Dial the Seminary number, 556-3101, and ask for the Health Center)

After the Health Center closes each day, no nurse will be on call. If medical attention is essential before the Health Center opens the following day, persons must call the office of a physician of choice for an appointment. All services of a physician, other than those rendered at the Health Center will be at the expense of the patient.

#### Purchase of Medicines

Participants in the Health Center Program may secure general medicines and some medical supplies through the Health Center as prescribed by the campus physician at prices which cover cost plus handling. The sale of prescription drugs is limited to medicine prescribed by the Campus Physician. Drugs prescribed by the Campus Physician and which are not in stock may be ordered at the request of the student. A fee will be charged for injections, suturing, and allergy injections. A fee will be charged by Wake Medical Center in Raleigh for lab work to evaluate PAP smears, cultures and other tests. The student is asked to pay for all medicines at the time he receives them.

#### Health Center Location and Personnel

The Seminary Health Center is located on Rock Spring Road (adjacent to the Trailer Park and across the street from the Wake Forest High School.) Off street parking is provided at the rear of the building.

Physician - Dr. James R. Moseley - Office Phone: 556-4826  
Registered Nurse - Mrs. Norma May

#### Health Insurance

Students are required to present evidence of adequate medical insurance coverage at the time of registration each semester. The Annuity Board's Student Health Program is recommended to students who do not have adequate insurance. Coverage may be arranged at the



beginning of each semester with Annuity Board representatives. Further information concerning student insurance programs is available from the Business Office or from Mr. Sam O'Neal at the Baptist State Convention in Raleigh (833-1605). Information can be obtained directly from the Annuity Board in Dallas, Texas by dialing their toll free number 1-800-527-4767.

### Student Housing

Detailed information and regulations are provided to students who occupy seminary housing. In addition, persons occupying married student housing are required to sign a lease agreement in the Business Office. Housing regulations are to be signed in the Buildings and Grounds office. Students should read carefully and be acquainted with the terms of the lease agreement and any other applicable housing regulations.

Students are required to vacate seminary housing within thirty days after completing classwork. Exception: Students enrolled in Th.M or D.Min. degree programs are required to vacate seminary housing within twenty-four months after completing the M.Div. program and enrolling in the Th.M and D. Min. degree programs.

Students occupying dormitory housing, while not required to sign a lease agreement, are responsible for specific regulations regarding each dormitory. In addition, the following housing policy statement will be applicable to all dormitories.

1. Southeastern Seminary is committed to providing adequate, basic services for all of its students. As this commitment relates to housing, Southeastern seeks to make available on-campus housing at affordable rates.
2. Dormitory housing is provided primarily for single students and students who commute from other areas and need temporary housing during the week.
3. Housing policies and regulations are devised to be consistent with the Seminary'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 an atmosphere that promotes the welfare of the individual student; maintains a comfortable setting conducive to study and learning and provides as much privacy as possible in a shared environment.
4. All seminary housing residents are guided by specific policies and regulations. Regulations which define the use of dormitory facilities are somewhat restrictive due primarily to the nature of dormitory housing in which residents must share accommodations, facilities and equipment. Since students are not required to live in seminary owned housing, potential residents should read carefully the policies and regulations regarding their particular dormitory. Those who feel that these



may be confining or inconsistent with their particular lifestyle are encouraged to seek other alternatives for housing.

5. At best, dormitory housing is temporary in nature and should not be equated with or expected to function as housing which is of a more permanent type.
6. The assignment of a dormitory room is not a commitment on the part of the seminary to the student for continuous occupancy of a particular room. At the discretion of the business office, residence halls may be closed at certain seasons; or students may be required to make moves within dormitories.
7. In order that necessary maintenance and cleaning can be accomplished prior to the fall term, residents must vacate their room before the Monday after the conclusion of the second session of summer school. The dormitories normally will reopen one week prior to the beginning of classes for the fall term.
8. Room rent is due one month in advance at the beginning of each calendar month. Residents are responsible for the rent until they have followed the proper procedure for checking out of the room and turning in the key.

### BUSINESS AFFAIRS AND OBLIGATIONS

#### Accounts

Students are expected to keep their accounts paid up to date. Rent is due in advance the first of each month and should be paid in the Business Office. Matriculation fees are due at the beginning of each semester and are also payable in the Business Office. Student accounts must be paid in full prior to registration each semester.

A record of all student accounts other than the purchase of books is available in the Business Office. Student accounts must be paid in full prior to graduation.

#### Automobile Registration

(1) ON CAMPUS: The Business Office is in charge of registering cars on campus. Students are to register their cars and receive a decal during the matriculation process. Students involved in late matriculation should register and receive decals for their cars in the Business Office. Additional cars obtained while enrolled as a student should be registered immediately. Lost or illegible decals may be replaced at the Business Office. Decals are to be placed in the lower corner of the back rear window opposite the driver's side.

(2) OFF CAMPUS: There are several factors which determine whether students are required to register their automobiles in North Carolina or obtain North Carolina drivers licenses.



Because of this, there are no blanket requirements which cover all situations. Students who have questions may call the License Information Office of the Motor Vehicles Division in Raleigh at 733-3025. Generally, if North Carolina will be the primary state of residence while in seminary, it will be to the advantage of most students to obtain a North Carolina license and registration.

#### Check Cashing

Personal checks which do not exceed \$50.00 may be cashed in the Business Office during regular office hours. Checks to be cashed for personal use should be made out to "Cash." A charge of \$2.00 is made for returned checks. The Business Office is open Monday-Friday from 8:00 a.m. - 4:30 p.m.

#### Employment

The location of the Seminary provides access to a number of areas with a variety of job possibilities, both secular and church work and full or parttime. In addition, the Seminary provides work opportunities for a limited number of students and students' spouses. These include work grants which provide parttime jobs on campus for students. In addition, there are some fulltime secretarial and clerical positions for students' spouses.

For information and applications see the following persons:

- (1) Student employment (work grants, on campus)-Director of Student Affairs.
- (2) Students' spouses (fulltime on campus employment)-Business Manager.
- (3) Church Work- Formation In Ministry.
- (4) Secular employment (full and parttime)- Formation In Ministry or Director of Student Affairs.

#### I.D. and Activity Cards

An I.D. card is issued to each new student when he enters the Seminary. This card will serve a number of functions and should be carried by students at all times. In addition to identifying a person as a seminary student, it is required as a part of the actual mechanical process of checking out books and other materials from the library. There may also be times when identification is required before recreational facilities and equipment can be used.

An I.D. card is issued when the student enters the Seminary and must be validated each fall semester as part of the registration process. Cards become void when a student's enrollment terminates or is interrupted. Although the initial cost of I.D. cards is included in the Student Services fee, a \$2.00 charge will be made to replace lost cards. Replacements are made by appointment at the Student Affairs Office, second floor, Mackie Hall.

Children and spouses of seminary students, faculty and staff who plan to use any or all of the recreational facilities will need to obtain an activities card. Students should request these for their spouse and/or children at the Student Affairs Office, Mackie Hall.

#### Income Taxes

Students may obtain forms and information for filing federal and state income taxes at the Wake Forest Post Office.



### Mail and Post Office Boxes

Mail pick-up and delivery is not available on a door-to-door basis in Johnson Dormitory, Women's Dormitory, or Bostwick Hall. Residents living in these areas who desire mail service must rent a post office box in Mackie Hall Student Center. Boxes may be rented through the Soda Shop, first floor, Mackie Hall. Rental fees are \$1.50 per term or \$4.50 per year and are payable in advance.

### Parking Regulations and Fines

Parking space is available in the following designated areas:

1. Residents of Johnson Dormitory and Bostwick Hall are requested to park their cars in the Parking Lot at the corner of North Wingate and Stadium Road. There are some spaces on North Wingate where residents of Bostwick Hall may park parallel in marked spaces. This space is on a public road, therefore, not under the jurisdiction of Southeastern.
2. The parking lot at Mackie Hall is available for student parking except in spaces that are reserved or in areas that are restricted for access purposes.
3. Residents of Simmons Apartments are requested to park their cars in the lot immediately behind Simmons Building.
4. Parking is available behind the old student center building known as Lea Lab for student parking except in spaces that are reserved for staff or in areas that are restricted for access purposes.
5. Parking is available in the lot on the corner of South Street and South College Street across from Mackie Hall and in the lot on Wingate Street in front of the Child Care Center.
6. Spaces in front of Stealey Hall (Administration Building) are reserved for Faculty, Administrative Staff, and visitors.

### Violations

1. Parking in driveways, loading zones, or areas marked "no parking." Also it shall be considered a violation when a car is parked so as to take up more than one space.
2. Parking or driving on lawns or sidewalks.
3. Parking so as to block or obstruct movement of traffic.
4. Having a decal which is not legible. (Warning for this violation shall be given before car is ticketed.)
5. Parking in spaces reserved for persons other than yourself.

### Fines

Parking violation tickets will be issued by the traffic checkers or persons so designated by the Director of Plant Services. The following fines will apply:



1. Cars parked illegally will be fined \$5.00.
2. If fine is not paid within one week, the amount will be charged to the individual's account.
3. Visitors are not required to pay fines, but are requested to obey traffic signs.

### Taxes, Personal Property

Students living in Seminary housing and owning personal property are subject to county and city tax assessments. Representatives come to the Wake Forest Town Hall on S. Brooks Street to assist local residents with filing. Or, students may write the Wake County Tax Collector, P.O. Box 427, Raleigh, N.C., 27602 or call 755-6550 and request filing forms and information. Wake Forest City taxes are automatically figured from the county tax listings. The usual deadline for filing without penalty in the past has been January 31.

### Voter Registration

Voters may register at the Wake Forest Public Library, on S. White Street, from 10:00 a.m. to 5:00 p.m., Monday and Tuesday and Thursday through Saturday. Some form of identification which has your current address will be required. Absentee ballots must be written for or requested in person from the county in which you are registered or from the State Board of Elections (if you are a N.C. resident) at P.O. Box 1166, Raleigh, N.C. 27602.

Elections and registration deadlines are as follows:

- October 6 -- Registration books are closed
- September 5 -- Requests for absentee ballots may be made
- October 29 -- 5:00 p.m. - Last day to request absentee application
- November 3 -- 5:00 p.m. - Deadline for returning absentee ballots
- November 4 -- General elections
- October 9 -- Raleigh City elections and school board primary

### ACADEMIC INFORMATION

The Seminary Bulletin (catalog) is the official source of academic information. Students who have questions concerning degree requirements, curriculum, enrollment, grading and related matters should refer to the latest Seminary catalog. Copies are available in the Registrar's Office.

If additional information or advisement is needed, students should contact their faculty advisor, the Registrar, or the Dean.

### PERSONAL ENRICHMENT AND DEVELOPMENT

#### Campus Calendar

The Seminary calendar is kept by the Associate for Student Development, 102 Stealey Hall. Campus events, including organizational



meetings, special classes, lectures, worship services and other activities should be entered on the calendar in order to avoid schedule conflicts. Those responsible for scheduling events should clear dates with this office.

#### Cultural and Social Opportunities

The Seminary's location in the Research Triangle provides easy access to a number of opportunities for social and cultural enrichment. In addition to restaurants and theaters, the colleges and universities, especially in the Raleigh area, provide numerous concerts, plays and other events, most of which are available for nominal charges. Special events and programs are presented by various groups in Wake Forest throughout the year usually for special occasions or holidays. Local newspapers provide regular schedules and details of upcoming events.

At Christmas and Easter and at various chapel services the Seminary choirs present concerts and programs of special music. Spouses of seminary students are especially encouraged to participate in these programs by enrolling and singing with the Mixed Choir. Spouses are not charged a course fee and rehearsals are held each Tuesday evening.

#### Evening Classes

Classes for laypersons are offered, usually on Thursday evenings, during the academic year. Offerings are available for both high school and college graduates. Spouses of students are especially encouraged to enroll. Two hours of credit may be earned each semester. However, students pursuing degrees in regular programs are not permitted to enroll in evening classes. See Registrar for current information.

#### Worship

The experience of worship is at the center of Seminary life. Because of this importance, numerous worship opportunities are provided throughout the year. Chapel services led by professors, staff members, students and guest speakers are held each week, Tuesday through Thursday at 10:00 a.m. in Binkley Chapel. At designated times each semester, special lectures are also presented by prominent scholars in various fields. In addition to the regular chapel services a special evening worship for the Seminary family is held each semester. While attendance is not compulsory at any worship services, students and their families are urged to participate for the purpose of personal and community spiritual growth.

All seminary worship services are open to members of the surrounding community.

### GENERAL INFORMATION RESOURCES

#### Campus Bulletin

The Southeastern Campus Bulletin is a weekly publication of the Student Affairs Office and is a primary means of communicating information concerning activities and events on the Seminary campus. It is made available each Monday at various locations in all of the major buildings on campus. A weekly schedule of events and notices of interest to all members of the Seminary family are in-



cluded in each issue.

Anyone wishing to place a notice in the Bulletin should get the information to the Student Affairs Office, second floor, Mackie Hall by 12:00 noon each Wednesday. All written notices must be signed. Information may also be called in at 556-3101, extension 263.

### Catalog

The annual catalog, a special issue of the seminary bulletin, is prepared by the Office of Institutional Development and is available, upon request, at the Registrar's Office for prospective students, students and other interested persons. Release date: February 1 for the following year.

### Directory

The office of Institutional Development publishes the Directory each fall for the primary purpose of providing pictures and information which aid all members of the Seminary family in the process of getting to know each other. Pictures of the faculty, staff and students are coupled with addresses, phone numbers and other biographical information. In addition, a summary of basic regulations and policies is also included for quick reference. The Campus Bulletin will carry notices concerning its availability.

### Enquiry

The Enquiry is a student newspaper, written by students for the Seminary community. Issues are published approximately once every three weeks and distributed throughout the campus. Student contributions are welcomed and should be turned in at the editor's office, second floor, Mackie Hall.

### Outlook

The Outlook is a bi-monthly, general interest magazine, published by the Office of Institutional Development for students, alumni and other friends of Southeastern Seminary. The information contained in it is of interest to all members of the Seminary family. Copies are mailed to alumni, trustees, denominational leaders and other friends of the seminary.

### Switchboard Operator

The switchboard is located at the main entrance of Stealey Hall and serves as the primary communications center for the campus. In addition to coordinating the telephone service, the operator also has access to general information concerning campus offices as well as the addresses, phone numbers and class schedules of students. Emergency messages may be transmitted to students in class by way of the operator. The switchboard is open Monday - Friday from 7:30 a.m. - 10:30 p.m. and on Saturday from 9:00 a.m. - 4:00 p.m. during regular semesters. To reach the switchboard while on campus, dial "0". Off campus, dial 556-3101.



ORGANIZATIONS AND OPPORTUNITIES FOR PARTICIPATION  
IN STUDENT LIFE

F.O.C.U.S.

F.O.C.U.S. means Fellowship of Christians United in Service. A volunteer ministry, F.O.C.U.S. is designed to provide a ministry to churches in need of a special emphasis weekend, day or service. F.O.C.U.S. provides a place for practical experience in ministry for Southeastern students and an outreach from the Seminary. Each program, which is adapted according to the needs of the particular church and the gifts of team members, is designed to provide for fellowship, teaching, preaching, worship, evangelism and ministry. Organized and developed by students, F.O.C.U.S. is open to all students who wish to be involved in this ministry.

Sons and Daughters of the Prophets

The purpose of the Sons and Daughters of the Prophets is two-fold: to encourage its members to examine the intellectual implications of their faith, and to provide a forum in which members can present their own ideas. The Prophets is a group which encourages its members to explore their faith and ministry intellectually, critically, and spiritually. Each of the 21 men and women who are members are elected to the group and maintain at least a 2.0 average. Dinner meetings are held monthly to give members the opportunity to discuss areas of interest with faculty and outside speakers. Each spring the Prophets sponsor a 3-day symposium. Past symposiums have focused on, "Death and Dying" and "The Minister as Prophet."

State Organizations

Students from states represented on campus often form organizations to promote fellowship and provide a setting for sharing mutual concerns and interests among those from the same state. Past organizations have included groups from South Carolina, Georgia, Florida, Virginia and Alabama. Students interested in forming organizations for other states may obtain assistance from the Student Affairs Office. Meetings are announced in the Campus Bulletin.

Student Council

The Student Council is an elected body of students that seeks to provide unity among the Seminary family. They channel student needs and concerns to the faculty and administration as needed and provide religious, social, and other special opportunities for students. Committees of the council offer opportunities for various ministries to students and others off campus. For a more extensive description of the organization and its involvement in Seminary life, see Appendix B.

Women of the Seminary Family

Early in 1979, the two seminary wives organizations decided to merge their efforts into one fellowship. The result was an organization which speaks to specific needs of seminary women through special events, family recreation, missions awareness, personal growth



opportunities and preparation for ministry. Meetings are announced through flyers and the Campus Bulletin.

Women's Issues In Ministry Group

Organized in the fall of 1978, the Women's Issues In Ministry Group provides a setting in which issues basic to women in ministry and in the seminary may be explored in depth. Open to both men and women, the organization seeks to establish a means of communication and understanding of these issues through special programs, speakers and informal gatherings. Regular meetings are held on campus and announced through the Campus Bulletin.







Appendix A

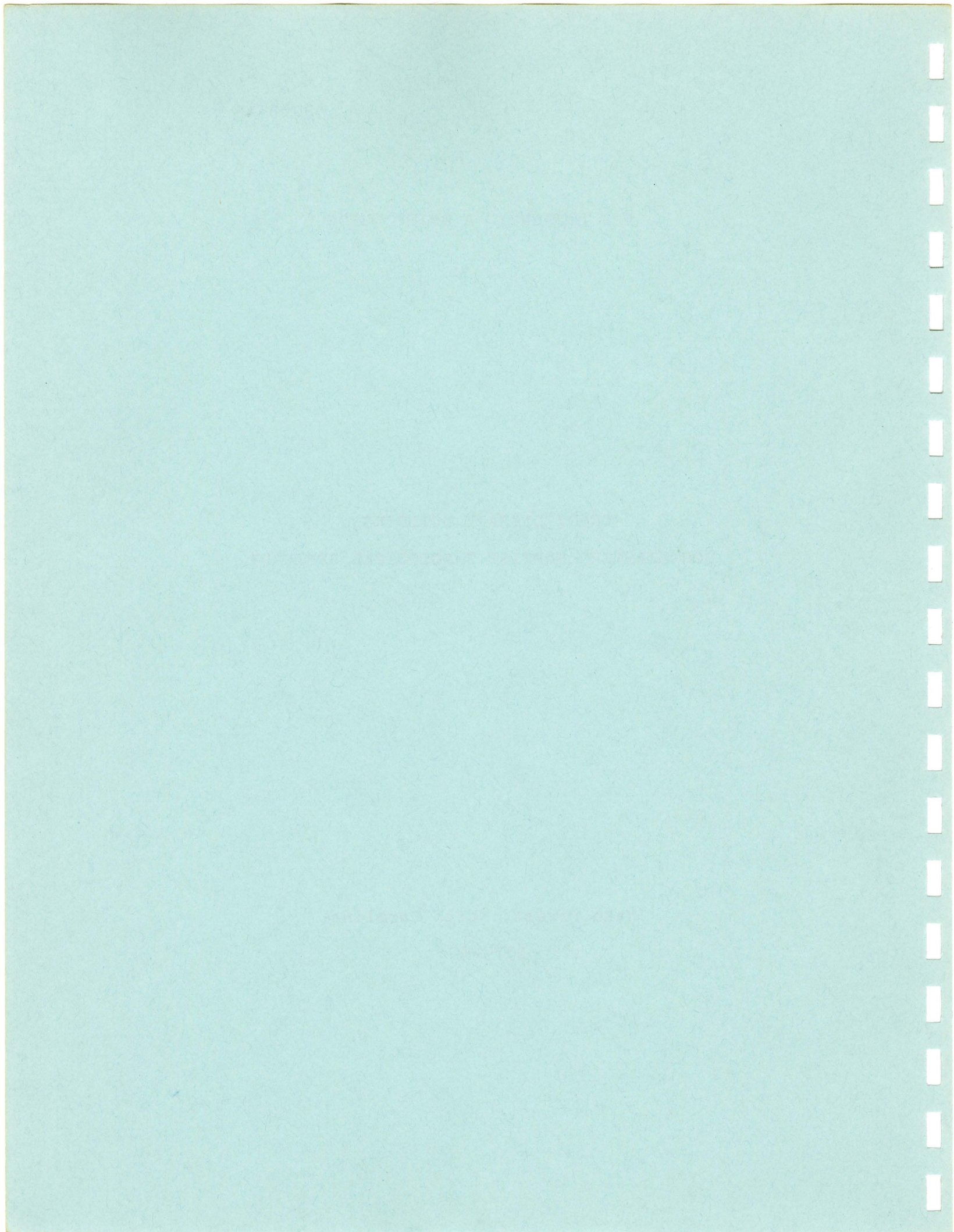
THE LIBRARY: A BRIEF GUIDE

DENNY LIBRARY BUILDING  
SOUTHEASTERN BAPTIST THEOLOGICAL SEMINARY

Wake Forest, North Carolina

1979-80







## THE LIBRARY: A BRIEF GUIDE

This brief guide is intended primarily to help you get acquainted quickly with the Library and what it has to offer. It may also serve as a convenient source of reference for certain facts regarding library services. This guide is not, however, a substitute for the Library Handbook, which contains the more detailed information and guidance essential to your using the Library successfully and responsibly.

A genuine welcome awaits you in the Library! If you are married, we also invite members of your family to register for "guest-user" privileges.

### HOURS OF OPERATION

Academic Sessions: Monday, 8:00 a.m. to 10:30 p.m.; Tuesday through Thursday, 7:45 a.m. to 10:30 p.m.; Friday, 7:45 a.m. to 8:30 p.m.; Saturday 9:00 a.m. to 4:30 p.m.

Audiovisual Center hours are somewhat less than the above schedule. A schedule will be posted.

Between Sessions and Holiday Periods: Monday through Friday 8:00 a.m. to 4:30 p.m. except closed New Year's Day, Good Friday, Thanksgiving Day and the day following, Christmas week, and usually the week following Graduation. Any modifications will be announced well in advance.

### BUILDING: FINDING YOUR WAY

Entrance/Exit: Through glass doors on south side, across patio from Stealey Hall. Entry and all normal exit. Exterior doors in stairwells are for emergency use only.

Getting Where You Want To Go: Involves awareness of what is in the Library and why you might want to get to it, as well as some means of finding where a particular thing is and how to get to it from where you are. The sections which follow, together with the Library Handbook and some effort, will begin to develop the awareness; layout sketches (maps) in the Library Handbook and at frequent locations in the building, together with various signs, will enable the finding. Use of the elevator is restricted to staff and to persons who are physically unable to use the stairs.



## LIBRARY MATERIALS

Circulating Book Collection: (2nd floor) Two separate groups, one arranged according to the Union classification, the other according to the Library of Congress (LC) classification (used since August, 1973). Call-numbers derived from each classification are distinctive in format; you will learn to copy them carefully from the catalog cards and to identify them as Union or LC. For check-out, present books and your ID card at the Circulation Desk. Return books to the Circulation Desk (return-slot) when Library is open; use through-the-wall book depository on loading dock (toward Johnson Dorm) only when Library is closed.

Course-Reserve Collection: (at Circulation Desk) Lists of materials (generally books) for particular courses maintained at Circulation Desk. Materials requested from and returned to Circulation staff.

Reference Collection: (1st floor, Reference Dept.) Arranged by subject classification, mostly LC, a few still Union. Call numbers (from card catalog) have prefix "Ref." Use only in Reference area of Library.

Periodicals Collection: (1st floor, Reference Dept.) Magazines, newsletters, scholarly journals received periodically. Current issues shelved in section adjacent to stacks for back-issues. Use only in nearby area of 1st floor. Indexes to periodical literature are on special tables in Reference area, as is a listing of periodicals in our collection.

Audiovisuals Collection: (1st floor, AV Center) Films, filmstrips, slides, records, tapes, etc. for use in Library, classroom, or off-campus. Materials and equipment for their use may be reserved in advance. Rental fees are charged for off-campus use of equipment.

Microforms Collection: (1st floor, Reference Dept.) Microfilm, microfiche, and microcards containing complete texts of large numbers of valuable books, periodicals, and other documents. Access to most materials is through special bibliographies rather than through the card catalog.

Pamphlets and Papers: (1st floor, Reference Dept.) Pamphlets, papers, clippings on subjects of interest kept either in file cabinets (Vertical File) or in pamphlet boxes.



Church Curriculum Materials: (1st floor, opposite AV Center)  
Current church program and curriculum materials from the Southern Baptist Convention along with representative materials from other denominations. Materials may be used primarily in the Curriculum Center, which is managed by the Reference Department.

Baptist Association and Convention Annuals: Current issues in Reference area. Back-issues are available on 2nd floor, with staff assistance.

Newspapers and Popular Magazines: (1st floor, near entrance)  
Convenient reading area includes latest issues of Baptist newspapers, several daily and Sunday newspapers, and the latest issues of several popular magazines.

College and Seminary Catalogs: (1st floor, Reference Dept.)  
Recent catalogs from many colleges, universities, divinity schools, and theological seminaries are available.

#### SERVICES AND FACILITIES

Reference Department: Seek assistance from Reference staff in use of the card catalog, periodical indexes, other bibliographies, reference collection, microforms, vertical files, pamphlets in boxes, Church Curriculum Center, Baptist annuals. Assistance given in information searches, including resources outside this library.

Circulation Department: In addition to checking circulating materials out and in at the Circulation Desk, you may seek general information and assistance regarding the Library there, and you should consult the Circulation staff regarding searches for books not found on the shelves, use of the copier, use of the typing rooms, interlibrary loan service, guest-user privileges for family members, and any questions pertaining to your own borrowing privileges.

Interlibrary Loan Service: Materials which are needed for research and not owned by the Library may in many cases be borrowed from another library. Requests may be made at the Circulation Desk or at the Reference Desk.

Audiovisual Department: You will find in the audiovisual collection many resources for study and enjoyment. The AV Department provides for their use in the AV Center, in the Library Auditorium, in classrooms and other campus facilities, and in your home or church. Services provided for modest fees include the lending of equipment for off-campus use and the reproduction of some sound recordings on your personal cassettes.



Intercom Phones: Located on both the 2nd and the 3rd floors, these wall-mounted phones enable you to communicate with staff persons.

Copier Service: Located in an alcove at the rear of the Circulation office is a copier which serves both library users and the library staff. Please give careful attention to the policy and procedures for the use of this service, and follow them precisely.

Typing Rooms: Three typing rooms--one on 2nd floor, two on 3rd floor--are furnished with typewriters for student-use. Request a key at the Circulation Desk.

Group Study Rooms: Rooms on 2nd and 3rd floors enable two or more persons to study without others being disturbed by low-volume conversation.

Graduate-Student Carrels: Students in either the Th.M. or the D.Min. programs may apply for an assigned carrel on the 3rd floor. See the Secretary to the Librarian.

#### A FEW THINGS THE LIBRARY DOES NOT HAVE

The Library does not have:

- any area in which you may smoke.
- any area in which you may consume food or beverages.
- a public telephone (one is available on the 1st floor of Stealey Hall, just a few yards away).
- any policy or procedure that is not considered necessary in order for the Library to meet its responsibility to the entire seminary community (which, of course, requires that individual freedom be limited in some ways). Nevertheless, your suggestions for changes will be welcomed.
- patience, understanding, or tolerance in dealing with those seminarians who, failing to exercise Christian responsibility, are inconsiderate of the needs of others or elevate self-interest to the point of abusing either library materials or library policies and procedures.



Appendix B

STUDENT COUNCIL INFORMATION

1979-80

Officers, Committees, Constitution

Southeastern Baptist Theological Seminary



Appendix B

STUDENT COUNCIL INFORMATION

1979-80

Officers, Committees, Constitution

Southeastern Baptist Theological Seminary



STUDENT COUNCIL  
1979-80

Officers

\*President: David Upshaw  
\*Vice-President: Lynn Hamner  
\*Secretary: Tom Neal  
\*Treasurer: Wertie Turner

Committee Chairpersons

Arts Committee: Gene Ghent  
Chapel Committee: Linda Morgan  
Communication Committee: To be elected  
Ethics Committee: Kathy Maynard  
Off-Campus Ministries Committee: To be elected  
Social Committee: Jim Scarborough  
Student Welfare Committee: David Davis

Class Representatives

D. Min. Program - To be elected  
Th.M. Program - To be elected  
M.Div. Senior Class:  
    Shirley Massey  
    Mike Wilburn  
    Don Harvey  
M.Div. Middler Class:  
    Mike Bradshaw  
    David Turbyfill  
    John Favis  
M.Div. Junior Class - To be elected  
M.R.E. Class - \*To be elected  
Associate Program  
    Russell Potter - Senior Class  
    To be elected - Junior Class

Seminary Council Student Representatives (not members of the  
Student Council)

Rita Rogers  
Diane Gurney

\*Members of the Executive Committee



STUDENT COUNCIL  
1979-80

Officers

- \*President: David Upshaw
- \*Vice-President: Lynn Hamner
- \*Secretary: Tom Neal
- \*Treasurer: Wertie Turner

Committee Chairpersons

- Arts Committee: Gene Grant
- Chapel Committee: Linda Morgan
- Communication Committee: To be elected
- Ethics Committee: Kathy Hayward
- Off-Campus Ministries Committee: To be elected
- Social Committee: Jim Scarborough
- Student Welfare Committee: David Davis

Class Representatives

D. Min. Program - To be elected

Th. M. Program - To be elected

M. Div. Senior Class:

- Shirley Massey
- Mike Wilburn
- Don Harvey

M. Div. Middle Class:

- Mike Bradshaw
- David Turpyllil
- John Davis

M. Div. Junior Class - To be elected

M. R. E. Class - \*To be elected

Associate Program

- Russell Potter - Senior Class
- To be elected - Junior Class

Seminary Council Student Representatives (not members of the Student Council)

- Rita Rogers
- Diane Gurney

\*Members of the Executive Committee



## STUDENT COUNCIL COMMITTEES

### Arts Committee

This committee shall sponsor and promote the use of drama, music, and other media in worship and various special programs and activities.

### Chapel Committee

This committee shall be concerned with promoting services of worship and other meetings designed to strengthen the spiritual life of the Seminary community. In this task the Chapel Committee shall work with the Faculty Chapel Committee.

### Ethics Committee

This committee shall be responsible for receiving input from the members of the seminary community regarding matters of ethical concern; for reflecting these matters to the seminary community through whatever means of communication may be deemed appropriate; and for suggesting appropriate action or response to these problems.

### Off-Campus Ministries Committee

This committee shall serve as a liaison between students, churches, and other institutions in planning, promoting, and coordinating off-campus ministries. These will include tutoring programs, rest home ministries, world relief drives, and other Christian social ministries. This committee will work with local churches in developing student led programs in evangelism, drama, music, art, and worship.

### Social Committee

This committee shall be responsible for the following tasks:

- 1) New Student Reception
- 2) Cooperating with the chairperson of the Mission and Ministry Conference as specified in the Student Mission and Ministry Conference Handbook
- 3) Chrismon Tree
- 4) Coordination of parties, fellowships and picnics when deemed appropriate

### Student Welfare Committee

This committee shall help to provide necessary social services for the student body. It shall be concerned with housing, employment, financial and other personal difficulties of the students and their families.



Communication Committee

This committee shall be responsible for the flow of information from the Student Council to the student body and for the communication of needs of the student body to the Student Council. This shall be implemented in the following ways:

- 1) Placement and maintenance of suggestion boxes at strategic locations on campus
- 2) Sponsorship of special interest seminars according to the expressed needs of the students
- 3) Distribution and evaluation of "Needs Survey" each semester, and revision of the survey as necessary
- 4) Dissemination and explanation of information about Student Council actions through available seminary publications and other means
- 5) Communication of faculty, administrative and trustee actions to the student body
- 6) Maintenance and policing of Student Council bulletin boards in Mackie and Appleby Halls
- 7) Posting of Student Council publicity on other accessible bulletin boards and Student Council easel
- 8) Placement of notices when appropriate in Campus Bulletin and Enquiry
- 9) Working in conjunction with all other committees to provide assistance in the area of publicity.
- 10) Maintenance of supplies for publicity in Student Council Committee Room



DESCRIPTION OF FACULTY COMMITTEES  
WITH STUDENT MEMBERS

Student members are appointed in the spring semester.

1. Academic Policy and Procedure - This is an advisory and study committee on academic policy and procedure with special attention to curriculum, credits, requirements, and schedules. Four student members represent the Associate, M.R.E., M.Div. and Th.M. programs.
2. Chapel - This committee prepares the chapel schedule and cooperates with the Committee on Convocations, Lectures and Missionary Days. One student member is appointed from the student body.
3. Convocations, Lectures and Missionary Days - This committee, in consultation with the President, secures speakers for Missionary Days, Convocations, Special Lectures and Commencement (Sermon and Address). This includes plans for academic regalia and procession at Fall Convocation and arrangements with local transportation of guests. In the event special printed programs are needed, copies are submitted to the Office of Institutional Development three weeks prior to date of event. This committee is also responsible for establishing dates of missionary emphasis for publication in the Catalog. Three student members are appointed from the student body.
4. Field Education - This committee cooperates with the field work staff in planning, evaluating and interpreting the field work program. Two student members are appointed from the student body.
5. Graduation and Commencement - Plans and supervises all procedures essential to an orderly commencement and graduation. Two student members are appointed from the student body.
6. Student Discipline - This committee handles matters of student discipline by serving as part of the Judicial Process Organization. Three student members from the student body are appointed.
7. Library Committee - This committee works with the Librarian in an advisory capacity on decisions regarding library services and library resources. Four student members represent the Associate, M.R.E., M.Div. and Th.M. programs.

The new Faculty Committees begin their terms May 31.



CONSTITUTION OF THE STUDENT COUNCIL  
SOUTHEASTERN BAPTIST THEOLOGICAL SEMINARY

Adopted April, 1977

Article I-Name

The co-ordinating organization of the Student Body shall be called the Student Council of Southeastern Baptist Theological Seminary.

Article II-Purpose

It shall be the purpose of the Student Council to:  
(a) promote the general welfare of all students, (b) stimulate participation in campus and off-campus activities which are vital for the total well-being of every student, and (c) assist the Faculty and Administration at all times in the planning, preparation, and execution of those activities which require the co-operation and support of the Student Council.

Article III-Membership

Section 1. The officers of the Student Council shall be:

- a. President
- b. Vice-President
- c. Secretary
- d.. Treasurer

Section 2. The Representatives

- a. One representative from the D.Min. degree program
- b. One representative from the Th.M. degree program
- c. Three representatives from the senior class of the M.Div. degree program
- d. Three representatives from the middler class of the M.Div. degree program
- e. Three representatives from the junior class of the M.Div. degree program
- f. One representative from the M.R.E. degree program
- g. Two representatives from the Associate degree program

Section 3. The Committee Chairpersons

Elected chairpersons of the constitutional standing committees.



Article IV  
The Executive Committee of the Student Council

Section 1. Purpose

The purpose of the Executive Committee shall be to serve as a forum to ascertain what proposals justify further consideration by the Student Council, and to submit recommendations concerning the same to the Student Council, where all final action is taken.

Section 2. Members of the Executive Committee are as follows:

- a. President of the Student Council
- b. Vice-President of the Student Council
- c. Secretary of the Student Council
- d. Treasurer of the Student Council
- e. The representative from the D.Min. or Th.M. program with the highest vote
- f. The representative from all of the M.Div. degree programs with the highest vote; elected in the spring
- g. The representative from the M.R.E. degree program
- h. The senior representative from the A.Div. degree program

Article V-Duties

Section 1. The Student Council

The Student Council shall meet regularly, at least once a month or upon the request of two thirds of the Council members, the time and place to be decided upon by the Council, to conduct its business, in accordance with the purpose of this constitution; to receive and act on recommendations from the Executive Committee, and from any Council member; and to supervise the nomination and election of officers, representatives, and committee chairpersons.

Section 2. The Executive Committee

The Executive Committee shall meet at the discretion of the President of the Student Council or upon the request of two-thirds of the Committee members. The Executive Committee may also upon two-thirds vote of its committee call The Student Council into session.

Section 3. Officers and Class Representatives

a. President

The President shall preside over all meetings of the Student Council and the Executive Committee, be responsible for the execution of their duties, and call special meetings as needed. The President is an ex-officio member of all committees.

b. Vice-President

The Vice-President shall preside in the absence of the President or he/she may succeed to the office of President when it becomes unoccupied by the current President. The Vice-President shall also serve as Parliamentarian of the Student Council. He/She shall also serve as chairperson of the Nominating Committee.



- c. Secretary  
The Secretary shall keep the minutes of all meetings of the Student Council and the Executive Committee, file all records of the organization, conduct all correspondence. Also, the Secretary, in the absence of the President and Vice-President at a Student Council meeting, shall call the Student Council to order and preside over the election of a Pro-Tem President from the Student Council for that session.
- d. Treasurer  
The Treasurer shall keep all funds and records of the same and disburse the same as authorized by the Student Council. Also, the Treasurer in the absence of the President, Vice-President and Secretary at a Council meeting, shall call the Student Council to order and preside over the election of a Pro-Tem President from the Student Council for that session.
- e. Class Representatives  
Class representatives and degree program representatives shall represent their respective classes and degree programs at the Student Council meetings. They shall have authority to call meetings and lead in the organization of their classes and carry concerns of their classes and degree programs to the proper persons.

Section 4. Responsibilities of Committee Chairpersons and Committees

- a. Responsibilities of Chairpersons  
The chairpersons shall be responsible for directing the activities of their respective committees as stipulated in the following job descriptions, and they shall appoint other students to assist them.
- b. Responsibilities of Committees
  - (1) Arts Committee  
This committee shall sponsor and promote the use drama, music, and other media in worship and various special programs and other activities.
  - (2) Chapel Committee  
This committee shall be concerned with promoting services of worship and other meetings designed to strengthen the spiritual life of the Seminary Community. In this undertaking, the Chapel Committee shall work with the Faculty Chapel Committee.
  - (3) Ethics Committee  
This committee shall be responsible for receiving input from the members of the Seminary community regarding matters of ethical concern; for reflecting



these matters to the Seminary community through whatever means of communication may be deemed appropriate and for suggesting appropriate action or response to these problems.

- (4) **Off-Campus Ministries Committee**  
This committee shall serve as a liaison between students, churches and other institutions in planning, promoting, and co-ordinating off-campus ministries. These shall include tutoring programs, rest home ministries, world relief drives, and other Christian social and fellowship ministries.
- (5) **Social Committee**  
This committee shall be responsible for the following tasks:
  - (a) New students' reception and fellowship
  - (b) Co-operating with the chairperson of the Mission and Ministry Conference as specified in the Student Mission and Ministry Handbook
  - (c) Seminary Chrismon Tree
  - (d) Co-ordination of parties, fellowships, and picnics when deemed appropriate.
- (6) **Student Welfare Committee**  
This committee shall help to provide necessary social services for the student body in co-operation with appropriate administrative officers. It shall be concerned with housing, employment, and financial and other personal difficulties of the students and their families.
- (7) **Communication Committee**  
This committee shall be responsible for the flow of information of needs of the student body to the Student Council and the communication of information to the student body from the Student Council. This shall be implemented in the following ways:
  - (a) Placement and maintenance of suggestion boxes at strategic locations on campus.
  - (b) Sponsorship of special interest seminars according to the expressed needs of the students.
  - (c) Distribution and evaluation of "Needs Survey" once per year, and revision of the survey
  - (d) Dissemination and explanation of information about Student Council actions through available Seminary publications and other means.
  - (e) Communication of faculty, administrative, and trustee actions to the student body



- (f) Maintenance and policing of Student Council bulletin boards
- (g) Posting of Student Council activities on other accessible bulletin boards
- (h) Placement of notices when appropriate in Campus Bulletin and Enquiry
- (i) Assistance to other committees in the area of publicity
- (j) Maintenance of supplies for publicity in the Student Council Committee Room

c. Ad Hoc Committees

The Executive Committee shall recommend Ad Hoc committees for specific issues that are not assigned to other committees and which have been approved by the Student Council. The Executive Committee shall also write a job description of the Ad Hoc Committees. The chairpersons shall be recommended by the President and approved by the Executive Committee and Student Council.

- d. All committees shall meet once a month and submit written reports to the Student Council.

Section 5. Faculty Advisors

Faculty members shall be selected by each committee to serve in an advisory capacity to each committee listed in Article IV, Section 4. (Committees may wait until the beginning of the fall semester to choose faculty advisors.)

Section 6. Student Appointments to Faculty Committees

The Student Council shall appoint students to serve on those faculty committees deemed appropriate for cooperation of students and faculty. The appointments are to be for each academic year. The procedure for appointment shall be as follows: The Student Council shall inform the student body as to the number of students that can serve on each faculty committee then submit their names and the names of the committees on which they desire to serve and a resume of qualifications for those committees. The Executive Committee shall study these requests and then submit a final listing to be approved and/or amended by the Student Council

- a. Students shall be appointed to those faculty committees as outlined in the Statement of Purpose, submitted to the Faculty in 1968-1969 and revised thereafter.
- b. Revision by the faculty shall not have to be voted upon by the student body, but the Student Council shall be informed of changes in the spring semester when appointments are made.



## Article VI-The Seminary Council

The Seminary Council shall facilitate communication within the Seminary and foster a climate of mutual interest and understanding between students, faculty and administration. It shall meet three times each semester. Special meetings of the Seminary Council may be called by that chairperson as needed and/or upon the request of two-thirds of the Council members.

Section 1. The Seminary Council shall be composed of nine members as follows:

- a. The President of the Student Council and two students elected annually by the Student Body during the spring election. The nomination of students to serve on the Seminary Council shall follow the procedure outlined in the By-Laws.
- b. The Academic Dean and two members of the faculty, elected annually by the faculty.
- c. The President of the Seminary and two administrative officers, selected annually by the Administrative officers.

Section 2. The chairperson of the Seminary Council shall be chosen by the Seminary Council from its membership.

## Article VII-THE ENQUIRY

Section 1. The Seminary is the publisher of all publications which bear its name and therefore has an obligation to see that publications are in keeping with the aims and character of the institution. The Enquiry is a student publication but the responsibility for the publication is vested in the faculty committee on student affairs.

A. The purpose of The Enquiry is:

1. To report the news of interest to the seminary community.
2. To render through editorial comment its own thoughtfully developed opinion on items of significance to the seminary community.
3. To encourage and express varying opinions in the seminary community on significant items.
4. To encourage and publish a variety of literary productions from the seminary community.
5. To promote excellence in journalistic and literary service to the seminary community.



B. The standards of The Enquiry are:

1. To function within the seminary community. It is free to engage in creative discussion of ethical, moral and theological issues without fear of censorship.
2. To maintain a wholesome balance between news, feature and opinion articles.
3. To report news accurately, objectively and impartially.
4. Not to suppress the fair expression of any significant opinion in the seminary community on any significant issue.
5. Not to publish any materials which are obscene, libelous, or which deride any person because of his race, denomination, theological position or personal affairs. No personal reference of questionable propriety to any member of the seminary community will be published without permission of the individual. No reference of questionable propriety to any member of the seminary community will be published without prior consultation.
6. With the exception of straight news stories and editorials reflecting the consensus of the editorial staff of The Enquiry, to require that all articles and letters be signed by the actual writer when they appear in The Enquiry. The editor, upon request will make available to any person the names of the actual writers of straight news stories and editorials reflecting the consensus of the staff.

Section 2. A faculty member shall be selected by the editor to serve in an advisory capacity. The faculty advisor works closely with the editor and in liaison with the faculty committee on student affairs.

Section 3. The election and responsibilities of the editor.

- A. After the election of the Student Council officers in the spring semester, a minimum of one week will be set aside for any interested student to submit an application for the position of editor along with a resume of his experience and aims for the paper. Upon receiving these applications the Student Council nominating committee will interview the candidates and make recommendations to the Student Council. After hearing the recommendations of the nominating committee, the outgoing Student Council will elect the editor from those students who submitted applications. The editor will serve for a term of one year beginning at the end of the spring semester. The editor shall not be a member of the newly elected Student Council.



- B. The editor so elected shall have full authority to select a faculty advisor, to select and train the staff, to decide on the material to be published, to determine the number of issues, to establish the procedures for operating within The Enquiry Statement of Policy, "and to to make any other decisions generally considered necessary, insofar ad he/she shall retain the confidence of the Student Council. The Executive Committee of the Student Council and the Faculty Committee on Student Affairs shall be consulted in the interpretation of policy."
- C. The editor shall have the responsibility to accept or reject any article or letter.
- D. The editor shall review final copy with the faculty advisor in ample time for consultation before publication. The faculty advisor will call to the attention of the editor any material proposed for publication which violates the aims and character of the seminary; or the goal and standards of the paper; or the substance of the seminary covenant adopted by the Student Council. The final decision of what is published shall rest with the editor. It is the duty of the editor to keep The Enquiry at a level that brings credit to the Seminary.
- E. A two-thirds majority vote of the Student Council shall be necessary to dismiss the editor.

#### Section 4. Publication of The Enquiry

- A. The Director of Student Activities shall assist in matters of publication.
- B. A definite schedule of issues shall be established and such schedule shall be conveyed to the faculty advisor and the Director of Student Activities and posted on the Student Council bulletin board.
- C. Income and expenditures shall be handled through the treasurer of the Student Council in collaboration with the Director of Student Activities. The financial affairs shall be in harmony with the policy of the school and with the business plan of the Southern Baptist Convention.
- D. The administration will provide a typist for the paper through the work scholarship program or through the office of student activities.
- E. In accordance with the seminary policies set forth in the Manual of Operations the Office of Institutional Dev.



supervises the off campus distribution of Seminary publications. All publicity pertinent to off campus seminary life is released through this office.

#### Article VIII-Amending the Constitution

The Constitution may be amended by a two-thirds majority vote of those students voting, provided such amendments have been introduced and approved in a meeting of the Student Council and have been publicized at least two weeks before a vote is taken.

#### Article IX-Adopting the Constitution

This Constitution shall be considered to be in effect upon a two-thirds majority vote of those students voting, provided the constitution has been introduced and approved in a meeting of the Student Council and has been publicized at least two weeks before a vote is taken.

### BYLAWS

#### Article I-Nomination of Officers

##### Section 1.

Nomination of officers, class representatives, chairpersons, and Seminary Council shall take place at least eight weeks before the spring semester ends. Nominations shall be made under the following provisions:

- a. The President of the Student Council shall appoint a nominating committee the composition and procedure of which are to be as follows:
  - (1) A new nominating committee shall be appointed by the newly elected President one week after the spring election, to handle all elections, appointments and recommendations for the incoming year.
  - (2) The Vice-President shall serve as chairperson of the Nominating Committee. The Committee is to be composed of three Student Council members (including the Vice-President) and three non-Student Council members. Their names shall be published upon appointment for the information of the student body.
  - (3) The first Nominating Committee meeting shall be announced by the Vice-President in the campus publications three (3) weeks prior to the meeting to enable students to express to the Committee members their interest in running for various offices.
  - (4) The Committee shall nominate two (2) candidates each for President, Vice-President, Secretary, Treasurer, chairperson of each committee, and Associate program representative. The Committee shall nominate six (6) candidates for the senior M.Div. program representatives and six (6) candidates for the Middler M.Div. program representatives.



Also, they shall nominate four (4) candidates to the Seminary Council. The Committee shall nominate the Junior M.Div. program representatives in the fall.

- (5) The Nominating Committee shall post the slate of candidates for the officers, chairpersons, and class representatives immediately after the close of nominations.
  - (6) A petition of nominations may be submitted to the Nominating Committee on the initiative of any member or members of the student body, under the following stipulations:
    - (a) Such petitions must contain the signatures of twenty-five students.
    - (b) Such petitions must be presented to the Nominating Committee within one (1) week following the posting of the list of candidates submitted by the Nominating Committee.
    - (c) When additional nominations are received the Nominating Committee shall post a revised list including the names of all students who are candidates for each office. This shall be done at least one (1) week before the election.
- b. Qualifications of candidates for officers, representatives and chairpersons in the spring
- (1) Candidates for the President shall be rising seniors from the M.Div., Associate, or M.R.E. programs or a member of the Th.M. or D.Min. programs.
  - (2) Candidates for the Vice-President, Secretary, Treasurer, Committee Chairpersons and members of the Seminary Council shall be either rising seniors or middlers in the M.Div. program, or rising seniors in the M.R.E. or Associate programs.
  - (3) Candidates for class representative shall be members of their respective rising classes.
- c. The fall nomination and election
- (1) The Nominating Committee shall nominate two (2) candidates for the M.R.E. program representative six (6) candidates for the Junior M.Div. program representatives, two (2) candidates for the Junior Associate program representative, and two (2) candidates for the D.Min. program and two (2) candidates for the Th.M. program representative.
  - (2) The Nominating Committee shall post this slate of candidates and provide for a petitioning period in accordance with Article I, Section 1, subparagraphs (3) and (6) of these By-Laws.
  - (3) Nominations shall close at the end of the fourth week of school in the fall.

Section 2. No one shall nominate a candidate for any office until permission from the student has been gained.



Section 3. No student shall be nominated for more than one office.

Section 4. The Nominating Committee shall provide a forum for the candidates for Student Council offices as designated in Article 1, Section 1 of the By-Laws to present themselves to the students. This will occur before the spring election and after the last date to petition for office.

#### Article II-Election of Officers

##### Section 1.

The election of officers, chairpersons, and representatives shall take place within two (2) weeks following the close of nominations. The voting shall take place on two consecutive school days as agreed upon by the Nominating Committee and the Student Council.

- a. The voting shall be by secret ballot and as follows:
  - (1) All students who are eligible to vote shall cast votes for the President, Vice-President, Secretary, Treasurer, Committee Chairpersons, and two members to the Seminary Council.
  - (2) Only those students in each corresponding rising or incoming class shall vote for their respective representatives. Each student shall vote for as many candidates as there are representatives to be elected from his/her class.
- b. The election of officers and chairpersons shall require a majority of votes cast. The class representative shall require a plurality of votes.

##### Section 2.

In the case of the necessity of a run-off for an office or committee chairperson position, the two highest candidates shall be voted upon in the following week provided more than one vote separates the second and third highest candidates. There shall be one day of voting in the case of a run-off.

##### Section 3.

The election in the fall shall adhere to the above sections and clauses that shall control the election of those representatives.

#### Article III-Voting Eligibility

For all Student Council elections student voting eligibility shall be determined by the following criteria:

##### Section 1.

To be considered a duly enrolled student to vote in the M.Div., M.R.E., or Associate programs, a student must be registered for at least eight semester hours.



Section 2.

The nominating committee shall adhere to Articles I and II of these By-Laws to fulfill that position.

Section 3.

In the event that a position becomes vacant following the fall election, the vacancy shall be filled by appointment by the nominating committee with the approval of two-thirds of the Student Council, at its regular meeting.

Article IV-Filling Unexpired Terms

Section 1.

In the event that a position becomes vacant in the Student Council prior to the fall election, the position shall be announced and filled by an election to be held concurrently with the fall elections.

Section 2.

The nominating committee shall adhere to Articles I and II of these By-Laws to fulfill that position.

Section 3.

In the event that a position becomes vacant following the fall election, the vacancy shall be filled by appointment by the nominating committee with the approval of two-thirds of the Student Council at its regular meeting.

Article V-Term of Office

Section 1.

The installation of incoming officers, chairpersons, and representatives shall take place at the first Student Council meeting following their election. The outgoing Student Council shall arrange for the installation.

Section 2.

The official duties of their office shall be turned over to them by the outgoing Student Council at the first meeting of the Student Council following the election.

Section 3.

Winners of the fall election shall begin their terms immediately after the election.

Section 4.

In the event that a class representative, chairperson or officer of the Student Council should fail to continue to be a duly enrolled student, he/she shall submit a letter of resignation to the Executive Committee after the semester begins.



### Article VI-Meetings and Quorum

The meetings of the Student Council and the Executive Committee are open to all members of the student body, faculty and administration. The Student Council and Executive Committee may call for a vote to close doors but only for a specified time to transact the necessary business. To transact business, a quorum shall be a simple majority of student council members. The Executive Committee must have a quorum to transact business and it shall be a simple majority.

### Article VII-Rules of Order

In all matters where the Constitution does not state, we shall conduct matters of concern by Robert's Rules of Order as revised.

### Article VIII-Amending the By-Laws

The By-Laws may be amended by a two-thirds majority vote of those students voting, provided such amendments have been introduced and approved in a meeting of the Student Council and have been publicized at least two weeks before a vote is taken.

### Article IX-Adopting the By-Laws

The By-Laws shall be considered to be in effect upon a majority vote of those students voting, provided said By-Laws have been introduced in a meeting of the Student Council and have been publicized at least two weeks before a vote is taken.



Appendix C

RECREATION AND ATHLETIC  
PROGRAMS AND FACILITIES

Policies, Regulations and Procedures

1979-80

SOUTHEASTERN BAPTIST THEOLOGICAL SEMINARY

Wake Forest, N.C.



Appendix C

RECREATION AND ATHLETIC  
PROGRAMS AND FACILITIES

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1979-80

SOUTHEASTERN BAPTIST THEOLOGICAL SEMINARY  
Wake Forest, N.C.



Southeastern Seminary is fortunate in that it has recreational facilities which provide for a variety of athletic and activities programs for all members of the Seminary family. Recreation is considered a vital part of the development of the total person at Southeastern. It is felt that one's spiritual and emotional growth can be positively influenced by regular, physical activity. Because of this, all members of the Seminary community are encouraged to take part in the various recreation and athletic opportunities offered throughout the year.

Because the recreation facilities vary in size and in the number of people that each can accommodate, certain policies and regulations have been adopted for each facility in an effort to meet the needs of students and to make the facilities conveniently accessible to the largest number of people. These are provided below in the section on "Policies, Regulations and Procedures." The Seminary reserves the right to alter any schedules as needs and conditions may indicate.

#### RECREATIONAL FACILITIES

Southeastern's recreational facilities include the following:

Gym: Gore gymnasium, one of the largest buildings on campus, is located at the corner of N. Wingate and West Avenue at the main entrance to the campus. The building was built for Wake Forest College when it occupied this campus. The first floor contains offices for the athletic director, equipment storage areas and a full size basketball court. Located in the basement area are showers and dressing rooms; a weight room; ping pong tables and two handball-paddleball courts. Equipment available in the gym includes basketballs, volleyballs and nets; paddleballs and raquets; softballs, bats and bases; footballs; tumbling mats and weights.

Athletic Field: The athletic field is located off of West Avenue behind the Seminary apartments on Rankin Court and Judson Drive. The field provides a large playing area to accommodate both the football and softball intramural programs.

Tennis Courts: The Seminary owns and maintains five tennis courts located on N. Wingate across from the heating plant.

Recreation Room: A Recreation Room is provided on the second floor of Mackie Hall, primarily for the use of Seminary students. The "Rec" room provides lounge areas in addition to two ping pong tables, a billiard table, bumper pool table and table games such as chess, checkers and Rook.

Pascal Golf Course: Pascal Golf Club is a nine hole course located off of Stadium Drive in Wake Forest. Through a special arrangement with the club, students, faculty and staff members of the Seminary receive reduced rates on daily greens fees. The present charges are \$2.00 on weekdays and \$3.00 on weekends.



## POLICIES, REGULATIONS AND SCHEDULES

As stated above, each facility is governed by its own policy based on variations in size, available equipment and the number of people which can be adequately accommodated. In addition, I.D. and activities cards are required in the use of recreation facilities. Students may use the I.D. issued to them when they enroll. Spouses and children of students will need to obtain an activities card. Seminary students and employees may obtain these for their spouses and children from the Director of Student Affairs office, second floor, Mackie Hall. Cards should be available for presentation at all times since they are often required for access to a facility or to check out equipment.

### GYM POLICY AND REGULATIONS

The gym is open on the following schedule:

	<u>Regular Session</u>	<u>Summer School</u>
Monday	2:00-6:00, 7:00-9:00 p.m.	Students may check out keys for 2 hours between 8:00 - 4:30, Monday-Friday from Student Affairs Office.
Tuesday	2:00-6:00, 7:00-9:00 p.m.	
Wednesday	2:00-5:00 p.m.	
Thursday	2:00-6:00, 7:00-9:00 p.m.	
Friday	2:00 p.m. - 5:00 p.m.	

All schedules are subject to revision. Advance notice will be made of any changes.

The gymnasium facilities are provided primarily for the use of Seminary students, faculty, staff and their families. However, under certain conditions guests of individual participants and the seminary or non-sponsored guests may use the facilities as indicated below.

### ADMISSION POLICY

Admission to the gymnasium facilities is controlled by means of a sign-in sheet and the use of valid I.D. cards. There are four classifications of participants.

- a. Regular - Regular participants are those who have a valid Seminary I.D. card. The families of students, faculty and staff are required to obtain an "activities card" from the Athletic Director or the Director of Student Affairs. Children 9 years of age and younger will not be required to have an "activities card," but must be accompanied by their parent(s) or an adult who is responsible for them.
- b. Guests - Out of town, overnight guests of faculty, staff or students may use the gym facilities provided they have obtained a temporary I.D. card from the Director of Student Affairs office. Participants must be over nine years of age or accompanied by their parent(s) or an adult who is responsible for them.



- c. Non-sponsored guests - These are individuals not affiliated with the Seminary who may use the gymnasium at specified times arranged by the Athletic Director and the Director of Student Affairs. These participants must be over nine years of age and are required to be properly registered and present valid guest gym I.D. cards. These individuals will be admitted only on a first-come basis and within the maximum number allowed at designated times. Guest I.D. cards must be renewed at the beginning of each academic year and an annual fee of \$2.00 will be charged.
- d. Church groups related to a Seminary student's ministry may reserve use of the facilities as time and space are available. The group or its sponsor must assume payment for utilities and supervision during scheduled hours according to the prevailing rate of charges. Groups planning to use the gym should submit, at least a week in advance, a description of the activities planned for approval and scheduling by the Director of Student Affairs. Approved groups with adult supervision will not be required to have individual gym passes (see below). However, those responsible for the group must sign a release-from-liability form for the group.

#### REGISTRATION PROCEDURE

1. Regular participants (as defined above) may use the gym facilities by presenting a valid Seminary I.D. and properly signing in.
2. Children and spouses of Seminary students, faculty and staff are required to register and children must provide proof of parental permission through a completed form. A card will be issued and must be presented each time the gym is used. Children nine years of age or under will not be required to have a card, but must be accompanied by their parent(s) or an adult who is responsible for them.
3. Out of town, or overnight guests of Seminary students must obtain a temporary gym I.D. card by being properly registered in the Director of Student Affairs office, second floor, Mackie Hall or by the Athletic Director.
4. Non-sponsored guests must be properly registered by the Athletic Director. This requires a written form stating the parents' responsibility and permission (not required if 18 or over), a form releasing the school from liability in case of accident, and a completed gym I.D. card.

#### GYM USE POLICY

1. The gym facilities are provided primarily for Seminary students and they are thus given priority in every consideration.



2. Seminary students, faculty and staff will be responsible for the conduct of their guests.
3. Intramural sports requiring the use of the gym facilities shall have priority over other activities. In extreme cases or where prolonged conflicts exist, attempts will be made to establish a more accommodating schedule.
4. At least one-half of the gym floor will be available for free play. If there are programs requiring use of the entire floor, these are to be announced at least two weeks in advance.
5. A number shall be established and posted at the gym entrance which will indicate the maximum number of people who can be adequately supervised and accommodated in the gym. The Athletic Director (or those in charge) will establish and maintain this number. Individuals will be admitted on a first come basis until the maximum number is reached.
6. All equipment must be signed out and in with the Director or those in charge. Equipment check-out must be done with I.D. cards. The I.D. card is to be left with the Director and may be claimed when the equipment is returned.
7. Tennis shoes are required on the gym floor.
8. Anyone who continually demonstrates an unsportsmanlike attitude; an uncooperative spirit or abuses any equipment or the facilities will be asked to leave the premises. A continuation of these attitudes will result in a permanent loss of gym privileges.
9. At hours (between 8:00 a.m. and 4:30 p.m., Monday - Friday) other than those listed when the gym is open under supervision, a Seminary student may sign out a key from the Student Affairs office and upon his willingness to assume responsibility for whatever activities are undertaken in the gym, can use the gym at hours other than those provided for above. The key is to be returned and signed in no later than 4:30 p.m. on the same day. Students who fail to return the key by this time or who demonstrate an irresponsible attitude in their use of equipment and/or facilities will lose key sign-out privileges indefinitely. At other hours when the gymnasium is desired, the student should contact the Athletic Director and see if it is possible for him to work out the use desired.
10. Use of the gym facilities for special programs or classes should be cleared in advance with the Director of Student Affairs.



## TENNIS COURT POLICY

Since the use of the tennis courts is largely governed by the weather, supervised court hours are seasonal. Generally, the following schedule will prevail March 15 through the end of the spring semester; during summer school terms, and from the beginning of the fall semester through November 1.

Monday - Friday	2:30 p.m. - 7:30 p.m.
Saturday	9:00 a.m. - 7:30 p.m.
Sunday	2:00 p.m. - 7:30 p.m.

The courts will be closed during inclement weather.

At times other than the above, a key may be checked out by students or staff members at the Director of Student Affairs office. The key must be checked out and returned the same day, and must not be kept over two hours. Keys for weekend use may be checked out after 3:00 p.m. on Friday and must be returned before 9:00 a.m. Monday. Persons checking out keys will be held responsible for the courts.

1. The tennis courts are available for use by Seminary students, faculty and staff members, and their children.
2. Non-seminarians may use the courts under the following provisions:
  - a. As a guest of a Seminary member who is present.
  - b. No more than one court is to be occupied by a Seminary member and his visitors at one time.
3. Students, faculty and staff members may reserve courts for themselves or their children during supervised hours. Reservations are for one hour periods and may be made through the Student Affairs office. Courts not claimed within 5 minutes of the reservation time will be opened for general use. Reservations may be made one day in advance or on Friday for the weekend. All reservations should be made before the courts open for supervised hours.
4. Valid I.D. cards will be required when a positive identification is needed. Children and spouses of Seminary students, faculty and staff will need an activities I.D. card. Students should obtain these for their spouses and children from the Student Affairs office, Mackie Hall.
5. The Seminary is open to consider requests by non-seminary organizations or groups for use of the courts. All agreements will be made with the following stipulations:
  - a. that court use be at designated or pre-arranged times only (preferably at normally "slow" times).
  - b. the Seminary will reserve the right to alter any agreements should conflicts occur with normal student activities.
  - c. all agreements will be subject to review and renewal at the beginning of each seminary academic year. At no time will any agreement be valid for more than 12 months without renewal.
  - d. all agreements will be in writing.



6. No bicycles, pets, food or drinks are allowed inside the tennis court fence. No hardsole shoes are allowed. Participants should use tennis shoes.
7. Questions or concerns related to the tennis court should be referred to the Director of Student Affairs.

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#### RECREATION ROOM POLICY

The Recreation Room is open as follows:

Monday, Tuesday, Thursday, Friday	8:00 a.m. - 4:30 p.m., 5:00 p.m. - 9:00 p.m.
Wednesday	8:00 a.m. - 4:30 p.m.

The summer schedule will be 8:00 a.m.-4:30 p.m. Monday-Friday.

Students may check out a key for hours other than those listed above. Persons checking out a key will be held responsible for the recreation room and properly closing the facility after use. Keys must be returned no later than 9:00 a.m. the following day.

The recreation room facilities are provided primarily for the use and convenience of Seminary students. In addition, limited space and equipment require that certain restrictions be maintained to insure availability for students. However, provision is made to allow use by Seminary staff members and the children of students and staff members within the following guidelines:

1. Recreation room hours will be posted in the recreation room area. Hours may be changed or adjusted by the Director of Student Affairs as needs indicate.
2. Monday through Friday, between the hours of 8:00 a.m. - 4:30 p.m., the facilities are available for use by Seminary students only. Children and youth will be allowed during this time only when accompanied by their parent(s).
3. Seminary students, faculty and staff members may have guests during regular recreation room hours. While no specific limit is imposed, any number of guests exceeding more than two per Seminary student must be cleared in advance with the Director of Student Affairs. Seminary persons will be held responsible for the conduct of their guests.



4. Children and youth of Seminary students, faculty and staff may use the recreation room under the following terms:
  - a. After being registered by their parent(s) at the Director of Student Affairs office, and receiving an activities card. This card should be available to be presented to the supervisor when the child is not accompanied by his parent(s).
  - b. During announced or posted times for children and youth.
  - c. Between 8:00 a.m. - 4:30 p.m. Monday - Friday when accompanied by their parent(s).
  - d. They may not bring guests to the recreation room area except in special circumstances through prearrangement by the parent with the Director of Student Affairs.
  - e. Seminary students have priority in the use of the equipment.
  - f. Children 9 years of age and under must be accompanied by their parent(s) or an adult who is responsible for them.
5. Since equipment is limited, all participants should be considerate of others who may be waiting to play. Use of any of the equipment should be limited to a maximum of one hour at any one time when others are waiting.
6. Anyone wishing to use the ping pong tables must supply their own ping pong balls. These may be purchased in the Student Affairs office, or from the recreation room supervisor.
7. While it is recognized that accidental mishaps and normal wear will occur to the equipment, intentional damaging or abuse of the equipment or the facilities will not be tolerated. Participants who abuse equipment and/or demonstrate an unco-operative attitude may be asked to leave and risk the loss of recreation room privileges.
8. Inquiries concerning the recreation room should be brought to the Director of Student Affairs.



- 4. Children and youth of Seminary students, faculty and staff may use the recreation room under the following terms:
  - a. After being registered by their parent(s) at the Director of Student Affairs office, and receiving an activities card. This card should be available to be presented to the supervisor when the child is not accompanied by his parent(s).
  - b. During announced or posted times for children and youth.
  - c. Between 8:00 a.m. - 4:50 p.m. Monday - Friday when accompanied by their parent(s).
  - d. They may not bring guests to the recreation room area except in special circumstances through arrangements by the parent with the Director of Student Affairs.
  - e. Seminary students have priority in the use of the equipment.
  - f. Children 9 years of age and under must be accompanied by their parent(s) or an adult who is responsible for them.
- 5. Since equipment is limited, all participants should be considerate of others who may be waiting to play. Use of any of the equipment should be limited to a maximum of one hour at any one time when others are waiting.
- 6. Anyone wishing to use the ping pong tables must supply their own ping pong balls. These may be purchased in the Student Affairs office, or from the recreation room supervisor.
- 7. While it is recognized that accidental mishaps and normal wear will occur to the equipment, intentional damaging or abuse of the equipment or the facilities will not be tolerated. Participants who abuse equipment and/or demonstrate an uncooperative attitude may be asked to leave and risk the loss of recreation room privileges.
- 8. Inquiries concerning the recreation room should be brought to the Director of Student Affairs.



THE JUDICIAL PROCESS  
FOR STUDENT DISCIPLINE

Adopted March, 1978

SOUTHEASTERN BAPTIST THEOLOGICAL SEMINARY

Wake Forest, North Carolina 27587







The Judicial Process  
for Student Discipline

## PREAMBLE

1. The Southeastern Baptist Theological Seminary is a Christian institution whose primary purpose is to conduct a program of professional and graduate theological education designed to equip both men and women students for effective Christian leadership in church-related ministries and other areas where advanced theological training is required.

This purpose assumes a community in the world but not of the world. The distinguishing factor is commitment to the vocation of the Christian ministry which signifies not only the role of a Christian but also the role of a professional minister of the Gospel of Jesus Christ.

The Southeastern Baptist Theological Seminary, however, is a denominational institution in the sense that the vocation of its faculty, staff, and most of its students and graduates is within the Southern Baptist Convention. Further, the institution is created and sustained by the Southern Baptist Convention. The Southern Baptist Convention has covenanted to provide tuition free education for the students at Southeastern Baptist Theological Seminary. Therefore, it is reasonable for those who are a part of Southeastern Baptist Theological Seminary to respect the behavioral standards which are normative for a Southern Baptist minister.

The covenantal relationship is evident in certain Biblical principles, including "All things are lawful, but all things are not helpful. All things are lawful, but all things do not build up". (I Corinthians 10:23, cf 6:12). "Therefore, if food is a cause of my brother's falling, I will never eat meat, lest I cause my brother to fall". (I Corinthians 8:13). The recognition of the covenantal relationship which exists between the Southern Baptist Convention and Southeastern Baptist Theological Seminary also recognizes that the issue of intrinsic rightness or wrongness of certain conduct may be broader than the question of what is acceptable for a member of the seminary community.

This discipline policy is established and published to provide for fairness in dealing with issues which may arise and also in order that the student might have the basis for fair treatment in the event a discipline procedure is initiated.



2. The Appeals Council and the Judicial Committee described below will deal with cases of unacceptable behavior on the part of students at the Seminary.
3. 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 Seminary community. The following conduct is unacceptable in the Seminary community and is subject to disciplinary action:
  - a. Academic misconduct such as plagiarism, or cheating
  - b. Use or possession of beverage alcohol or illegal drugs on Seminary property
  - c. Homosexual behavior or heterosexual misconduct
  - d. Intentional and flagrant neglect of financial obligations
  - e. Giving false information or altering records
  - f. Theft or abuse of personal or Seminary property
  - g. Neglect, disregard or breach of established Seminary policies regarding the use of the Library (as stated in The Library Handbook or other written Library policies), or housing (as stated in written dormitory regulations and housing lease agreements), or other Seminary facilities.
4. The intention of the Appeals Council and the Judicial Committee is to make all of its discipline transactions with students occasions for learning, personal growth, and professional development. The welfare of the student as well as the welfare of the Seminary community will always be prime concerns.
5. Students involved in civil infractions are accountable to civil authorities, but may also be subject to discipline by the Seminary.

#### I. ORGANIZATION

1. Appeals Council: This Council shall be composed of two members of the Student Council Ethics Committee (chairperson plus one member); faculty and student members of the Student Discipline Committee; and the Assistant to the President for Student Development. They shall function as a single coordinate Council selecting their own chairperson and secretary. The Assistant to the President for



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Student Development shall serve as temporary chairperson until Council officers have been chosen. All Council members shall designate alternates in the event that they are absent from campus when a meeting must be scheduled. Five members present shall constitute a quorum.

2. The Judicial Committee is a special sub-committee of the Appeals Council. It is composed of the chairperson of the Student Council Ethics Committee; the chairperson of the faculty committee on Student Discipline; and the Assistant to the President for Student Development who will serve as chairperson.

## II. PROCEDURES

1. In an attempt to make this a truly responsible and redemptive community, it is expected that students, faculty, administration and staff will jointly accept the responsibility of reporting such actions as may be deemed to be unacceptable, unethical, and/or detrimental to a Christian academic community.

Anyone witnessing what he believes to be an infraction, whether involving civil infractions or conduct unacceptable to the Seminary community, is to take the following steps should he desire to report the matter:

- a. The witness shall report the alleged infraction to the appropriate Seminary personnel (faculty member, administrative officer, etc.).
  - b. With or without the accompaniment of the consulted Seminary personnel, the witness shall confront the accused with his knowledge of the alleged infraction and his intentions and actions with regard to the matter.
  - c. If, after such confrontation it is felt by the witness and/or the previously consulted Seminary personnel that disciplinary action may be called for, the alleged infraction will be reported to the Assistant to the President for Student Development.
2. The Assistant to the President for Student Development will collect preliminary data on the case and will conduct an interview with the student(s) involved: (a) to review the charges and (b) to interpret the Judicial Process for Student Discipline including the student's right of appeal.
  3. Should the Assistant to the President for Student Development decide that further investigation or action is necessary, the



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full Judicial Committee will be assembled for a hearing in which the student or students involved are present. (Cases of emergency are dealt with in Item III below).

- a. The hearing will include presentation of evidence, including the accused student's statement of facts regarding the case, and questioning of evidence.
  - b. The Committee will review the data and make a decision.
  - c. The student will then hear a statement of the decision of the Committee.
  - d. The student involved shall have seven days in which to decide whether to accept the recommendation of the Committee as a final decision in his case; should he do so, further steps in the disciplinary process will be unnecessary.
  - e. If the student wishes not to accept the decision of the Committee, the Committee's recommendation will be forwarded to the Appeals Council for review.
4. Students under review by the Appeals Council shall have the right to be present, accompanied by counsel (if desired), and to speak at the hearing. They may hear and examine evidence presented against them at the hearing, may question witnesses, and present evidence by witness or by affidavit if a witness is unable to attend. The meeting will be open only to the Council, the student under review, and witnesses as they are needed.
  5. All actions of the Judicial Committee and the Appeals Council shall be implemented by the Assistant to the President for Student Development and/or the President with written notice supplied to students under review.
  6. Appeal from the decisions of the Appeals Council may be made to the President as the Chief Administrative Officer by submitting written notice to the Assistant to the President for Student Development within seven days of the notification regarding the Appeals Council action.

### III. EMERGENCY DISCIPLINE ACTION

In cases of emergency, as determined by the President (or acting President), arising from any action which threatens physical injury, property damage, the destruction or disruption of teaching, worship, or administration, the President (or acting President) shall have the power to take whatever immediate action he deems necessary to return the campus to normalcy. Any disciplinary action of students arising out of emergency shall be referred to the Judicial Committee which



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will follow the usual procedures of discipline as spelled out previously in this document.

#### IV. DISCIPLINARY ACTIONS

##### 1. Categories of disciplinary action

- a. Reprimand
  - (1) Private reprimand
  - (2) Private reprimand with probation
  - (3) Public reprimand
  - (4) Public reprimand with probation
- b. Requested Withdrawal
- c. Suspension
  - (1) Private suspension
  - (2) Public suspension
- d. Expulsion

##### 2. Interpretation of Disciplinary Actions

Private: A disciplinary action may be private (e.g. if the offense was committed in private and affected only a few individuals).

Public: A disciplinary action may be public (e.g. if the larger community needs clarification that a public act has been judged impermissible). Public notice is served by placing a statement of the disciplinary action on a bulletin board.

- a. Reprimand (censure). A reprimand is suitable in instances where the degree of the offense does not warrant separation but does indicate the need for a formal declaration of unacceptable behavior. The reprimand may or may not involve probation for a specified period of time, depending on whether there is evident need for required follow-up work and progress reports. In cases involving academic offenses, the Judicial Committee or the Appeals Council may recommend to a faculty member that the grade of a student who has been reprimanded be lowered.
- b. Requested Withdrawal (separation). Requested withdrawal is suitable in instances where a questionable pattern of behavior has threatened the personal and/or professional development of the student as a potential minister or threatened the community fellowship, but



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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.

- c. Suspension (separation). 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 a questionable pattern of behavior has threatened the personal and/or professional 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 contract only insures eligibility to be considered for readmission. The Seminary Committee on Admissions is responsible for making the readmission decision in light of all data available.
- d. Expulsion (termination). Expulsion is suitable in instances where there are repeated offenses, flagrant violations of a disciplinary contract, or where the initial evidence in a case involves a civil or criminal indictment or flagrant violations of Seminary norms. Expulsion also involves automatic public notice to the Seminary community and to the recommending church.

### 3. Implementation of Disciplinary Actions

In cases of disciplinary action short of expulsion, the Assistant to the President for Student Development will be instructed to act. In cases of recommended expulsion, the President will act.

### 4. Records of Disciplinary Action

- a. If the student is found by the Judicial Committee or the Appeals Council to be innocent, no records of the proceeding will be retained.
- b. If the student receives a disciplinary action from the Judicial Committee or the Appeals Council, the record of the proceeding will be retained in the office of the Assistant to the President for Student Development and will be judged confidential. The record will contain the statement of the charges against the student; the synopsis of the testimony; the decision of the Committee/Council.



