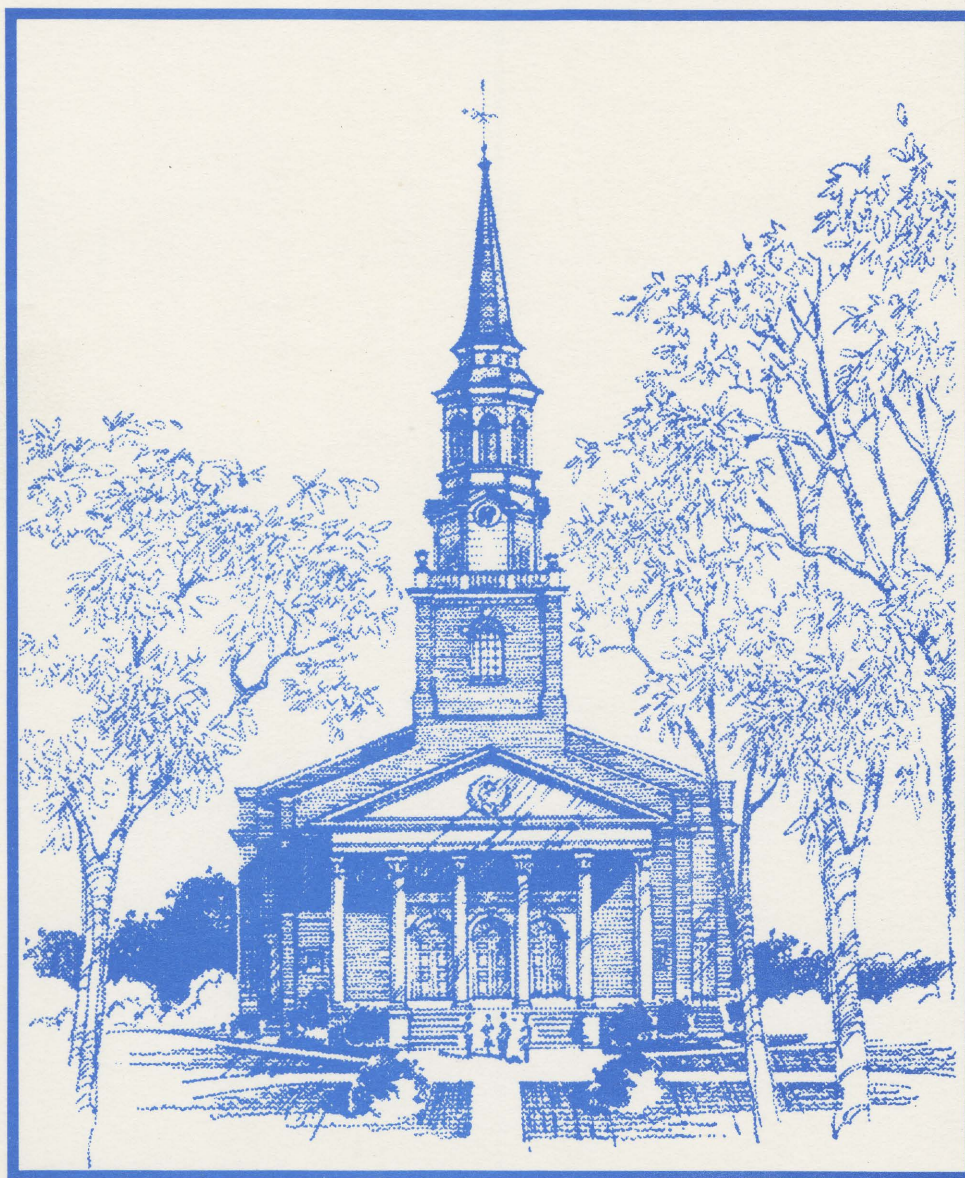


# Student Handbook

## 1990-91



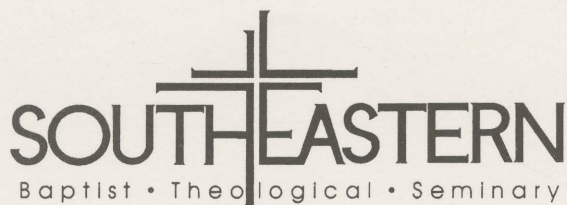
**SOUTHEASTERN**  
Baptist • Theological • Seminary

“Taking the WORD to the World”

Wake Forest, North Carolina 27588-1889







August, 1990

## Welcome To The Family!

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

In order to help you become a part of this community, 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 there are few readily available answers to the many questions you may have. Eventually, 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 receive the greatest benefit from this book. Its main purpose is to work with the information found in the Catalog and the Directory. 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. Occasionally, procedures and policies are revised during the academic year. Such changes are communicated through campus publications, bulletin boards and other media.

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

A handwritten signature in dark ink, reading "J. Michael Scarborough". The signature is written in a cursive style with a large, stylized "J" and "S".

J. Michael Scarborough  
Dean of Students

sj







# CONTENTS

<b>I. MAP OF THE CAMPUS</b>	iv
<b>II. WHERE TO FIND HELP</b>	1
<b>III. WHO TO SEE FOR HELP</b>	5
<b>IV. STUDENT SERVICES: PERSONAL AND FAMILY</b>	8
Baptist Book Store	8
Cafeteria	8
Campus Vistors & Tours	8
Campus Security	8
Child Care Program	8
Crisis Communication	9
Financial Aid Program	10
Formation in Ministry	10
Health Center	11
Health Insurance	11
Student Housing	11
<b>V. INSTITUTIONAL AND PERSONAL OBLIGATIONS</b>	11
Accounts	11
Automobile Registration	12
Check Cashing	12
Employment	12
I.D. and Activity Cards	12
Immunizations	12
Income Taxes	13
Mail and Post Office Boxes	13
Parking and Traffic Regulations	13
Taxes, Personal Property	14
Use of Seminary Facilities	14
Voter Registration	15
<b>VI. PERSONAL ENRICHMENT AND DEVELOPMENT</b>	15
Seminary Calendar	15
Student Activities	15
Cultural and Social Opportunities	15
Evening Classes	16
Worship	16
<b>VII. INFORMATION RESOURCES</b>	16
Campus Bulletin	16
Catalog	16
Directory	16
Enquiry	16
Outlook	16
Switchboard Operator	17
<b>VIII. ORGANIZATIONS AND OPPORTUNITIES FOR PARTICIPATION IN STUDENT LIFE</b>	17
Black Theological Forum	17

Conservative Evangelical Fellowship _____	17
Seminary Wives in Ministry	17
Southeastern Women in Ministry	17
Southern Baptist Alliance _____	17
Southern Baptist Religious Education Association	17
State Organizations	17
Student Council _____	18
Women's Resource Center	18
World Missions' Fellowship	18

## **IX. FORMATION/STUDENT ORGANIZATION 18**

## **X. ACADEMIC INFORMATION 19**

Seminary Catalog _____	19
Academic Calendar	19
Freedom and Responsibility	20
Faculty Policy/Use of Tape Recorders in Class _____	20
Class Attendance	20
Academic Advisement	20
Academic Load _____	20
Academic Restriction and Probation	20
Evaluation and Grading	21
Withdrawal Deadlines and Procedures _____	21
Incompletes	21

## **X. APPENDICES**

- Appendix A - The Library: A Brief Guide
- Appendix B - Student Council Information
- Appendix C - The Judicial Process for Student Discipline
- Appendix D - Student Activities Handbook











# 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:

### ABSENCES

Class

Professor of class  
(If inaccessible, leave message at switchboard)

See page 9

Extended absence

Dean

207 Stealey  
ext. 249

### ACADEMIC ADVISEMENT

### ACADEMIC PROCEDURES

Registrar

104 Stealey  
ext. 215

Dean

207 Stealey  
ext. 249

### ACCIDENT

Auto

Town Police  
Highway Patrol

911/556-3176  
733-3861

Injury

Mon.-Fri./8 am-1pm

Seminary Health Center  
Rock Spring Road

556-3101  
ext. 245

Other hours

Northern Wake Hospital  
Allen Road

556-5151

Doctor's Urgent Care  
4100 Wake Forest Rd., Raleigh

872-3959

Emergency Services

Rescue Squad

911/556-3176

Emergency Room

Wake County Medical  
3000 New Bern Ave., Raleigh

755-8000

Raleigh Community  
Hospital  
3400 Wake Forest Rd., Raleigh

872-4800

### ACTIVITIES

Ad Hoc Activities

Dean of Students

Ledford ext. 263

### ADDING/DROPPING CLASSES

Registrar

104 Stealey  
ext. 215

### ALUMNI AFFAIRS

Alumni Office

Appleby ext. 203

### ATHLETICS

Student Activities

Ledford ext. 301

### AUTOMOBILE REGISTRATION

Plant Services

ext. 229

**BILLS, FEES, ACCOUNTS**

Business Office 103 Stealey  
ext. 200

**BOOKS, TEXTS**

Baptist Book Store Ledford  
556-3481

**CALENDAR, EVENTS**

Communication Office 102 Broyhill  
ext. 270

**CHAPEL PROGRAMS**

Dr. Thomas A. Bland ext. 337  
Chairman/Chapel Committee

**CHECK CASHING**

Post Office Ledford

**CHILD CARE**

Director, ext. 257  
Ruby Reid Child Care Center

**COMMUNITY RESOURCES**

Library, Reference Dept. ext. 268  
See directory  
"Citizens of Wake County"  
Dean of Students Office

**COUNSELING SERVICES**

Academic Faculty Advisor  
Registrar ext. 215

Financial Dean of Student ext. 263

Health Health Center ext. 245

Vocational Formation in Ministry Broyhill Hall  
ext. 219,277

**DEGREE REQUIREMENTS**

Registrar 104 Stealey  
ext. 215

Dean 207 Stealey  
ext. 249

**DISCIPLINARY POLICY**

Appendix C Handbook  
Dean of Students Ledford ext. 263

**DORMITORIES**

Residence Life Ledford ext. 301

**DRIVER'S LICENSE**

Motor Vehicles Div., Raleigh 733-4241

Wake Forest Police Dept. 556-3176

**EMPLOYMENT**

Career Placement Formation in Ministry Broyhill Hall

Ministry Formation in Ministry Broyhill Hall

Campus Business Office ext. 200

Ledford ext. 263

Library ext. 250

Plant Services ext. 229

Students' Spouse Business Office ext. 200

Off Campus Library-Reference Dept. ext. 251



**FINANCIAL AID****FOOD SERVICES****GENERAL INFORMATION****GRADUATION REQUIREMENTS****HEALTH CARE****HOUSING**

Application/Assignment/Termination

Dormitory

Married Housing

Maintenance, Repairs

Rent Payment

**IDENTIFICATION CARDS**

Students and Employees

Family Members

Ledford Guests

**INSURANCE**

Information/Application

**LIBRARY SERVICES****LOANS****LOST & FOUND****MANOR RESERVATIONS****NOTARY PUBLIC****ORGANIZATIONS****PARKING FINES****PHOTOGRAPHS**

Dean of Students

ext. 263

Dean of Students

Ledford ext. 263

Food Services Manager -Cafeteria

556-6544

Switchboard, Stealey

Dial "0"  
on campus  
556-3101  
off campus

Registrar

104 Stealey  
ext. 215

Dean

207 Stealey  
ext. 249

Health Center

ext. 245

Business Office

ext. 306

Admissions

ext. 253

Plant Services

ext. 229

Business Office

103 Stealey

Dean of Students

Ledford ext. 263

Front Desk

ext. 300

Business Office

103 Stealey  
ext. 200

Appendix A

Handbook

Dean of Students

Ledford ext. 263

Switchboard, Stealey Hall  
(on campus) ext. "0"

(off) 556-3101

Cindy Cooke, Hostess

Manor House  
556-5677 or  
556-3101

Business Office

Stealey 103  
ext. 212

Dean of Students

Ledford ext. 263

Plant Services

ext. 229

Communication Office

Broyhill Hall  
ext. 270

**POST OFFICE BOXES**

Dean of Students  
Post Office

Ledford ext. 270  
Ledford ext. 311

**PUBLIC RELATIONS**

Communication Office

Broyhill Hall  
ext. 270

**PUBLICATIONS**

Directory

Communication Office

ext. 270

Enquiry

Editor's Office

Ledford

Faith and Mission

Dr. Fred Grissom

Broyhill 204  
ext. 220

Newsline

Communication Office

Broyhill Hall  
ext. 270

Outlook

Communication Office

ext. 270

SEBTS Catalog

Communication Office

ext. 270

Student Handbook

Dean of Students

Ledford ext. 263

**RECREATION PROGRAMS**

Information

Ledford Center

ext. 300

**REGISTRATION**

Registrar

Stealey 104  
ext. 215

**RESERVATION OF FACILITIES**

Adams Hall Auditorium  
Appleby

-Bethea Room  
-Chapel

Binkley Chapel  
Broyhill

-Conference Rooms  
-Hall of the Presidents

Cafeteria

Classrooms

Dean's Conference Room

Ledford Center

-Lounges  
-Multipurpose Room  
-Gym  
-Recreation/Fitness

Library

-Seminar Rooms  
-AV Auditorium  
-Church Curriculum

Library AV

ext. 259

Communication Office  
Communication Office  
Communication Office

ext. 270  
ext. 270  
ext. 270

Formation in Ministry  
Communication Office  
Food Services  
Registrar  
Dean's Office

ext. 219,227  
ext. 270  
556-6544  
ext. 215  
ext. 249

Dean of Students  
Dean of Students  
Activities Office  
Activities Office

ext. 263  
ext. 263  
ext. 301  
ext. 301

Library Circulation  
Library AV  
Library Reference

ext. 251  
ext. 259  
ext. 268

**MANOR HOUSE**

Switchboard

"0"/556-3101

**RECREATION FACILITIES****REECE HOUSE**

Activities Office  
Communication Office

ext. 301  
ext. 270



**SCHOLARSHIPS**

Dean of Students Office

ext. 263

**STUDENT COUNCIL**

-Constitution

Student Council Room  
AppendixLedford  
Handbook**TRANSCRIPTS**

Registrar

Stealey 104  
ext. 215**VOTER REGISTRATION**

Wake Forest Public Library

556-2276

**WITHDRAWAL**

Registrar

Stealey 104  
ext. 215**WHO TO SEE FOR HELP****ADMISSIONS**John Storey  
Kenneth L. Koon  
Betty E. Weathers  
Valerie Brady  
Denise Rosenbalm  
Cindy Cooke**OFFICE LOCATION**  
Stealey Hall 102**EXTENSION**  
209Director  
Assistant Director  
Admissions Counselor  
Secretary  
Married Housing  
Receptionist/PBX221  
290  
206  
209  
253  
0**ALUMNI OFFICE**Kenneth Roberts  
Sherry Carter  
Ann Lamb**OFFICE LOCATION**  
Appleby, First**EXTENSION**  
203Coordinator  
Secretary  
Secretary202  
203  
340**BAPTIST BOOK STORE**

Jeanette Scott

**OFFICE LOCATION**  
Ledford Student Center**EXTENSION**  
556-3481

Manager

**BUSINESS OFFICE**Paul Fletcher  
Russell Hucks  
Jan Fountain  
Robin Reggi  
Wanda DeLong**OFFICE LOCATION**  
Stealey Hall 103**EXTENSION**  
200Vice President: Internal Affairs  
Director of Management Information Systems  
Payroll Manager  
Accounts Payable Manager  
Accounts Receivable Manager200  
248  
200  
307  
212**CHILD CARE CENTER**

Robin Copeland

**OFFICE LOCATION**  
N. Wingate Street**EXTENSION**  
257

Director

**COMMUNICATION**Paul Brock  
Phyllis Jackson  
Becky McDill**OFFICE LOCATION**  
Broyhill Hall**EXTENSION**  
270Director  
Administrative Secretary  
Publications Secretary270  
293  
270**COPY CENTER**

Ruby Dooley

**OFFICE LOCATION**  
Stealey Hall**EXTENSION**  
209

248

Coordinator

248

**DEAN'S OFFICE****OFFICE LOCATION**  
Stealey Hall 207**EXTENSION**  
249

Russ Bush	Vice President for	249
	Academic Affairs/Dean of Faculty	
Debbe Hill	Administrative Assistant	249

**DORMITORIES**

Johnson Dorm	-First Floor	556-3435
		556-9987
	-Third Floor	556-9921
Lolley	Women's Dorm	556-9982
Manor House		272
Residence Life Counselor		301

**FACULTY**

Baletine, Samuel E.	Stealey 310	266
Barnes, Elizabeth	Stealey 204	232
Bland, Thomas E.	Stealey 311	337
Braswell, George, Jr.	Stealey 317	247
Bush, L. Russ III	Stealey 207	249
Clemmons, William	Stealey 305	240
Cogdill, James P., Jr.	Stealey 316	295
Cook, Donald E.	Appleby 103	241
Culpepper, Robert	Appleby 203	244
DeBrand, Roy E.	Appleby 201	218
Drummond, Lewis A.	Stealey 101	210
Eddins, John W., Jr.	Stealey 314	233
Good, James W.	Binkley Chapel	204
Grissom, Fred	Broyhill 204	220
Halbrooks, G. Thomas	Stealey 308	231
Hawn, C. Michael	Binkley Chapel	273,254
Hester, Richard L.	Stealey 201	252
Hewitt, T. Furman	Stealey 309	238
Johnson, Ben S.	Stealey 315	254,235
McDill, Wayne	Stealey 208	222
McLeod, H. Eugene	Library	250
Meiburg, Albert L.	Broyhill 202	296
Miles, Delos	Stealey 313	236
Miller, Glenn T.	Stealey 304	226
Poerschke, Robert E.	Stealey 301	242
Powers, Bruce P.	Stealey 211	224
Reid, Marty L.	Stealey 202	228
Richardson, Kurt A.	Stealey 306	299
Rogers, Max G.	Stealey 303	230
Spencer, Richard A.	Stealey 307	243
Wiles, John Keating	Stealey 205	234

**FINANCIAL DEVELOPMENT OFFICE**

	Appleby Hall	203
George Harvey	Director of Development	201
Kenneth Roberts	Director-Planned Giving	202
Sherry Carter	Secretary	203
Ann Lamb	Secretary	340

**FOOD SERVICES**

	Cafeteria	
Karen Winstead	Manager	556-6544



**FORMATION IN MINISTRY**

Charles T. Dorman  
 William T. Pyle  
 Roger Nix  
 R. Eric Martin  
 Barbara Sholes

**Broyhill Hall** 227  
 Director-Student Field Ministries 227,214  
 Assistant Professor, Supervised Ministry 227,214  
 Adjunct Professor, Supervised Ministry 227,214  
 Secretary 227,219  
 Secretary 227,214

**HEALTH CENTER**

James R. Moseley  
 Norma Ray

**Rock Spring Road** 245  
 Seminary Physician 245  
 Nurse Receptionist 245  
 245 Pat Annas

**HOUSING**

Married  
 Dormitory (Assignments)  
 Dormitory (Residence Life)

Stealey 102 253  
 Stealey 103 306  
 Ledford, Third 301

**LIBRARY**

Eugene H. McLeod  
 Beverly Whisnant  
 Rita Vermillion  
 Jo Philbeck  
 Bernice Ashcraft  
 C.T. Harris  
 Audrey Pleasants

Librarian 250  
 Secretary 250  
 Circulation Librarian 251  
 Reference Librarian 268  
 Technical Services 267  
 Assistant 276  
 Acquisitions Supervisor 267

**MANOR HOUSE**

**Durham Road** 556-5677

**PHYSICAL PLANT**

Dan Taylor  
 Eddie Thompson  
 Joyce Pearce  
 Nancy Stevens

**Heating Plant** 229  
 Facilities Engineer 229  
 Director-Physical Operations 229  
 Secretary 229  
 Secretary 229

**PRESIDENT'S OFFICE**

Lewis Drummond  
 Linda Blincoe  
 Lisa Sealy

**Stealey 101** 210  
 President 210  
 Administrative Assistant 210  
 Secretary 322

**RECEPTIONIST/OPERATOR**

**Stealey Hall** 0

**REGISTRAR'S OFFICE**

Sheldon Alexander  
 Glenda Mosny

**Stealey Hall 104** 215  
 Registrar, Assistant to the Dean 215  
 Assistant to the Registrar 215

**STUDENT ACTIVITIES**

Steve Wingfield  
 Toni Langley

**Ledford Student Center** 301  
 Student Life Director 301  
 Secretary 301

**STUDENT AFFAIRS**

Mike Scarborough  
 Sherry Jett

**Ledford Student Center** 263  
 Dean of Students 263  
 Secretary 263



<b><u>STUDENT CENTER</u></b>	<b>Ledford Center</b>	<b>300</b>
Reception Desk		300
Fitness Center		303
<b><u>STUDENT COUNCIL OFFICE</u></b>	<b>Ledford Student Center</b>	<b>274</b>
David Mansberger	President	274

## **STUDENT SERVICES: PERSONAL AND FAMILY**

### **BAPTIST BOOK STORE**

The bookstore is located on the first floor of the Ledford Student Center. Hours for the store are from 9:00 AM - 4:30 PM on Monday through Friday. The store is operated under the auspices of the Sunday School Board of the Southern Baptist Convention and has a variety of books and materials as well as carrying all required texts, school supplies, and personal accessories.

### **CAFETERIA, FOOD SERVICES**

Southeastern's food services are contracted and are a part of a business providing meals for the entire community. The cafeteria also provides meals daily to the Ruby Reid Child Care Center and caters to many local and civic groups throughout the year. Hours of service are: Breakfast: 8:00 AM - 10:00 AM, Lunch: 11:00 AM - 2:30 PM, Dinner: 5:00 PM - 8:00 PM. closed Saturday and Sunday.

Food service is also provided in the Ledford Student Center for students, staff and their families. Short order menus, soda shop selections and ice cream are available. Snack shop hours are posted in the student center.

### **CAMPUS VISITORS AND TOURS FOR CHURCHES AND COMMUNITY ORGANIZATIONS**

The Communication Office welcomes opportunities to give tours of the Southeastern campus to your church groups or community organizations, etc.

Visitors are welcome to attend Chapel services Tuesday through Thursday at 10:00 a.m. in Binkley Chapel.

To make tour arrangements please contact the Communication Office, (919) 556-3101, ext. 270. Please make reservations in advance.

### **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).

### **CHILD CARE PROGRAM**

The Ruby Reid Child Care Center, located next door to the Seminary Cafeteria, serves Seminary and Community families by providing care to preschoolers ages 18 months to public school age. (When space permits, children as young as 16 months are accepted.)

The Center is open year-round except for one week in August and one week at Christmas. (Seminary students may enroll children for just the semester periods or may request interim care in addition to regular semester. The Center is open from 7:00 AM to 6:00 PM and a hot lunch is included. Parents pay tuition according the time plan they choose for their child. Every effort is made to tailor the schedule to meet parent/child needs.

Enrollment for each age group is limited. Children are enrolled from a waiting list, with Seminary children being given a priority status. However, early application is advised. For more information, please contact the Director, Ruby Reid Child Care Center, Southeastern Baptist Theological Seminary. In addition to caring for children of the Seminary family and community, 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 birth, serious illness, accident, major material loss, death in the immediate family or other situations 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**

### **A. Program**

The Seminary's financial aid program is based on the premise that the student is making effort to be as self-supporting as possible. It is thus recommended that students should have sufficient funds or income to see him/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.

Financial aid is administered through a three part assistance program. These are: (1) On-campus jobs: Students awarded work grant positions are employed for a limited number of hours on campus. (2) Emergency assistance: Occasionally, a student may experience a financial emergency due to unpredictable circumstances. Qualified students may receive aid through low interest loans or, in extreme cases, direct grants. Loans and grants are usually limited to \$400.00 per semester with the maximum loan balance not to exceed \$1200.00 (3) Scholarships: Through the generosity of individual donors, a limited number of scholarships are made available to qualified students who make application. Applications may be submitted August 15 to September 15 for the fall semester and December 4 to January 26 for the spring semester.

Students seeking financial assistance must be currently enrolled full-time in a degree program. An application form obtained from the Dean of Student's Office must be completed and returned. In some cases an interview by the Dean of Students may be required for a final decision.

Southeastern Seminary does not participate in 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. However, the seminary is approved to recommend repayment deferments on Guaranteed Student Loans which students received prior to enrolling at Southeastern. Deferment applications may be obtained from your lender and brought to the Dean of Students Office for processing. Federal education loans provided through other programs may be subject to immediate repayment schedules. Qualified students who are veterans are eligible to receive V.A. benefits.

### **B. Guidelines**

The basic premise in providing student financial aid is demonstrated financial need unless otherwise dictated by the qualifications of a particular fund. However, several specific guidelines are applicable in the administration of the loan and financial aid scholarship components of the aid program:

#### **Loans:**

1. Loans are available in amounts up to \$400.00 per semester with the maximum loan balance due not to exceed \$1200.00. Loan notes of up to two years are available with an interest charge of 4% (APR).
2. Extensions may be granted on loans which are currently due as determined by the Loan and Aid Committee. Requests for extensions should be brought to the Dean of Students.
3. No additional loans will be provided if a student has an overdue loan(s).
4. No loans can be provided for students with a balance due on their seminary account unless a written account resolution plan is filed with the Vice-President of Internal Affairs.
5. Loans are provided only on the basis of the stated need of the student and for the purpose of meeting that need.



6. Loans may be requested to pay seminary account balances but only within existing limits and provisions of the current student loan guidelines.

### **FORMATION IN MINISTRY**

The Formation in Ministry Offices, located in Broyhill Hall, provides assistance related to:

- Ministry career choices
- Opportunities for ministry positions as a student or as a graduate (paid and volunteer)
- Supervised Ministry (field placement for academic credit)

Students should contact one of the secretaries who can either provide information and/or arrange an appointment with one of the Directors or Professors.

### **HEALTH CENTER PROGRAM**

In the interest of promoting good health and caring for the medical needs of the Seminary community, 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 policy has been formulated:

#### **General Policy**

The Seminary Health Center will be open as follows when classes are in session: Monday-Friday: 8:00 AM - 1:00 PM

Doctor's Hours - By appointment 9:00 AM - 11:00 AM (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 their choice. Medical treatment or services 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 for lab work to evaluate PAP smears, cultures and other tests. Students are asked to pay for all medicines at the time he/she receives them.

#### **Health Center Location and Personnel**

The Seminary Health Center is located on Rock Spring Road across the street from the Wake Forest High School. Off street parking is provided at the rear of the building.

Physician - Dr. James 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 available 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 the Baptist State Convention in Cary, 467-5100 or toll free, 1-800-395-5102. Information can be obtained directly from the Annuity Board in Dallas, Texas by dialing their toll free number, 1-800-262-0511

### **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 and housing regulations in the Admissions Office. Students should read carefully and be acquainted with the terms of the lease agreement and any other applicable housing regulations.

Apartments are available to married students and families who are enrolled for at least 10 hours in a degree program. Housing is available for Associate degree or Master's degree programs only. Housing for Th.M. or D.Min. students will be assigned only if space is available.

Students are required to vacate seminary housing within thirty days after completing class work.

Students occupying dormitory housing, while not required to sign a lease agreement, are responsible for specific regulations regarding dormitory housing. The following regulations will be applicable to 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. Residents must be enrolled for at least ten (10) semester hours in a degree program.
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 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 nature.
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 administration, residence halls may be closed, 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 will be required to vacate their rooms during announced periods.
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.

## **INSTITUTIONAL AND PERSONAL OBLIGATIONS**

### **ACCOUNTS**

Students are expected to keep their accounts up to date. Rent is due in advance the first of each month and should be paid in the Business Office. To register for classes, students must have a -0- balance and all fees (matriculation, student service fees, surcharges, and music fees) must be paid in full in advance. These fees are due upon registration. 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. Matured Student Loans must also be paid in full prior to registration and/or graduation.

### **AUTOMOBILE REGISTRATION**

(1) ON CAMPUS: Plant Services 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



Plant Services Office. Additional cars obtained while enrolled as a student should be registered immediately. Lost or illegible decals may be replaced at the Plant Services office.

(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 specific guidelines 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 Seminary Post Office, Ledford Center, during regular office hours. Checks to be cashed for personal use should be made out to "Cash". A charge of \$10.00 is made for returned checks. The Post Office is open Monday-Friday, 8:15 AM - 4:15 PM (Closed for Chapel 10:00-10:30 AM).

### **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 part time. In addition, the Seminary provides work opportunities for a limited number of students and students' spouses. These include work grants which provide part time jobs on campus for students and some full time staff positions for student spouses.

For information and applications see the following persons:

- (1) Student employment (work grants and off campus)-Dean of Students, Ledford Center.
- (2) Students' spouses (full time on campus employment)-Vice President, Internal Affairs, Business Office, Stealey.
- (3) Church Work - Formation in Ministry, Broyhill.

### **I.D. AND ACTIVITY CARDS**

An I.D. card is issued to each new student upon entering the Seminary. This card will serve a number of functions and should be carried 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 \$3.00 charge will be made to replace lost cards. Replacements are made by appointment at the Dean of Students Office, Ledford Student Center.

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 Dean of Students Office, Ledford Center. Costs for the first activities card are included in the student services fee. However, a \$3.00 replacement fee will be charged for replacement cards.

### **IMMUNIZATIONS**

Students beginning studies at Southeastern after July 1, 1986 must present proof of immunization against diphtheria, tetanus, whooping cough, poliomyelitis, red measles (rubeola) rubella in accordance with the General Statute of the State of North Carolina 130A-155.1.

The law requires suspension from studies if proof of immunization is not presented within 30 days of enrollment. Students should contact state immunization officials with the North Carolina Department of Public Health for further information. All students are urged to consult medical professionals before taking any immunizations.

### **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**



Post office boxes are required for all currently enrolled students except for those in the D.Min. and Th.M. programs. These boxes are located in the Ledford Student Center. All Seminary related correspondence will be placed in these boxes. The rental fees are included in the student services fee. P.O. boxes will be assigned during registration. P.O. box changes and questions are handled in the Business Office. Please refer any complaints concerning the mail service on campus to the Dean of Students, Ledford Center.

## **PARKING AND TRAFFIC REGULATIONS**

### **Automobile Registration**

1. Vehicles are to be registered during the orientation period or at the Physical Plant Office. All vehicles parked on Seminary property must have a current decal properly displayed. Visitors' vehicles are exempt.
2. Decals must be placed in clearly visible location on the rear bumper of the vehicle.
3. Administrative center supervisors must send a list of persons eligible for Staff parking to the Plant Services Office. These lists will include Support personnel, part-time Faculty, and Special Instructors.
4. If a vehicle is traded during the school year, the owner must register his/her new vehicle and be issued a new decal. The old decal should be removed before a vehicle is traded.
5. Lost or illegible decals may be replaced at the Plant Services Office.

### **Parking areas**

#### **1. Faculty and Staff**

- a. Stealey Hall Drive and Circle. Reserved for Faculty, Executive Council Officers with offices in Stealey Hall and Visitors (2 spaces). Total spaces 35.
- b. Mackie Hall. Student parking (15 spaces) on street side between driveways. All other spaces reserved for Faculty, staff members and Handicapped parking (2 spaces). Total spaces 52.
- c. Broyhill Hall. Reserved for Faculty, Staff members, and Handicap parking (2 spaces). Total spaces 21.
- d. Child Care Center/Cafeteria Drive. Child Care Center Staff 3; Cafeteria Staff-3. Other marked spaces for cafeteria patrons only. No students, staff or faculty are permitted to park in areas reserved for cafeteria patrons.

#### **2. Students**

- a. South College Street. Total spaces approximately 105.
- b. Women's Dorm. Total spaces 8.
- c. Wingate Street (in front of Child Care Center). Total spaces 25.
- d. Stadium Road/Wingate Street. Total spaces approximately 200.
- e. Simmons Dormitory/Apartments. Approximately 40 spaces for residents only.

### **Violations**

1. Parking in driveways, loading zones, areas marked "no parking", or so as to take up more than one space.
2. Driving and parking on lawns or sidewalks. There is a fifty dollar fine for parking on grass for any reason. No driving on campus without permission from the Business Office.
3. Blocking dumpsters or obstructing movement of traffic.



4. Failure to have a valid decal properly displayed and legible.
5. Parking in spaces reserved for persons other than the owner of the vehicle.

### Administration, Fines and Enforcement

Parking violation tickets will be issued by persons designated by the Director of Plant Services. Schedules will vary according to the need for enforcement in a daily routine. Regulations are subject to enforcement on a twenty-four hour basis.

1. Vehicles parked illegally will be fined \$5.00 per recorded violation on an issued ticket. Flagrant and/or repeated violations may result in towing without warning at the owner's expense.
2. Vehicles not having a properly displayed, valid decal will be traced for ownership through the appropriate State Division of Motor Vehicles, at the owner's expense.
3. Fines not paid within one week will be charged to the owner's account in the Business Office. Appeals with regard to parking tickets may be made through an appointment with the Director of Plant Services. Appointments must be arranged within one week of the issue date of the parking ticket.
4. Visitors are not required to pay fines, but are asked to observe regulations.

### TAXES, PERSONAL PROPERTY

Students living in Seminary housing and owning personal property are subject to county and city tax assessments. Representatives come to Wake Forest Town Hall to assist local residents with filing. Students may write the Wake County Tax Collector, PO Box 427, Raleigh, NC 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 is January 31.

### USE OF SEMINARY FACILITIES

All meetings and activities involving the use of seminary facilities should be cleared and scheduled through the various offices listed below:

Communication Office, ext. 270

Appleby Chapel

Bethea Room

Binkley Chapel

Hall of the Presidents

Dean of Students Office, ext. 263

All of Ledford Facilities

\*The gym is reserved through the Student Activities Office, ext. 301

Formation in Ministry, ext. 214

Broyhill Conference Room B and C

Registrar's Office, ext. 215

Classrooms

Library, ext. 250

Adams Auditorium

**All events must be entered on the seminary calendar, which is handled in the Communication Office, Broyhill Hall.**

The privilege of open and fair inquiry into any subject by any member of the Seminary community is inherent in the life of Southeastern Seminary. To guide the seminary community in its responsibility to the Southern Baptist Convention and the seminary's broader constituency, the following channels have been established for determining the use of seminary facilities by speakers and/or programs other than in regularly scheduled or authorized classes and activities:



1.
  - a. **Requests by Students** should be approved through the Dean of Students Office before scheduling speaker/event on seminary calendar and reserving the appropriate space.
  - b. **Requests by Faculty and/or Administrative Officers** should be approved through the Executive Council before scheduling speaker/event on the seminary calendar and reserving appropriate space.
  - c. **Other requests** should be approved through the Communication Office. Requests must be submitted in writing three weeks in advance. Approval or disapproval will be communicated to the requestor as soon as possible.
2. Requests receiving a positive response in 1 above will then be channeled to the Executive Council by one of its members for review and determination.
3. In addition to seeking approval for the event/speaker, the Seminary officer or faculty member channeling the request will also determine availability of date and facilities from the Communication Office, Broyhill Hall.
4. The President of the Seminary, as spokesman responsible to the public and the Convention, will be the final authority on such requests.
5. Approval or disapproval of a request will be communicated to the person making the request by the appropriate Seminary Officer, faculty member, or the President.
6. The above procedures do not apply to: (a) speakers, lecturers, and Chapel personnel arranged by or through appropriate faculty committees, and; (b) resource persons invited by or approved by the professors in scheduled courses.

### **VOTER REGISTRATION**

Voters may register at Wake Forest Public Library on South White Street, from 10:00 AM to 5:00 PM Monday-Tuesday and Thursday-Friday and from 10:00 AM to 2:00 PM on 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 NC resident) at PO Box 695, Raleigh, NC 27602. Students are encouraged to register to vote upon arrival in Wake Forest.

### **PERSONAL ENRICHMENT AND DEVELOPMENT**

#### **SEMINARY CALENDAR**

The Seminary Calendar is kept by the Communications Office, Broyhill Hall, ext. 270. 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.

#### **STUDENT ACTIVITIES**

The Ledford Center is the focus of a comprehensive activities program which provides opportunities for all members of the seminary family. Specific activities are designed to promote physical health, social development and personal growth. Guidelines for the use of the Ledford Center are published in the back of this handbook. Announcements of specific events and programs are communicated through various campus media. Ledford Center programs are coordinated through the Student Activities Office, a division of the Dean of Students 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 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, in the spring, 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 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 the Registrar for current information.

## **WORSHIP**

The experience of worship is at the center of seminary life. Because of this, important numerous worship opportunities are provided during the year. Chapel services led by professors, staff members, students and guest speakers are held each week, Tuesday-Thursday, at 10:00 AM 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, special worship experiences for the seminary family are 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.

## **INFORMATION RESOURCES**

### **CAMPUS BULLETIN**

The Newsline is a weekly publication of the Communication Office and is a primary means of communicating information concerning activities and events on the Seminary campus. It is made available to students on a weekly basis. A schedule of events and notices of interest to all members of the Seminary family are in each issue. Anyone wishing to place a notice in the Newsline should submit the information, **in writing**, to the Communication office, Broyhill Hall by 12:00 noon each Wednesday.

### **CATALOG**

The bi-annual catalog, a special issue of the seminary bulletin, is prepared by the Communication Office and is available upon request at the Registrar's Office for prospective students, students and other interested persons.

### **DIRECTORY**

The Office of Communication publishes the Directory each fall for the primary purpose of providing pictures and information to aid 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 Newsline will carry notices concerning its availability in the fall. Please notify the Communication Office, Broyhill, ext. 270, regarding any changes in addresses, phone numbers, marital status, and hometown.

### **ENQUIRY**

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

### **OUTLOOK**

The Outlook is a quarterly, general interest magazine, published by the Office of Communication 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. Students' parents and home churches may receive Outlook. Contact the Communication Office, Broyhill Hall, ext. 270.

### **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 has access to general information concerning campus offices as well as 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 usually open Monday-Friday from 7:30 AM - 10:30 PM and on Saturday from 9:00 AM - 4:30 PM during regular semesters. To reach the switchboard while on campus, dial "0". Off campus dial 556-3101.



## **RECOGNIZED ORGANIZATIONS AND OPPORTUNITIES FOR PARTICIPATION IN STUDENT LIFE**

### **BLACK THEOLOGICAL FORUM**

The Southeastern Black Theological Forum was formed to stimulate Black awareness on campus. Through regular meetings and the sponsorship of special programs, the organization seeks to improve the academic and social quality of life and to promote a consciousness of caring in a way that is informative and beneficial to the Southeastern Seminary community.

### **CHAPLAINS FELLOWSHIP**

The Chaplain's Fellowship was formed to provide fellowship and a support group for individuals interested in the Chaplaincy; to provide a better understanding of the structure of military and institutional chaplaincy and to have a better understanding of the SBC chaplain structure.

### **CONSERVATIVE EVANGELICAL FELLOWSHIP**

The CEF is an organization which seeks to provide opportunities for the discussion and presentation of ideas of importance to conservative, evangelical Christians for the purpose of prayers, fellowship and spiritual strengthening. President: Steve Griffith

### **SEMINARY WIVES IN MINISTRY**

The purpose of the Seminary Wives in Ministry organization is (a) to create an opportunity for wives of seminary students to meet and share with one another; (b) to identify their individual areas of calling; (c) to develop their talents and abilities as partners with their husbands in ministry, and (d) to provide opportunities for service to the Seminary family. President: Sherry Jett

### **SOUTHEASTERN WOMEN IN MINISTRY**

The purpose of Southeastern women in Ministry as a function of the Christian Community shall be to provide support, fellowship, worship, education, and dialogue for women and men who are seeking to honor God's call in Christ and to women in all areas of ministry. Chair: Sandra Cline

### **SOUTHERN BAPTIST ALLIANCE: SEBTS CHAPTER**

The Chapter seeks to be a theologically inclusive body comprised of individuals who share a desire to maintain traditional Southern Baptist principles on the campus and in the Southern Baptist Convention as a whole. The Chapter has meetings and seminars to foster fellowship among members and to provide information about significant events in Southern Baptist life to the seminary community. President: Harold E. Stewart, Jr.

### **SOUTHERN BAPTIST RELIGIOUS EDUCATION ASSOCIATION-SEBTS CHAPTER**

The purpose of this organization is to bring together students from the field of religious education into a cooperative spirit with the national organization for fellowship, counsel, inspiration, discovery, discussion, interpretation of trends, and the encouragement of sound religious educational practices. President: Sherryan Yarbrough

### **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 Tennessee. Students interested in forming organizations for other states may obtain assistance from the Dean of Students Office. Meetings are announced in the Newsline.

### **STUDENT COUNCIL**

The Student Council is an elected body of students seeking to minister to the needs of the Seminary family. Programs to foster personal, family and community growth are implemented through various kinds of religious, social and educational opportunities. The Council shares responsibility for all projects but committee work allows for concentration in specific areas. For a more extensive description of the organization and its involvement in seminary life, see Appendix B. President: David Mansberger



## WOMEN'S RESOURCE CENTER

The purpose of the Women's Resource Center shall be to provide direction to and be accountable for the Women's Resource Center (located in Binkley 109, SEBTS) as it seeks 1) to provide support for women 2) to foster understanding among men and women and 3) to make resources available, so that women and men alike will grow toward fulfillment in all areas of Christian life and ministry. Chairperson: Lynn Porter Horne

## WORLD MISSION FELLOWSHIP

The World Mission Fellowship was formed to bring together the Southeastern Baptist Seminary family and to heighten awareness of the world's need of the gospel, to promote understanding of the mission task, to pray for missions, to deepen the commitment to Christ and the mission of His church transcending national, racial, and cultural barriers, and to seek to discover how and where God would use individuals in this ministry. President: Gary Stanley

# **FORMATION, RECOGNITION, AND RESPONSIBILITIES OF STUDENT ORGANIZATIONS**

The formation of student organizations on campus is encouraged as a means to speak to the diverse needs and special interests represented in the seminary family. Groups needing assistance organizing or defining their relationship to the Seminary should contact the Dean of Students Office. The formation and recognition of student groups are accomplished through the following policies and procedures:

### I. Formal Recognition of Student Organizations

Student groups seeking to organize on the campus at Southeastern Seminary must be formally recognized by both the Student Council and the seminary administration. Formal recognition allows an organization to use seminary facilities, to be listed in seminary publications, to use the seminary name in connection with the organizations' name and activities, and to request funds through the appropriate processes from the seminary. To receive and retain formal recognition, groups must meet the following requirements:

1. Be consistent with the Statement of Purpose of the Seminary and the Articles of Faith.
2. Provide a concise written statement describing the purpose of the organization.
3. Provide a proposed organizational structure including officers, committees, and advisors.
4. Report sources and amounts of funding from non-seminary sources on an annual basis.
5. Complement, while not duplicating, the purpose of the potential of the Student Council or one of its standing committees.
6. Enlist a faculty advisor or an advisor approved by the faculty.
7. Operate within established policies and procedures of the seminary.
8. Be reviewed and recommended by the Student Council of the seminary.
9. Be approved by the Executive Council of the seminary.

### II. Annual Renewal

During each spring semester, student organizations will be given an opportunity to renew their formal recognition status for the new academic year. Forms provided by the Dean of Students Office will be made available for this purpose. If, at any time, the nature, purpose of structure of the organization changes from that which was originally approved, these changes must be communicated to the Dean of Students Office. Failure to renew results in loss of formal recognition. Formal recognition may be restored by following the procedure outlined in section I.

### III. Student Organizations Which Are Not Formally Recognized



Some student groups may prefer to organize without formal recognition by the Seminary. Such organizations, however, are not entitled to use Seminary facilities, receive Seminary funds, or associate with the Seminary's name, its activities/ programs, or its publications, or use it in any way to imply the approval or endorsement of Southeastern Seminary.

Students in non-recognized organizations who disregard this policy may be subject to disciplinary measures. Likewise, students belonging to non-recognized students organizations and engaging in or promoting activities which are inconsistent with the Seminary's purposes and policies, or which serve to threaten the Seminary's public reputation, may jeopardize the relationship with the seminary and/or be subject to disciplinary measures.

#### IV. Publication Policy for Recognized Student Organizations

Southeastern Seminary has an obligation to insure that publications which, directly or by implication, carry its name are consistent with the purpose and character of the institution. The Office of Dean of Students shall assure that publications by recognized student organizations follow these guidelines:

1. The publication shall be consistent with the purpose, issues and concerns of the student organization.
2. Student organization publications are seen as communications to the Seminary family. Primary distribution should be confined to the Seminary campus.
3. The name of the student organization, the publication's staff, and the sources of funding shall be stated publicly or be made available upon request.
4. The publication shall promote creative discussion of ideas without fear of censorship or intimidation.
5. The publication shall publish materials which are neither obscene, libelous, nor derisive of any person because of race, denomination, theological position or personal affairs. No personal reference of questionable propriety regarding any individual or organization will be published without prior consultation and permission of the individual or organization.
6. All articles and letters appearing in the publication will be signed by the actual writer with the exception of straight news stories and editorials reflecting the consensus of the publication's staff.

## **ACADEMIC INFORMATION**

### SEMINARY CATALOG

The Southeastern Baptist Theological Seminary Bulletin Catalog 1989-91 is the official and primary source of information regarding major areas of the life of the seminary. Most of the necessary academic information will be found in that catalog.

Students are expected to keep their copies available for reference and for seeking the answers to questions which arise. This brief summary is not intended as a replacement for that information, but as a reminder of some of the issues which arise most frequently. If you do not have a seminary catalog, you may obtain one from the Office of the Registrar.

### ACADEMIC CALENDAR

The academic calendar of the seminary is found in the seminary catalog pp.3-14. All major dates are listed in that calendar. Please note the deadlines for removing incomplete grades, adding courses, withdrawing from the seminary, and dropping courses.

### FREEDOM AND RESPONSIBILITY

Since all of our students are adults, we seek to allow for the maximum of freedom and a minimum of rules and regulations. This, of course, means that everyone must assume personal responsibility commensurate with the freedom. The Registrar, the faculty advisors, and Dean of the Faculty will provide guidance when needed and sought.

### FACULTY POLICY REGARDING USE OF TAPE RECORDERS IN CLASS

Recording a teacher's lecture or conversation without his or her expressed written permission is prohibited and doing so constitutes



grounds for disciplinary procedure.

### **CLASS ATTENDANCE**

We assume that all students will attend all of their classes except when prevented to do so by illness, a death in the family, or other serious causes. Consequently, the seminary has no attendance requirement or limitation on "cuts". Students who are absent assume full responsibility for meeting the obligation of the courses in which they are enrolled.

Faculty members announce in their classes the basis upon which they will evaluate and grade students' work. The nature of the classwork, in some instances, requires attendance and cannot be made up in absentia. It is the responsibility of the students to know the requirements of the faculty members and to meet those requirements.

Students are not required to get an "excuse" when missing a class, but they are responsible for their work and for meeting the requirements of their classes.

### **ACADEMIC ADVISEMENT**

Each incoming student will be assigned to a faculty advisor. Academic advisement is required only during the first semester of one's study, but it may be voluntarily continued. Students are encouraged to seek the advice of their faculty advisors throughout their academic career when they need to do so.

The orientation schedule will indicate times for academic advisement. Students should discuss with their advisors such matters as strengths and weaknesses of college transcripts, need for remedial work, workload and academic load, vocational goals, academic requirements and proposed schedules, and the first semester's course selection.

Students are responsible for remaining aware of courses needed for complete degree requirements for enrolling in those courses as they are offered in the schedule and in keeping with all academic policies.

### **ACADEMIC LOAD**

The normal academic load for full-time students is 15 or 16 semester hours. The maximum academic load is 16 semester hours. Permission to take more than 16 semester hours is granted only by the faculty upon recommendation of the Dean of the Faculty and then only under extraordinary circumstances.

The full-time load of 15 or 16 semester hours is based on the assumption that a person is a full-time student. Those students who are involved in extracurricular responsibilities such as church work or other employment should correspondingly reduce their academic load.

### **ACADEMIC RESTRICTION AND PROBATION**

A student is placed on academic restriction during the semester following a semester in which the student failed to maintain a "C" average (one grade point per semester hour) on the courses taken. Students on academic restriction will be limited to taking no more than ten semester hours during that semester.

If a student on academic restriction fails to achieve a "C" average during the semester, that student will be placed on academic probation. A student on academic probation must earn at least a "C" average during that semester or the student will be suspended from the seminary. Students who have been suspended for academic reasons will not be considered for re-admission until at least one full semester has passed and the student gives adequate evidence of having made changes in his or her situation so as to justify re-admission. Students re-admitted after academic suspension will automatically be on academic probation during the first semester.

Graduation requirements stipulate that a student must earn an overall "C" average (one grade point per semester hour) on work transferred and taken at Southeastern Seminary. Students who fail to achieve this cumulative quality point average of "C" on all work are permitted to take no more than ten semester hours of courses beyond the degree requirement in an attempt to raise their grades to "C". Students may reach the point in which it would be impossible for them to raise their grade to the required average. This is the reason for academic restriction and probation, to limit the semester load so that one can raise the average within



the stated limit. The purpose of academic suspension is to encourage the student to adjust workload, outside responsibility, or whatever is preventing his or her achievement.

### **EVALUATION AND GRADING**

The faculty member who teaches the class is solely responsible for the grades assigned to the students. The faculty member may employ a fellow or grader in the course, but the faculty member assumes full responsibility for the grade which is assigned. The grading symbols are described in detail on pages 46-47 of the current catalog.

The professor determines what is expected of the student and how the student's work will be evaluated. This information is given either on a printed syllabus or orally or in both ways. It is the obligation of the student to learn and comply with these grading expectations. Southeastern Seminary assumes that a covenant relationship exists between the professor and the students of the class. All questions or criticisms will be dealt with directly between student and faculty member. In no case will a student appeal a grade or bring a protest to any other seminary official without first having discussed this with the professor.

The faculty members report the grades to the Registrar and no one but the faculty member can correct a grade once it is placed out that report.

### **WITHDRAWAL DEADLINES AND PROCEDURES**

When a student is admitted to the seminary, that admission continues until a student either graduates or officially withdraws.

Students who find it necessary to withdraw from a course or from the seminary should follow the procedures outline in the seminary catalog p. 50. Failure to do so may result in receiving "F" on the courses and, having to make payment of fees to the seminary.

In the academic calendar certain dates appear as deadlines for withdrawing from courses and from the seminary without penalty. These should be carefully observed. The penalty is a grade of "F" for the courses for which the student is enrolled but did not complete or from which the student did not officially withdraw. Students are advised to enroll only for the courses they intend to complete. Students should not enroll for an extra course or two with the idea of dropping them after learning class expectations. Students should enroll only for the courses they intend to complete.

### **INCOMPLETES**

Students enrolled for courses are expected to complete the work of those courses and receive their grades at the end of the semester or term. The provision for incompletes (I) is to be used only "in the extraordinary circumstances which prevent a student from completing the requirements of the course on time." Students do not have the option of choosing an incomplete so that they can complete term papers, reading assignments or examinations at a later date.

The time frame for removing incompletes from the record is clearly stated in the catalog, pp.49.

By "extraordinary circumstances" the faculty intends to include such matters as serious illness, death in the immediate family, or other adversity which prevents the student from completing the work on schedule. In those cases, students must get the approval of their professors at least by the time the work is due. If they are ill or in the hospital, they must phone or have someone phone the professor advising of their reasons for failing to complete the course work on time.









# **Appendix - A**

## **The Library: A Brief Guide**

### **Denny Library Building Southeastern Baptist Theological Seminary**

**Wake Forest, North Carolina  
1990-91**



## **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 your spouse and high school age children to register for "guest-user" privileges.

### **HOURS OF OPERATION**

Academic Sessions (except as noted below for holiday periods): Monday, 9:00 AM - 10:00 PM; Tuesday through Thursday, 7:45 AM - 10:00 PM; Friday, 7:45 AM - 5:00 PM (to 4:30 PM during summer school); Saturday, Noon - 5:00 PM.

Audiovisual Center hours are somewhat less than the above schedule. A schedule will be posted on the entrance bulletin board and at the Audiovisual Center.

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

### **BUILDING: FINDING YOUR WAY**

Entrance/Exit: Located across patio on north side of Stealey Hall. Entry and all normal exit is through glass doors. Exterior doors in stairwells are for emergency use only.

Getting Where You Want To Go: The sections which follow, together with The Library Handbook, will begin to develop an awareness of what is in the Library and why you might want to get to it. To enable you to find your way, layout sketches (maps) are provided in The Library Handbook in addition to signs and other maps at frequent locations in the building.

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 and 3rd floors): There are 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 checkout, 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 (Circulation Desk): Lists of materials (generally books) for particular courses are maintained at Circulation Desk. Materials are requested from and returned to Circulation Staff.

Reference Collection: (1st floor, Reference Dept.): Arranged by LC subject classification, call numbers (from card catalog) have prefix "Ref." Use only in the Reference area of the Library.

Periodicals Collection (1st floor Reference Dept.): Included are magazines, newsletters, scholarly journals received periodically. Current issues are shelved in an area adjacent to stacks containing back issues. Use periodicals only in nearby area of first 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 and 3rd floor, Listening Room): Included are audiocassettes, videocassettes, films, filmstrips, slides, records, 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, micro- fiche, and microcards containing complete texts of large numbers of valuable books, periodicals, and other documents are included. 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 are kept either in file cabinets (Vertical File) or in pamphlet boxes.

Church Curriculum Materials (2nd floor, upper level): Current church program and curriculum materials from the Southern Baptist Convention are collected in the Church Curriculum Center. Materials are to be used only in the Center, which is managed by the Reference Department.

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

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

College and Seminary Catalogs (1st floor, Reference Dept.): Recent catalogs from over 3,600 colleges, universities, divinity schools, and theological seminaries are available on microfiche or in paper form.

## 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, and Baptist annuals. Assistance is given in information searches, including Dialog computer databases.

Circulation Department: In addition to checking circulating materials out and in at the Circulation Desk, you may ask there for general information and assistance regarding the Library, and, in particular, you should consult the Circulation Staff regarding searches for books not found on the shelves, use of the computer lab, use of the typing rooms, 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 Reference Desk or at the Circulation 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 the 3rd floor Listening Room, 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 cassettes.

Intercom Phones: Located on both the second and the third floors, these wall-mounted phones enable you to communicate with staff persons.

Computer Lab: Located on the first floor across from the AV Center are microcomputers for use as assigned in particular classes. Access is provided to authorized users by the Circulation Staff.

Copier Service: Located on the first floor across from the AV Center are copiers which serve 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: Two typing rooms on third floor are furnished with typewriters for personal use. Request a key at the Circulation Desk.

Personal Computer Use Rooms: Ask at the Circulation Desk for rooms designated for use by those who wish to bring and operate a personal computer in conjunction with using library material which cannot be checked out. The Library CANNOT assume responsibility for personal items left unattended, including those in locked rooms.



Group Study Room: Rooms on second floor 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 third floor. See the Secretary to the Librarian.

Rest Rooms: Rest rooms for men and women are located along the east wall on each of the three floors.

### **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 first 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 and considered.
- patience, understanding, or tolerance in dealing with the few seminarians who are inconsiderate of the needs of other users or who elevate self-interest to the point of abusing either library materials or library policies and procedures.



# **Appendix - B**

## **Student Council Information 1990-91**

### **Officers, Committees, Constitution**

**Wake Forest, North Carolina**



## STUDENT COUNCIL 1990-91

### OFFICERS

President	David Mansberger
Vice President	Hale Henderson
Secretary	Harding Birkhead
Treasurer	Craig Waddell

### COMMITTEE CHAIRPERSONS

Arts	Sharon Buck
Communications	Armetta Fields
Ethics	Phil Baucom
Off Campus Ministries	Bill Harrison
International	Lidice Lima
Spiritual Life	Thurman Hayes
Social	Donna Satterfield
Student Welfare	Sharon Edwards

### CLASS REPRESENTATIVES

Th.M.	Jeff Hensley
M.Div. Senior Class	Sandra Cline
	John Thompson
	Kevin Zavar
M.Div. Middler Class	Justin Scroggs
	Jeff Maynard
	Keith Menhouse
M.Div. Junior Class	
M.A. Senior Class	Dena Harrison
M.A. Junior Class	
A.Div. Senior Class	Larry Reese

### SEMINARY COUNCIL REPRESENTATIVES (Not members of Student Council)

Tom Gibbs  
Steve Wingfield

### STUDENT COUNCIL COMMITTEES

#### Arts Committee

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

#### Spiritual Life committee

This committee shall be concerned with promoting programs designed to strengthen the spiritual life of the Seminary Community.

#### Ethics Committee

This committee shall be responsible for receiving input from the members of the seminary community regarding the ethics of personal and community decisions; for disseminating information on these matters to the Seminary



community and for initiating appropriate action or response to these issues.

#### 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.

#### Social Committee

This committee shall develop activities which promote a spirit of fellowship and community among students, faculty and administration.

#### Student Welfare Committee

This committee shall sensitively investigate and appropriately respond to the personal needs of students.

#### Communication Committee

This committee shall be responsible for the flow of information concerning the 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:

- 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 the student body
- 6) Maintenance and policing of Student council bulletin boards
- 7) Posting of Student council publicity on accessible bulletin boards and Student Council easel
- 8) Placement of notices when appropriate in Newslines 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**

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.A., and 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. Two student members:
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 for local transportation of guests. In the event that special printed programs are needed, copies are submitted to the Office of Communication 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:
4. Graduation and Commencement - Plans and supervises all procedures essential to an orderly commencement and graduation. Two student members:
5. Student Discipline - This committee handles matters of student discipline by serving as part of the Judicial Process organization
6. Library Committee - This committee works with the Librarian in an advisory capacity on decisions regarding library resources. Four student members represent the Associate, M.A.C.E., M.Div. and Th.M. programs

Student members are appointed in the spring semester. The new Faculty Committees begin their terms May 31.







# **Appendix - C**

## **The Judicial Process For Student Discipline**

**Adopted March, 1978**

**Revised May, 1989**

**Southeastern Baptist Theological Seminary  
Wake Forest, North Carolina  
1990-91**



## THE JUDICIAL PROCESS FOR STUDENT DISCIPLINE

### PREAMBLE

1. 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 women and men 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.

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. 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 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 student 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 are provided as examples of conduct which are unacceptable in the Seminary community and subject to disciplinary action:

- a. Academic misconduct such as plagiarism, cheating, or making false representations.
  - b. Use or possession of beverage alcohol, illegal drugs or other controlled substances on Seminary property.
  - c. Homosexual behavior or heterosexual misconduct.
  - d. Intentional and flagrant neglect of personal financial obligations.
  - e. Giving false information or altering records.
  - f. Theft or intentional abuse and/or destruction of personal or Seminary property.
  - g. Neglect, disregard or breach of established Seminary policies which govern the use of any seminary properties or facilities including but not limited to housing, the library, and recreation facilities.
  - h. Behavior (verbal, physical, emotional) which is intentionally demeaning, harassing, or abusive of another person.
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 rights and welfare of the student and 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.



6. Prompt and decisive action is required in cases which involve disciplinary procedures. Therefore, the President may issue at once an automatic suspension to a student charged with an offense pending a full investigation of the matter and referral for due process.

## I. Organization

1. The Appeals 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 Dean of Students. They shall function as a single coordinate council selecting their own chairperson and secretary. The Dean of Students 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 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 Dean of Students 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/she believes to be an infraction, whether involving civil infractions or conduct unacceptable to the Seminary community, is to take the following steps should he/she 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, if possible, confront the accused with his/her knowledge of the alleged infraction and his/her 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 Dean of Students.
2. The Dean of Students 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 Dean of Students decide that further investigation or action is necessary, the 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/her case; should he/she do so, further steps in the disciplinary process will be unnecessary. Should the student choose not to accept the action of the Judicial Committee, the decision may be appealed to the Appeals Council.
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 Dean of Students



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

### IV. DISCIPLINARY ACTIONS

#### a. 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 large 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 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 contracts 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 Dean of Students 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 Dean of Students and will be judged confidential. The record will contain the statement of the charges against the student; the synopsis of the testimony, and the decision of the Committee/Council. Information will not become part of the student's permanent record except by decision of the Appeals Council. However, it will be retained during a student's enrollment in the event that an appeal of a decision is made by the student or if required in a further review of disciplinary actions. Decisions containing conditions on continued or future enrollment may be held or noted temporarily in the student's academic record until such conditions are met.







# **Appendix - D**

## **Student Activities Handbook**

**Policies, Schedules and Regulations for the Ledford  
Student Center and Campus Recreation Facilities**

**Southeastern Baptist Theological Seminary  
Wake Forest, North Carolina  
1990-91**



## LEDFORD CENTER POLICY DIGEST

1. Students, faculty, staff, alumni and their spouses may use the facility unrestricted upon presentation of valid SEBTS I.D. during normal operating hours. Each student, faculty member, staff person, alumnus and their spouses may bring (2) guests who must be given a guest pass at the front desk and remain with their sponsor at all times.
2. Youth 16 or older may, upon presentation of a valid SEBTS Rec Card, check out any equipment and use each level of this facility during normal operating hours. These youth are allowed to bring a younger brother or sister **but no other guests.**
3. Youth under 16 years of age will not be permitted to use any area of the building until 3:00 p.m. each weekday unless they are accompanied at all times by a parent or responsible adult with a valid SEBTS I.D. After 3:00 P.M. Youth 10-15 may use the **gym only** unaccompanied upon presentation of a valid Rec Card. These youth may check out a **basketball only**; pool, ping-pong, and foosball must be checked out by someone 16 or over with a valid SEBTS I.D. **Youth under 16 may not use the Fitness Center or racquetball court.** (During the Summer youth 10-15 may use the **gym** unaccompanied all day. All other rules remain the same for the Summer.)
4. Children under 10 are not allowed to use any area of the facility unless they are accompanied at all times by a parent or responsible adult with a valid SEBTS I.D.
5. Family members 10 years or older may have the appropriate I.D. or Rec Card made or validated in the Dean of Students Office. These cards will be made on Monday and Thursday evenings only during the Fall and Spring. If you desire to get a Rec Card made on a day other than Monday or Thursday, ask the front desk for a Guest Pass. Times for making Rec Cards during summer sessions will be posted in the Ledford Lobby area. Please check in at the front desk when applying for a card.

The Ledford Student Center is both symbol and substance of Southeastern's commitment to the development of the whole person. This multipurpose facility was made possible by the generous gifts of Mr. and Mrs. Hubert Ledford along with numerous contributions from friends and alumni as well as Convention funding. In combination with other recreational and activities facilities on campus, it provides numerous opportunities for social, physical and personal development.

Because these facilities vary in size and in the number of people which can accommodate, certain policies and schedules have been adopted for each facility. Each policy has been designed to make the facilities conveniently accessible and to maximize their use by the seminary family. **In order to be as responsive as possible to the needs of the seminary community and to work within staffing and budget limitations, the Seminary reserves the right to alter any schedules or policies, as necessary.**

### RECREATIONAL/ACTIVITIES FACILITIES

Southeastern's current recreational facilities include the following:

**CANNON GYMNASIUM** - The gym is located on the upper level of the Ledford Student Center and provides a large area for basketball, volleyball, indoor jogging, and other indoor sports and special events.

**RECREATION ROOM** - A recreation room is provided on the main level of Ledford, primarily for the use of Seminary students. The "Rec" room has two ping pong tables, two billiard tables, and foosball.

**FITNESS CENTER** - The fitness center is located on the lower level of the Ledford Student Center. Facilities available include a free weight room, a machine room and men's and women's locker areas with showers and sauna.

**STUDENT CENTER** - The Student center level, located off the main entrance houses a snack bar, postal service, Baptist Book Store, lounge areas, and the recreation room. These rooms are available primarily for use by the Seminary community.

**ATHLETIC FIELD** - The athletic field is located off of West Avenue and behind the Seminary apartments on Rankin Court and Judson Drive. The field provides a large playing area to accommodate both the football and soccer.



## POLICIES, REGULATIONS, AND PROCEDURES

### GENERAL POLICY STATEMENT

The recreation/activities facilities and all areas of the Ledford Student Center are provided for use by the Southeastern Seminary family, including currently enrolled students, faculty, staff, and their **immediate** families as well as alumni and their immediate families. Use of each area or facility is guided by policies and schedules with **specific requirements** regarding supervision, time and age limits, instruction and fees.

Usage of recreation/athletic equipment requires a valid student I.D. card or a Rec Card issued by the Student Activities office for spouses, children and alumni and guests.

Guests are permitted on the following basis: (1) Seminary youth 16 or older may bring a younger brother or sister to Ledford Center as a guest. No other guests are allowed. (2) Seminary students, faculty, staff spouses and alumni, may have as many as two guests each. (3) **Guests must be accompanied at all times, and seminary persons are responsible for the conduct of their guests;** (4) **Guests must be registered at the reception desk in the lobby prior to any use of the recreation/athletic facilities.**

Children are permitted to use most areas and facilities when accompanied by a parent or someone sixteen or older with valid seminary I.D. **School age children are not allowed use of the facilities before 3:00 p.m. during the regular school year.** Some areas are restricted to adult use only. Please refer to specific policies.

Groups or individuals associated with special events sponsored by the seminary may have access to all facilities through prior arrangement with the Dean of Students Office and/or the Student Activities Office. Requests for special uses by non-seminary groups or organizations may be considered by the Dean of Students. Specific fees to recover utilities, supervision and maintenance expenses will be applicable.

Seminary sponsored programs and activities will receive priority consideration in any use of the facilities.

**NO SMOKING IS ALLOWED IN ANY AREA OF THE LEDFORD STUDENT CENTER.**

### EQUIPMENT

The Seminary makes available a variety of athletic and recreational equipment to students, faculty, and staff and their families. The following information provides guidelines for check-out and use of the equipment. The provisions are subject to change by the Student Activities Office as needs and conditions may indicate.

#### Equipment Available

Basketballs, footballs, softballs and bats, volleyballs, ping pong paddles and balls, pool cues, billiard balls, foosball, and racquet ball racquet, eye guards, and balls.

All equipment must be used in the manner for which it is intended. Any abuse or misuse of the equipment will result in forfeiture of the privilege of continued use.

#### Check Out Procedure

Any person wishing to check out equipment must have a valid I.D. issued by SEBTS. Upon presentation of your I.D. and payment of any breakage fee that may apply, the equipment will be issued.

The check out period lasts for one hour. The equipment may be renewed for one additional hour if no one is waiting to use it. A late charge will be assessed for any equipment not returned on time.

Failure to return the equipment will result in an assessment appropriate to its cost being made to the responsible person's seminary account.

Use of personal equipment is permitted in all areas of the building.

#### Breakage Fee



In order to maintain the equipment at the highest possible standard, a non-refundable breakage fee will be charged on some items. Please refer to the fee schedule for information concerning the charges.

### CANNON GYMNASIUM

The Cannon Gym will be open during spring and fall semesters for free play 8:00 A.M. - 6:00 P.M. Monday-Friday. The gym will also be open Monday, Tuesday and Thursday evening from 6:00 P.M. - 9:00 P.M. The open gym schedule will be changed during the course of the semester to accommodate the intramural program and other special events that may be scheduled. These changes will be published and made available to the seminary community as they occur. Summer schedules will be posted. A person must present a valid I.D. issued by the seminary in order to use the gym. No one under 10 may use this facility unless accompanied by an adult or someone 16 or older with a valid I.D. or Rec Card. Basketballs can be checked out by someone 16 or older with a valid I.D. or Rec Card at the reception desk in the Ledford Lobby or the Activities Office.

#### Guidelines For Gym Use

1. Only rubber soled court shoes may be worn in the gym.
2. Dunking any type ball will not be permitted.
3. Kicking balls or throwing balls against the gym walls will not be allowed.
4. Hanging from the basket supports, the baskets or the nets is prohibited.
5. Food and drink are not permitted in the gym area.
6. Any abusive or improper conduct will not be tolerated.

Any person persistently violating any of the guidelines for gym use may be asked to leave by any member of the Student Activities staff.

#### Basketball Pick Up Games

All pick-up basketball games must be played cross court.

### RECREATION ROOM

A person must have a valid I.D. issued by SEBTS in order to use the "rec" room. Any person under the age of sixteen must be accompanied by an adult or someone over 16 with a valid I.D. or Rec Card. No one under 16 may check out Rec Room equipment,

The recreation area will be open from 8:00 A.M. - 9:00 P.M. on Monday, Tuesday and Thursday, 8:00 A.M.-6:00 P.M. on Wednesday and Friday, and 10:00 A.M. - 4:30 P.M. on Saturday during the Fall and Spring semesters. Summer hours will be posted. These hours are subject to change by the Student Activities Office as needs and conditions may indicate.

Recreation room facilities are available on the first come, first serve basis. Play is limited to a maximum of one hour when people are waiting.

Any abuse or misuse of "rec" room facilities by any participant may result in forfeiture of the privilege of continued use.

No equipment will be casually available in the "rec" room area. Equipment is available only through check-out.

#### Fees

Please refer to the fee schedule for charges that apply to the "rec" room.

### FITNESS CENTER

A person must present a valid I.D. issued by SEBTS in order to use the Fitness Center. No one under sixteen will be permitted to use this facility.

The Fitness Center will be open from 9:00 A.M. - 9:00 P.M. on Monday, Tuesday, and Thursday, from 9:00 A.M.-6:00 P.M. on Wednesday and Friday, and from 10:00 A.M. -4:30 P.M. on Saturday during Fall and Spring semesters.



Summer hours will be posted.

### Saunas

Anyone desiring to use this facility must first receive instructions regarding it's proper use from a Fitness Center staff person. The saunas are available on a first come, first serve basis.

## RACQUET BALL

A person must present a valid I.D. issued by SEBTS in order to use the courts. **No one under sixteen is allowed to use the courts.**

### Court Time and Reservations

Reservations are not required, but are recommended. Reservations are made on the hour beginning at 8:00 A.M. The last reservation time is 8:00 P.M. on Monday, Tuesday and Thursday, 5:00 P.M. on Wednesday and Friday. Court time will be available on Saturday from 10:00 A.M. until closing. Courts may be reserved one day in advance. Reservations can be made at the Fitness Center Desk during scheduled building hours. The reservation will be held until ten minutes after the scheduled start. A person may play without a reservation if a court is available. It is important to remember that the courts are available only on the hour. Any persons with a reservation to start late forfeit part of their court time. Likewise, any persons without a reservation that start play after the hour will have less than one hour court time.

### Attire

Only rubber soled court shoes may be worn on the courts. Eyeguards are required.

### Fees

Please refer to the fee schedule for charges which apply to Racquetball.

**NO FOOD OR DRINK IS PERMITTED IN THE RACQUETBALL COURT AREA**

## LOCKERS

### Lockers - Student Center Level

Lockers on the student center level are available at no charge. Locks may be rented from the Student Activities office from 8:00 A.M. - 5:00 P.M. Monday - Thursday. **Only locks issued by SEBTS may be used.** Any locks not issued by the seminary will be removed daily. Locks must be returned at the end of the rental period to the Student Activities office or the Student Center Information Desk. **Failure to return the lock will result in a five dollar assessment being charged to the student seminary account.**

### Lockers - Fitness Center Level

Guidelines applying to lockers on the Student Center level also apply locker use in the Fitness Center.

### Loss or Theft

SEBTS will not be held responsible for the theft or loss of any items from any locker.

## MULTI-PURPOSE ROOM

The multi-purpose room, located on the upper level above the main entrance, provides a flexible setting for small or large gatherings. Equipped with a kitchen facility and movable tables and chairs, the room can be divided into two smaller meeting areas.

The room (s) and kitchen facility are available by reservation only. Specific uses and scheduling must be cleared with the Dean of Students Office in Ledford or ext. 263.



## LOUNGES

Three lounge areas are located in the student center on the main level. The T.V. lounge provides a comfortable, fully furnished area equipped with a large screen T.V. A second large lounge offers clustered furnishings suitable for small group meetings or study. A smaller lounge on the north end of the student center is suitable for individual study.

The foyer of the main entrance functions primarily as a reception/waiting area. In addition, an informal conversation pit is located in the heart of the student center.

A prayer room has been made available in the Chaplain's Office to the right of the Reception Desk.

## PATIOS/ENTRANCES

Patios and entrances are free-access areas. Any special uses requiring displays, equipment or large gatherings must be approved and scheduled, in advance through the Dean of Students Office.

## PROPOSED FEE SCHEDULE

<u>Classes:</u>	Periodically classes may be offered which require a small fee from participants as compensation for the instructor.
<u>Late Charge:</u>	\$1.00 on any equipment not returned on time.
<u>Locks:</u>	\$1.00 per semester
<u>Racquetball Court:</u>	25¢ per hour
<u>Racquetball Equipment:</u>	25¢
<u>Rec Room Equipment:</u>	25¢ per ping pong ball 25¢ per hour for pool 25¢ per hour for foosball







