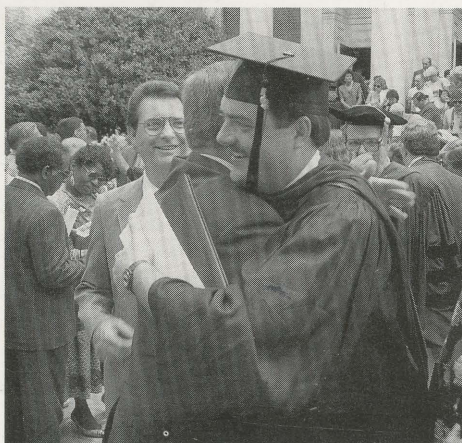
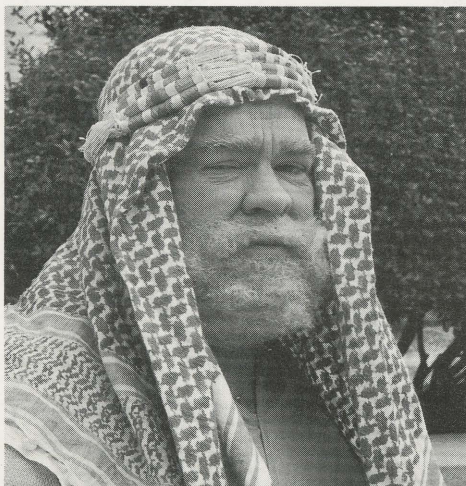


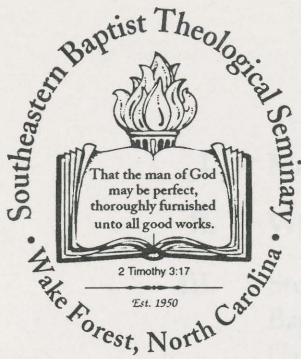
Student Handbook 1993-1994



Southeastern Baptist Theological Seminary

— “Vision for a New Day” —

Wake Forest, North Carolina 27588-1889



CONTENTS

Danny Akin
Dean of Students

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 a community 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!!

Danny Akin
Dean of Students



Danny Alin
Dean of Students

Welcome To The Family!

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

In order to help you become a part of this community, we are providing the handbook which will hopefully serve your 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.

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Dean of Students

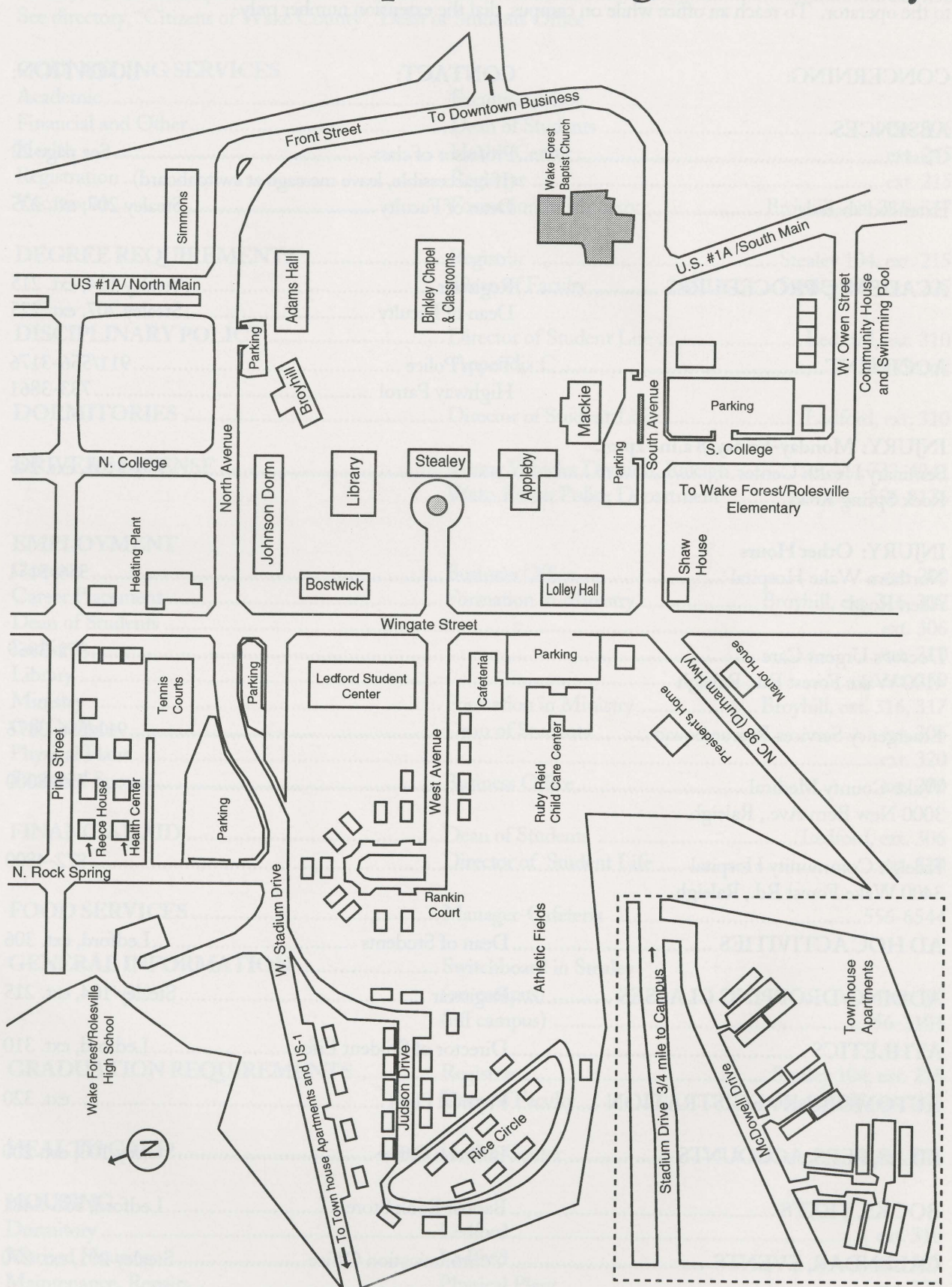
CONTENTS

I.	Map of the Campus	3
II.	Where to Find Help	4
III.	Student Services: Personal and Family	8
	Baptist Book Store	8
	Cafeteria	8
	Campus Visitors & Tours	8
	Campus Security	8
	Child Care Program	8
	Crisis Communication	9
	Financial Aid Program	9
	Formation in Ministry	10
	Health Center	10
	Health Insurance	10
	Student Housing	11
IV.	Institutional and Personal Obligations	12
	Accounts	12
	Automobile Registration	12
	Check Cashing	12
	Employment	12
	I.D. and Activity Cards	13
	Immunizations	13
	Income Taxes	13
	Mail and Post Office Boxes	13
	Parking and Traffic Regulations	13
	Taxes, Personal Property	14
	Use of Seminary Facilities	15
	Voter Registration	16
V.	Personal Enrichment and Development	16
	Cultural and Social Opportunities	16
	Evening Classes	16
	Seminary Calendar	16
	Student Activities	16
	Worship	16
VI.	Information Resources	17
	<i>Newsline</i>	17
	<i>Catalog</i>	17
	<i>Directory</i>	17
	<i>Enquiry</i>	17
	<i>Outlook</i>	17
	Switchboard Operator	17

VII.	Organizations and Opportunities for Participation in Student Life	18
	Student Women's Fellowship	18
	Student Council	18
	World Mission Fellowship	18
IX.	Formation/Student Organization	19
X.	Academic Information	20
	Seminary Catalog	20
	Academic Calendar	20
	Freedom and Responsibility	20
	Faculty Policy/Use of Tape Recorders in Class	20
	Class Attendance	20
	Academic Advisement	21
	Graduation	21
	Academic Load	21
	Academic Restriction and Probation	21
	Evaluation and Grading	22
	Withdrawal Deadlines and Procedures	22
	Incompletes	22
X.	Appendices	
	Appendix A The Library: A Brief Guide	A - 1
	Appendix B Student Council Information	B - 1
	Appendix C The Judicial Process for Student Discipline	C - 1
	Appendix D Student Activities Handbook	D - 1

Campus Map

Southeastern Baptist Theological Seminary



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	See page 22
	(If inaccessible, leave message at switchboard)	
Extended absence	Dean of Faculty	Stealey 207, ext. 225

ACADEMIC PROCEDURES	Registrar	Stealey 104, ext. 215
	Dean of Faculty	Stealey 207, ext. 225

ACCIDENT	Town Police	911/556-3176
	Highway Patrol	733-3861

INJURY: Monday-Friday, 8 a.m.-1p.m.

Seminary Health Center	556-3101, ext. 245
Rock Spring Road	

INJURY: Other Hours

Northern Wake Hospital	556-5151
Allen Road	

Doctor's Urgent Care	872-3959
4100 Wake Forest Rd., Raleigh	

Emergency Services Rescue Squad	911/556-3176
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Wake County Medical	755-8000
3000 New Bern Ave., Raleigh	

Raleigh Community Hospital	872-4800
3400 Wake Forest Rd., Raleigh	

AD HOC ACTIVITIES	Dean of Students	Ledford, ext. 306
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ADDING/DROPPING CLASSES	Registrar	Stealey 104, ext. 215
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ATHLETICS	Director of Student Life	Ledford, ext. 310
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AUTOMOBILE REGISTRATION	Physical Plant	ext. 320
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BILLS, FEES, ACCOUNTS	Business Office	Stealey 103, ext. 200
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BOOKS, TEXTS	Baptist Book Store	Ledford, 556-3481
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CALENDAR, EVENTS	Communication Office	Stealey 201, ext. 270
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CHECK CASHING	Post Office	Ledford, ext. 311
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CHILD CARE

Ruby Reid Child Care Center Director ext. 248

COMMUNITY RESOURCES

Library, Reference Department ext. 258

See directory, "Citizens of Wake County", Dean of Students Office

COUNSELING SERVICES

Academic Faculty Advisor
Financial and Other Dean of Students ext. 306
Health Health Center ext. 245
Registration Registrar ext. 215
Vocational Formation in Ministry Broyhill, ext. 316, 317

DEGREE REQUIREMENTS Registrar Stealey 104, ext. 215
Dean of Faculty Stealey 207, ext. 225

DISCIPLINARY POLICY Director of Student Life Ledford, ext. 310
Appendix C Handbook

DORMITORIES Director of Student Life Ledford, ext. 310

DRIVER'S LICENSE Motor Vehicles Division, Raleigh 733-4241
Wake Forest Police Department 556-3176

EMPLOYMENT

Campus Business Office ext. 200
Career Placement Formation in Ministry Broyhill, ext. 316, 317
Dean of Students ext. 306
Ledford ext. 310
Library ext. 250
Ministry Formation in Ministry Broyhill, ext. 316, 317
Off Campus Dean of Students ext. 306
Physical Plant ext. 320
Students' Spouse Business Office ext. 200

FINANCIAL AID Dean of Students Ledford, ext. 306
Director of Student Life ext. 310

FOOD SERVICES Manager-Cafeteria 556-6544

GENERAL INFORMATION Switchboard in Stealey
(on campus) ext. "0"
(off campus) 556-3101

GRADUATION REQUIREMENTS Registrar Stealey 104, ext. 215
Dean of Faculty Stealey 207, ext. 225

HEALTH CARE Health Center ext. 245

HOUSING

Dormitory Ledford ext. 310
Married Housing Ledford ext. 305
Maintenance, Repairs Physical Plant ext. 320
Rent Payment Business Office Stealey 103, ext. 212

IDENTIFICATION CARDS

Students and Employees	Dean of Students	Ledford, ext. 306
Family Members	Front Desk	ext. 300
Ledford Guests		ext. 300

INSURANCE

Information/Application	Business Office	Stealey 103, ext. 200
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LIBRARY SERVICES	Appendix A	Handbook
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LOANS	Director of Student Life	Ledford, ext. 310
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LOST & FOUND	Switchboard in Stealey	
	(on campus)	ext. "0"
	(off campus)	556-3101

MANOR RESERVATIONS	Manor House Hostess	556-3101/556-5677
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NOTARY PUBLIC	Business Office	Stealey 103, ext. 212
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ORGANIZATIONS	Director of Student Life	Ledford, ext. 310
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PARKING FINES	Physical Plant	ext. 229
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POST OFFICE BOXES	Director of Student Life	Ledford, ext. 310
	Post Office	Ledford, ext. 311

PUBLIC RELATIONS	Communication Office	Stealey 201, ext. 270
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PUBLICATIONS

<i>Campus Directory</i>	Communication Office	Stealey 201, ext. 270
<i>Enquiry</i>	Editor's Office	Ledford
<i>Faith and Mission</i>	Dr. Fred Grissom	Stealey 308, ext. 231
<i>NewsLine</i>	Communication Office	ext. 270
<i>Outlook</i>	Communication Office	ext. 270
<i>SEBTS Catalog</i>	Dean of Faculty	ext. 225
<i>Student Handbook</i>	Dean of Students	Ledford, ext. 306

RECREATION PROGRAMS		Ledford, ext. 310
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REGISTRATION	Registrar	Stealey 104, ext. 215
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RESERVATION OF FACILITIES

Adams Hall Auditorium	Library AV	ext. 254
Appleby		
Bethea Room	Communication Office	ext. 270
Chapel	Communication Office	ext. 270
Binkley Chapel	Communication Office	ext. 270
Broyhill		
Conference Rooms	Formation in Ministry	ext. 316, 317
Hall of the Presidents	Communication Office	ext. 270
Cafeteria	Food Services	556-6544
Classrooms	Registrar	ext. 215
Dean's Conference Room	Dean's Office	ext. 225

Ledford

Lounges	Director of Student Life	Ledford, ext. 310
Multipurpose Room	Director of Student Life	Ledford, ext. 310
Gym	Director of Student Life	Ledford, ext. 310
Recreation/Fitness	Director of Student Life	Ledford, ext. 310

Library

Seminar Rooms	Library Circulation	ext. 251
AV Auditorium	Library AV	ext. 254
Church Curriculum	Library Reference	ext. 258

RECREATION FACILITIES	Director of Student Life	Ledford, ext. 310
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REECE HOUSE	Dean of the Faculty	ext. 225
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SCHOLARSHIPS	Director of Student Life	Ledford, ext. 310
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SECURITY (After hours)	Beeper	1(800) 578-7243 at prompt 10771 then your phone #
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STUDENT COUNCIL

Constitution	Appendix B	Handbook
Student Council Room	Ledford	ext. 306

TRANSCRIPTS	Registrar	Stealey 104, ext. 215
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VOTER REGISTRATION	Wake Forest Public Library	556-2276
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WITHDRAWAL	Registrar	Stealey 104, ext. 215
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Student Services: Personal and Family

Baptist Book Store

The bookstore is located on the first floor of the Ledford Center. Hours for the store are from 9:00 a.m. - 4:30 p.m., Monday through Friday and Saturday 10 a.m. - 4 p.m.. 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. Carol Trissell is the Bookstore Manager.

Cafeteria, Food Services

Southeastern's food services are contracted out 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: 7:00 a.m.-10:00 a.m., Lunch: 11:00 a.m.-2:30 p.m., Dinner: 5:00 p.m.-8:00 p.m., Closed Friday nights, Saturday and Sunday.

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

Campus Visitors and Tours for Churches and Community Organizations

The Admissions 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 Admissions Office, (919) 556-3101, ext. 253. Please make reservations in advance.

Campus Security

The Seminary campus is accessible 24 hours a day. We have security officers on staff covering security 24 hours a day, 1 man per shift. Security officers make security rounds of campus buildings and housing. Although nightwatchmen 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). Security will respond to any need you may have such as safety, lock-out, maintenance, etc. The after hours beeper number is 1(800) 578-7243, at the prompt enter 10771 and after the beeps, your phone number.

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 age 2 years to public school age.

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 a.m. to 6:00 p.m. and a hot lunch is included. Parents pay tuition according to 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 a crisis 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 The Dean of Students at 556-3101, ext. 263 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 \$500.00 per semester with the maximum loan balance not to exceed \$1500.00. (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 20 to September 11 for the fall semester and December 4 to February 5 for the spring semester.

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

In the event that a student who received financial aid withdraws from school before a semester is completed, Southeastern Baptist Theological Seminary may require that all scholarships be repaid to the foundations from which they were awarded. This includes any scholarships and grants awarded by SEBTS, The Charles B. Keesee Foundation, The Frasier Scholarship Fund, The Georgia Baptist Foundation and any other scholarships where full time enrollment is required. Upon withdrawal, the student's account will be charged the amount of the scholarship(s) and the foundations from which the awards were given will be notified and refunded.

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 Office of the Registrar 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. Forms may be obtained in the Office of the Registrar.

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:

1. Loans are available in amounts up to \$500.00 per semester with the maximum loan balance due not to exceed \$1500.00. 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 Director of Student Life.
3. No additional loans will be provided if a student has an overdue loan(s).
4. No loans can be provided for graduating 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 a.m.- 1:00 p.m.

Doctor's Hours: **By appointment**, 9:00 a.m. - 11:00 a.m. (556-3101, 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 may call Dr. Moseley in his downtown office. 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 it is received.*

Health Center Location and Personnel

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

Physician: Dr. James Moseley, Downtown Office, 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, (919)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.
9. No smoking.

Specific Married Housing Guidelines

The following guidelines were established by the housing office to give the married student residents an idea of what is expected of them in areas pertaining to and around their neighborhoods. Attention to these matters is absolutely necessary and will be greatly appreciated!

Curfew

There is an 11:00 p.m. curfew for all children under the age of 18. We will expect any adults or dependent, 18 or

older, to observe quiet behavior after 11:00 p.m. out of Christian courtesy for your neighbors. Violations will be recorded by security or reported by residents to the Housing Office for disciplinary action.

Playground Rules

Common sense must be rule #1 when dealing with the playground equipment. Children over 3 should not be on the toddler swings, children over 10 should not be in the sand boxes and no children of any age should ever be on the canvas covers atop the clubhouses. No children under the age of 6 should play on the equipment without the supervision of an adult or sibling at least 16 years old. **There should be no exceptions to this.** No one should play on the equipment after dark.

Parental Supervision

You are responsible not only for your child's safety and well being but also for their behavior. Placing safety and well being first, your children should not be allowed to "investigate" the woods around the housing areas ever without direct parental supervision. Your children should **never** be allowed to play, congregate, socialize or do anything else in the streets! Disregard of this rule may be the cause of serious injury to one of our children.

Remember these specific guidelines are in place for the safety of your family and those around you. Please help to make the SEBTS as enjoyable as possible for all.

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:** Physical Plant 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 I.D. tags for their cars in the Physical Plant Office. Additional cars obtained while enrolled as a student should be registered immediately. Lost or illegible I.D. tags may be replaced at the Physical Plant 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 (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 at the Seminary Post Office in the 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 a.m. - 4:15 p.m.

Employment

The location of the Seminary provides access to a number of areas with a variety of job possibilities, both secular and church work, 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)--Student Life Office, 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 Student Life Office, Ledford 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 Student Life 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 must present proof of immunization against tetanus, measles, and rubella (rubeola) 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. The Health Center provides immunization injections to Southeastern students at no charge so that they may be in compliance with the immunization laws of the state.

Income Taxes

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

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 Center. All Seminary related correspondence will be placed in these boxes. The rental fees are included in the student services fee. Post office boxes will be assigned during registration. Post office box changes and questions are handled in the Business Office. Please refer any complaints concerning the mail service on campus to the Director of Student Life, 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 on the rear-view mirror.
3. Administrative center supervisors must send a list of persons eligible for Staff parking to the Physical Plant 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 at the Physical Plant office and the old decal will be transferred to the new vehicle.

5. Lost or illegible decals may be replaced at the Physical Plant 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 working in Broyhill and Handicap parking (2 spaces). Total spaces 21.
- d. **Child Care Center/Cafeteria Drive.** Child Care Center Staff (3 spaces); Cafeteria Staff (3 spaces). Other marked spaces for cafeteria patrons only. No students, staff, or faculty are permitted to park in areas reserved for cafeteria patrons. Cafeteria staff and vendors are the only vehicles permitted to park behind the cafeteria.

2. Students

- a. **South College Street Lot.** Total spaces approximately 105.
- b. **Women's Dorm Lot.** Total spaces 8.
- c. **Wingate Street** (in front of Child Care Center). Total spaces 25.
- d. **Stadium Road/Wingate Street Lot.** Total spaces approximately 34.
- e. **Simmons Dormitory/Apartments.** Approximately 40 spaces.

Violations

Violations that may result in your receiving a fine:

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 \$50.00 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 Physical Plant. 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 Physical Plant. 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 and 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, P.O. 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. 306

All of Ledford Facilities, Intramurals Field and Outdoor Tennis Courts

Formation in Ministry, ext. 316, 317

Broyhill Conference Room A, B and C

Registrar's Office, ext. 215

Classrooms

Library AV Services, ext. 254

Adams Auditorium

All events must be entered on the seminary calendar, which is handled in the Communication Office, Stealey 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. Request forms are handled as follows:

1. Guidelines for placing speakers or events on the Seminary calendar:
 - a. **Requests by Students** should be approved through the Dean of Students Office before scheduling speaker/event on the 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 will 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, Stealey 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 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 a.m. to 5:00 p.m. Monday, Tuesday, Thursday, and Friday, and from 10:00 a.m. to 2:00 p.m. 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, Stealey 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 Appendix D of this handbook. Announcements of specific events and programs are communicated through various campus media. Ledford Center programs are coordinated through the Director of Student Life, 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, the Raleigh area features 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

Lay persons, including seminary student spouses, are the focus of the evening program at Southeastern. The two-hour courses on Thursday evenings during the Spring and Fall semesters provide programs of study in areas such as: Bible, theology, church history and church leadership. Teachers of the evening courses are members of the Seminary's regular faculty and staff. Their training, experience and commitment to the Christian mission assures the participants an exciting adventure in Christian studies.

Worship

The experience of worship is 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 a.m. in Binkley Chapel. At designated times each semester, special lectures

are also presented by prominent scholars in various fields. In addition to the regular chapel services, 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. All administrative centers will be closed during chapel services.

Information Resources

NewsLine

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, Stealey Hall by 12:00 noon each Wednesday.

Campus Directory

The Office of Communication publishes the *Campus 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. The *NewsLine* will carry notices concerning its availability in the fall. Please notify the Communication Office, Stealey Hall, ext. 270, regarding any changes in addresses, phone numbers, marital status, and hometown.

Catalog

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

The Enquiry

The Enquiry is a student newspaper, written by students for the Seminary community. Issues are published approximately three to four times a semester and distributed throughout the campus. Student contributions are welcomed and should be turned in at the Dean of Students office, Ledford 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.

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 a.m.-10:30 p.m. and on Saturday from 9:00 a.m.-4:30 p.m. during regular semesters. To reach the switchboard while on campus, dial "0", and off campus dial 556-3101.

Organizations and Opportunities for Participation In Student Life

Southeastern Women's Fellowship

The objective shall be to equip student wives and women students for Godly living and ministry, by fostering spiritual growth and providing opportunities for support through fellowship, inspiration, information and encouragement.

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: Dudley Davis

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.

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 divisive 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 Catalog 1993-94 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. 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. Students desiring to record class lectures should seek this permission in advance. Professors often state their policy on this matter during the introductory sessions of the class.

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 advised by a faculty member. Academic advisement is required during the first semester of one's study, it may be voluntarily continued through the Registry or a faculty member. Students are encouraged to seek advisement throughout their academic career.

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 completing degree requirements, for enrolling in those courses as they are offered in the schedule, and for following all academic policies.

Graduation

It is the responsibility of the student to check his or her record in the Registrar's Office to determine if qualifications for graduation have been accomplished or can be scheduled. This check should be made no later than the pre-registration period one full semester prior to the semester in which graduation is planned. This will allow the student two full semesters to complete courses required for graduation in a specific degree program. Students who qualify to graduate must complete a Graduation Application in the Registrar's Office no later than the first month of their last semester.

Students are required to be present at graduation exercises in order to receive their diplomas. They are excused from attendance only by written permission of the Dean of the Faculty. Written requests specifying the unusual circumstances leading to such a request to graduate in absentia must be submitted by the student to the Dean's Office no later than three weeks prior to the date on which they are scheduled to graduate.

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 in 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 on 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 outlined in the seminary catalog. Failure to do so will result in receiving "F" for the course and the necessity 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 course 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.

Incompletes

Students enrolled for courses are expected to complete the work of those courses and receive their grades after 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 student must complete the work of that course as quickly as possible and in no case later than the end of the eighth week following the end of the course.

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.

The Library: A Brief Guide

Denny Library Building

Southeastern Baptist Theological Seminary
Wake Forest, North Carolina

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. The Library Handbook is also available and provides maps and fuller information.

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 a.m. - 10:00 p.m.; Tuesday through Thursday, 7:45 a.m.-10:00 p.m.; Friday, 7:45 a.m.-5:00 p.m.; Saturday, 10:00 a.m.-5:00 p.m. (subject to modification in summer school).

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, 9:00 a.m. - 4:30 p.m.; Tuesday through Friday, 8:00 a.m. to 4:30 p.m.; except closed New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the day following, Christmas week, and usually the first and/or second week in August for inventory. Any modifications will be announced well in advance.

Finding Your Way in the Building

Entrance/Exit: Entry and all normal exit is through the double set of glass doors, located across the patio from the north side of Stealey Hall. Exterior doors in stairwells are for *emergency use only*.

Getting Where You Want To Go: The sections which follow will begin to develop an awareness of what is in the Library. 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. Always feel free to ask for assistance or directions.

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; learn to copy them carefully from the catalog cards and how 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 and 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.

Compact discs and records are shelved in the Listening Room, or in the Reserve Alcove at the Circulation Desk.

Microforms Collection (1st floor, Reference Dept.): Microfilm, microfiche, 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 and 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.

Baptist News Publications (1st floor, near current periodicals): Current and recent issues of papers from state conventions and other Baptist bodies are shelved in the Baptist News Center, which also includes recent news releases from Baptist Press and European Baptist Press.

Newspapers and Popular Magazines (1st floor, near entrance): Convenient reading area includes latest issues of 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 3,815 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. Help is given in information searches, including Dialog computer databases and CD-ROMs.

Circulation Department: Borrow and return circulating materials at the Circulation Desk. You also may ask there for general information and assistance regarding the Library; in particular, you should consult the Circulation Staff regarding searches for books not found on the shelves, use of the computer lab, use of typewriters and typing rooms, guest-user privileges for family members, and any questions about your own borrowing privileges.

Interlibrary Loan Service: Materials which are needed for research and not owned by the Library may 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, the Library Auditorium, the 3rd floor Listening Room, classrooms, other campus facilities, and 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 may be used with your own typewriter or one borrowed from the Library. Typewriters and keys are checked out at the Circulation Desk.

Personal Computer Use: 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. The Library has a computer and printer in the AV Center available to students on a first-come, first-served basis. A second computer, without a printer, is available in the Circulation Office alcove.

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 Circulation Supervisor.

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 anyone who is inconsiderate of the needs of other users or who elevates self-interest to the point of abusing either library materials or library policies and procedures.

Student Council Information

Officers, Committees, Constitution

Southeastern Baptist Theological Seminary
Wake Forest, North Carolina

Student Council

1993-94

Officers

President	Steve Angell
Vice President	Doug Nalley
Secretary	Perry Wade
Treasurer	Sheri Paris

Committee Chairpersons

Arts	<i>Undecided</i>
Communication	<i>Undecided</i>
Ethics	<i>Undecided</i>
Off Campus Ministries	<i>Undecided</i>
International	<i>Undecided</i>
Spiritual Life	<i>Undecided</i>
Social	<i>Undecided</i>
Student Welfare	<i>Undecided</i>

Class Representatives

Th.M.	<i>Undecided</i>
M.Div. Senior Class	Dan Warren
	<i>Undecided</i>
	<i>Undecided</i>
M.Div. Middler Class	Barry Jimmerson
	<i>Undecided</i>
	<i>Undecided</i>
M.Div. Junior Class	William Burton
	Joseph Walters
	<i>Undecided</i>
M.A. Senior Class	<i>Undecided</i>
M.A. Junior Class	<i>Undecided</i>
M.A.C.E. Senior Class	Jerry Weaver
A.Div. Senior Class	Alvaro Calheiros

Seminary Council Representatives (Not members of Student Council)

Student Council Committees

Arts / Social Committee

This committee shall sponsor and promote the use of drama, music, and other media in worship and special programs in the arts. This committee shall also develop activities which promote a spirit of fellowship and community among students, faculty and administration.

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.

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 to 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 *NewsLine* 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

Section 3: The Committee Chairpersons

3.1. Elected chairpersons of the constitutional standing committees.

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., M.Div., and Th.M. programs.
2. **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. There are three students on this committee.
3. **Graduation and Commencement** - Plans and supervises all procedures essential to an orderly commencement and graduation. There are two students on this committee.
4. **Student Discipline** - This committee handles matters of student discipline by serving as part of the Judicial Process.
5. **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.

Constitution of the Student Council

Southeastern Baptist Theological Seminary

Revised and Amended October 1989

Prologue

We the students of Southeastern Baptist Theological Seminary, in order to provide communication between Administration and students, Faculty and students, and students and students; to establish rules of order and to equally promote the general welfare of all students, establish this Constitution for the Student Body of Southeastern Baptist Theological Seminary.

Article I - Name

The coordinating organization of the Student Body shall be called the Student Council of Southeastern Baptist Theological Seminary.

Article II - Purpose

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

Article III - Membership

Section 1. Officers of the Student Council

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

Section 2. Representatives

- a. One representative from the D. Min. degree program
- b. One representative from the Th.M. degree program
- c. M. Div. degree program
 - (1) Three representatives from the senior class
 - (2) Three representatives from the middler class
 - (3) Three representatives from the junior class
- d. M.A. degree program
 - (1) One representative from the senior class
 - (2) One representative from the junior class
- e. Associate degree program
 - (1) One representative from the senior class
 - (2) One representative from the junior class

Section 3. The Committee Chairpersons

- a. Elected chairpersons of the constitutional standing committees.

Article IV - The Executive Committee of the Student Council

Section 1. Purpose

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

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

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

Article IV - Duties

Section 1. The Student Council

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

Section 2. The Executive Committee

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

Section 3. Officers and Class Representatives

- a. President
The President shall preside over all meetings of the Student Council and the Executive committee, be responsible for the execution of their duties, and call special meetings as needed. The President is an ex-officio member of all committees.
- b. Vice President
The Vice-President shall preside in the absence of the President or he/she may succeed to the office of President when it becomes unoccupied by the current President. The Vice-President shall serve as Parliamentarian of the Student Council. He/She shall also serve as chairperson of the Nominating committee.
- c. Secretary
The Secretary shall keep the minutes of all meetings of the Student Council and the executive committee, file all records of the organization, and conduct all correspondence. The Secretary, in the absence of the President and Vice-President at a Student Council meeting, shall call the Student Council to order and preside over the election of a Pro-Tem President from the Student Council for that session. Minutes of meetings shall be posted and made accessible to the Student Body one week before meetings.

d. Treasurer

The Treasurer shall keep all funds and records of the same and disburse the same as authorized by the Student Council. The Treasurer in the absence of the President, Vice- President and Secretary at a Council meeting, shall call the Student Council to order and preside over the election of a Pro-Tem President from the Student Council for that session.

e. Class Representatives

Class Representatives and degree program representatives shall represent their respective classes and degree programs at the Student Council meetings. They shall have authority to call class meetings on a regular basis. They shall provide leadership in the organization and functions of their classes according to current seminary policies. They shall carry concerns of their classes and degree programs to the appropriate persons. They shall assist in communicating campus events.

Section 4. Responsibilities of Committee Chairpersons and Purposes of Committees

a. Developing Committee Responsibilities

Upon assuming office, at the first two meetings, the Student Council shall be responsible for adopting specific responsibilities for each committee. This may be accomplished in consultation with the outgoing council, committee persons and/or other available resources.

b. Responsibilities of Chairpersons

The chairpersons shall be responsible for directing the activities of their respective committees within the context of the following purposes and for appointing other students to assist them. Chairpersons shall be responsible for conveying their activities to the communication chairperson and to other appropriate chairpersons. Chairpersons shall be responsible for working in accord with current seminary policies and appropriate offices and committees. All committees shall meet once a month and submit written reports and recommendations to the Student Council.

c. Purposes of Committees

- (1) *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.
- (2) *Arts Committee* This committee shall sponsor and promote the use of drama, music and other media in worship and special programs in the arts.
- (3) *Spiritual Life Committee* This committee shall be concerned with promoting programs designed to strengthen the spiritual life of the Seminary community.
- (4) *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.
- (5) *Off-Campus Ministries Committee* This committee shall serve as a liaison between students, churches and other institutions in planning, promoting, and co-ordinating off-campus ministries.
- (6) *Social Committee* This committee shall develop activities which promote a spirit of fellowship and community among students, faculty and administration.
- (7) *Student Welfare Committee* This committee shall sensitively investigate and appropriately respond to the personal needs of students.
- (8) *International Committee* This committee shall be responsible for receiving input from the members of the Seminary community regarding the needs of International students; for disseminating information on these matters to the Student Council or other appropriate person(s) and for initiating needed action or response to these issues.

d. Ad Hoc Committees

The Executive Committee shall recommend Ad Hoc committees for specific issues that are not assigned to other committees and which have been approved by the Student Council. The Executive committee shall define the tasks of the Ad Hoc Committees. The chairpersons shall be appointed by the President.

Section 5. Student Appointments to Faculty Committees

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

- a. Students shall be appointed to those faculty committees as outlined in the Statement of Purpose submitted to the Faculty in 1968-69 and revised thereafter.
- b. Revision by the faculty shall not have to be voted upon by the student body, but the Student Council shall be informed of changes in the spring semester when appointments are made.

Article VI - The Seminary Council

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

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

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

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

Article VII - Amending the Constitution

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

Article VIII - Adopting the Constitution

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

Article IX - Enquiry Editor Selection and Dismissal

The *Enquiry* Editor is selected by the incoming Student Council following the spring semester elections. Interested students may submit resumes to the nominating committee during the week following the spring elections. Following a review of the recommendations of the nominating committee, the Student Council shall select an editor to serve a one year term to begin at the close of the spring semester. The editor shall not be a member of the Student Council. A two-thirds majority vote of the Student Council shall be necessary to dismiss the editor. In the event that the position becomes vacant, the Student council shall select a new editor to fill the unexpired term. The vacant position shall be announced and resumes's will be accepted by the nominating committee. The Nominating Committee will then make a recommendation to the Student Council.

BYLAWS

Article I - Nomination of Officers

Section 1. Nomination of officers, class representatives, chairpersons, and Seminary council members shall take place at least five weeks before the spring semester ends. Nominations shall be made under the following provisions.

- a. The Vice-President of the Student Council shall appoint a nominating committee the composition and procedure of which are to be as follows:
 - (1) A nominating committee shall handle all elections and recommend appointments to faculty committees for the coming year.
 - (2) The Committee is to be composed of three Student Council members (in addition to the Vice-President) and three non-Student council members. Their names shall be published upon appointment for the information of the student body.
 - (3) The first Nominating Committee meeting and the date of elections shall be announced by the Vice-President in the campus publications a minimum of two (2) weeks prior to the meeting to enable students to express to the Committee members via resumes their interest in running for various offices.
 - (4) The Committee shall determine the qualifications of applicants according to the standards set forth in the By-Laws and determine whether or not resumes are in order.
 - (5) The Nominating Committee shall post the slate of candidates for the officers, chairpersons, and class representatives immediately after the close of nominations at least two weeks before the elections.
 - (6) A petition of nominations may be submitted to the Nominating Committee on the initiative of any member or members of the student body, under the following stipulations.
 - (a) Such petitions must contain the signatures of twenty-five students.
 - (b) Such petitions must be presented to the Nominating Committee within one (1) week following the posting of the list of candidates submitted by the Nominating Committee.
 - (c) When additional nominations are received, the Nominating Committee shall post a revised list including the names of all students who are candidates for each office. This shall be done at least one (1) week before the election.
 - (7) Prior to the spring elections, the Nominating Committee shall provide a forum for the candidates for Student Council offices as designated in Article 1, Section 1 of the By-Laws to present themselves to the students. This requirement may be waived prior to the fall elections.
- b. Qualifications of candidates for officers, representatives and chairpersons for the spring elections.
 - (1) All candidates shall be currently enrolled in good standing with Southeastern Seminary. Elected Council members must maintain full-time enrollment (minimum 10 semester hours unless in final semester) during their term of office.
 - (2) Candidates for President shall be seniors as of the beginning of the fall semester of the year in which they may serve and may be from the M.Div., M.A. or A.Div. programs or a member of the Th.M. or D.Min. programs.
 - (3) Candidates for Vice-President shall be seniors or middlers in the M.Div. program, or seniors in the M.A. or Associate programs.
 - (4) Candidates for Secretary, Treasurer and Committee Chairperson shall be any currently enrolled students.
 - (5) Candidates for class representatives shall be members of their respective classes as of the beginning of the fall semester of the year in which they may serve. Election of Junior Class representatives in all degree programs shall be held in the fall semester.
- c. Nominations and elections shall be held in the fall to fill positions remaining after the spring semester elections.
 - (1) The Nominating Committee shall examine the eligibility of applicants and determine whether or not resumes are in order.
 - (2) The Nominating committee shall post this slate of candidates and provide for a petitioning period in accordance with Article I, Section 1, sub-paragraphs (3) and (6) of these By-Laws.
 - (3) Nominations shall be posted at the end of the fourth week of school in the fall at least two weeks before the elections.

Section 2.

No one shall nominate a candidate for any office without receiving prior permission from the student.

Section 3.

No student shall be nominated for more than one office.

Article II - Election of Officers

Section 1.

The election of officers, chairpersons, and representatives shall take place a minimum of two weeks and a maximum of three weeks following the posting of nominations. The voting shall take place on two consecutive school days as agreed upon by the Nominating Committee and the Student Council.

a. The voting shall be by secret ballot and as follows:

(1) All students who are eligible to vote shall cast votes for the President, Vice-President, Secretary, Treasurer, Committee Chairpersons, and two members to the Seminary Council.

(2) Only those students in each corresponding rising or incoming class shall vote for their respective representatives. Each student shall vote for as many candidates as there are representatives to be elected from his/her class.

b. The election of officers and chairpersons shall require a majority of votes cast. The election of class representatives shall require a plurality of votes.

c. Election results are to be posted within twenty-four (24) hours of the close of the elections.

Section 2.

In the case of the necessity of a run-off for an office or committee chairperson position, the two candidates receiving the highest number of votes cast shall be voted upon the following week. There shall be two consecutive days of voting with the plurality of votes as the deciding factor.

Section 3.

a. A request for a recount must be made in writing to the nominating committee by the conclusion of the next regular school day following the posting of the elections.

b. If a recount is requested it should be completed by the Nominating Committee within two class days. Candidates or a representative designated by the candidate for the office involved in the recount may be present during the recount.

c. Results of the recount are to be posted in the same manner as the election results.

Section 4.

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

Article III - Voting Eligibility

For all Student Council elections, student voting eligibility shall be determined by a student being registered for at least ten semester hours (unless in their final semester) in the basic degree programs. Th.M. and D.Min. students must be enrolled for the current semester.

Article IV - Filling Unexpired Terms

Section 1.

In the event that a position becomes vacant in the Student Council prior to the fall election, the position shall be announced and filled during the fall elections.

Section 2.

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

Section 3.

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

Article V - Term of Office

Section 1.

The term of office begins with the first meeting of the Student Council and concludes with the installation of the new Student Council.

Section 2.

The spring installation of incoming officers, chairpersons, and representatives shall take place within three weeks of their election. The outgoing Student council shall arrange for the installation.

Section 3.

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

The outgoing Student Council shall make adequate provision to fulfill the obligations of actions taken prior to this time. Under no circumstances shall the new Council be responsible for actions or programs of the previous Council except by specific vote of the new Council.

Section 4.

In the event that a class representative, chairperson or officer of the Student council should terminate their enrollment as a full-time student, his/her resignation shall be assumed and appropriate action taken in accord with Article IV, 1 or IV, 3 of the By-Laws.

Articles VI - Meetings and Quorum

Section 1.

The meetings of the Student Council are open to all members of the student body, faculty and administration. The Student Council may call for a vote to close doors but only for a specified time to transact the necessary business.

Section 2.

To transact business, a quorum shall be a simple majority of Student Council members. The Executive committee must have a quorum to transact business and it shall be a simple majority.

Section 3.

Attendance requirements for members shall be determined by the Council following the Fall elections.

Article VII - Budget and Fiscal Arrangements

Section 1.

Funding for the Student Council shall be provided through the usual budgeting process of the seminary. Additional funds may be acquired through special projects or programs in accord with current seminary policies. Use and disbursement of funds shall be the responsibility of the Student Council.

Section 2.

The Student Council fiscal year shall begin and end with the first meeting of the new Student Council in the spring semester. Since this does not coincide with the seminary's fiscal calendar, 1/6 of the current seminary budget for the Student Council shall be provided for the incoming Council until additional funding is available in the new seminary fiscal year.

Article VIII - Rules of Order

Robert's Rules of Order, revised shall govern in all cases where applicable and where not inconsistent with the provisions of this constitution.

Article IX - Amending the By-Laws

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

Article X - Adopting the By-Laws

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

The Judicial Process for Student Discipline

Adopted March 1978

Revised May 1989

Southeastern Baptist Theological Seminary

Wake Forest, North Carolina

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 students at the Seminary.
3. Disciplinary action may result whenever students are involved in the violation of the personal or property rights of others, or in behavior which is not acceptable in the Seminary community.

The following 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; the Director of Student Life 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 Director of Student Life 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 Director of Student Life.
2. The Director of Student Life 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 Director of Student Life 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 Director of Student Life and/or the President with written notice supplied to student(s) under review.
6. Appeal from the decisions of the Appeals Council may be made to the President as the Chief Administrative Officer by submitting written notice to the Director of Student Life 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

1. Categories of disciplinary action

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

2. Interpretation of Disciplinary Actions

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

Public: A disciplinary action may be public 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 Director of Student Life 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 Director of Student Life 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 Guide

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

Southeastern Baptist Theological Seminary
Wake Forest, North Carolina

The Ledford Student Center

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 be accommodated, 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, foosball and bumper pool.

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, sauna and two racquetball courts.

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.

OUTDOOR COURTS - The outdoor courts located off of Wingate Street across from the Physical Plant provide 3 tennis courts, a kids game court and an outdoor basketball court for primary use by the SEBTS 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 softball intramurals.

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. The Ledford Student Center will be closed during all chapel services.

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 Student Center as a guest. No other guests are allowed. (2) Seminary students, faculty, staff 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 a sibling at least sixteen years of age with valid seminary I.D. **School age children are not allowed use of the facilities before 2:30 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 Director of Student Life. 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 racquetball 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 9:00 a.m. - 4:30 p.m. Monday-Friday. The gym will also be open Monday, Tuesday and Thursday evening from 4:30 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 a sibling at least 16 years of age with a valid I.D. or Rec Card. Basketballs can be checked out with a valid I.D. or Rec Card at the reception desk in the Ledford Student Center 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, and follow pick-up rules posted in the gym.

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 sibling over 16 years of age 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 9:00 a.m. - 9:00 p.m. on Monday, Tuesday and Thursday, 9:00 p.m.-4:30 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 may use the weight facility. Children under sixteen may use the raquetball courts only in the company of their parents.

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.-4:30 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 its proper use from a Fitness Center staff person. The saunas are available on a first come, first serve basis.

Racquetball

A person must present a valid I.D. issued by SEBTS in order to use the courts. **Children 10-15 may use the courts only when accompanied by their parent.**

Court Time and Reservations

Reservations are not required, but are recommended. Reservations are made on the hour beginning at 9:00 a.m.. The last reservation time is 8:00 p.m. on Monday, Tuesday and Thursday, 3:00 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 person with a reservation to start late forfeits part of their court time. Likewise, any person without a reservation that starts 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. - 4:30 p.m. Monday - Friday. **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 to 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 Students Life Office in Ledford Student Center or ext. 310.

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.

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

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

