



# STUDENT HANDBOOK

## *Seminary Mission Statement*

*“Central prepares women and men  
for seeking God, shaping church, and serving humanity.”*

## Table of Contents

Institutional Organization .....	5
Organizational Structure .....	5
Committees .....	5
Admissions Committee .....	5
Community Life Committee .....	5
Faculty Senate .....	5
Employee Structure .....	5
Board of Trustees .....	5
Administration.....	5
Faculty .....	6
Site Administrators.....	6
Support Staff .....	6
Office Hours .....	6
Library .....	6
Library Policy.....	6
General Information .....	7
Library Resources for Students in Wisconsin and Tennessee .....	7
Online Catalog .....	7
Library Policies and Procedures.....	7
Library Hours .....	7
Conduct .....	8
Eligible Borrowers .....	8
Restricted Materials .....	8
Borrowing Periods for Circulating Materials.....	8
Overdue, Lost, and Damaged Materials.....	8
Equipment and Services .....	8
Computers.....	8
Copy Machine.....	9
Videocassette Viewing .....	9
Interlibrary Loan.....	9
Library Collections .....	9
Reference Materials .....	9
Reserve Materials.....	9
Finding an item .....	10
Books.....	10
Periodicals .....	10
Audio/Visual Materials .....	10
The Classification System .....	10
Financial and Business Affairs.....	11
Tuition Payment .....	11
Campus Employment.....	11
Scholarships and Financial Policy .....	11
Endowed Scholarships .....	12

Seminarian Support Policies (SSP) .....	12
CBF Leadership Scholarships .....	12
Student Affairs .....	12
Covenant and Code of Ethics .....	12
Student Grievance Procedures .....	13
Grievance Procedures .....	13
Biblical Resolution .....	13
Grievances for Students in Tennessee .....	14
Guidelines for Written Student Grievances.....	14
Student Discipline Policy/Procedure .....	15
Purpose .....	15
Committee on Student Discipline .....	15
Procedure .....	15
Privacy .....	16
Procedure for Non-Academic Suspension .....	16
Human Relations Statement.....	17
Standards of Conduct .....	17
Smoking .....	17
Drug and Alcohol Prevention Policy .....	17
Offensive Language and Explicit Material .....	18
Academics .....	18
Definition of a Student .....	18
Student Records .....	18
Location of Records.....	18
Duration of Records .....	18
Release of Records .....	19
Academic Advising.....	19
Course Registration .....	19
Class Attendance and Absences .....	19
Change of Registration .....	20
Withdrawals.....	20
Grades.....	20
Withholding Class Admittance/Grades/Transcripts/Diplomas .....	20
Transcript Requests .....	20
Directed and Independent Studies.....	20
Disciplinary Rules and Procedures.....	21
Probation.....	21
Admission .....	21
Academic .....	21
Moral .....	21
Alternative Study Opportunities.....	21
Global Studies Opportunities .....	21
Cross-registration .....	22
Internships.....	22
Rational Purpose and Fair Administration.....	22
Personal Assessment .....	23
Candidate Assessment .....	23
Additional Assessments .....	23

Informal Referrals..... 23  
Assistance for Students in Need ..... 24  
    Counseling ..... 24  
    Students with Disabilities ..... 24  
    Insurance ..... 24  
Security ..... 25  
    Reporting Emergencies..... 25  
Referral Care ..... 25

***\*Students should also refer to the current academic catalog for more information on academic policies and procedures. Some information found in this handbook may be explained further in the academic catalog.***

## **Institutional Organization**

It is helpful and important that questions, needs, or concerns be channeled properly in order to insure the efficient and harmonious operation of the seminary community. If you have any questions as to the appropriate person to direct questions and concerns, please contact the Dean's office.

## **Organizational Structure**

### ***Committees***

#### *Admissions Committee*

This committee oversees the admission of students to the seminary. It meets as needed to review applications and admission policy and standards. The committee consists of the Dean, a few faculty members, and a staff member.

#### *Community Life Committee*

This committee oversees issues related to fostering a community of worship and connectedness. They plan chapels, coordinate events along with Institutional Advancement, and community meals. Members consist of a few faculty members, a few staff members, the volunteer coordinator, and a student representative.

#### *Faculty Senate*

Faculty members that participate in the monthly meetings of the Faculty Senate, including many full-time faculty and site administrators, address issues of student concerns and academic policy. Meetings are usually the first Tuesday of each month with a retreat in August.

### ***Employee Structure***

#### *Board of Trustees*

The Board of Trustees meets twice a year (November and May) to oversee the operations of the seminary. The Board is also an important decision making body for major policy changes, election of the Seminary President, etc. Members of the Board of Trustees are appointed by the President and approved by the rest of the Board to serve a volunteer three year term.

#### *Administration*

The Leadership team consists of four members: President of the Seminary, Dean of the Seminary, Executive Vice-President, and Vice President for Institutional Advancement. The team meets regularly to plan for the seminary's future and to discuss important issues.

## *Faculty*

The seminary's faculty consists of full-time members and adjuncts. While those who teach adjunctively vary, the full-time faculty remains stable and focused on their various disciplines. (i.e. New Testament, Hebrew Scriptures, Theology, Church History, Homiletics, Worship, Ethics, and Ministry Praxis) The seminary employs adjunctive professors who are well qualified and knowledgeable when necessary to cover specialization and supplement the full teaching loads of full-time faculty.

## *Site Administrators*

The seminary utilizes the expertise of site administrators to oversee the operations of course locations outside of the Kansas City metropolitan area. Students taking courses at the sites will get to know their site administrators and should feel free to direct questions and concerns to them.

## *Support Staff*

An important group of staff takes care of the seminary's daily operations. From time to time, it will be necessary for students to interact with staff for purposes of registration, billing, and communication. Students should view the seminary staff as important resources for assistance and guidance during their time at the seminary.

## **Office Hours**

The seminary office on the Shawnee, KS campus is open Monday through Friday during normal operating hours. Generally these hours are 8:00 AM to 12:00 PM and 1:00 PM to 4:30 PM. Offices and the library are closed during chapel and seminary holidays. Seminary holidays include:

New Year's Day  
Martin Luther King, Jr. Day  
Thursday and Friday during the week of Fall and Spring Breaks  
Good Friday  
Monday following Commencement  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving (and Friday following)  
Christmas (and the week following)

If the seminary will be closed on other days, students will be informed.

## **Library**

### ***Library Policy***

We are dedicated to protecting each patron's right to privacy. Therefore, it is our policy, without exception, to keep circulation records private. This means:

We will never give a patron's circulation records to anyone (including faculty).

We will never give personal information to anyone regarding students, faculty, and staff.

If a patron experiences a problem, they should communicate with a library staff person immediately.

## ***General Information***

The main entrance to the Shawnee, KS library is located in the main lobby. Every possible effort is made to supply your information needs via the learning resources available in and through this center. To reach the library call (913) 667-5700 ext. 125 or email the circulation desk at [circ.desk1@cbts.edu](mailto:circ.desk1@cbts.edu)

## ***Library Resources for Students in Wisconsin and Tennessee***

Students taking classes at the Wisconsin Centre have library privileges at Saint Francis Seminary in the Milwaukee area. Students taking classes at the Tennessee Center have library privileges at Belmont University in the Nashville area. Students need to take their CBTS student ID to those libraries to inquire about receiving loan privileges. Students will abide by the rules of those libraries when using their resources.

## ***Online Catalog***

The library catalog is currently available online through the Kansas City Library Consortium. A link is provided through the menus on the seminary website ([www.cbts.edu](http://www.cbts.edu)).

Students will need a library card number (on the back of each student ID) and a PIN (usually the last four digits of the library card number). If you do not have either of these, contact the library for assistance.

While online, students can place holds and request items from other libraries participating in the Kansas City Library Consortium.

## ***Library Policies and Procedures***

### ***Library Hours***

Generally, the hours of operation for the Shawnee, KS campus library are:

#### **Fall and Spring Semesters**

10:00 a.m. to 10:00 p.m.            Monday-Tuesday

10:00 a.m. to 4:30 p.m.            Wednesday -Friday

\*Some Saturday hours may be offered in conjunction with weekend classes at the professor's request.

#### **Summer Session and January Terms**

The library's hours during these sessions are compatible with scheduled classes. Normal operating hours are 10:00 a.m. to 4:30 p.m. Changes to this schedule are posted in the library, on the website and notification is sent via email.

## *Conduct*

To help maintain a clean and quiet place for study, please refrain from smoking, eating, or drinking in the library. Your conversations with other library users should be conducted as quietly as possible. The use of cell phones is not allowed in the library. These courtesies will permit everyone to work in pleasant, quiet surroundings.

## *Eligible Borrowers*

Currently enrolled students who possess CBTS identification cards, faculty and staff members are eligible to check out library materials. Other persons desiring to check out library materials should request a CBTS Library Courtesy Card application from the circulation staff.

## *Restricted Materials*

Certain materials cannot be "checked out" and may be used only in the library. They include:

- Reference Books
- Current Periodicals

## *Borrowing Periods for Circulating Materials*

**Books:** three weeks; two renewals

**Audio cassettes:** one week; limit three tapes or one set, two renewals

**CDs:** one week; limit three CDs or one set, no renewals

**Video cassettes and DVDs:** one week; limit three tapes of discs, two renewals

**IMPORTANT:** All checked out materials are due at the end of the semester. Students taking incompletes should communicate with the library about due dates.

Renewals will not be allowed if someone else has requested the material. You may renew by telephone. Please have due date, author, title and especially the call number ready when renewing by telephone.

## *Overdue, Lost, and Damaged Materials*

### Overdue Fines

General collection	\$0.50 per day
Restricted reserve	\$0.25 per hour
Maximum fine per item	\$10.00

Lost or Damaged beyond Repair - replacement costs plus any overdue fines must be paid.

All balances, including library fines, must be paid prior to graduation.

## *Equipment and Services*

### *Computers*

Computers are available in the Shawnee, KS campus library. Use of these computers is restricted to academic research. Students should bring their own computers for extended writing projects. A printer is available next to the circulation desk. Assignments should not be saved on the library computers. Students should use jump drives, flash drives, and SD cards for storage.

**IMPORTANT:** Personal drives must be checked for viruses at the circulation desk before using in the library's computers.

### *Copy Machine*

The copy machine for student use is located next to the circulation desk in the Shawnee, KS campus library. Inquire at the circulation desk regarding any associated fees.

### *Videocassette Viewing*

If a video must be viewed on campus, please inform the library staff and the appropriate arrangements will be made.

### *Interlibrary Loan*

Books and articles from periodicals that CBTS does not own may be requested from other libraries. Any charges assessed by the lending library will be passed on to the borrower.

Students can place a hold on an item and request that it be sent to the seminary's library through the online catalog. Placing a hold requires a student's library card number and PIN. If you do not know your PIN, contact the seminary library.

## ***Library Collections***

### *Reference Materials*

Library materials such as encyclopedias, atlases, handbooks, indexes and most commentaries do not circulate. Usually, reference materials can be identified by the Green Label on the spine of the book.

Students can also search the ATLA research database through the internet. To log on, go to the library page on the seminary website. Accessing the databases will require your username and password, which are the same as your login for your seminary email account.

### *Reserve Materials*

Professors place numerous books and periodical articles on reserve at the beginning of each semester to guarantee that these items will be available for use by their students. Please ask at the Circulation Desk for these materials. Only TWO items may be checked out per student. Circulation of reserve materials is for two hours unless the professor has specified otherwise.

Restricted Reserve materials must be used in the library.

## ***Finding an item***

### ***Books***

1. Search in the catalog under
  - a. Author's last name
  - b. Title or keywords in the title
  - c. Subject of the book
2. Copy down the entire call number.
3. Find the book on the shelf. CBTS library uses the Dewey Decimal Classification System to classify books. Catalogs are sorted by the method of searching in accordance with American Library Association filing rules. By familiarizing yourself with the classification system and selected filing rules, you will save a great deal of time in library research. Should you have any questions, please ask the library staff.

### ***Periodicals***

Electronic databases are your best resources for locating a specific article and periodical. The seminary Articles are searched for by using the author, title and/or subject.

The ATLA Database can be accessed through the library page on the seminary website. Available databases include:

Christian Periodicals Index  
New Testament Abstracts  
Old Testament Abstracts

Religion Index One: Periodicals  
Religion Index Two: Multi-Author Works  
Religious and Theological Abstracts

### ***Audio/Visual Materials***

Audio and Video items are located along the north wall outside the library work room.

### ***The Classification System***

Books in the library are grouped by subject in accordance with the Dewey Decimal Classification System. Identical Dewey numbers are given to books on the same subject.

Each main class consists of ten divisions, which are capable of being further divided into sections, ten for each division. This second summary displays the key sections.

000 – Computer science, information and general works  
100 – Philosophy and psychology  
200 – Religion

- 210 Natural theology
- 220 Bible
- 230 Christian theology
- 240 Christian moral & devotional theology
- 250 Christian orders & local church

- 260 Christian social theology
- 270 Christian church history
- 280 Christian denominations & sects
- 290 Other & comparative religions
- 300 – Social sciences
- 400 – Language
- 500 – Science (including mathematics)
- 600 – Technology and applied Science
- 700 – Arts and recreation
- 800 – Literature
- 900 – History, geography, and biography

## **Financial and Business Affairs**

### ***Tuition Payment***

Tuition bills are due and payable two weeks before each semester. Arrangements for delayed payment or payment plans may be made through the Business Office. All financial obligations to CBTS must be met or arranged before grades will be released at the end of a semester and students will be allowed to register for the following semester. Degrees are conferred and transcripts issued only after all accounts are settled.

Students may use federal loans, scholarships, tuition assistance programs, and personal funds (check or major credit card) to pay for tuition and fees. Information on federal loans is found through the business office or [www.fafsa.ed.gov](http://www.fafsa.ed.gov), the federal loan website.

Students needing deferment on previous educational loans or enrollment verification for military tuition assistance should contact the Registrar.

### ***Campus Employment***

Students receiving campus jobs are employed on a part-time basis and do not receive employee benefits. Student workers are paid by check on the 15<sup>th</sup> and 30<sup>th</sup> of each month. Time cards approved by supervisors are required for calculating payroll. Hours may be flexible depending on the student's classes.

### ***Scholarships and Financial Policy***

All students must apply in order to obtain scholarships and financial aid grants through the seminary. Information on scholarships and application forms are available from the Registrar's office. Application deadlines are published each year. It is the student's responsibility to discover and apply for scholarships provided through agencies or organizations outside the seminary.

Students wishing to receive scholarships/grants through the seminary must complete the scholarship application form every year. Typically, the form is available at the start of the spring term and due at the end of April.

It is the policy of Central for seminary scholarships not to exceed the balance of the student's bill.

## ***Endowed Scholarships***

A limited number of one-time scholarships exist and are distributed at the discretion of the scholarship committee based on scholarship criteria. The student must match specific criteria for that scholarship, based on information provided on the financial aid application form.

## ***Seminarian Support Policies (SSP)***

American Baptist students with membership at a Central Region church (Kansas/Oklahoma), in good standing for at least one year, can apply for \$1,000 per semester scholarship. A letter from the home church verifying membership must accompany the seminary's Financial Aid Application.

ABC students outside the Central Region could have up to \$500 in matching funds per semester from National Ministries. To receive matching funds, the student's church or region must pledge an equal amount toward the student's seminary education costs. Forms for this purpose are available from the Business Office. A letter from the home church verifying membership must accompany the seminary's Financial Aid Application.

A limited number of international students may have their tuition supported through the seminary. All international students will need to have living expenses funded through organizations or individuals outside the seminary.

## ***CBF Leadership Scholarships***

A limited number of CBF Leadership Scholarships (\$2000 per semester) are available each year to students who are: 1) members of a CBF church 2) studying full-time in the Master of Divinity program 3) meet the age requirement as stipulated by CBF and 4) currently serve or will serve in local church ministry. New and renewal scholarship applications are provided to the seminary in the spring and are emailed to CBF students. Application materials should be submitted to the Dean's office, and recipients will be notified via mail or email.

## **Student Affairs**

### ***Covenant and Code of Ethics***

As a student of Central Baptist Theological Seminary actively examining God's call, I covenant with God and this community to serve Christ in the Church with God's help, to deepen my obedience to the two Great Commandments: to love the Lord our God and to love my neighbor.

In affirmation of this commitment, I will abide by the Covenant and Code of Ethics of the students of Central Baptist Theological Seminary. I will faithfully support its purposes and ideals. As further affirmation of my commitment, I covenant with my colleagues in ministry that we will hold one another accountable for fulfillment of all public actions set forth in our Code of Ethics.

I will show my personal love for God as revealed in Jesus Christ in my life and ministry. I will strive with others to preserve the dignity, maintain the discipline and promote the integrity of the vocation to which I have been called.

I will display academic integrity. I will encourage others to study, discuss, work, and pray together. All work, both written and oral, submitted for a grade shall be my own original work.

I will respect the faculty and administration. In matters of academic evaluation, I will utilize proper channels for airing grievances.

I will develop and maintain a lifestyle that reflects God as the center of my life in thought, speech and action.

I will respect the diversity in Christian heritage, traditions, and beliefs held by others.

I will personally and publicly support my colleagues who experience discrimination on the basis of gender, race, age, marital status, national origin, physical impairment, or disability.

I will exercise discretion in confidential matters.

## ***Student Grievance Procedures***

### *Grievance Procedures*

The following grievance procedure is intended to effect reconciliation in matters of interpersonal conflict and is to be carried out pastorally and compassionately rather than punitively.

### *Biblical Resolution*

In accordance with our biblical heritage (Matthew 18:15-17), students are encouraged to resolve grievances as follows:

- 1) The aggrieved student will go directly to the person(s) concerned and attempt to reach an acceptable resolution. If a resolution cannot be reached, the aggrieved student should proceed to 2.
- 2) The aggrieved student will go to the Academic Dean with the grievance in writing. The Dean will function as a liaison between the aggrieved student and the party or parties against whom the grievance is directed, arranging and attending a conference between them to seek a resolution. Should resolution not be reached, the student should proceed to step 3.
- 3) The aggrieved student will request, in writing, that the Dean report the grievance resolution process (with any recommendation) to the Seminary President.
- 4) The President will appoint a Grievance Committee, consisting of the aggrieved student, the Dean, two neutral members (faculty, staff, administration, etc.) and two neutral students approved through the leadership of Central Student Ministries.
- 5) The Grievance Committee will review the grievance procedure and recommend a solution. If the solution is acceptable to the parties concerned, the grievance process is completed. If resolution is not reached, the Grievance Committee shall report in writing its recommendation to the President

of the Seminary.

- 6) The President of the Seminary (or President's representative, in case of the President's absence) will make a final determination and report in writing to the parties involved and the Grievance Committee. The decision of the President is final and binding on all parties.

No more than one week (7 days) shall lapse between any of the grievance procedure steps, after step 2 is initiated. If more than one week (7 days) passes and there is no further initiative from the aggrieved, the grievance procedure will be considered closed. No more than one week (7 days) shall pass after the Grievance Committee has made their recommendation to the President until the final determination is announced by the President.

This policy does not apply in cases of academic or non-academic probation.

### *Grievances for Students in Tennessee*

Students who have grievances regarding a course should communicate their concerns to the course professor first. If the grievance is not resolved, students taking courses in TN should communicate their grievance in writing to the TN Institutional Director (Dr. Sally Holt, 1008 19th Ave S, Nashville, TN 37212, sholt@cbts.edu) for resolution. If necessary, the Site Administrator will consult with the Dean's office for further discussion and resolution.

Complaints concerning other students outside of class should be submitted in writing to the Site Administrator. (Dr. Sally Holt, 1008 19th Ave S, Nashville, TN 37212, sholt@cbts.edu) If necessary, the Site Administrator will consult with the Dean's office. The written complaint will initiate discussion, mediation, and hopefully a satisfactory resolution.

Complaints concerning the Institutional Director should be submitted in writing to the Dean's office on the Shawnee, KS campus.

If a complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, Nashville, TN 37243-0830, 615-741-5293.

### ***Guidelines for Written Student Grievances***

Written student grievances are to detail specific events or issues of offense; to state factually who was involved and what is desired in terms of apology, reparation, or reconciliation. Written grievances are to deal with fact rather than feeling. The goal of a written grievance is to effect understanding and reconciliation. To frame written grievances, the aggrieved should consider:

- a) A factual report of the conflict and its origin.
- b) The avoidance of inflammatory language.
- c) The avoidance of impugning or second-guessing motives of the other.
- d) The avoidance of exaggeration.
- e) The avoidance of impugning the personal integrity of another.

Written grievances should state the nature of the conflict, failure to effect reconciliation on a one-to-

one basis, and a statement of what the aggrieved believes to be proper resolution. Written grievances are to be limited to 500 words or less, dated, signed, and personally delivered to the Dean.

In a seminary setting, the submission of a written grievance implies that all channels of grace have been exhausted and that law must reign where grace cannot.

## ***Student Discipline Policy/Procedure***

### *Purpose*

The relationships and conduct of those who study at Central Baptist Theological Seminary (also known as CBTS) shall be consistent with the purpose and mission of the school as stated in the catalog. On occasion, questions can arise about whether certain actions on the campus are compatible with the nature and purpose of the institution. Questions of this nature should be taken to the Academic Dean.

### *Committee on Student Discipline*

The Committee, convening on an as needed basis, shall consist of the Academic Dean (chair), the Director of Enrollment Services, one faculty member, and two students. The President appoints all members. The students shall be appointed in consultation with the President of Central Student Ministries. The membership of the committee will reflect the ethnic and gender diversity of the community.

### *Procedure*

Specific cases shall be brought in writing to the chair of the committee. The committee will review the allegation and decide whether it merits further attention. When a charge has been accepted by the committee, it may pursue any of the following procedures:

1. Counsel with the person of concern by the committee as a whole, by selected members of the committee, or by other persons designated by and reporting back to the committee
2. Should the committee decide that a formal inquiry seems necessary, it shall notify in writing the person(s) concerned in the allegation and the basis for it. The person(s) of concern will appear before the committee to respond to the allegation. Whenever such a hearing takes place, the person(s) of concern may be accompanied by another party to act as counsel.
3. The committee will decide if disciplinary action is needed and what disciplinary action will be recommended. Recommendations require an approval by the majority. The recommendation shall be made to the President who shall have the final decision regarding the matter.

The committee has the authority to recommend reconciliation, restoration, censure, probation, leave of absence, or dismissal.

Before the President acts on any recommendation, he/she shall discuss it with the faculty in executive session for the purpose of the faculty's advice and consent. The President shall confirm and convey the final decision.

A student can be removed from disciplinary status by the following procedure:

1. The student must submit a letter to the President requesting removal from disciplinary status.
2. The President forwards the request to the Student Discipline Committee who acts on the recommendation and then sends their recommendation to the President.
3. The President reviews the recommendation of the Student Discipline Committee and discusses it with the faculty in executive session for the advice and consent of the faculty.
4. The President shall confirm and convey the final decision.

### *Privacy*

All data and deliberations of the committee shall be confidential. Its work shall be thought of primarily as compassionate and pastoral, serving so far as possible to protect the reputation and the rights of all parties involved as well as the integrity of Central Baptist Theological Seminary.

### *Procedure for Non-Academic Suspension*

Central Baptist Theological Seminary has two classes of suspension for students from one (or more) of the courses in which the student is enrolled.

#### **Class I Suspension**

A student will be immediately suspended from all classes following any physical violence or threat of physical violence directed toward any seminary employee or another student. A report will be filed with the local Police Department, which may result in charges filed against the offender. The employee or professor is responsible for documenting the incident(s), including the date of occurrence and any other pertinent information. This information will be relayed to the Academic Dean for review, confirmation, and appropriate action.

#### **Class II Suspension**

A student may be suspended from a course for any behavior that disrupts the orderly process of the classroom. Examples of such behavior are abusive language, indignities, ridicule and/or sarcasm directed toward a classroom professor and/or students. Suspension for a CLASS II offense may occur according to the following procedure:

1. A professor must meet once in private with the student to explain what he/she believes is appropriate.
2. The professor shall make a record of the specific incident including the date(s) of occurrence, and any other pertinent information.
3. The professor shall also make a report of the meeting with the student. The written report of the incident and the private meeting shall be completed within five working days of the private meeting.
4. A copy of the report shall be filed in the office of the Academic Dean.
5. A copy of the report shall be given to the student.

If the problem persists, the Dean will arrange a conference with the student, the faculty member, and the Dean. If any person fulfills more than one of these roles, the Dean will appoint another faculty member to join the conference. The student may bring to the conference a person of his/her choosing who was present during the classroom incident. Within five working

days of the conference, a written report of the meeting made by the Dean will be forwarded to the student, the professor, and the faculty advisor. The Dean will retain a copy for his/her records.

If the problem persists, the professor will complete a class suspension form. Copies of the form and all relevant documentation will be forwarded to the Dean and the President. After review, the Dean may suspend a student from class.

### ***Human Relations Statement***

Essential to the purpose and mission of Central Baptist Theological Seminary is the enhancement of positive human relations within the institution. Discriminatory attitudes and behaviors, whether intentional or unintentional, reduce this Seminary's effectiveness. The Board of Directors of Central Baptist Theological Seminary affirms its responsibility to maintain a harassment-free campus environment.

Any employee or student that exhibits or participates in deliberate or unwitting behaviors that are offensive or discriminatory to individuals with reference to their race, gender, age, sexual orientation, ethnicity, national origin, or disability shall be subject to disciplinary action which may result in suspension or dismissal from the institution.

### ***Standards of Conduct***

Students and employees are expected and required to report to class and work on time and in appropriate mental and physical condition. It is the seminary's intent and obligation to provide a drug-free, healthy, safe and secure work environment.

#### ***Smoking***

Smoking is prohibited inside all seminary buildings.

#### ***Drug and Alcohol Prevention Policy***

The unlawful possession, use, manufacture or distribution of illicit drugs and alcohol by students or employees on the property of Central Baptist Theological Seminary, or as part of any campus-based activities of the Seminary, is strictly prohibited. Central Baptist Theological Seminary is committed to the prevention of alcohol abuse and the illegal use of drugs. Any student or employee of the Seminary found to be abusing alcohol/drugs, using, possessing, manufacturing, or distributing controlled substances (on Seminary property or at Seminary sponsored events) is in violation of the law and shall be subject to disciplinary action.

Students needing assistance and referrals may contact the Counselor/Student Assessment Director. A good resource for information on Drug and Alcohol Prevention and a list of referral organizations can be found on the internet at the following website:

<http://ncadi.samhsa.gov/>

A more detailed outline of the Drug Abuse and Alcohol Prevention Policy is available through the Consumer Information page on the seminary website ([www.cbts.edu](http://www.cbts.edu)).

### *Offensive Language and Explicit Material*

The use of foul and offensive language at Central Baptist Theological Seminary is prohibited. Additionally, the possession and use of materials (i.e. CDs, videos, websites and publications) that contain explicit language and images is prohibited. Central Baptist Theological Seminary is committed to the use of language and images that respect human beings. Students and employees found using offensive language, or possessing, viewing, or distributing explicit materials (on Seminary property or at Seminary sponsored events) may be in violation of the law and shall be subject to disciplinary action.

## **Academics**

### ***Definition of a Student***

Students, defined as any person enrolled in class for academic credit or non-credit, who violate the terms of this policy will be reported to the appropriate law enforcement officials and may be subject to the following sanctions:

1. Placement on probationary status;
2. Temporary suspension from classes and activities;
3. Suspension for a semester from classes and activities;
4. Required participation in a drug and alcohol intervention, counseling or treatment program at their expense;
5. Expulsion.

Students subject to these penalties will be afforded all due process rights to which they are entitled by law or current policies affecting student discipline.

### ***Student Records***

Central Baptist Theological Seminary maintains various records concerning students to document their academic progress. In order to preserve the student's right to privacy as well as to conform to federal law, the Seminary has established certain policies and procedures to govern the handling of student records. These policies and procedures are under periodic review and may be modified in accordance with regulations.

#### *Location of Records*

Files for former students are kept in the Records Room on the Shawnee, KS campus. Files of current students are maintained in the Registrar's office. Grades, contact information, and important academic data are maintained in the seminary's student information system, POPULI.

#### *Duration of Records*

Files of students who withdraw before completion of a degree program are retained for five years after

date of last transcript activity. Files of graduates are kept for five years. Academic data recorded in POPULI is kept for the life of the database.

### *Release of Records*

Student records are confidential. CBTS complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. A student has the right of access to educational records, which are directly related to him/her. Only faculty, administration, and employees of CBTS having legitimate educational interest in the student's records or personnel from accrediting organizations and government-authorized studies are permitted access. With the exception of the above-mentioned persons, confidential educational records will not be released without the written consent of the student involved.

The following information is considered to be directory information (information that is generally not considered harmful or an invasion of privacy if disclosed by Central): student's name, address, telephone number, e-mail address, spouse's name, previous schools attended, photograph, degree plan, dates of attendance and graduation and part-time or full-time status.

### *Academic Advising*

The Academic Dean and Registrar will assign degree and diploma students a faculty advisor. It is the student's responsibility to counsel with the assigned advisor to plan his/her academic program. Students and academic advisors can view their academic record in POPULI for planning.

### *Course Registration*

Each semester, students register manually through the Registrar's Office or electronically through the POPULI system. Course schedules will be released and published on the seminary website. Students may register without penalty until the first week of classes or two weeks prior to the first session of a weekend class. For intensive course (ex. one week courses), students must register before pre-course work begins, usually 6-8 prior to the intensive. New students may register after receipt of their official admission letter.

Students are encouraged to register as early as possible as some classes do reach capacity. Any student registering within the first two weeks of a weekly class will be charged a late registration fee.

Forms for course registration are available on the seminary website. Students whose registration includes one of the following will need submit a separate form along with their registration: Cross Registration, Independent/Directed Studies, Drop/Add, Incompletes, Internships, Clinical Pastoral Education, Withdrawals, etc. All forms may be obtained from the Registrar.

### *Class Attendance and Absences*

Students are expected to attend all classes. When absences are absolutely necessary, they shall not exceed 20 percent of the required number of contact hours for any course. Absences, when excused by the professor and compensated through the completion of assigned make-up work, will not detract from the student's standing. Four tardies are equal to one absence. Attendance at less than one-half (1/2) the class period is counted as an absence.

If an emergency arises and a student is unable to attend class, students should contact the Registrar. The student should contact the professor if at all possible. If it is necessary to be away from class for consecutive class sessions, the student must contact the professor and, if allowed, make arrangement for make-up work.

### ***Change of Registration***

ALL class changes must be processed through the Registrar's office. ADD/DROP forms must be completed and signed by the student and the Registrar with copies to the Registrar, Business Office, Professor, and Student.

Consult the academic catalog for specific policies related to the variety of course formats.

### ***Withdrawals***

If it is necessary to withdraw from all classes at Central Seminary, the student must submit the ADD/DROP form to the Registrar indicating withdrawal from all classes and if they intend to return.

### ***Grades***

Grades from professors are due to the Registrar within 2 weeks after the end of a course. The Registrar records the grades in the Populi system. Students may then log into POPULI to view their grades and print a grade report.

### ***Withholding Class Admittance/Grades/Transcripts/Diplomas***

Course grades, transcripts, and diplomas will be withheld and students will be denied registration and admission to class in the next semester, January term, or Summer session for delinquent accounts in the business office. The business office approves students for registration and admission to class and release of grades, transcripts, and diplomas after the student has cleared his/her delinquent account.

### ***Transcript Requests***

Transcript requests must be made in writing with the student's signature. The form to request an official transcript can be found on the seminary website or at the Registrar's office. An official transcript is sent in a sealed envelope with the registrar's "official transcript" stamp and initial over the sealed flap. Student accounts must be current before transcripts can be sent. Graduates will receive an official copy of their transcript.

Transcripts are free for current students and \$10 for alums and former students.

### ***Directed and Independent Studies***

Directed and independent studies are privileges extended by the seminary to students with special interests or situations. Degree students who maintain a "B" average may engage in as many as 9 semester hours of directed and/or independent study. These studies are arranged through and guided

by core faculty.

Directed studies are courses listed in the catalog. Students who wish to take a course but are unable to work it into their calendar or the course is not offered on that semester's class schedule may work with the professor in that discipline and enroll as a directed study. The student will follow the syllabus for the course as directed by the faculty person with a minimum of four sessions. This opportunity is offered for elective courses. Taking core courses by directed study is discouraged. Under extenuating circumstances, the faculty may grant permission for a student to take a core course by directed study. The option should be requested through the Dean's Office after all possible avenues for attending the core course have been exhausted.

Independent studies provide opportunity for highly motivated students interested in pursuing an area of learning not included in the catalog. The direction of the study is to be developed by the student in consultation with the faculty member and approval of the Academic Dean. The number of credit hours (one to three) will be assigned to the independent study by the professor, as appropriate to the student's degree program.

## ***Disciplinary Rules and Procedures***

### *Probation*

Students on probation are not eligible for any financial aid or scholarships through the seminary until their status is cleared.

### *Admission*

Guidelines for new students who are admitted "on probation" are outlined under **PROBATIONARY ADMISSION** in the seminary catalog.

### *Academic*

Students whose grade point average falls below 2.0 (C) will be placed on academic probation. They have 9 semester hours to lift their GPA to that level. If they fail to do so, they may be denied matriculation the following semester. Once dismissed, a student may reapply for admittance the third semester following the academic dismissal. A grade of "D-" is the minimum passing grade for any course.

### *Moral*

Poor conduct may result in probationary action by the faculty, the cause of which will be fully explained to the student. At the end of one semester, the faculty will review the probation and either remove the probation, extend the probation (but in no case for a total period longer than two consecutive semesters), or dismiss the student from the seminary.

## ***Alternative Study Opportunities***

### *Global Studies Opportunities*

Central has a number of opportunities for students study outside the United States. Our seminary seeks to emphasize the global community in which Christians live and encourage students to experience these global perspectives.

Students interested in a global study opportunity should discuss options with their academic advisor. Details of experiences can be obtained through the Registrar's office. Experiences can be taken for credit or continuing education, depending on the setting.

### *Cross-registration*

Central offers cross-registration for elective courses taught in any of three member seminaries: Midwestern Baptist Theological Seminary, Nazarene Theological Seminary, and Saint Paul School of Theology. Students may, with the permission of the Academic Dean, take up to 15 semester hours at any of these three seminaries. Such courses apply toward a student's regular load and are part of the full-time tuition and fees at Central.

### *Internships*

Internships are a required part of some programs. If a student's curriculum does not require an internship, a seminarian may elect to include one as an elective in their studies.

An internship is an approved, supervised, in-service, in-depth experience lasting between three and nine months in an approved institution or organization. Students are eligible to apply for internships only after they have successfully completed 30 hours at Central with an average grade of "B" or better. The Dean's office considers applications for internship proposals and may assign a faculty member to oversee the internship. Central Seminary grants a maximum of four semester hours for the successful completion of a summer internship.

The successful completion of a military chaplaincy internship results in six semester hours of credit. The successful completion of an academic year (nine months) internship results in eight semester hours of credit. Information on the internship application process is available from the office of the Academic Dean.

### ***Rational Purpose and Fair Administration***

Any student assessment program at CBTS will be implemented and used only where it has a rational relationship to the mission and educational program of the seminary. Student assessment programs will be administered fairly with respect to each participating student without disparate treatment or discrimination on the basis of race or color, religion or creed, sex, national origin or ancestry, age, disability, veteran's status, or citizenship or impending citizenship status. Any students who believe a program has not been administered in this manner in their case should contact the Academic Dean.

Federal law provides that no student shall be required, as a part of any applicable program, to submit to a survey, analysis or evaluation that reveals information concerning (1) political affiliations, (2) mental and psychological problems potentially embarrassing to the student or the student's parents, (3) sexual behavior and attitudes, (4) illegal, anti-social, self-incriminating and demeaning behavior, (5) critical appraisals of other individuals with whom the student has close family relationships, (6) legally

recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers, or (7) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student. Educational agencies and institutions are required to give students effective notice of their rights under this law. (20 U.S.C.A. 1232h.)

## ***Personal Assessment***

### *Candidate Assessment*

All CBTS students who are candidates in the Master of Divinity and Diploma in Theological Studies programs must complete a program of personal assessment. These evaluations will include, but not necessarily be limited to, personality profiles. These evaluations will help develop awareness for the student's ministry identity and discover areas for personal and professional growth. Student assessments may be incorporated into the curriculum of a class (i.e. CS501: Formation for Christian Ministry) or be offered as a separate program.

IMPORTANT: A fee will apply to each student going through assessment and will be placed on the student's tuition bill.

### *Additional Assessments*

From time to time, CBTS may require any student to participate in an additional assessment based on the following criteria:

1. Violation of CBTS policies or procedures.
2. Conduct or activities that could lead to a student being placed on probation or dismissed for academic or moral reasons.
3. Confusion or disagreement regarding a student's vocational direction or calling for the ministry.
4. Harmful or damaging relationships between the student and members of CBTS administration, faculty, staff or student body.
5. Other conduct or activities inconsistent with or damaging to the mission of CBTS

The student will be notified in writing that an additional assessment is being required. The Dean and one other CBTS executive officer will sign the notice, and a copy of the notice will be provided to the agency administering the assessment and the student's faculty advisor. If the student does not participate in the assessment as required, CBTS may in its sole discretion take disciplinary action (including probation or dismissal).

### *Informal Referrals*

From time to time CBTS also may informally refer any student for an assessment. In the event of an informal referral, the student may decide whether or not to participate in the assessment. A student informally referred to an outside agency for an assessment will be responsible for paying all fees charged without any subsidy by CBTS.

## ***Assistance for Students in Need***

### *Counseling*

Seminary students and ministers are not exempt from personal problems and frustrations. The seminary provides a broad base of support for students. This includes the Counselor and Student Assessment Director, a faculty advisor (or site administrator), the Dean, and peer support. The Counselor/Student Assessment Director is available for a few sessions but ongoing counseling will need further discussion regarding additional fees. Student may also choose to seek counseling and support outside of the seminary.

If problems arise which need to be addressed outside the seminary context, students are encouraged to seek assistance from a pastor, pastoral counselor, therapist, psychologist, lawyer, spiritual director or other professional. Your faculty advisor (or site administrator) can assist with a referral to a trained professional in this area. Fees for services are often on a sliding scale; do not let financial constraints keep you from asking for help when you need it.

If a student chooses to receive private counseling without any involvement by or reporting to CBTS, a report of the counseling cannot be disclosed to CBTS without the student's prior written consent. CBTS will not subsidize any private counseling.

### *Students with Disabilities*

The Rehabilitation Act of 1973 mandates reasonable accommodation for students with disabilities once they have been admitted to CBTS. At the same time the Privacy Act permits a student to keep such information private if she/he wishes. Therefore, a student who wishes to receive accommodations for a disability must first declare their status (and provide documentation) to the office of the Counselor and Assessment Consultant. Faculty will then be informed of the required accommodations via a letter from the Counselor.

Professors should be appropriately discreet when referencing a disability.

Professors also should be aware that it is illegal to ask a student the nature of his/her disability. Any questions a professor might have about accommodations related to a particular student should be directed to the Counselor's office.

Professors are not required to accommodate special student requests that have not been communicated through the office of the Counselor and Assessment Consultant. Modest and reasonable accommodations outside those parameters are left to the professor's discretion.

At sites off the main campus, students should declare their status (and provide documentation) to the Site Director. The Site Director will then communicate the accommodation to the office of the Counselor and Assessment Consultant at the main campus.

### *Insurance*

Central Seminary strongly recommends that all students and their families have health and accident

coverage. The seminary can recommend health insurance plans for uninsured students. Information is available through the Enrollment Office. Central Seminary is not responsible for any expenses related to medical care given to students.

## **Security**

For security reasons, the front doors of the Shawnee, KS campus are locked at 4:30pm each weekday (unless there is a special event). Every student will receive a security card used to open the security door just west of the front (main) doors.

If a student must leave their vehicle overnight, please inform Facilities and Operations.

If security concerns arise they should be reported to the business office between 8:00 a.m. and 4:30 p.m. weekdays.

Safety and security data related to Central Baptist Theological Seminary can be accessed through the Consumer Information page on the seminary website ([www.cbts.edu](http://www.cbts.edu)).

## ***Reporting Emergencies***

In the case of an immediate emergency or threatening situations, students should contact the police or fire department by dialing 911.

## **Referral Care**

If individuals come to the campus or a site seeking financial help, overnight lodging or food, they should be directed to area organizations. The seminary does not have funding to help such individuals, but is willing to help them find proper sources for that assistance.