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This handbook contains the proposed program, regulations, requirements, and general information for the 2016-2017 academic year. All information is subject to change without notice and is in no way binding upon the Seminary.

## **BSK Office Information**

### **CONTACT INFORMATION**

Phone: 502-863-8300  
Fax: 502-863-8300  
Email: info@bsk.edu  
Address: 400 East College Street, Box 358  
Georgetown, KY 40324

### **HOURS OF OPERATION**

Monday – Friday 8:30 AM – 5:00 PM

### **OFFICE HOLIDAYS**

Labor Day – September 5, 2016  
Thanksgiving – November 24-25, 2016  
Christmas and New Years – December 23, 2016 - January 2, 2017  
Martin Luther King, Jr. Day – January 16, 2017  
Good Friday – April 14, 2017  
Memorial Day – May 29, 2017  
Independence Day – July 4, 2017

### **OFFICE LOCATIONS**

#### *Administrative Office*

Ensor Learning Resource Center  
Main Level, Suite 143

#### *Academic Office*

Ensor Learning Resource Center  
Lower Level, Suite 020

#### *Admissions Office*

Mary Frances Knight Hall  
Lower Level Suite, Office 45

**FACULTY**

*John Inscore Essick, Associate Professor of Church History*

john.essick@bsk.edu

Phone: 502-863-8305

Academic Suite 025

*Dalen Jackson, Academic Dean and Professor of Biblical Studies*

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Phone: 502-863-8303

Academic Suite 023

*Laura Levens, Assistant Professor of Christian Mission*

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Academic Suite 024

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Academic Suite 022

*Wade Rowatt, Senior Professor of Pastoral Care and Counseling*

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Phone: 502-863-8306

Admissions Suite 104

*Ryan Shrauner, Librarian*

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Phone: 502-863-8312

Admissions Suite 101

## STAFF

### *Jessalynn Cornett, Registrar and Academic Coordinator*

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Phone: 502-863-8302

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### *Steve Hadden, Assistant to the President*

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### *Jarrold Lopez, Director of Admissions and Student Life*

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Phone: 502-863-8301

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### *Dwight A. Moody, Interim President*

dwight.moody@bsk.edu

Phone: 502-863-8299

Administrative Suite 145

### *Glenda Simpson, Office Administrator*

glenda.simpson@bsk.edu

Phone: 502-863-8298

Administrative Suite 143

## GEORGETOWN COLLEGE CONTACT INFORMATION

Campus Safety: 502-863-8111

G-Card Office: 502-863-7022

Library: 502-863-8400

## Purpose and Vision

### **PURPOSE STATEMENT**

The purpose of Baptist Seminary of Kentucky is to prepare men and women sensing God's leadership for life and ministry in faithful witness to Jesus Christ in the church and the world.

### **VISION**

Baptist Seminary of Kentucky is a learning community committed to spiritual, moral, intellectual, and practical formation in the Christian life. Students, faculty, staff, and members of our wider ecclesial community nurture personal faith:

*with* gratitude for our Baptist history and heritage and an active commitment to a global and ecumenical vision of the Church;

*through* honest intellectual engagement that reflects scholarly discipline, humility, and a tolerance for ambiguity and diversity in thought;

*by* cultivating virtuous lives rooted in Christian habits and practices, such as reading together, eating together, praying together, gifting one another, learning together, confessing together, discerning together, serving together, and hoping together; and

*by* encouraging one another in the discernment of spiritual gifts and the development of pastoral imagination and skills.

## Community Life

### **CHAPEL**

BSK Chapel is a time for faculty, students, and staff to cultivate habits and practices of faithful Christian worship. Chapel is vital in fulfilling the Seminary's purpose and in nurturing the life and faith of the community. Chapel services are led by students, faculty, staff, and visiting speakers on designated Monday afternoons at 4:30 PM throughout the academic year. All students are encouraged to attend and participate in worship. A common meal follows all chapel services. For specific chapel dates, please refer to the activity calendar in *Appendix B*.

### **COMMUNICATION**

Students, faculty, and staff are assigned institutional email accounts for Seminary communications. This is the primary method for communicating information regarding community events, course registration, changes in Seminary policies, and other important matters. Students are encouraged to check their BSK email inbox often. Bills and final grades are mailed directly to students. Other non-sensitive physical communications may be placed in individual student mail folders (located in the BSK academic office).

### **E. GLENN HINSON LECTURE SERIES**

Each year, typically on the first Monday of March, BSK hosts the E. Glenn Hinson Lectures. The series, established in 2009 in honor of Dr. Hinson's 50<sup>th</sup> year of teaching, explores formational, foundational, and/or future issues in the areas of his passion: spiritual formation/spirituality, church history, ecumenism, and Baptist history. Speakers for the lectures have included:

- 2016: Dr. Neville Callam, General Secretary of the Baptist World Alliance
- 2015: Dr. Molly T. Marshall, Central Baptist Theological Seminary
- 2014: Dr. Willie Jennings, Duke University
- 2013: Dr. Robin Jensen, Vanderbilt University
- 2012: Dr. Don Saliers, Emory University
- 2011: Dr. Stephanie Paulsell, Harvard Divinity School
- 2010: Dr. Wm. Loyd Allen, McAfee School of Theology
- 2009: Dr. E. Glenn Hinson, Baptist Seminary of Kentucky

The 9<sup>th</sup> E. Glenn Hinson Lectures are scheduled for Monday, March 6, 2017. The featured lecturer will be Dr. Sujin Pak Boyer, Assistant Research Professor of the History of Christianity at Duke Divinity School.

### **EATING TOGETHER**

The BSK community gathers together every Monday evening for a weekly meal in the Georgetown Baptist Church Fellowship Hall. In addition to a common meal, these gatherings include music, worship, and other programming. Students, faculty, and staff also regularly eat with one another during the Monday lunch hour (between the morning and afternoon classes) and during the break time on Tuesday and Thursday evenings.

### **HEALTH INSURANCE**

BSK does not offer a student insurance plan, but information about health insurance providers can be obtained from the admissions office. All students are expected to have medical insurance when they matriculate.

### **HOUSING**

Baptist Seminary of Kentucky does not offer on-campus housing. The Seminary encourages students to live in the communities in which they minister. Students typically commute to BSK from their ministerial communities to attend classes. Those students who wish to move to Georgetown can find apartments near the Seminary that range in price from \$500 to \$800 per month. More information about off-campus housing options can be obtained from BSK's admissions office.

### **MINISTRY PARTNERS**

Baptist Seminary of Kentucky is affiliated with the Cooperative Baptist Fellowship (CBF) and Cooperative Baptist Fellowship Kentucky (CBF Kentucky). The fellowship movement consists of approximately 1,800 affiliated churches who share a passion for the Great Commission of Jesus Christ and a commitment to Baptist principles of faith and practice.

Churches and individuals affiliated with the American Baptist Churches of Indiana and Kentucky (ABC IN/KY) and the Kentucky Council of Churches (KCC) also serve as ministry partners. Additionally, the Seminary works with and receives support from churches of multiple denominations across the commonwealth.

The Seminary's partnership with Georgetown College is built on shared commitments to Baptist identity and educational excellence. This partnership offers the BSK community classroom and office space, campus services, and a residential learning environment.

Simmons College of Kentucky and Baptist Seminary of Kentucky entered into a collaborative relationship in the spring of 2016 to offer graduate theological education in West Louisville.

### **PLACEMENT**

The admissions office maintains a list of churches with open staff positions that can be accessed from the Student Life section of the Seminary website (<http://bsk.edu/placement/ministry-positions>). The Seminary encourages students to consult this list often and to submit a current resume to the director of admissions.

Students may also use the CBF's internet-based reference and referral service to find a ministry position. The free *LeaderConnect* service strives to match the needs of churches with the skills and gifts of ministerial candidates. More information about this service can be found at [www.baptistministermatching.org](http://www.baptistministermatching.org) or by contacting Craig Janney at [cjanney@cbf.net](mailto:cjanney@cbf.net). Students are encouraged to consult the CBF Kentucky website ([www.cbfky.org/position-openings](http://www.cbfky.org/position-openings)) for placement possibilities as well.

### **SUPER SUMMER FUN DAY**

In past summers the BSK student body has organized a local off-campus event to engage the Seminary community while classes are out of session. Previous Super Summer Fun Days (on Mondays) have included a trip to Kings Island and a Lexington Legends baseball game.

### **TEXTBOOKS**

Students will receive via email a class-by-class instructor-generated textbook list prior to the beginning of each academic term. The Seminary encourages students to acquire textbooks in whatever way they wish.

Students often use Amazon or another online retailer to purchase textbooks. Amazon will now donate 0.5% of the price of eligible AmazonSmile purchases to a designated charity, including Baptist Seminary of Kentucky, when shopping at AmazonSmile. To shop at AmazonSmile, visit [smile.amazon.com](http://smile.amazon.com). On the first visit, select a charitable organization to receive donations from eligible purchases before shopping.

Students may want to check local used bookstores for textbooks. Books also may be ordered through the Georgetown College bookstore located on the lower level of the Cralle Student Center on campus.

## Campus Information

Baptist Seminary of Kentucky (BSK) partners primarily with Georgetown College (GC) for campus space, resources, and services. Students are expected to abide by all guidelines set forth by BSK and GC governing the use of facilities and/or services.

### **CAMPUS SAFETY**

GC's Campus Safety department is located in the Cralle Student Center across the foyer from the cafeteria and is staffed with personnel prepared to assist students 24 hours a day. Campus safety's intent is to provide a safe environment for GC/BSK community members. The department works in conjunction with the Georgetown City Police, with life, environment, and property being its priorities. Campus safety officers are also available to help you in contacting other offices for further assistance (e.g., local police, fire departments, ambulance, or medical help).

### *Emergency Notifications*

In the case of an emergency all efforts will be made to alert the campus community in the following ways:

- Georgetown College Webpage: The homepage ([www.georgetowncollege.edu](http://www.georgetowncollege.edu)) is the focal point for all campus-related emergencies.
- Local Media: GC works with the news media, radio, TV, newspapers, and internet, to help spread the word.

### *Personal Property*

There is a "Lost and Found" located in the campus safety office in the Student Center. Reasonable efforts are made to protect student's personal property. Students are responsible for their belongings and books left in public areas. BSK/GC is not responsible for the loss of or damage to students' property.

### *Fire Evacuation Plan*

All the buildings on campus are monitored 24/7. A fire panel in the campus safety office pinpoints the exact location of a fire alarm which has been activated. The office will immediately dispatch an officer and/or the Georgetown Fire Department to the location of the fire alarm. Fire alarms should always be taken seriously. You should follow the posted evacuation plan, moving calmly and quickly to exit the building. Do not remain in the building during an alarm or return to the building without the consent of a BSK/GC official.

### *Fire Prevention Policies*

- Do not unplug or cover any smoke detector.
- Do not falsely pull or tamper with the fire alarms or fire safety equipment.
- Smoking is prohibited in all building on campus and is only allowed in designated areas.
- Do not overload electrical outlets, power strips, and/or extension cords.
- Replace all frayed or cracked cords.
- All power strips must be equipped with a surge protector.
- Do not attach power strips to each other.
- Report any missing ceiling tiles, discharged fire extinguishers, broken or uncovered electrical outlets, fire doors which do not properly close due to broken hardware, or lights that are out in the hallway or stairwells.
- Report any possible fire hazards to campus safety immediately.

### *Campus Safety Security Escort*

Campus safety offers an escort service to students seeking accompaniment while crossing campus. This service is offered dusk to dawn. Daylight escorts will only be provided for special circumstances such as illness, injury, or a legitimate fear that would prevent a student from feeling safe while crossing campus.

To request an escort, students should go to the campus safety office or call campus safety at (502) 863-8111. An officer will be dispatched to walk the student to his/her destination. If a student is injured or ill, he/she will be transported to the destination. Once a request has been made the officer should be at the location within 15 minutes. If for some reason there is a delay due to an emergency, an attempt will be made to notify the student as soon as possible. Students should call in advance if they know they are going to require an escort.

Campus safety will provide a safety escort to any location on campus. Emergency phones are located in Knight Hall's west and east parking lots, the KA/KD parking lot, on the Building Services Building in the Allen Hall parking lot, and on the northeast corner of Military and Jackson. These phones are to be used for emergencies or for the Safety Escort Service. You will be directly connected to the campus safety office when you press the call button on the front of the emergency phone.

### **G-CARD**

The GC G-Card Office (located in Highbaugh Hall) issues all new Baptist Seminary of Kentucky students a “G-Card” at the beginning of their first semester. The BSK G-Card serves as a photo ID, library card, and campus services access card. Students should carry their G-Card with them while on campus as it may or may not be required upon entrance into buildings. Replacement cards may be obtained in the G-Card office for \$15.00. (Note: The ID number in the top right corner of the G-Card is your BSK/GC student number.)

### ***Putting Money on your BSK G-Card***

There are three ways to put money on your G-Card and to check your balance.

1. G-Card Office: Complete an orange deposit form and return it to the G-Card Office along with your check or cash. Please do not send cash through the mail.
2. Online: Visit “<https://gcard-sp.blackboard.com/eaccounts/AnonymousHome.aspx>” at any time to add funds. You may register a new account or use the “Guest Deposit” option. From this site, you will be able to deposit funds, check your account balance, and view your transaction history.
3. Value Transfer Station: You may make a G-Card deposit by visiting the lower level of the Cralle Student Center and using the Value Transfer Station. The Value Transfer Station (VTS) is located next to Campus Mail. The VTS will allow you to make cash deposits to your G-Card anytime the Student Center is open.

### ***You can use your G-Card on campus to pay at:***

The Mulberry Café, The C-Store, The Caf, The Campus Bookstore, campus vending machines, and campus printers and copiers.

### ***You can use your G-Card off campus to pay at:***

Bruster’s, Fava’s Restaurant, Fazoli’s, Subway on Main Street, Suntan City, Papa Johns, Little Caesar’s, McDonald’s, Jimmy Johns, Artique, and Joseph-Beth.

### LIBRARY

Baptist Seminary of Kentucky is fortunate to share library resources with Georgetown College through the College's Anna Ashcraft Ensor Learning Resources Center (LRC). Through this arrangement, BSK students have access to a quality collection of information resources to support curricular needs. Current BSK students have full on- and off-campus privileges at the LRC, including access to its resources and staff.

BSK is also fortunate to have partnerships with other theological libraries. Students have in-person access to the Bosworth Memorial Library at Lexington Theological Seminary, the B. L. Fisher Library at Asbury Seminary, and the Ernest Miller White Library at Louisville Presbyterian Theological Seminary. All of these institutions have research collections to help augment the curriculum support of the LRC. (Don't be afraid to introduce yourself and ask for help.)

#### *Georgetown College Ensor Learning Resource Center*

Planning ahead is always the best research strategy. Contact the BSK Librarian by email at [librarian@bsk.edu](mailto:librarian@bsk.edu) with research needs and questions. Additionally, research assistance is available from the faculty and staff of the LRC during all open hours.

#### Regular Semester Hours

Sunday	1:00 PM to 12:00 AM
Monday-Thursday	7:00 AM to 12:00 AM
Friday	7:00 AM to 5:00 PM
Saturday	10:00 AM to 5:00 PM

*Variations to these hours will be posted on the website (<http://libguides.georgetowncollege.edu/hours>) and the building's front door. The LRC usually closes during holidays and shortens hours between class sessions and during the summer.*

#### Available Resources

Check out the BSK LibGuide (<http://libguides.georgetowncollege.edu/BSK>) for a tour of relevant resources and information.

#### Borrowing Procedures

The GC/BSK G-Card serves as the library card for all students, staff, and faculty. All library patrons must produce their G-Cards in order to check out materials.

### Borrowing Policies

Georgetown College has the following policies regarding how long a student may borrow an item from the LRC:

- Books: 30 days (limited to 25 items)
- Audio Books: 30 days
- Media: 5 days (limited to 5 items)
- Reference Materials/Periodicals: N/A

### Overdue Notices and Fines

Overdue fines are used as an incentive for borrowers to return library materials after a reasonable loan period, so that materials may be properly accounted for and can be made available for other borrowers.

Items not returned by the posted due date and time are assessed the following fines:

- Books: \$.25 per day for each item
- Media: \$1.00 per day for each item

Overdue notices are issued as a courtesy to all library users. The first two notifications will be delivered via email. A third and final notification will be delivered via postal mail. A “Lost Charge” (replacement cost plus \$10 non-refundable processing fee per item) will be sent to the GC Business Office ten (10) business days after the final notification.

Fines may be paid at the circulation desk by using cash, your G-Card, or by a check made payable to Georgetown College. The LRC does not accept payment by credit card.

All *legitimate* objections to library charges will be considered. Problems that do NOT constitute a *legitimate* basis for consideration are:

- Lack of knowledge or understanding of library policies
- Disagreement with amount of fine structure or the inability to pay fines and charges
- Unwillingness to take responsibility for materials checked out and loaned to a 3<sup>rd</sup> party
- Failure to receive or read an overdue notice
- Fines accrued during vacation or BSK/GC holidays

Please return library materials on time and avoid overdue fines. If any of your items have been lost, damaged, or stolen please call Randall Myers at (502) 863-8406 or email him at [randall\\_myers@georgetowncollege.edu](mailto:randall_myers@georgetowncollege.edu).

### Computers at the LRC

The LRC is equipped with 50 public access computers (PCs), most of which are located in the Reference Room, Ward Room, and 2<sup>nd</sup> floor north study area. Library computers are intended for research and academic pursuits. A GC/BSK username and password is required for access. Guests may acquire a temporary password at the Circulation Desk.

Library computers are also networked to:

- Printers, both in the Library and across campus

The Library also provides both wireless access and data drops for use by those in our seminary community who wish to bring their own laptops.

### Wireless Access

To connect to the wireless network using a laptop, open a browser and you should automatically be verified through the Bradford System, which will allow you network access. If you have not yet registered your computer on the network, the Bradford System will guide you through the setup process and then allow you access.

If you still have any questions or need help setting up your wireless account, please contact the IT Help Desk at 863-4357(HELP) and they will be happy to assist you.

### Printing and Copying

Three networked printers are available for use by BSK students. To use the network printers you must use a public computer and be logged in with your assigned user name and password. Print to "Ricoh Follow You" and retrieve the job from the Ward Room or Reference Room. (A color printer is available behind the Reference Desk.) After you have sent your print job to the printer, you will be prompted to accept the charges. Before clicking "accept" make sure the job has finished calculating.

For printing, after you have sent a document, swipe your G-card on the "pay for print" unit near the printer. You will then be prompted to select the specific or all documents you wish to print. Print jobs can be retrieved for two hours after being sent to the printer.

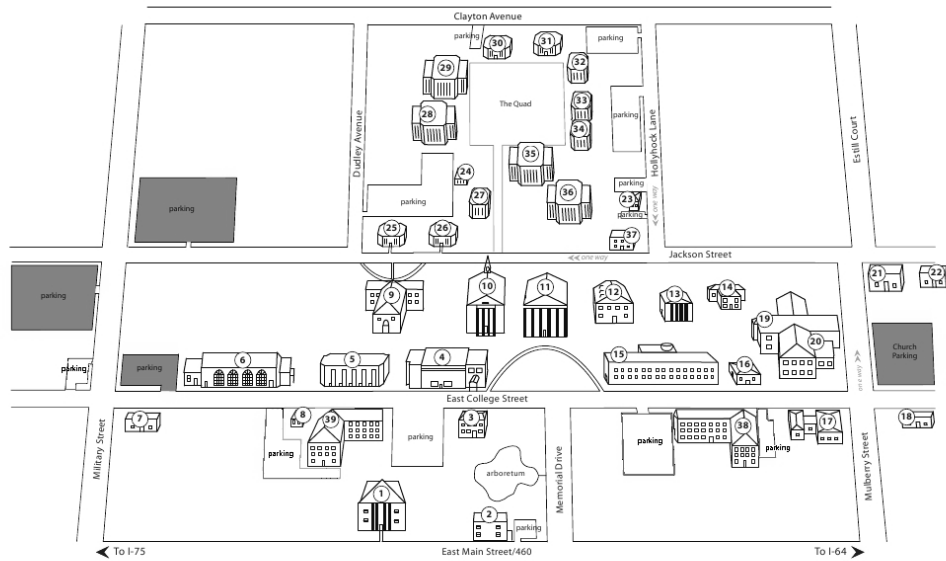
Note: You will need to add funds to your G-Card to pay for copies. The G-Card allows you to make photocopies at a discounted \$.08 per copy rate (copies cost \$.10 a copy with cash).

## MAIL SERVICES

Stamps and envelopes are sold and packages may be mailed from campus mail services in the student center. Insured mail and certified, certified return receipt, delivery confirmation, overnight mail, and ground service are provided. Students may use their G-Card to pay for any of the services offered by campus mail including the purchase of U.S. postage stamps.

## PARKING

Students may park in the Georgetown Baptist Church parking lot (located on the corner of Mulberry and East College) at no charge. There is also free street parking available in legal spaces on streets on and around campus. However, students should note that on Dudley Avenue and Clayton Avenue there are reserved residential spaces that are not open to students. These spaces are clearly marked as tow zones and are monitored daily by city police.



- |  |  |   |                             |
|--|--|---|-----------------------------|
| 1. President's Home                              | 11. Ciddings Hall ( <i>PR/Development</i> )                  | 21. McCandless House ( <i>Int. Programs/Global Scholars</i> ) | 30. Pi Kappa Alpha House    |
| 2. Patterson House ( <i>Admissions</i> )         | 12. Cooke Memorial ( <i>ITS</i> )                            | 22. Business & Economics Building                             | 31. Sigma Kappa House       |
| 3. The Meetinghouse                              | 13. Highbaugh Hall ( <i>Business Office/Registrar</i> )      | 23. Student Wellness Center                                   | 32. Lambda Chi Alpha House  |
| 4. Cralle Student Center ( <i>Student Life</i> ) | 14. Nunneley Music Building                                  | 24. Maintenance   | 33. Kappa Delta House       |
| 5. Alumni Gymnasium                              | 15. Asher Science Center                                     | <b>Student Housing</b>  | 34. Kappa Alpha House       |
| 6. Bush Center for Fitness                       | 16. Wilson Lab Theatre                                       | 25. Phi Kappa Tau House                                       | 35. Pierce Hall             |
| 7. Bishop College Center                         | 17. Wilson Fine Arts Building                                | 26. Phi Mu House  | 36. Flowers Hall            |
| 8. Theatre & Performance Studies                 | 18. Equine Scholars  | 27. PHA House   | 37. Alpha Gamma Delta House |
| 9. Pawling Hall                                  | 19. Ensor Learning Resource Center ( <i>Jacobs Gallery</i> ) | 28. Allen Hall  | 38. Knight Hall             |
| 10. John L. Hill Chapel                          | 20. Mulberry Cafe ( <i>Inside Ensor LRC</i> )                | 29. Collier Hall  | 39. Anderson Hall           |

Free parking lots are shaded. Any non-shaded lots require a GC parking permit.

### *Parking in Georgetown College Lots*

All students who plan to park in designated Georgetown College parking lots are required to register their vehicle (including motorcycles) with campus safety. All college parking lots require a current parking decal, which costs \$100 for the entire year. More information about GC parking permits may be found at [www.georgetowncollege.edu/safety/parking-permits](http://www.georgetowncollege.edu/safety/parking-permits).

### *Where Not to Park*

Students may not park on Giddings Circle, Pawling Circle, Anderson West, Infirmary lot, Meetinghouse, or other lots identified by signage as faculty/staff between the hours of 7:00 am and 5:00 pm Monday through Friday. Parking is not permitted in any fire lane, loading zone, marked tow zones, any grass area, or at any time on sidewalks or in specifically reserved spaces such as handicapped, RD, or the President. Parking on yellow lines, fire lanes, or in any restricted areas with the hazard lights flashing will not prevent you from receiving a citation. No vehicles are permitted in the Mill's Quad area without authorization.

### *Parking Violations*

The campus safety office reserves the right to ticket and/or tow any vehicle in violation of vehicle and parking policies, including registration under false pretenses. The driver and/or the registered owner of the vehicle is responsible for violation(s) of parking regulations, including appropriate fines, towing fees, and related charges.

### *Tickets and Impoundment*

If you park in a spot not authorized by your permit, you are a candidate for a parking citation. These citations can be costly; the following is a list of parking violations and fines:

- Failure to display current decal \$40
- Parking in a disabled person's spot \$40
- Parking in a reserved or restricted area \$25
- Driving/parking on grounds/sidewalk \$25
- Parking in a fire lane \$25
- Improper parking (over line, not in space) \$10
- Improper display of current decal \$10

Tow fees and impoundment cost even more. Fines are paid at the GC Business Office located in Highbaugh Hall. There will be a \$5 reduction in the total fine for all tickets paid within 2 business days of receiving the ticket.

### *Parking Violation Appeal*

Students who feel their car has been unfairly ticketed have the right to file an appeal with the GC Campus Safety Office within 5 business days. For more information about the appeal process, please visit [www.georgetowncollege.edu/safety/parking-policies](http://www.georgetowncollege.edu/safety/parking-policies).

### SEMINARY CLOSING COMMUNICATION PLAN

Baptist Seminary of Kentucky's policy is to remain open for business each working day unless it is clearly impossible to do so. Unusually severe weather, however, may occasionally require that operations be closed or curtailed in the interest of travel safety. When an emergency occurs during non-working hours, any deviation will be communicated via:

#### Email

- Check your email for updates from Seminary personnel

#### Internet

- Seminary website homepage ([www.bsk.edu](http://www.bsk.edu))
- Seminary Facebook page ([www.facebook.com/baptistseminaryky](http://www.facebook.com/baptistseminaryky))
- Seminary Twitter page ([www.twitter.com/baptsemky](http://www.twitter.com/baptsemky))

**Decisions will be made no later than 7:00 am for morning classes, 10:00 am for afternoon classes, and 3:00 pm for evening classes.** Options regarding weather-related schedules include, but are not limited to:

#### *Classes Delayed*

The beginning of classes will be delayed by one or two hours (specified in particular messages). If the morning classes are delayed, the afternoon and evening classes will meet as scheduled unless otherwise communicated.

#### *Classes Dismissed*

Classes have been cancelled, but offices will be open.

#### *School Closed*

Classes have been cancelled, and offices will be closed.

#### *Early Closing*

Developing weather conditions may necessitate an early closing.

## Student Life Policies and Procedures

### STUDENT RIGHTS

#### *Academic Evaluation and Expectations*

Students have the right to be evaluated academically in a way that is fair, consistent, and based on class requirements that are clearly identified. Academic information, including that related to the maintenance of good academic standing and graduation requirements, should be published plainly and accurately.

#### *Conduct and Discipline*

Students have the right to clear information pertaining to expectations for student conduct and to fair and impartial treatment in instances of alleged misconduct according to the Seminary's published disciplinary procedures. (See pages 37-38.)

#### *Freedom of Speech, Assembly, and Association*

Students retain the freedom of speech, assembly, and association common to all U. S. citizens under federal and state constitutions and through pertinent laws. Examples of the application of these rights in the academic setting include the students' right to organize and join associations to promote their common interests; the right to engage in discussions to exchange thoughts and opinions; and the rights to speak, write, or publish on any subject in accordance with established law.

#### *Grievances*

All students are encouraged to seek information from Seminary personnel regarding any issue of concern and/or to direct attention to any condition that may appear to be operating to their disadvantage or to the disadvantage of the Seminary without fear of consequence. This includes issues related to accrediting standards. (See pages 39-41.)

#### *Non-discrimination*

The Seminary seeks to maintain an environment in which the dignity and worth of all members of the community are respected. For this reason, Baptist Seminary of Kentucky is committed to offering equal access to educational opportunities for all qualified students. BSK does not discriminate in matters of hiring, admissions, academics, or student affairs on the basis of race, color, national or ethnic origin, gender, disability, or age. Furthermore, the Seminary prohibits harassment or violence based on these protected statuses.

### ***Reasonable Accommodation***

The Seminary complies with the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973 regarding students with disabilities. No otherwise qualified individual shall be denied access to or participation in the services, programs, and activities of the Seminary solely on the basis of a disability. The Seminary shall provide accommodations for each eligible student who has a physical or mental impairment that substantially limits a major life activity, has a record or history of such impairment, or is regarded as having such impairment. (For the Seminary's complete disability policy and procedures, please see pages 44-45 of *BSK Catalog 2016-17*.)

### ***Student Records***

In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), Baptist Seminary of Kentucky (1) permits students to inspect their education records, (2) limits disclosure of personally identifiable information from education records to others without the student's prior written consent to such disclosure, and (3) provides students the opportunity to seek correction of their education records where appropriate. Detailed policies and procedures are found in Appendix C.

### STUDENT RESPONSIBILITIES

#### *Academic Honor*

Students are expected to ensure the continuance of trust among themselves and with members of the faculty by accepting responsibility for and submitting their own work. The Seminary considers breaches of this trust and responsibility to be serious offenses. Offenses that constitute violation of academic honor include plagiarism, cheating, lying, and academic theft.

#### *Appropriate Conduct*

Bearing faithful witness to Jesus Christ – embodied through loving God, self, and others – should be the foundation for all behavior and relationships. Students are expected to conduct themselves in a manner that reflects personal maturity and commitment to the Christian life and to avoid conduct that is likely to have an adverse effect on the Seminary community. Specific examples of student misconduct can be found on page 22.

#### *Compliance with Seminary Policies*

Students are expected to be fully acquainted with all published policies and will be held responsible for compliance with them. Students who disregard BSK policies (e.g., making consistently late tuition payments, neglecting to return requested forms, habitual truancy or tardiness) may face disciplinary action.

#### *Compliance with Societal Laws*

Students are expected to comply with all federal, state, and local laws. Criminal behavior will be reported to the appropriate law enforcement officials and may also lead to disciplinary action by the Seminary.

### STUDENT CODE OF CONDUCT

As a student of Baptist Seminary of Kentucky, I will conduct myself in a manner that reflects personal maturity and commitment to the Christian life and ministry:

Charity, embodied through respect and mutual trust, will guide my relationships with others within and outside the BSK community;

I will nurture my own faith and that of others by participating in the life of the BSK community, which is rooted in the common practices of reading and receiving the word together, eating together, praying together, discerning together, gifting one another, learning together, confessing together, serving together, and hoping together;

I will encourage the discernment of spiritual gifts, the formation of ministerial identity, and the nurture of pastoral imagination within the community;

I will attempt to resolve conflicts with other members of the community promptly and directly and will utilize the Seminary's procedures for resolving grievances if direct reconciliation fails;

I will ensure the continuance of mutual trust among my fellow students and with the BSK faculty by attending class regularly and by submitting and accepting responsibility for my own work;

I will engage in my studies with discipline, honesty, humility, and a tolerance for ambiguity and diversity in thought;

I will share what I learn with my partners in ministry and with those whom I serve and will exercise the duties and functions of ministry with integrity;

I will endeavor with the BSK community to pursue and practice peace, justice, reconciliation, forgiveness, mercy, patience, and hope, which are the virtues of Jesus' beloved community;

I will bear witness to Jesus Christ in relationships with persons from diverse cultures both within my community and throughout the world;

I will seek the unity of the church for which Christ prayed and embrace the work and witness of the larger Christian community in a spirit of cooperation, respect, and acceptance.

### STANDARDS OF CONDUCT

Baptist Seminary of Kentucky expects all students, faculty, and staff to conduct themselves in a manner that reflects their personal maturity and commitment to the Christian life and ministry. Members of the community who are not ordained and/or not seeking ordination shall also be held to this standard of conduct.

The Seminary reserves the right to take disciplinary action according to its published disciplinary procedures (see pages 37-38) as it deems necessary in cases of student misconduct or when a student's behavior is determined to have an adverse effect on the Seminary community or on the representation of the Seminary to the larger community.

Misconduct includes, but is not limited to:

- Violations of academic honor including, but not limited to, plagiarism, cheating, lying, and academic theft;
- Dishonesty, misrepresentation, or falsification of records;
- Destruction, damage, or theft of Seminary property and/or records;
- Unethical use of Seminary technology resources;
- Use of tobacco in prohibited areas;
- Unauthorized and/or unlawful use of alcohol or controlled substances on campus or coming to campus under the influence;
- Alcohol or substance abuse;
- Discriminatory or harassing behavior;
- Abusive or patterned promiscuous sexual behavior;
- Sexual harassment or assault;
- Imperiling the safety of others through violence or the threat of violence;
- Possession of a weapon on campus.

Disciplinary action includes, but is not limited to:

- Censure, or a warning, from the Seminary;
- Probation or suspension from the Seminary;
- Expulsion from the Seminary;
- Other appropriate sanctions.

Students involved in illegal behavior shall be reported to civil authorities in addition to being subjected to the Seminary's disciplinary procedures.

### *Academic Honor*

Mutual trust is a basic component of any community. Baptist Seminary of Kentucky expects its students, as members of an academic and Christian community, to take seriously their positions in the community. Students are expected to ensure the continuance of trust among themselves and between them and the faculty by accepting responsibility for their own work. The Seminary considers breaches of this trust and responsibility to be serious offenses. Offenses that constitute violation of academic honor include plagiarism, cheating, lying, and academic theft.

### *Alcohol and Controlled Substances*

Baptist Seminary of Kentucky is committed to providing a safe, healthy learning community for all its members. The Seminary recognizes that the inappropriate, excessive, and/or illegal use of alcohol and controlled substances may interfere with the Seminary's mission by negatively affecting the health and safety of students, faculty, and staff. It is due to the harm caused by illegal, excessive, and/or inappropriate use that the Seminary has a vested interest in establishing policies to prohibit such behavior and sanctions to address policy violations.

The Seminary encourages members of the BSK community who choose to drink off campus to do so in moderation with respect for one's own health and according to local laws. Students and employees are also encouraged to take into consideration the convictions of others regarding the use of alcohol. Those who abstain from alcohol use should not disparage those who partake; and those who partake should not disparage those who abstain. Additionally, students and employees who consume alcohol are encouraged to abstain whenever discretion or care for another warrants it.

### Alcohol and Controlled Substance Policies

As a part of BSK's commitment to creating a safe and healthy learning community, the Seminary prohibits:

- Use, possession, manufacture, or distribution of alcohol on Seminary premises without special authorization by Seminary administrative leadership, including coming to campus under the influence of alcohol; or
- Unlawful use, possession, manufacture, or distribution of alcohol or controlled substances, as defined by federal, state, or local laws.

These policies do not prohibit the lawful use and possession of prescribed medications. Students should, however, consult with their doctors about the medications' effect and promptly disclose any relevant restrictions to their professor(s). The Seminary reserves the right to keep any student from attending class who is unable to participate safely and without disruption to others under the influence of medication.

### Disciplinary Procedures

Any student or employee found to be in violation of these policies shall be subject to disciplinary action according to the Seminary's published disciplinary procedures (see pages 37-38). Sanctions include:

- Censure, or a warning, from the Seminary, with notice that repetition or continuation of the offense may result in a more serious sanction;
- Completion of an appropriate rehabilitation program;
- Probation or suspension from the Seminary for a fixed period of time or until specific conditions are fulfilled;
- Expulsion from the Seminary;
- Other appropriate sanctions.

In instances of illegal activity, students shall be subject to criminal prosecution. For updated information regarding the federal Controlled Substance Act, and penalties for the possession and trafficking of illicit drugs, please visit the U.S. Drug Enforcement Agency's website <http://www.justice.gov/dea/druginfo/ftp3.shtml>. For information regarding Kentucky Revised Statutes, Chapter 218A, please visit the Kentucky Legislature website <http://www.lrc.ky.gov/statutes/chapter.aspx?id=38267>.

### Health Risks

The following information on the health risks of alcohol is from *What Works: Schools Without Drugs*, U. S. Department of Education (1992):

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also can increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol can cause marked impairments in higher mental functions, severely altering a person's ability to learn and

remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

The National Institute on Drug Abuse (NIDA) provides a chart “Commonly Abused Drugs” available at [http://www.drugabuse.gov/sites/default/files/cadchart\\_2.pdf](http://www.drugabuse.gov/sites/default/files/cadchart_2.pdf), which outlines health risks associated with controlled substances.

### Student Resources

Students needing assistance with an alcohol or drug-related issue may contact the Director of Admissions who can provide information about available drug and alcohol counseling, treatment, rehabilitation, and re-entry programs.

### ***Discriminatory or Harassing Behavior***

Baptist Seminary of Kentucky is committed to attending to and embracing the diversity of God’s created people in faithful witness to Jesus Christ. Discriminatory behaviors, including harassment, undermine this commitment and are prohibited on any basis, especially with reference to an individual’s race, color, national or ethnic origin, gender, disability, or age.

Harassment includes, but is not limited to:

- verbal harassment, such as derogatory comments, slurs, accusations, or negative stereotyping;

- physical harassment, such as assault, impeding or blocking movement, or any physical interference with normal work or movement which is directed at an individual; or
- visual forms of harassment, such as graphic materials, derogatory posters, cartoons, or drawings.

Other discriminatory behaviors include, but are not limited to:

- academic or employment decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain group;
- denying academic or employment opportunities to a person because of membership in or association with a member of a particular group; or
- retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices.

Any student or employee who encourages or engages in behavior that is discriminatory or harassing to others shall be subject to disciplinary action. Students who experience or witness such behavior should report the incident to the director of admissions. All claims of discrimination or harassment will be addressed according to the Seminary's published grievance procedures (claims against employees) or disciplinary procedures (claims against students).

### ***Possession of a Weapon on Campus***

To the fullest extent permitted by Kentucky law, the Seminary prohibits the possession or use of any kind of weapon on campus. This includes, but is not limited to, the following:

- All exploding devices;
- All firearms;
- All pneumatic firing devices, such as BB guns, pellet guns, and paintball guns; and
- All illegal knives or knives with blades that are more than three inches in length.

This policy includes concealed weapons as defined by state law and applies to all students, employees, and campus visitors even if they have the proper license to carry a weapon. Violators shall be subject to disciplinary action (if applicable) and criminal prosecution.

### *Sexual Misconduct*

Baptist Seminary of Kentucky is committed to maintaining an environment in which the dignity and worth of all members of the institutional community are respected. Sexual misconduct, which includes sexual harassment and assault, is prohibited.

### Sexual Harassment

Sexual harassment includes, but is not necessarily limited to, unwelcome conduct or statements that involve sexual advances, requests for sexual favors, or joking based on sex. Sexually harassing conduct may include, among other things, use of suggestive sexual comments or jokes; sexual remarks about a person's body, clothing, or sexual activities; patting, pinching, or other offensive touching; or displays of sexually suggestive pictures or objects. Sexual harassment also includes any other unwelcome verbal, visual, or physical conduct of a sexual nature, particularly if:

- submission to such conduct is an explicit or implicit term or condition of employment, professional evaluation, or academic evaluation;
- submission to or rejection of such conduct is used as the basis for making employment, professional, or academic decisions;
- such conduct has the purpose or the effect of unreasonably interfering with the person's work or academic performance; or
- such conduct has the purpose or the effect of creating an intimidating, hostile, or offensive working, professional, or academic environment.

Students or employees who (1) engage in sexual harassment against any other member of the Seminary community, (2) retaliate in any manner against anyone who reports sexual harassment, (3) interfere with procedures to investigate or redress a complaint of sexual harassment, or (4) make an intentionally false accusation of sexual harassment shall be subject to disciplinary action.

Any student who experiences or witnesses sexual harassment is encouraged to file a written complaint of sexual harassment with the director of admissions. The written report should include the date the issue occurred, a list of the parties involved, a description of what happened, and any previous attempts at resolution. All claims of sexual harassment will be addressed by the Student Life Committee according to the Seminary's published grievance procedures (claims against employees) or disciplinary procedures (claims against students).

### Sexual Assault

The most egregious form of sexual harassment is sexual assault, which is a serious crime and will not be tolerated at Baptist Seminary of Kentucky. Sexual assault is a broad category that includes, but is not limited to, rape, sexual abuse, and other sexual misconduct. Sexual assault is any form of sexual contact obtained without consent or obtained through the use of force, threat of force, coercion, or intimidation. There are various degrees of sexual assault which cover a range of conduct and levels of force or intimidation. Examples include, but are not limited to:

- Forcible intercourse, digital penetration, or penetration by an object;
- Sexual contact without full and free consent given by the person, including situations where drugs and/or alcohol impair the person's ability to give full and free consent;
- Attempted or actual unwanted sexual activity, such as sexual touching or fondling an unwilling person's intimate parts or forcing an unwilling person to touch another's intimate parts;
- Sexual contact when the perpetrator knows the person is unaware of the sexual contact;
- Sexual contact when the person is below the statutory age of consent.

Any member of the Seminary community who engages in one of these prohibited acts shall be subject to disciplinary action and may also be prosecuted under Kentucky's criminal statutes. Whether or not a criminal prosecution occurs, the Seminary retains the right to proceed with disciplinary action at any time, regardless of the progress or outcome of any such criminal prosecution.

### What Should I Do If I am Sexually Assaulted?

The following procedures are encouraged for victims of sexual assault:

1. Go to a safe place.
2. If you want to report the crime, notify the police immediately. Reporting the crime can help you regain a sense of personal power and control.
3. Call a friend, a family member, or someone else you trust who can be with you and give you support.
4. Preserve all physical evidence of the assault. Do not shower, bathe, douche, eat, drink, wash your hands, or brush your teeth until after you have had a medical examination. Save all of the clothing you were wearing at the time of the assault. Place each item of

clothing in a separate paper bag. Do not use plastic bags. Do not clean or disturb anything in the area where the assault occurred.

5. Get medical care as soon as possible at an emergency room or hospital of your choice. Even if you think that you do not have any physical injuries, you should still have a medical examination and discuss with a health care provider the risk of exposure to sexually transmitted infections and the possibility of pregnancy resulting from the sexual assault. Having a medical exam is also a way for you to preserve physical evidence of a sexual assault. Georgetown Community Hospital is an area hospital that you may contact.
6. If you suspect that you may have been given a "rape drug," ask the hospital or clinic where you receive medical care to take a urine sample. Drugs, such as Rohypnol and GHB, are more likely to be detected in urine than in blood.
7. Write down as much as you can remember about the circumstances of the assault, including a description of the assailant.
8. Get information whenever you have questions or concerns. After a sexual assault, you have a lot of choices and decisions to make - e.g., about getting medical care, making a police report, and telling other people. You may have concerns about the impact of the assault and the reactions of friends and family members. You can get information by calling a rape crisis center, a hotline, or other victim assistance agencies.
9. Talk with a counselor who is trained to assist rape victims. Counseling can help you learn how to cope with the emotional and physical impacts of the assault. You can find a counselor by contacting a local rape crisis center, a hotline, a counseling service, other victim assistance agencies, or RAINN. Bluegrass Rape Crisis Center is a local rape crisis center, at 502-863-7350. RAINN is a national victim assistance organization, at 1-800-656-HOPE (4673).

### Reporting Sexual Assault

If you are the victim of sexual assault or are aware of someone else being assaulted, we highly encourage you to report it to Seminary personnel so that we may help and offer resources. However, there are several policies surrounding confidentiality of which you should be aware. Certain staff members are not required to share your personally identifiable details with anyone unless there is a concern for your safety or the safety of others. Other staff members may be required to share your information with a limited group of campus officials. In these cases your information will be shared with as few people as possible and

every effort will be made to maintain your privacy. If you are unsure of a staff or faculty member's reporting requirement, please ask.

### *Confidential Reporting*

If you would like the details of the report to be kept confidential, you may report the incident to any counselor or health care provider. These individuals will not and cannot report any information about the assault unless the information relates to clear and imminent danger to an individual.

### *Private Reporting*

Other faculty and staff are available to offer support, make a referral, and offer helpful information regarding sexual misconduct as well. If you report to a faculty member, staff member, or Campus safety officer, they are required to share that information with the Seminary staff member designated to oversee and implement the Sexual Misconduct Policy. Your information will be shared with as few people as possible and every effort will be made to keep the details private to the fullest extent possible.

### *Policy Oversight*

Oversight and implementation of the Sexual Misconduct Policy is the responsibility of Jarrod Lopez, Director of Admissions. He can be reached at [jarrod.lopez@bsk.edu](mailto:jarrod.lopez@bsk.edu) or 502-863-8301.

### *Local Law Enforcement*

When sexual assault is reported, Seminary personnel should encourage the victim to report the incident to law enforcement authorities. The Seminary can help arrange a meeting with law enforcement authorities and will offer to provide person(s) to accompany and support the victim during the meetings. However, the choice to report the crime belongs solely to the victim (except in those cases governed by mandatory reporting laws).

Assaults that occur off-campus should be reported to the local police. The Georgetown Police Department can be reached via 911 or by calling 502-863-7820. If law enforcement officials are notified first, students are still encouraged to contact Seminary personnel so that appropriate measures can be taken and support can be provided.

### *Federal Statistical Reporting Obligations*

Campus officials have a duty to report sexual misconduct for federal statistical reporting purposes. All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location for publication in the annual Campus Security Report.

### *Federal Timely Warning Reporting Obligations*

Victims of sexual misconduct should also be aware that Seminary administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The Seminary will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safe decisions in light of the danger. The reports for timely warning purposes are the same as those detailed in the above paragraph.

### Investigative Procedures

Baptist Seminary of Kentucky has an obligation to respond to sexual misconduct by promptly investigating suspected or alleged instances and taking appropriate steps to eliminate the misconduct, prevent its recurrence, and address its effects. This institutional responsibility is independent of any criminal investigation; therefore, the Seminary reserves the right to discipline any student or employee accused of sexual misconduct regardless of the progress or outcome of related criminal proceedings. Additionally, unlike in criminal investigations, the standard of proof used in the Seminary's investigative proceedings will be based on a "preponderance of evidence" (*i.e.*, it is more likely than not that the violation occurred) as recommended by the Office of Civil Rights.

Any student who chooses to report an occurrence of sexual misconduct should submit a written complaint to the director of admissions. The written complaint should include the date of the occurrence, name or description of the assailant, and a detailed description of what happened. The student may also choose to include who else has been notified and any pertinent results of those notifications. All claims of sexual misconduct will be addressed by the Student Life Committee according to the Seminary's published grievance procedures (claims against employees) or disciplinary procedures (claims against students). A student's standing at the Seminary will not be adversely affected in any way by his/her appropriate use of these procedures, and the Seminary will take will take appropriate steps to prevent retaliation and strong responsive actions if retaliation occurs.

Requests for confidentiality may limit the ability of the Student Life Committee to investigate and respond to the alleged misconduct. If a student still asks that his or her name not be revealed, the Seminary will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality as long as doing so does not prevent the Seminary from responding effectively to the misconduct and protecting other students.

### Important Numbers

1. Campus Safety: 502-863-8111
2. Georgetown Police Department: 502-863-7820 or 911
3. Bluegrass Rape Crisis Center: 502-863-7350
4. RAINN (Rape, Abuse & Incest National Network): 1-800-656-4673
5. Director of Admissions: 502-863-8301

### *Smoke-free Campus*

Smoking is prohibited in all buildings and within 30 feet of any building entrance, window, or ventilation system on campus. Smoking is only allowed in areas designated by Baptist Seminary of Kentucky and/or Georgetown College.

### *Technology Ethics*

Baptist Seminary of Kentucky provides technology resources to faculty, students, and staff to support academic and administrative efforts of the BSK community as we prepare together for life and ministry in faithful witness to Jesus Christ in the church and the world. Seminary resources are considered assets and should be used responsibly to carry out Baptist Seminary of Kentucky's mission.

### Policy

Users of technology resources provided by Baptist Seminary of Kentucky/Georgetown College do so as guests of the Seminary/College and are expected to act responsibly. Because Baptist Seminary of Kentucky/Georgetown College is a guest on the Internet, World Wide Web, email, and related networks, those that access these networks serve as representatives of the Seminary/College by the way in which they conduct their network activities. All users of Baptist Seminary of Kentucky/Georgetown College resources must act with the highest ethical standards, respecting the integrity of other users' accounts, any and all copyrights, the rights of other users, and the physical facilities and controls.

### Personal Use

All seminary-provided resources are to be used primarily for official purposes. Students must use these in accordance with their access privileges. Personal use of these tools is allowed only if it:

- Is incidental in nature;
- Does not interfere with/is not detrimental to the Seminary's mission;
- Does not affect productivity.

### Use of Internet

Students are prohibited from interfering with or disrupting network users, services, or system resources. Disruptions include, but are not limited to: modifying or moving from its installed location any Seminary/College owned computing resource, creating or deliberately propagating computer worms or viruses, or using a computer to gain unauthorized access to any computing facility either internal or external to the Baptist Seminary of Kentucky/Georgetown College network.

It is not acceptable for students to access the Internet for any unethical purposes, including pornography, violence, gambling, discrimination, harassment, or any illegal activity. Users are forbidden from using profanity or vulgarity when sending electronic mail, posting to public forums (i.e., newsgroups), or posting and/or commenting on social media accounts.

Regarding Internet access and usage, be advised that use of the Internet provided by Baptist Seminary of Kentucky/Georgetown College expressly prohibits the following:

- Dissemination or printing of copyrighted materials, including articles and software, in violation of copyright laws.
- Offensive or harassing statements or language including disparagement of others based on their race, color, national or ethnic origin, gender, disability, or age.
- Sending or soliciting sexually oriented messages or images.
- Engaging in any other activity in violation of local state or federal law.

Any electronic communications sent through the Internet service provided by Baptist Seminary of Kentucky/Georgetown College must fall within these ethical standards and abide by all federal and state laws with regard to information.

### Authorized Access/Security/Confidentiality

Generally, the internal safeguards established by Baptist Seminary of Kentucky/Georgetown College and the use of passwords are designed to protect the confidentiality of information exchanged over these networks. These safeguards are not foolproof, and students should be aware that there is no guarantee of confidentiality.

The primary responsibility for ensuring the confidentiality of personal communications lies with the user. Students should use passwords to prevent unauthorized access to files and should observe procedures that prevent others from viewing materials on screen.

In the use of external communications, such as the Internet, users need to be aware that information communicated may be intercepted and accessed illegally. Therefore, students should take the following precautions to protect against security violations:

- Never transmit or discuss unsecured sensitive information; and
- Never give access or passwords to anyone unless required for fulfillment of task.

Abuse of access privileges or passwords by unauthorized entry into another user's system or files, or into Baptist Seminary of Kentucky/Georgetown College's internal or external networks, or the distribution of messages or materials which are not consistent with the policies for appropriate conduct, is subject to appropriate disciplinary action up to and including dismissal. In some cases, the abuse of access privileges may be illegal, and the violator may be subject to legal penalties.

Students are not authorized to access, open, move, or delete individual files, mailboxes, messages, or other electronic transactions unless authorized by the individual owner of the file. Under no circumstances is a student authorized to use an account assigned to someone else without explicit permission from the account's owner. Attempting to access the voice mail or e-mail messages of another user, without their consent or authorization, is a violation of Seminary policy and is subject to disciplinary action up to and including dismissal.

The Seminary reserves the right without notice to limit or restrict any individual user's access and to inspect, remove, or otherwise alter any data, file, or system resource that may undermine the authorized use of any seminary-provided computing resource or access to the Internet, World Wide Web, electronic mail, or other related network service. The Seminary

disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain the privacy and security of its computing resources.

### Respect for the Confidential Information of Others

On occasion, a student may become familiar with another person's confidential information. In accordance with Baptist Seminary of Kentucky's standards of conduct, all users are expected to respect the privacy of others and to not use or reveal the information inappropriately. Questions or concerns regarding sensitive information should be directed to a member of the Seminary Leadership Team.

### Respect for Intellectual Labor

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to the work of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for work and personal expression of others is especially critical in computer environments. Violations of authorized integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

It is against Seminary policy to use copyright protected material unless written approval to use it has been acquired. Most text, photographic and graphic materials in books, magazines, external databases and other published sources, including electronic sources, are protected by copyright. The same rules apply to articles or other information that is obtained through e-mail. Reproducing and/or distributing copyrighted material without obtaining the permission of, or purchasing reproduction rights from, the copyright holder is likely to be a copyright infringement. Reproduction and distribution include electronically scanning, or otherwise copying materials for inclusion in reports, brochures, or other documents. Unauthorized use of such protected materials is subject to disciplinary action up to and including dismissal.

### Enforcement

The use of Baptist Seminary of Kentucky/Georgetown College technology resources is a privilege to students. The privilege may be withdrawn (in addition to other appropriate actions) by the Seminary/College based on the specific guidelines outlined in this document. Students who are charged with a violation of the Baptist Seminary of Kentucky/Georgetown College Technology Ethics Policy will be referred to the director of admissions. The complaint will be adjudicated through the disciplinary procedures outlined on pages 37-38. Students who are found to be in violation of the policy will be subject to disciplinary sanctions up to and including dismissal from Baptist Seminary of Kentucky.

## STUDENT DISCIPLINARY PROCEDURES

### *General Procedures*

1. Any faculty member, staff member, or student may bring a written report of student misconduct to the academic dean. Anyone who needs clarification on BSK's standards of conduct should meet with the dean (for issues related to academic honor) or the director of admissions (for issues related to non-academic conduct) to discuss his/her questions and concerns. No anonymous allegation(s) of inappropriate student conduct shall be given consideration. Anyone who intentionally brings a false accusation and/or provides false testimony shall be subject to disciplinary action.
2. Upon receiving a written report of student misconduct, the dean (in cases of academic honor) or the director of admissions (in cases of non-academic conduct) will investigate the allegation(s) and determine whether the student's behavior violates the Seminary's standard of conduct, is harmful to the Seminary community, and/or obstructs the mission of the Seminary.
3. The dean/director may dismiss the charges, assign disciplinary action appropriate to the offense, or convene the Student Life Committee to review the case.

### *Student Life Committee*

1. The Student Life Committee shall consist of the academic dean (chair), the director of admissions, one faculty member appointed by the president, and two students chosen by their peers. Every effort shall be made to assign neutral parties to the Committee.
2. The Committee may be convened at the request of the academic dean or the director of admissions. The student subject to disciplinary action may also appeal the initial decision of the dean or director by requesting that the Committee be convened to review it.
3. Upon receiving a request to convene, the Committee shall provide written notice of the allegation(s), and of all supporting information in its possession, to the student in question and to all members of the Committee. The Committee shall give the student an opportunity to respond to the allegation(s) in person and/or in writing.
4. The Committee shall investigate the alleged misconduct by using procedures a majority of its members agree best fit the situation. The work of the Committee should be carried out in a manner that is pastoral, confidential, and which affirms the dignity of all involved parties and the integrity of the Seminary.
5. Disciplinary action may be assigned by the Committee with a majority vote. The

Committee has the authority to sanction students through censure, probation, suspension, expulsion, and/or other appropriate actions. The Committee may also recommend the full restoration of the student to the community or that the case be dismissed if there is insufficient evidence.

6. The Committee chair shall notify the student in writing of its decision. The Committee's decision shall be considered final.
7. A report of the charged misconduct, procedures, findings, and disciplinary action shall be retained in the student's file in the BSK academic office for a period of time determined by the Committee.

**\*A student's standing at the Seminary will not be adversely affected in any way by his/her appropriate use of these procedures.**

### STUDENT GRIEVANCE PROCEDURES

Baptist Seminary of Kentucky expects that every decision made in the management of the Seminary's community life and the administration of its policies will affirm the dignity of students and the responsibility of the Seminary to provide a learning environment that prepares them for life and ministry. All Seminary employees are expected to interact with students in ways that are personal, pastoral, and confidential.

BSK encourages students to seek out members of the faculty and staff for information regarding any issue(s) of concern and/or to direct attention to any condition(s) that may appear to be operating to their disadvantage or the disadvantage of the Seminary. Such conversations give the Seminary the opportunity to respond to concerns as they are discovered and before they become major issues within the life of the community.

#### *General Procedures*

1. A student who believes he/she has a legitimate grievance against the Seminary or a Seminary employee should attempt to resolve the issue directly with the individual(s) concerned in a private formal meeting held in a timely manner. The procedure is concluded if an acceptable resolution is reached between the student and the other party. The involved parties may provide written documentation of the resolution to the academic dean as they wish. In such cases, a permanent copy will be retained in the BSK academic office.
2. If direct resolution is unsuccessful, the aggrieved student should submit his/her grievance in writing to the academic dean within twenty-eight (28) days of the attempt to resolve the issue. In situations in which direct resolution is not applicable (including complaints related to ATS standards), the student should submit a written grievance to the dean in a timely manner after discovering the issue.\*
3. The written grievance should include the date of the complaint, nature of the issue, parties involved, steps taken already in resolving the issue (including dates of previous attempts at direct resolution), and any recommendations for further attempts at resolution. No anonymous grievances shall be given consideration.
4. Within twenty-eight (28) days of receiving the written grievance, the dean shall mediate a meeting between the two parties to determine resolutions that can be developed and implemented. The dean may also choose to meet with each party separately before mediating the issue. The procedure is concluded if an acceptable resolution is reached between the dean and both parties. In such cases in which no second party is named

and the grievance relates to an area of Seminary life assigned to a member of the faculty or staff, the dean shall designate that person as the second party. Otherwise, the dean shall speak on behalf of the Seminary.

5. If the issue is resolved, the dean will draft a written summary of the resolution and have it signed by each involved party. A permanent copy will be retained in the BSK academic office.
6. If the issue remains unresolved, the dean will submit the grievance to the Student Life Committee for further review.

### *Student Life Committee*

1. The Student Life Committee shall consist of the academic dean (chair), the director of admissions, one faculty member appointed by the president, and two students chosen by their peers. Every effort shall be made to assign neutral parties to the Committee.
2. Upon receiving a request to convene, the Committee shall provide written notice of the grievance, and of all supporting information in its possession, to all involved parties and to all members of the Committee. The Committee shall give all involved parties an opportunity to respond to the grievance in person and/or in writing.
3. The Committee shall investigate the grievance by using procedures a majority of its members agree best fit the situation. The work of the Committee should be carried out in a manner that is pastoral, confidential, and which affirms the dignity of all involved parties and the integrity of the Seminary.
4. The Committee chair shall notify the student and any other involved parties in writing of its recommendation. The Committee's decision shall be considered final in resolving the grievance.\*\*
5. A report of the grievance and the Committee's recommendation, along with a written record of all proceedings, will be retained permanently in a file designated for grievances in the BSK academic office.

This policy does not apply in cases of disciplinary action resulting from student misconduct or academic probation. For the policies and procedures related to concerns about the conduct of another student, please see BSK's disciplinary procedures. For policies and procedures regarding academic probation/termination, see the appropriate section under "Academic Policies and Procedures" in the *BSK Catalog*.

\*If the dean is the subject of the grievance, the student should submit the grievance directly to the president. The president shall assume the duties related to grievances normally assigned to the dean. If the president is the subject of the grievance, the student should submit the grievance to the dean. The chair of the Trustees shall assume the duties related to grievances normally assigned to the dean, and the dean shall sit on the Student Life Committee in place of the faculty member appointed by the president.

\*\*The Student Life Committee does not have the authority to discipline or dismiss Seminary personnel. If employee misconduct and/or other negative job-related behaviors are uncovered by the Student Life Committee, the Chair of the Committee shall report those findings to the president (or to the Board of Trustees in the case of the president) who will proceed according to the disciplinary procedures described in the *Employee Handbook* and *Faculty Handbook*.

**A student's standing at the Seminary will not be adversely affected in any way by his/her appropriate use of these procedures.**

## Financial Policies

### **TUITION AND FEES**

#### *Application Fee*

A non-refundable fee of \$35 is required to process each application for admission.

#### *Tuition*

Tuition is \$375 per credit hour for the 2016-2017 academic year. The Seminary does not charge any additional semester fees for student activities or institutional services.

#### *Audit Fee*

The audit fee is \$100 per hour of classroom instruction. For example, if a class meets three hours each week, the audit fee is \$300 for the semester.

#### *CPE Administrative Fee*

A \$150 administrative fee is required for all students seeking academic credit for each CPE unit. CPE tuition is paid directly to the institution supervising the program.

#### *Graduation Fee*

Students should plan ahead for the expenses of graduation. The \$100 graduation fee includes the provision of caps, gowns, and hoods for graduates during commencement.

### **PAYMENT OF STUDENT ACCOUNTS**

Tuition and other student charges are due in full on or before the first day of classes unless the student elects to use the flex plan payment option provided by the Seminary. The flex plan payment option allows students to divide tuition costs into affordable installments (two or four equal payments) and pay over the course of the semester with the first payment due at the beginning of the semester and subsequent payments due in monthly intervals. Payment arrangements can be made with Glenda Simpson, Office Administrator, in the administrative office on the main floor of the LRC during regular office hours.

Students must meet all financial obligations for past semesters before they are allowed to attend classes during the current semester. All financial obligations must be met before the Seminary will confer degrees or release transcripts.

### REFUNDS

Refunds of tuition and fees may be disbursed to students in good financial standing who drop a course or withdraw from the Seminary by the designated withdrawal date on the academic calendar. The following policies guide BSK's refund procedures:

- Students who drop a course on or before the designated "last day to drop" will receive a full refund for each course.
- Students who withdraw after the "last day to drop" and on or before the "last day to withdraw" will receive up to a 50% refund for each course.
- There will be no refunds issued for students who withdraw after the designated "last day to withdraw."
- Veterans and other eligible persons receiving VA education benefits will be refunded tuition and other charges based on federal regulations.

Refunds will be mailed within forty (40) days after a student submits the necessary academic paperwork. Students must complete and return all required drop/withdraw forms to the academic office by the dates listed above to be eligible to receive a refund. No student with an outstanding balance on his/her Seminary account will be issued a refund until the balance is settled in full.

### FINANCIAL AID

Baptist Seminary of Kentucky offers financial aid in the form of need-based tuition assistance and merit-based scholarships and tuition discounts. Students must submit the "Financial Aid Application" each spring to be eligible for any type of financial aid during the following academic year. The "Financing Your Seminary Education" guide, which includes the application, is available on the Seminary website and from the admissions office. All questions should be directed to Jarrod Lopez, Director of Admissions and Student Life.

#### *Financial Aid Policies*

1. Financial aid is granted for a period of one (1) academic year beginning in the fall semester and concluding with the summer term. Students are required to re-apply during the spring semester to receive financial aid for the next academic year. *Scholar's, President's, and Trustee Award recipients are excluded from this policy.*
2. Financial aid is awarded for the first thirty (30) hours in any given academic year. Full financial responsibility for any hours taken over thirty belongs to the student.

3. Financial aid is available for no more than the total number of hours (90) in the M.Div. program. Financial aid is not provided for any course that must be retaken due to a failing grade or which was dropped by the student after the designated “last day to drop.” Full financial responsibility for repeated courses and for courses taken beyond the required number of hours belongs to the student.
4. Full-time, degree-seeking students are given priority in the awarding of financial aid.
5. Scholarship recipients must maintain full-time enrollment status each semester (see page 39 of *BSK Catalog 2016-17*). Recipients of tuition assistance and/or tuition discounts are not required to maintain a minimum number of hours.
6. Students must satisfactory academic progress (see page 35 of *BSK Catalog 2016-17*) to continue receiving any form of financial aid.
7. If a student’s financial status changes significantly during the academic year, the student may petition the director of admissions regarding his/her situation.

### **TUITION ASSISTANCE**

BSK awards tuition assistance based on need. The total amount of tuition assistance will not exceed the amount of a student’s demonstrated need. “Demonstrated need” is defined as the difference between the total cost of tuition and fees per academic year and the student’s Expected Family Contribution (EFC) as calculated from information provided by the student on the “Financial Aid Application.” The Seminary uses the standard formula prescribed by the US Department of Education to calculate a student’s EFC.

### **SCHOLARSHIPS**

Individuals, churches, and partner organizations have given generously to establish scholarships to be awarded to students enrolled full-time in BSK’s M.Div. degree program. The Seminary awards scholarships in accordance with the criteria set by the donors of the funds and the policies set forth by the Seminary to govern financial aid:

#### *Institutional Scholarships*

- BSK Scholar’s Award (multiple; full tuition)
- BSK President’s Award (multiple; half tuition)
- BSK Trustee Award (multiple; varies)

#### *Partner Scholarships*

- CBF Leadership Scholarship (multiple; \$4,000 per year)
- CBF Kentucky Scholarship for Theological Education (\$1,000 per year)

- Harrodsburg Baptist Foundation Scholarship (multiple; \$1,500 per year)

### *Other Scholarships*

- Gerald and Doris Borchert Gift
- Freda Marie and Lewis Clinton Brock Scholarship for Women
- Rebecca Ruth Montgomery Colliver Honorary Fund
- Dr. William R. Cromer Scholarship
- Don and Wanda Cutter Scholarship
- W. Robert DeFoor Scholarship
- Carolyn S. Ellis Scholarship for Women
- Eminence Baptist Church Memorial Scholarship
- Faith Baptist Church (Georgetown) Scholarship
- Paul J. and Christine B. Godsey Scholarship
- Rick and Judy Landon Scholarship
- Alois and Jim Lewis Scholarship
- Ora Lunceford Scholarship for Women in Ministry
- Maude Ella and Forniss Park Scholarship
- Sanders W. Petrey Scholarship
- Michael T. Sanders Memorial Scholarship
- Adah and Fred Turpin Memorial Scholarship
- Jim and Ruth Ward Scholarship
- Darrell Ross and James Woods Scholarship

### **OUTSIDE FINANCIAL AID**

Scholarships are available to students from sources external to the Seminary. A non-comprehensive list of such scholarships can be found in the “Financing Your Seminary Education” guide available online or from the admissions office. Students will need to investigate and apply for these scholarships independently of BSK financial aid.

### **VETERANS’ BENEFITS**

Baptist Seminary of Kentucky is recognized by the Kentucky Approving Agency for Veterans Education as an institution approved for the enrollment of veterans and other eligible persons. Veterans and other eligible persons who qualify to receive VA education benefits should contact the director of admissions to verify their eligibility and to begin the enrollment certification process in order to receive VA education benefits at BSK.



**Appendix A**

**BSK ACADEMIC CALENDAR  
2016-2017**

**FALL 2016**

Orientation	8/27
First/Last Day of Class	8/29 - 12/16
Last Day to Add/Drop	9/2 - 9/16
Labor Day	9/5
Last Day to Withdraw	10/7
Fall Break	10/10-10/14
Registration for Jan. and Spring	10/31 - 11/11
Reading Days/Thanksgiving Break	11/22 - 11/25

**JANUARY 2017 (Class may follow shortened, intensive schedule)**

First/Last Day of Class	1/2 - 1/20
MLK, Jr. Holiday	1/16

**SPRING 2017**

First/Last Day of Class	1/30 - 5/12
Last Day to Add/Drop	2/3 - 2/17
Last Day to Withdraw	3/10
Spring Break	3/13 - 3/17
Registration for Summer and Fall	4/3 - 4/14
Good Friday Holiday	4/14

<b>COMMENCEMENT 2017</b>	5/13
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**SUMMER 2017 (Class may follow shortened, intensive schedule)**

First/ Last Day of Class	6/5 - 6/23
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**Appendix B**

**BSK ACTIVITY CALENDAR  
FALL 2016**

<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
Sat, Aug 27	9:00	Orientation	LRC
Mon, Aug 29	4:15/30	Contextual Ministry (CTM)/ Community Meal	LRC 021/GBC
Mon, Sept 5		Labor Day – No Classes	
Mon, Sept 12	4:30	Convocation Chapel	GBC
Mon, Sept 19	4:15/30	CTM/Community Meal	LRC 021/GBC
Mon, Sept 26	4:30	Community Meal	GBC
Mon, Oct 3	4:15/30	CTM/Community Meal	LRC 021/GBC
Mon – Fri, Oct 10-14		Fall Break – No Classes	
Mon, Oct 17	4:15/30	CTM/Community Meal	LRC 021/GBC
Mon, Oct 24	4:30	Chapel	GBC
Mon, Oct 31	4:15/30	CTM/Community Meal	LRC 021/GBC
Mon, Nov 7	4:30	Community Meal	GBC
Mon, Nov 14	4:15/30	CTM/Community Meal	LRC 021/GBC
Mon, Nov 21	4:30	Community Meal	GBC
Tues – Fri, Nov 22-25		Thanksgiving/Reading Days – No Classes	
Mon, Nov 28	4:15/30	CTM/Community Meal	LRC 021/GBC
Mon, Dec 5	4:30	Advent Chapel – Lessons & Carols	GBC
Mon, Dec 12	4:15/30	CTM/Community Meal	LRC 021/GBC
Mon – Fri, Dec 12-16		Finals Week	

**BSK ACTIVITY CALENDAR  
SPRING 2017**

<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
Mon, Jan 30	4:15/30	CTM/Community Meal	TBD/GBC
Mon, Feb 6	4:30	Community Meal	GBC
Mon, Feb 13	4:15/30	CTM/Community Meal	TBD/GBC
Mon, Feb 20	4:30	Chapel – Martha Stearns Marshall	GBC
Mon, Feb 27	4:15/30	CTM/Community Meal	TBD/GBC
Mon, March 6		Hinson Lectures	Conference Center
Mon - Fri, March 13-17		Spring Break – No Classes	
Mon, March 20	4:15/30	CTM/Community Meal	TBD/GBC
Mon, March 27	4:30	Chapel	GBC
Mon, April 3	4:15/30	CTM/Community Meal	TBD/GBC
Mon, April 10	4:30	Community Meal	GBC
Fri, April 14		Good Friday – Offices Closed	
Mon, April 17	4:15/30	CTM/Community Meal	TBD/GBC
Mon, April 24	4:30	Community Meal	GBC
Mon, May 1	4:30	Graduate Chapel	GBC
Mon, May 8	4:15/30	CTM/Community Meal	TBD/GBC
Mon - Fri, May 8-12		Finals Week	
Fri, May 12	6:00	Graduate Dinner	TBD
Sat, May 13	10:00	Commencement	TBD

**Activity Calendar is subject to change.**

## Appendix C

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT 1974 (FERPA)**

FERPA is intended to ensure students are afforded the right to inspect and review their education records, seek to have the records amended, and to exercise some control over the disclosure of information from the records. Baptist Seminary of Kentucky shall comply with FERPA. The Seminary has no obligation to create or maintain records.

#### **DEFINITIONS**

**Directory Information:** Directory information can be released without the student's explicit permission. The Seminary has designated the following items as directory information:

- student name
- student address
- student phone number
- dates of attendance
- degrees and awards received
- undergraduate school attended
- church position
- home church
- denominational affiliation
- program of study
- names of spouse and children
- birthday (month/day for calendar)
- images/pictures for use in directory, catalog, and other materials

**Education Records:** Any record maintained by the Seminary which is directly related to a student, *except:*

- A personal record kept by an employee if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- An employment record of an individual, whose employment is not contingent on the fact that he/she is a student, provided the record is used only in relation to the individual's employment.
- Alumni/ae records which contain information about a student after he/she is no longer in attendance at the Seminary and which do not relate to the person as a student.

**Legitimate Educational Interest:** Interest which is founded completely on the need for access to information related to the student's educational interests. For example, enrollment information needed by the business office for billing purposes or by the post office for mail delivery. Information shared

would be limited to the particular need. It would not include information about a specific student which would be used to further the interests of the institution as a whole. For example, sharing identifiable, non-directory information about a student in a Seminary publication (without the student's permission).

**School Official:** A person employed by the Seminary in an administrative, supervisory, academic or research capacity, or support staff position; a person employed by or under contract to the Seminary to perform a special task, such as the attorney or auditor; National Student Loan Clearinghouse; organizations/churches serving in field education; and Seminary committees.

**Student:** Any person while in attendance or considered active at the Seminary. Active status is for those who have not been out of classes for more than one academic year. Applicants who are not accepted or do not enroll are not covered by this policy.

### ANNUAL NOTIFICATION

Students will be notified of FERPA policies annually.

### PROCEDURE TO INSPECT EDUCATION RECORDS

Students may inspect and review their education records subsequent to completing a written request which is submitted to the appropriate BSK office: Admissions, Academic or Business.

That office will make the arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access will be provided in less than 45 days from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her.

The Seminary reserves the right to refuse to permit a student to inspect the following records:

- Letters and statements of recommendation for which the student waived review privileges or which were placed in the file prior to January 1, 1975.
- Records connected with an application to attend the Seminary which was not approved for admission. For example, if a student was denied admission and later re-applied and was accepted -- the documents related to the denied application will not be available for review.
- Records which are excluded from the FERPA definition of *education records*.

### TYPES AND LOCATIONS OF EDUCATION RECORDS

The following list provides the types of education records maintained at the Seminary: Admissions, Financial Aid, Academic, Recruitment and Financial. Official academic records (transcripts) are kept and maintained by the Registrar's Office at Georgetown College.

## DISCLOSURE OF EDUCATION RECORDS

The Seminary will not disclose information from a student's education records without the written consent of the student, *except*:

- To school officials who have a legitimate educational interest in the records.
- To certain officials of the Department of Veteran Affairs, the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- To organizations conducting certain studies for or on behalf of the Seminary.
- To accrediting organizations to carry out their functions.
- To comply with a judicial order or a lawfully issued subpoena. Students are notified prior to release.
- To appropriate parties in a health or safety emergency.
- To officials of other schools to which the student intends or is seeking to enroll.
- Items defined as *directory information* unless the student has requested in writing that *directory information* be held in confidence. If such a request is made, the student's information will not be released and will not be published in the campus directory. The request for confidentiality must be received by September 1 of the Fall term. A written request is also required to release the hold on information.

Release of information, with the student's consent, is at the discretion of the Seminary. The Seminary application form contains information that may be released to denominational judicatories and church officials for information related to the student's education and formation for ministry.

Originals or copies of transcripts from other schools which are maintained in the Seminary student file will not be released to the student or any other party.

## RECORD OF REQUESTS FOR DISCLOSURE

The Seminary will keep copies of all requests for information release in the student's file in the appropriate BSK office.

## CORRECTION OF EDUCATION RECORDS

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or violation of their privacy rights. Records which may be corrected cannot be substantial decisions such as grades or disciplinary actions. The following procedures are to be used for the correction of records.

1. A student must submit a written request to the appropriate BSK office to amend a record. The request should identify the part of the record to be changed and specify why it is inaccurate,

- misleading, or in violation of privacy or other rights. In order to change the record, the student must provide a legal document authorizing the change, e.g., marriage license, divorce decree.
2. The Seminary may or may not comply with the request. If the Seminary decides not to comply, the registrar will notify the student of the decision and the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
  3. If the student desires a hearing, the request for such must be made to the registrar in writing. The appropriate office will arrange for a hearing, and notify, in writing, of the date, place, and time of the hearing. The hearing will be arranged for a time convenient for the student and others involved.
  4. The hearing will be conducted by the dean. The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's records. One or more individuals may assist the student, including an attorney. The dean may call on other parties to present information regarding the requested change in the records.
  5. The dean will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
  6. If the dean decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, the student will be notified, in writing, that a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision can be placed in the record.
  7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the contested portion is disclosed, the additional statement will also be disclosed.
  8. If the dean determines that the information is inaccurate, misleading, or in violation of the student's right of privacy, the record will be amended and the student notified, in writing, that it has been amended.

### **DISCLOSURE SUBSEQUENT TO LEAVING THE SEMINARY**

Education records of students who have left the Seminary, for whatever reason, will be treated in the same manner as current students. Information gathered subsequent to a student's departure which is not related to the student's time at the Seminary, is not considered part of the education record. If a student requested confidentiality while at the Seminary, that request will remain in effect after departure.

Information on students who are deceased will be treated as all other information unless the executor/executrix has authorized release. Information may be released, at the discretion of the Seminary, after the individual has been deceased for 25 years.

Appendix D



GEORGETOWN  
COLLEGE  
*Live. Learn. Believe.*

# CAMPUS EMERGENCY SITUATIONS

## QUICK REFERENCE GUIDE

### FIRES

#### EVACUATE

- Activate the alarm
- When fire alarm is activated, evacuation is mandatory
- Call for help—dial 911
- Warn others
- Evacuate immediately at the nearest exit
- Evacuate to an area that does not impede responders
- Assist persons with disabilities, if possible
- DO NOT USE ELEVATORS
- Do not re-enter the building until authorized by Campus Safety or Fire Department Officials

### ACTIVE SHOOTER

#### IF INSIDE

- If advised or aware of an active shooter incident, immediately seek shelter in nearest room
- Lock and BARRICADE doors to protect yourself and others inside a room
- Do not leave your room until authorized by Campus Safety or Law Enforcement Officials The exception to this rule is if you are in greater danger staying in the room/building than trying to escape

#### IF OUTSIDE

- If advised or aware of an active shooter incident, run in the opposite direction of the sound of gunfire. If in a room where barricading is NOT an option exit the room/ building immediately in the safest known direction away from the sound of gunfire.

### HAZARDOUS MATERIALS

#### SHELTER IN PLACE

- If advised to shelter for a HAZMAT incident, immediately seek shelter in nearest facility
- Close and lock all windows, exterior doors, and any opening to the outside, seal bottom of doors with towels or clothes (and windows if possible) (wet if possible)
- If possible, move to an interior room above ground floor with fewest windows, close vents or turn off A/C
- Do not leave the building until authorized by Campus Safety or Public Safety officials

### TORNADO WARNING

#### GO TO DESIGNATED TORNADO SHELTER

- If the All Hazards Sirens are activated or you are notified of a warning, immediately seek shelter in nearest facility (or if no shelter is available lie flat in a ditch facedown covering your face)

- Proceed to the lowest level. If a basement is not available, seek an interior hallway or small interior room on lowest level, away from windows and doors
- All Clear will be announced over the local TV and radio stations or expiration of the initial National Weather Service warning DO NOT LEAVE UNTIL the All Clear is given

**FOR ANY EMERGENCY: CALL 911**

#### NON EMERGENCY PHONE #s:

Georgetown/ Scott County Dispatch Center: 502-863-7820  
Georgetown Police: 502-863-7826 Sheriff: 502-863-7855  
Georgetown Fire: 502-863-7833  
Georgetown/ Scott County Emergency Mgt/ Homeland Security: Day- 502-863-7848 Night- 502-863-7820  
Georgetown/ Scott County EMS: 502-863-7841  
Campus Safety: 502-863-8111 or Ext. 8111

#### How you will be notified...

(Our emergency warning notification system)

- All-Hazards Emergency Warning sirens:  
(Continuous – See Tornado – Shelter in Place)  
(Pulsating – See Shooter - Lockdown)
- Fire alarms:  
(**Evacuate** the building)
- Email: An e-mail may be sent to all people with a **georgetowncollege.edu** address
- Text messaging:  
Georgetown College faculty, staff and students may sign up via the Georgetown College website to receive an emergency notification text message
- Webpage: The home page ([www.georgetowncollege.edu](http://www.georgetowncollege.edu)) is the focal point for all campus-related emergencies
- Residence Life: College residences have procedures for alerting people in individual halls via their resident assistants, phones, and signage
- Local Media: The College works with the news media, radio, TV, newspapers, and Internet, to help spread the word
- Facebook: Individuals can sign up for a Facebook account ([www.facebook.com/GeorgetownCollege](http://www.facebook.com/GeorgetownCollege)) and join the Emergency Notification Group