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**2022-2023**

**STUDENT**

**HANDBOOK**

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This handbook contains the proposed program, regulations, requirements, and general information for the 2022-2023 academic year. All information is subject to change without notice and is in no way binding upon the Seminary.

## **BSK OFFICE INFORMATION**

### **CONTACT INFORMATION**

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Email: info@bsk.edu  
Mailing Address: PO Box 23079  
Lexington, KY 40523

### **OFFICE HOLIDAYS**

Labor Day – September 5<sup>th</sup>, 2022  
Thanksgiving – November 23<sup>rd</sup>-25<sup>th</sup>, 2022  
Christmas and New Years – December 23<sup>rd</sup>, 2022 – January 2<sup>nd</sup>, 2023  
Martin Luther King, Jr. Day – January 16<sup>th</sup>, 2023  
Good Friday – April 7<sup>th</sup>, 2023  
Memorial Day – May 29<sup>th</sup>, 2023  
Independence Day – July 4<sup>th</sup>, 2023

### **OFFICE LOCATIONS**

#### BSK Lexington Offices

Central Baptist Church  
110 Wilson Downing Road  
Lexington, KY 40517

#### BSK Louisville Offices

Steward Hall  
Third Level, 300  
1018 S. 7<sup>th</sup> Street  
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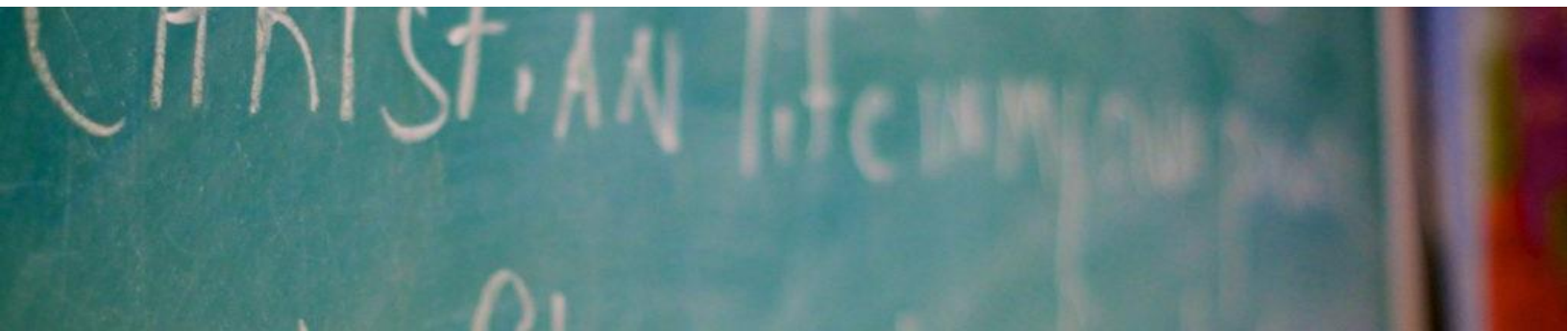
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## **PURPOSE STATEMENT**

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**

### **COMMUNICATION**

Students, faculty, and staff are assigned institutional e-mail and Populi 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 made available through Populi.

### **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:

- 2022: Dr. Ellen Davis, Duke Divinity School
- 2021: Dr. Doug Weaver, Baylor University
- 2020: Dr. Donyell McCray, Yale Divinity School
- 2019: Dr. Beth Allison Barr, Baylor University
- 2018: Ruby Nell Sales, Founder of the SpiritHouse Project
- 2017: G. Sujin Pak, Duke Divinity School
- 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

### **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.

### **MINISTRY PARTNERS**

Baptist Seminary of Kentucky is affiliated with the Cooperative Baptist Fellowship (CBF), Cooperative Baptist Fellowship Kentucky (CBF Kentucky), Cooperative Baptist Fellowship of Virginia (CBF Virginia), Cooperative Baptist Fellowship of Florida (CBF Florida), and the National Baptist Convention of America International, Inc. (NBCA). 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.

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**

BSK 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/placement2>). The Seminary encourages students to consult this list often.

## **TEXTBOOKS**

Textbook information may be found on the course information page in Populi. 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.



## **CAMPUS INFORMATION**

Baptist Seminary of Kentucky (BSK) partners primarily with Central Baptist Church (CBC) and Simmons College (SC) for campus space, resources, and services. Students are expected to abide by all guidelines set forth by these institutions governing the use of facilities and/or services.

### **Campus Safety**

#### Lexington Campus:

Outside of traditional office hours Central Baptist Church is locked and access is not granted.

#### Louisville Campus:

Simmons College's Campus Safety is staffed with personnel to assist students 24 hours a day. Campus Safety's office is located in Parrish Hall, with open office hours Monday-Friday from 8:30 a.m.-5:00 p.m.

Daytime Security Needs:

502.776.1443 ext. 167

Evening Security Needs:

502.776.1443 ext. 128

### **Emergency Notifications**

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

- Through text message if the student has opted "in" for the notification through Populi. Students must submit their cell phone number and have it verified in Populi.
- BSK e-mail.

### **Personal Property**

There is a "Lost and Found" located in the campus safety office at the Louisville Campus, located in Parrish Hall.

Reasonable efforts are made to protect student's personal property. Students are responsible for their belongings and books left in public areas. BSK, Central Baptist Church, and/or Simmons College is not responsible for the loss of or damage to students' property.

### **Fire Evacuation Plan**

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, Central Baptist Church, or Simmons College 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.

## **Library**

Baptist Seminary of Kentucky is a co-owner of the Digital Theological Library (<https://libguides.thedtl.org/home>) which is our primary library. It is a growing, purpose-built, comprehensive collection of resources for theological education. Every student is provided with a unique password from the seminary librarian in order to be able to access, read, and download resources from the DTL. If you lose or forget your password, contact the seminary librarian ([librarian@bsk.edu](mailto:librarian@bsk.edu)).

We are also fortunate to share library resources with Simmons College Library. Students are encouraged to know what libraries (theological, academic, as well as public) are in their area and how to access them. Planning ahead is always the best research strategy. Contact the seminary librarian ([librarian@bsk.edu](mailto:librarian@bsk.edu)) with research needs and questions.

### [Simmons College Library](#)

BSK Students in the Louisville area have in-person access to the Simmons College Library. Students are strongly encouraged to familiarize themselves with the Library policies, procedures, and hours: (<https://www.simmonscollegeky.edu/academics/library/>).

### Libraries near you...

All students are encouraged to be aware of the libraries and information resources in their area. Having trouble finding them? Contact the seminary librarian! [librarian@bsk.edu](mailto:librarian@bsk.edu) or (502) 863-8312.

## **Parking**

### Lexington Campus:

Central Baptist Church does not issue parking passes. All BSK students are welcome to park in the main lot of the church.

### Louisville Campus:

Simmons College does not issue parking passes, and Campus Safety does not ticket unless you are blocking an entrance, access for fire safety, or are parking in the grass. Please, be mindful of where you are parking on campus. Students, faculty, staff, and visitors may park in the parking lot located behind Steward Hall at no charge.

## **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:

### Text Message

- If you have a cell phone number listed in Populi and have "verified" it's ability to accept text messages, you will receive alerts via text message.

### 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))

**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:

**Level 1 Weather Alert**

Classes are still in session, however, students are encouraged to use caution. Students should check Populi for announcements from instructors on any change in class status. Students should notify instructors if they are unable to attend class. If classes proceed normally, students who feel unsafe traveling may join remotely by Zoom, and student absences should be excused if students are unable to participate in person or by Zoom.

**Level 2 Weather Alert**

BSK classrooms are not accessible. Classes may proceed by Zoom. Check Populi for announcements on class status.

## **STUDENT LIFE POLICIES AND PROCEDURE**

### **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 (page 29).

#### **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.

#### **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, sexual orientation, gender identity, 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 39-40 of *BSK Catalog*.)

### 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 (page 29) 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 page 29). 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 Academic Coordinator 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, sexual orientation, gender identity, 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 Academic Coordinator. 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
- Knives other than ordinary pocket knives, utility/work knives, or standard food service knives.

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. The Title IX Officer for BSK is Jessalynn Cornett, also referred to as the Academic Coordinator.

### **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 Academic Coordinator. 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. University of Kentucky Albert B. Chandler Hospital, Saint Joseph Hospital, Baptist Health Lexington, and Saint Joseph East are Lexington area hospitals that you may contact. University of Louisville Health Jewish Hospital, Norton Hospital, University Of Louisville Hospital, Norton Audubon Hospital, UofL Health - Mary & Elizabeth Hospital, Norton Women's and Children's Hospital, Baptist Health Louisville, and Norton Brownsboro Hospital are Louisville area hospitals 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 Jessalynn Cornett, Registrar and Academic Coordinator. She can be reached at [jessalynn.cornett@bsk.edu](mailto:jessalynn.cornett@bsk.edu) or 502-863-8302.

#### *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 Lexington Police Department can be reached via 911 or the non-emergency line at 859-258-3600. The Louisville Metro Police Department can be reached via 911 or non-emergency lines at 502-574-7111 or 502-574-2111. 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 Academic Coordinator. 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 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. Lexington Police Department: 859-258-3600 or 911
2. Simmons College Campus Safety Daytime: 502-776-1443 ext. 167
3. Simmons College Campus Safety Evening: 502-776-1443 ext. 128
4. Louisville Metro Police Department: 502-574-7111
5. Bluegrass Rape Crisis Center: 502-863-7350
6. RAINN (Rape, Abuse & Incest National Network): 1-800-656-4673

### Smoke-free Campus

Smoking is prohibited in all buildings and within 30 feet of any building entrance, window, or ventilation system on campus.

### 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.

### Technology Policies

Users of technology resources provided by Baptist Seminary of Kentucky do so as guests of the Seminary and are expected to act responsibly. Because Baptist Seminary of Kentucky is a guest on the Internet, World Wide Web, email, and related networks, those that access these networks serve as representatives of the Seminary by the way in which they conduct their network activities. All users of Baptist Seminary of Kentucky 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/ Simmons 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/Simmons 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, sexual orientation, gender identity, 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/Simmons 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/Simmons 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/Simmons 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/Simmons 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/Simmons College Technology Ethics Policy will be referred to the Academic Dean. The complaint will be adjudicated through the disciplinary procedures (page 29). 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.

### Digital Divide Project

Again this year, thanks to a generous grant from the Baugh Foundation, we are able to assist students in accessing the various online services offered by BSK. As a result, we will be issuing iPads and keyboards to all entering MDiv students this semester. Some specifics on the equipment include:

- These are current, entry-level iPads with 32 Gigs of storage and a Logitech keyboard case.
- All iPads include 3 years of AppleCare, but individual users are responsible for obtaining any necessary repairs through Apple, should they be necessary.
- Because the iPads contain limited storage, all users are highly encouraged to save all their files to their 1 Tb BSK OneDrive storage, which is a part of the Office 365 software granted to members of the BSK community.
- Since all submitted materials are required to be in Microsoft Office formats, all users should install Office applications on their iPads, registering them with their BSK credentials.
- Users should also install Zoom to their iPads.
- Users may find that their experience with using iPads for BSK-related work will be enhanced with a Bluetooth mouse, which BSK does not provide. They are easily obtainable for minimal cost.

#### Ownership:

The device is the property of BSK and may be used by a given student as long as the student is. degree-seeking student in good standing within the M.Div. program, taking at least 2 courses per year. Upon graduation, the iPad becomes the property of the graduate.

#### Legal:

BSK assumes no responsibility for any issues arising from the use of this equipment. By accepting a device, you agree to hold BSK harmless for any and all liability arising for its use. All users are required to comply with all BSK technology policies, especially as they relate to the use of the iPads and acceptable use of BSK technical assets.

#### Support

Setup - Upon receipt of the iPads, users will be responsible for setting up their Apple account, using their BSK address as the primary id. While BSK may offer some assistance in this process, users are responsible for adding all applications and credentials.

Training - BSK will periodically offer training materials and FAQ via their existing technology support pages. Users are also encouraged to make use of the abundant training material available on YouTube for this purpose.

Assistance – The BSK technology staff can, on a limited basis, assist users needing help who call the help line (859.788.3070) during class hours or send an email to support@bsk.edu. Email requests may take up to a full business day to generate a response.

Faulty Device - In the unusual case of a faulty iPad or cover, students will be responsible for obtaining service through Apple. BSK may, where circumstances dictate, temporarily replace equipment that has been taken out of service for repairs.

Loss Policy – BSK will make a reasonable one-time attempt to replace devices that are lost due to theft or damage not covered by the existing AppleCare warranty. Please note that our supplies are limited, and we might not be able to do this when iPads are unavailable.

#### Obtaining a device

All users should send an email to [support@bsk.edu](mailto:support@bsk.edu) to obtain a device. Please enter the term “iPad” on the subject line of your email. Users will need to provide us with a secure mailing address for shipping.

Because this is an initiative to support our students who might need to ensure that they meet baseline technology requirements, some of our students might already have better equipment at their disposal and not need a new device. If you are a continuing degree-seeking BSK student and would like to help us by opting out of receiving this equipment, please let us know.

# STUDENT DISCIPLINARY PROCEDURES

## General Procedures

1. Any faculty member, staff member, or student may bring a written report of student misconduct to the Academic Coordinator, Jessalynn Cornett. Anyone who needs clarification on BSK's standards of conduct should meet with the Academic Dean (for issues related to academic honor) or the Academic Coordinator (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 Academic Coordinator (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 or Academic Coordinator 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 President (chair), the Academic Dean, the Registrar, one faculty member, and two students appointed by the President. 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, Registrar, or President. The student subject to disciplinary action may also appeal the initial decision of the Dean or Registrar 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 President 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 President 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 President shall mediate a meeting between the two parties to determine resolutions that can be developed and implemented. The President 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 President 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 President shall designate that person as the second party. Otherwise, the President shall speak on behalf of the Seminary.
5. If the issue is resolved, the President 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 Administrative Office.
6. If the issue remains unresolved, the President will submit the grievance to the Student Life Committee for further review.

### **Student Life Committee**

1. The Student Life Committee shall consist of the President (chair), the Academic Dean (in cases of academic), the Registrar, one faculty member, and two students appointed by the President. 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 Academic Dean or Registrar 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 Academic Dean or Registrar. If the President is the subject of the grievance, the student should submit the grievance to the Academic Dean. The chair of the Trustees shall assume the duties related to grievances normally assigned to the Dean and President, 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 AID POLICIES

## TUITION AND FEES

To take courses towards a Master of Divinity degree, **tuition is \$300/credit hour.**

To take courses towards a certificate, **tuition is \$200/credit hour.**

To *audit* courses, **the cost is \$100/credit hour.**

*\*The Seminary does not charge any additional semester fees for student activities or institutional services.*

### 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 specified due date on the invoice. Students can elect to set up a payment plan, and can do so by contacting Abby Sizemore, Director of Admissions.

Students may set up automatic or one-time payments through Populi. Students can also make payments through check or cash and can bring or have these payments mailed to the BSK Administrative Office.

Students must meet all financial obligations for past semesters before they are allowed to register for classes for an upcoming 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.
- There will be no refunds issued for students who withdraw after the designated "last day to drop."
- 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 POLICIES

- Incoming and returning students seeking financial aid must complete the Financial Aid Application on Populi *each semester*. This application must be submitted by the specified due date or the student will *not* be considered for Financial Aid that semester.
- Financial assistance is limited to those students seeking the Master of Divinity degree, including those with a provisional status, therefore students who are taking classes toward a certificate or auditing courses will not receive financial aid.
- Scholarship recipients must maintain enrollment in, at minimum, two courses per semester.
- Financial aid is awarded for only thirty (30) hours in any given academic year. Full financial responsibility for any hours taken over thirty belongs to the student.
- Financial aid is available for no more than the total number of hours (75) in the M.Div. program. Financial aid is not provided for any course that must be re-taken 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.
- Financial assistance is not available to students on academic probation (below a 2.5 GPA).
- Students are expected to pay tuition invoices when they are due. Communication with the Seminary is essential if there is a problem in paying bills, and a payment plan can be set up.
- If a student sets up a payment plan and then does not follow through with it, the Financial Aid Committee will determine whether or not the student can continue classes.
- Students will not be allowed to begin their next term of study, have transcripts or other information released, or receive their diploma if they have an overdue invoice owed to the Seminary.
- Students who receive employer provided financial assistance must arrange a reimbursement plan directly with the employer. Tuition invoices will still be due on the specified date.
- If a student's financial status changes significantly during the academic year, the student must be in communication with the Seminary about their status and may re-apply for financial aid.
- Financial aid is not guaranteed for tutorials. Students seeking financial aid for tutorial courses outside of the regular fall/spring semester schedule must contact Abby Sizemore, Director of Admissions, at least 30 days prior to the proposed start date of the course. All financial aid decisions pertaining to tutorials must be approved by BSK's Financial Aid Committee.
- See the academic policies surrounding incomplete courses and Academic Probation on how they can impact financial aid eligibility for students.

## 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 (up to two recipients; full tuition)
- BSK President's Award (up to two recipients; half tuition)

### Partner Scholarships

Throughout the academic year, the Director of Admissions may contact students about partner scholarship opportunities via BSK e-mail. Students are responsible for completing all application materials and submitting them to the appropriate staff member by any mentioned deadlines.



## **OUTSIDE FINANCIAL AID**

Scholarships are available to students from sources external to the Seminary. 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.

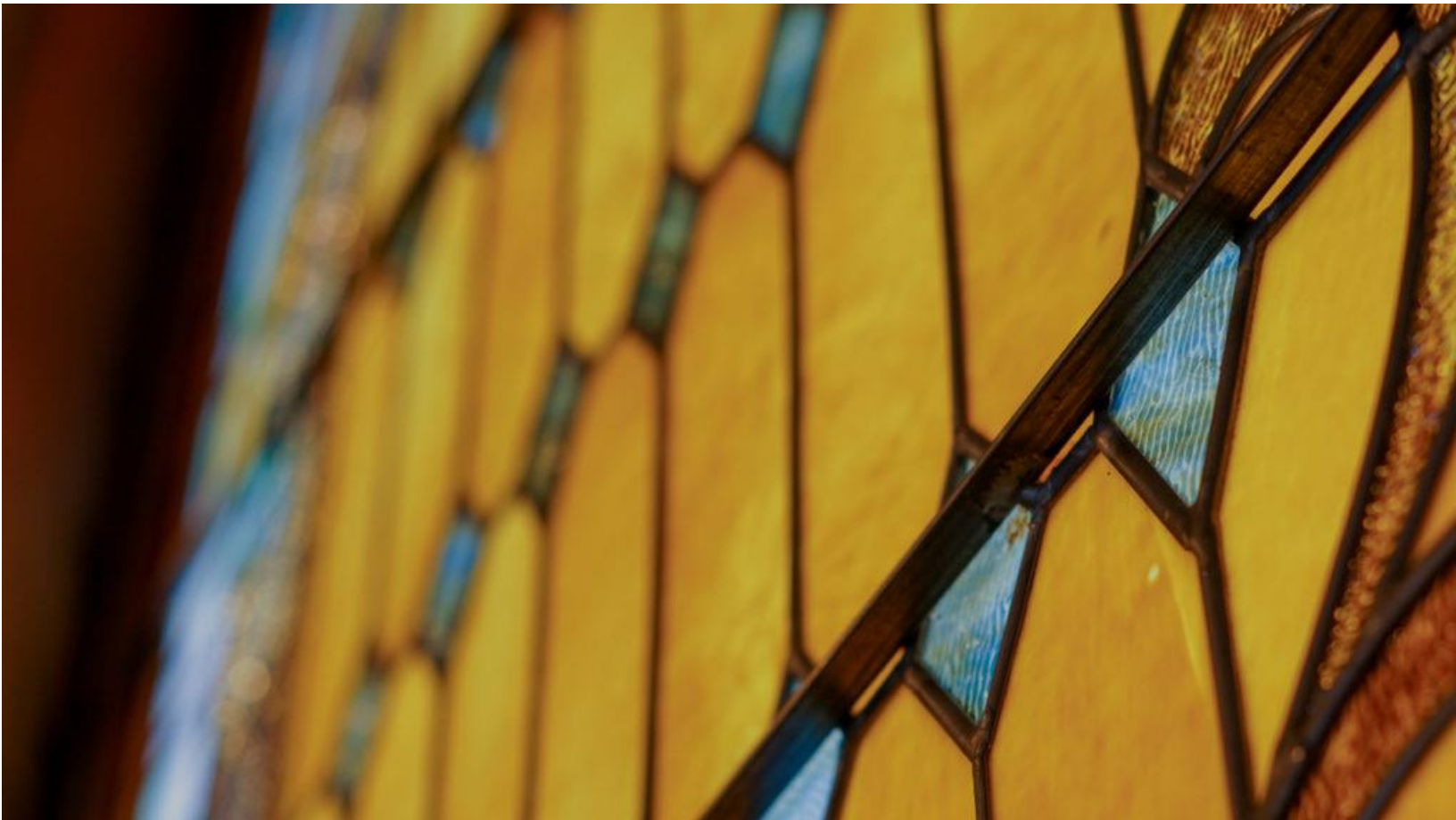
BSK policy permits any *covered individual*\* to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a Certificate of Eligibility (COE) for entitlement to educational assistance under chapter 31 or 33 (A "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VA Form 28-1905 form for chapter 31 authorization purposes can substitute a Certificate of Eligibility ) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

BSK policy ensures that it will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

\* NOTE: A *Covered Individual* is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill® benefits.

Any student wishing to use VA education benefits must be proactive in submitting all required materials to the School Certifying Official, Jessalynn Cornett, at [jessalynn.cornett@bsk.edu](mailto:jessalynn.cornett@bsk.edu).



## **APPENDIX A: ACADEMIC CALENDAR**

### **FALL 2022**

Fall 2022 Disability Accommodations Request Due	August 10
Orientation	August 20
First Day of Class	August 22
Last Day to Add	August 26
Labor Day	September 5
Last Day to Drop	September 9
Fall Intensive	September 28-October 2
Fall Break	October 3-7
Registration for Spring	October 31-November 11
Last Day to Withdraw	November 11
Reading Days/Thanksgiving Break	November 22-25
Last Day of Class	December 9

### **SPRING 2023**

Spring 2023 Disability Accommodations Request Due	December 28
Orientation	January 21
First Day of Class	January 23
MLK Holiday	January 16
Last Day to Add	January 27
Last Day to Drop	February 10
Hinson Lectures	March 6
Spring Break	March 13-17
Spring Intensive	March 22-26
Registration for Summer and Fall	March 27-April 14
Reading Days/Holy Week Break	April 3-7
Last Day to Withdraw	April 7
Last Day of Class	May 12
<b>COMMENCEMENT 2023</b>	<b>May 13</b>

## **APPENDIX B**

### **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

## 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.