



2026-2027
STUDENT
HANDBOOK

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This handbook contains the proposed program, regulations, requirements, and general information for the 2026-2027 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: 859-788-2242
Email: info@bsk.edu
Mailing Address: PO Box 23079
Lexington, KY 40523

OFFICE HOLIDAYS

Labor Day – September 7, 2026
Thanksgiving – November 25-27, 2026
Christmas and New Years – December 21, 2026 – January 1, 2027
Martin Luther King, Jr. Day – January 18, 2027
Good Friday – March 26, 2027
Memorial Day – May 31, 2027
Juneteenth – June 18, 2027
Independence Day – July 5, 2027

OFFICE LOCATIONS

Note: Please do not use for USPS mailing address.
See mailing address above.

BSK Lexington Offices
Central Baptist Church
110 Wilson Downing Road
Lexington, KY 40517

BSK Louisville Offices
Crescent Hill Baptist Church
2800 Frankfort Avenue
Louisville, KY 40206

FACULTY

ELECTED FACULTY

David Cassady, President and Professor of Christian Education and Media Studies (2017)
B.A., Ouachita Baptist University
M.Div.C.E., Ph.D., The Southern Baptist Theological Seminary

John D. Inscore Essick, Professor of Church History (2009) and Director, Rural Ministry Program (2018)
B.S., Appalachian State University
M.Div., Campbell University Divinity School
Ph.D., Baylor University

Laura R. Levens, Associate Professor of Christian Mission (2014) and Director, Master of Arts in Ministry Studies Degree Program (2023)
B.A., Baylor University
M.Div., Th.D., Duke University

Mark S. Medley, Academic Dean (2024) and Professor of Theology (2007)
B.S., University of North Carolina
M.Div., Ph.D., The Southern Baptist Theological Seminary

Jaye Peabody Smith, Assistant Professor of Pastoral Care and Counseling (2024)
B.A., Ramapo College of New Jersey
M.P.A., New York University
M.S., Mercer University
M.Div., D.Min., McAfee School of Theology at Mercer University

VISITING FACULTY

Candace Y. Smith, Visiting Professor of Practical Theology and Black Church Studies (2025)
B.A., University of Louisville
M.Div., Louisville Presbyterian Theological Seminary
Ph.D., St. Thomas University (FL)

ADMINISTRATIVE FACULTY

David Adams, Teaching Professor of Practical Theology (2003)
B.A., University of Kentucky
M.Div., Ph.D., The Southern Baptist Theological Seminary

Anthony Everett, Teaching Professor of Contextual Ministry (2022)
B.S., Paul Quinn College
M.Div., Perkins School of Theology, Southern Methodist University
D.Min., United Theological Seminary

Ryan D. Shrauner, Teaching Professor of Spiritual Formation (2015)
B.A., Willamette University
M.Div., Princeton Theological Seminary
S.T.M., General Theological Seminary
M.S.L.S., University of Kentucky

Erica Whitaker, Teaching Professor of Preaching (2022)
B.A., University of North Texas
M.Div., George W. Truett Theological Seminary
Ph.D., Vrije University of Amsterdam, The Netherlands

AFFILIATE FACULTY

Roy Fuller, Affiliate Professor of World Religions (2006)
B.A., Southwest Baptist University
M.Div., Ph.D., The Southern Baptist Theological Seminary

Anastasia Holman, Affiliate Professor of Pastoral and Spiritual Care (2021)
B.S., California State University/Indiana State University
M.B.A., Indiana Wesleyan University
M.Div., D.Min., Christian Theological Seminary

Amber C. Inscore Essick, Affiliate Professor of Christian Worship (2017)
A.A., B.S., Gardner-Webb University
M.Div., George W. Truett Theological Seminary, Baylor University

ADJUNCT FACULTY

Darvin Adams, Adjunct Professor of Theology (2026)
B.S., Mid-Continent University
M.Div., Louisville Presbyterian Theological Seminary
Ph.D., Garrett-Evangelical Theological Seminary

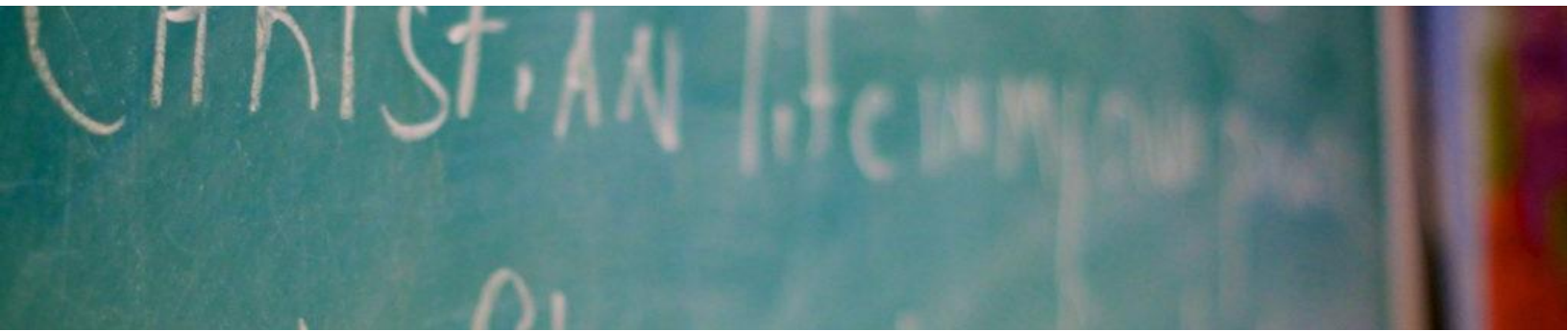
Christopher Caldwell, Adjunct Professor of Biblical Hermeneutics (2024)
B.A., Rhodes College
M.Div., The Southern Baptist Theological Seminary
Ph.D., Baylor University

Joshua James, Adjunct Professor of Old Testament (2024)
B.S., Lancaster Bible College
M.Div., Westminster Theological Seminary
Ph.D., Fuller Theological Seminary

Lauren Larkin, Adjunct Professor of Theology (2025)
B.A., Davidson College
M.Div., S.T.M., Trinity School for Ministry
Ph.D., University of Aberdeen, Scotland

Allan Varghese Meloottu, Adjunct Professor of Christian Mission (2025)
B.A., Christ College (Bangalore University), Bangalore, India
M.S.W., Christ University, Bangalore, India
M.A., London School of Theology, London, England
M.T.S., Duke University
Ph.D. (candidate), Asbury Theological Seminary

Carrol Wilson, Adjunct Professor of Practical Theology (2026)
B.A., University of Mississippi
M.Div., Candler School of Theology, Emory University
D.Min., Candler School of Theology, Emory University



STAFF

David Adams, Director of Tending Project and Programmatic Initiatives (2026)

B.A., University of Kentucky

M.Div., Ph.D., The Southern Baptist Theological Seminary

Vitoria Blankenship, Academic Administrator (2026)

David Cassady, President (2017)

B.A., Ouachita Baptist University

M.Div.C.E., Ph.D., The Southern Baptist Theological Seminary

Anthony Everett, Chief Officer for Development and Partnerships (2026)

B.S., Paul Quinn College

M.Div., Perkins School of Theology, Southern Methodist University

D.Min., United Theological Seminary

Maurice Herring, Tending Project Administrator (2026)

B.B.A., University of West Alabama

M.Div., BSK Theological Seminary

Ashley Morris, Executive Assistant (2021)

Ryan D. Shrauner, Director of Library Services (2014)

B.A., Willamette University

M.Div., Princeton Theological Seminary

S.T.M., General Theological Seminary

M.S.L.S., University of Kentucky

Abby Sizemore, Director of Admissions and Engagement (2017)

B.A., Georgetown College

Mark Thomas, Academic Coordinator & Registrar (2022)

B.A., Georgetown College

M.A., Ph.D., Rice University

M.Div., Baptist Seminary of Kentucky

Erica Whitaker, Chief Operations Officer (2025)

B.A., University of North Texas

M.Div., George W. Truett Theological Seminary

Ph.D., Vrije University of Amsterdam, The Netherlands

Carrol Wilson, Associate Director for Leadership Tenders (2026)

B.A., University of Mississippi

M.Div., Candler School of Theology, Emory University

D.Min., Candler School of Theology, Emory University

Greg C. Earwood, President Emeritus and Professor Emeritus of Hebrew (2002)
 B.A., Mississippi College
 M.Div., Ph.D., The Southern Baptist Theological Seminary

G. Wade Rowatt, Professor Emeritus of Pastoral Care and Counseling (2009)
 B.S., Southern Illinois University
 M.Div., Th.M., Ph.D., The Southern Baptist Theological Seminary

PURPOSE, COMMITMENTS, AND DISTINCTIVES

PURPOSE STATEMENT

The purpose of BSK Theological Seminary 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.

BSK COMMITMENTS

BSK serves the Church by helping in the formation of Christians for serving and building up the body of Christ. To this end...

- we provide advanced theological studies for those called of God to ministry (full-time or part-time, ordained or laity); and
- we resource churches for discerning and equipping in mission and ministry.

BSK is committed to theological education affirming the God-given gifts of each student and grounded in spiritual, moral, and intellectual formation in the Christian life. This includes...

- the nurture of personal faith within community by reading and receiving the word together, eating together, and praying together;
- the cultivation of virtuous lives rooted in Christian habits and practices;
- honest intellectual engagement in the face of difficult questions of faith, reflecting scholarly discipline, humility, and a tolerance for ambiguity and diversity in thought; and
- encouragement in the discernment of spiritual gifts and the nurture of pastoral imagination.

At BSK, we are committed to God's calling...

- to bear witness to Jesus Christ in relationship with persons from diverse cultures both in our communities and throughout the world;
- to seek the unity of the church for which Christ prayed and to embrace the work and witness of the larger Christian community in a spirit of cooperation, respect, and acceptance; and
- to pursue and practice together peace, justice, reconciliation, forgiveness, mercy, patience, and hope, the virtues of Jesus' beloved community.

At BSK, we draw upon the breadth and depth of the whole Christian tradition to undergird our common life and Christian formation. We especially value...

- the authority of Scripture, through which God's truth found in Jesus Christ is revealed to us and transforms us;
- the priesthood of all believers, who practice the Christian faith within the community of God's people as priests to one another;
- the freedom and responsibility of each congregation under the guidance of the Holy Spirit to discern the mind of Christ and to order its common life accordingly;
- the freedom and responsibility of each individual to follow his or her conscience under the guidance of the Holy Spirit and in covenant with fellow believers to discern the mind of Christ;
- dissent both as freedom from coercion in all religious matters through the separation of church and state and as a gift given and received within the covenant community; and
- partnership in mission and ministry with fellow believers.

BSK DISTINCTIVES

- We value Christian tradition highly, but we are skeptical of dogmatic and authoritarian claims to represent that tradition and God's truth.
- We seek answers sufficient for living out our faith, but where Christian perspectives differ on what it means to be faithful in interpreting Scripture and in living out the good news of God in Christ, we seek discernment through deliberation and respectful dialogue with diverse communities.
- We recognize that our understanding is ultimately partial and incomplete and that complete knowledge remains shrouded in mystery; therefore, we strive to practice humility and charity as we listen together for the leading of the Spirit.
- We advocate for and support women in all roles of ministry, a central BSK commitment from the founding of the Seminary.
- We affirm the presence and work of the Spirit in all persons called of God. BSK Theological Seminary is committed to the theological formation of those called of God, regardless of race, color, national or ethnic origin, sexual orientation, gender identity, disability, or age.
- We seek out and attend to the presence and work of the Spirit in all persons called of God by the inclusion of diverse voices in the classroom, Seminary gatherings and events, and in academic, student life, administrative, and governance deliberations.
- As faculty and students, our primary commitment is to exercise together scholarly gifts and vocation as stewards of the mysteries in service to God's church.

COMMUNITY LIFE

CHapel AND COMMUNITY PRAYER

BSK Chapel and Community Prayer is a time for faculty, students, staff, and friends of the Seminary to cultivate habits and practices of faithful Christian worship. Community Prayer is a 15-20 minute experience, while Chapel is a 40-minute worship experience, including preaching. Further information about these online services, including a schedule, is available at [Chapel - BSK](#).

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 in early March, BSK hosts the [E. Glenn Hinson Lectures](#). The series, established in 2009 in honor of his 50th year of teaching, invites lecturers who share the late Dr. Hinson's (d. 2025) passion for Christian scholarship in and for the life of the church and the world. Speakers have included:

- 2026: Dr. Cláudio Carvalhaes, Union Theological Seminary
- 2025: Dr. Brian Blount, Union Presbyterian Seminary
- 2024: Dr. Leah Payne, Portland Seminary
- 2023: Dr. Amos Yong, Fuller Theological Seminary
- 2022: Dr. Ellen Davis, Duke Divinity School
- 2021: Dr. Doug Weaver, Baylor University
- 2020: Dr. Donyelle McCray, Yale Divinity School
- 2019: Dr. Beth Allison Barr, Baylor University
- 2018: Ruby Nell Sales, SpiritHouse Project Founder
- 2017: G. Sujin Pak, Duke Divinity School
- 2016: Neville Callam, General Secretary of Baptist World Alliance
- 2015: Molly T. Marshall, Central Baptist Theological Seminary
- 2014: Willie Jennings, Duke University
- 2013: Robin Jensen, Vanderbilt University
- 2012: Don Saliers, Emory University
- 2011: Stephanie Paulsell, Harvard Divinity School
- 2010: Wm. Loyd Allen, McAfee School of Theology
- 2009: E. Glenn Hinson, Baptist Seminary of Kentucky

HOUSING

BSK Theological Seminary does not offer on-campus housing. All classes are currently offered online, primarily in a synchronous mode. Accordingly, most BSK students live in the communities in which they minister.

MINISTRY PARTNERS

BSK Theological Seminary 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 and the Caribbean Islands (CBF Florida), and National Baptist Convention of America International, Inc. (NBCA). BSK also partners with Simmons College of Kentucky (HBCU) (Louisville, KY), Georgetown College (Georgetown, KY), and the Berry Center (New Castle, KY). Additionally, the Seminary works with and receives support from churches of multiple different denominations.

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.

STATE AUTHORIZATION RECIPROCITY AGREEMENTS (SARA) INFORMATION

BSK Theological Seminary has been approved to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA). None of BSK Theological Seminary's programs lead to licensure.

SARA Disclosure: <https://bsk.edu/sara-disclosure/>

SARA Student Complaint Form: <https://bsk.edu/sara-student-complaint-form/>

TEXTBOOKS

The Academic Coordinator will send a class-by-class textbook list to students via email prior to the beginning of each academic term. Students may also view textbooks through the course information page in Populi. The Seminary encourages students to acquire textbooks in whatever way they wish.

Most BSK textbooks are available in electronic format at no cost to students through the Digital Theological Library (DTL). For students that prefer to purchase textbooks, online retailers often provide the best price. Students are welcome to contact the Academic Coordinator for advice. Students may also want to check local used bookstores for textbooks.

CAMPUS INFORMATION

BSK Theological Seminary partners primarily with Central Baptist Church and Crescent Hill Baptist Church for campus space, offices, 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 Offices:

Outside of traditional office hours Crescent Hill Baptist Church is locked, and access is not granted.

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

When visiting BSK offices, 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 Crescent Hill Baptist Church is/are 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 Crescent Hill Baptist Church 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

BSK Theological Seminary 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. We also maintain access to the Atla Religion and Atla Serials databases (please see the "Links" section under the "Library" tab in Populi). Through these arrangements, BSK students have access to collections of information resources to support curricular needs. Please contact the Director of Library Services (librarian@bsk.edu) if you have any questions about resources or access. Students are encouraged to know what libraries (theological, academic, as well as public) are in their area and how to access them.

Research Assistance

Planning ahead is always the best research strategy. Contact the BSK Director of Library Services (librarian@bsk.edu) with research needs and questions.

Parking

Lexington Campus:

All BSK students are welcome to park in the main lot of Central Baptist Church for free.

Louisville Offices:

All BSK students are welcome to park in available lots of Crescent Hill Baptist Church for free.

Seminary Closing Communication Plan

BSK Theological Seminary's policy is to remain open for business each working day, and for classes to meet as scheduled, 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 instructors or other Seminary personnel

Internet

- Check Populi for announcements from instructors on any change in class status
- Check the Seminary's website homepage (www.bsk.edu)

Text Message

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

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 (page 27).

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, BSK Theological Seminary 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 34-36 of the *Academic Catalog*.)

Student Records

In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), BSK Theological Seminary (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 B.



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 pages 14-15.

Compliance with 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 BSK Theological Seminary, 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, by being present and attentive in class, 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

BSK Theological Seminary 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 27) 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 at Seminary offices.

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. BSK Theological Seminary 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

BSK Theological Seminary 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—or apart from property where Seminary offices are located—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 or a Seminary office 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.

Background Checks

Confidential background checks are performed as part of the application process for admission to BSK. Students registering for CTM 2701, Contextual Ministry or any of the CPE courses will be required to undergo an additional background check at that time.

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 27). 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, 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.

Classroom Presence and Attention

Presence and attention are core principles in learning at BSK. Student participation in learning is greatly diminished by distraction. No doubt distractions inevitably occur, but students are expected to devote their primary attention to the live class session. When students are preparing to attend a live class session, BSK expects students to:

- Be punctual in joining class and returning from breaks;
- Dress appropriately;
- Plan ahead to minimize potential distractions;
- Make every effort to find a safe, still, and quiet environment, free from other distractions, for the duration of the class;
- Monitor background noise and mute when necessary;
- Ensure that the location of choice is neither too private (e.g., a medical appointment) or too public (e.g., a loud atmosphere, a place where people may overhear confidential discussions, or a place where classmates may be exposed to elements of a student's employment);
- Avoid trying "to listen in on" class sessions when primary attention is required elsewhere;
- Refrain from joining or participating in live class sessions while driving;
- Keep webcam video on and remain within view of the camera (except during breaks or an emergency); and
- Remember that turning a webcam video off during live class sessions negatively impacts group and individual presence in the class.

If there are occasions when students are unable to meet these expectations or disruptions are expected, students should immediately and clearly communicate with the instructor about the nature, extent, and duration of the disruption.

Student participation in a BSK classroom session via Zoom is expected to follow the same practice of attention, presence, and respectful behavior one would adopt when physically present in a classroom. BSK instructors reserve the right to determine that a student's immediate surroundings are negatively impacting the class and/or other students' learning environment. Instructors may (1) refuse a student's participation in a live class session if the student fails to observe the outlined behavior expectations and (2) ask that a student rejoin when they are able to comply.

Please note: BSK students are expected to comply with all state laws regarding the operation of a motor vehicle. Nothing in this policy creates a duty on the part of BSK to monitor students' compliance with state motor vehicle laws.

Discriminatory or Harassing Behavior

BSK Theological Seminary 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).

Institutional Review Board (IRB) Policy (Human Subject Research Guidelines)

Students who do research with human subjects should be intentional to maintain the integrity of individuals and institutions involved in the research. Research is defined as a systematic investigation (including research development, testing and evaluation) designed to develop or contribute to generalizable knowledge. Generalizable knowledge means that the purpose or intent of the project is to test or to develop scientific theories or hypotheses, or to draw conclusions that are intended to be applicable and/or shared beyond the populations or situations being studied.

A research project as defined above normally requires Institutional Review Board approval if it includes both research and human subjects. A human subject is a living individual about whom an investigator conducting research obtains (1) data through intervention or interaction with the individual or (2) identifiable private information. There are exemptions to IRB approval for interactions with human subjects in research, including the following:

1. **Oral history interview:** An oral history interview is taken with the to gain information, very directly, about a specific event, time, experience. Oral histories are often defined by the intention of creating primary source materials that should be preserved and made available for a wider audience.
2. **Interview of an expert or key informant on a topic:** It may not be necessary to get IRB approval if interview questions are with experts about a particular policy, agency, program, technology, technique, or best practice. The questions are not about the interviewee themselves, but rather about the external topic. If the researcher intends to analyze or generalize results, look for common themes, or universalize interviewee's experiences, then an IRB evaluation will be required.
3. **Quality improvement:** Activities involving individuals intended solely for internal use, performed to improve services or develop new services or programs, (e.g., satisfaction surveys) without intent to generalize findings.
4. **Internal departmental or administrative purposes:** teaching evaluations and academic assessments.
5. **Research for Seminary classrooms:** Human subjects research may be excluded from IRB evaluation if the instructor's intention is to teach professional research methods such as interviewing, surveying, or experimental design, if the data are gathered solely for the purposes of teaching how to analyze them, if the results will remain within the classroom. Data may be presented within the confines of the institution. However, if any results will be published or shared outside to any larger public or generalized in some way, research will need to undergo IRB evaluation. This should occur as soon as it is known that the data will be used for research. Researcher must ask IRB permission to use past research.

Best practices call for the researcher to obtain written or oral consent from the participant in research with human subjects. This is true whether or not research with human subjects requires IRB approval. Informed consent normally includes:

1. An explanation of the general purpose and goals of the study.
2. What the participants will be asked to do, including time commitments.
3. Description of possible dangers of participation.
4. Description of possible rewards of participation.
5. Description of institutional oversight of the study (e.g. Instructor, IRB committee).
6. Description of how data, including participant identity, will be protected and used
7. Assurance that participants may choose to stop participating in the study at any time,
8. Signature from participant when possible.

IRB Evaluation Process

The Academic Dean will appoint 1-2 faculty members (elected and administrative eligible) to serve as the IRB committee on an annual basis (reappointment once a year). Persons proposing to do research with human subjects should submit an IRB proposal form to the IRB committee form at least two weeks before commencing the project. Proposals should identify whether they require expedited evaluation or full committee evaluation. Projects will be deemed acceptable for expedited evaluation if a student can demonstrate the following statements are applicable to their research:

1. Data is collected via survey research if the information obtained is recorded in a way that the human subject cannot be identified (either directly or through a code number or link); in other words, if the research data are anonymous. OR data gathered via the study are not anonymous but the information being gathered could not reasonably place the subject at risk of criminal or civil liability or be damaging to the subject's financial standing, employability, or reputation.
2. Topic of study and interventions planned are considered minimal risk to the participants. For example, surveys on sensitive topics with substantial risks to mental or emotional health of human subject would not be minimal risk and would require full IRB committee evaluation.
3. If performing secondary analysis on previously collected data, the source of the data is not publicly available and/or it does not contain private identifiable information about living individuals.

For an expedited evaluation status, one member of the IRB committee will review the proposal and provide a judgement upon the research proposal. If the research proposal does not meet expedited approval qualifications, the full committee will be called together to review the proposal.

The Human Subjects Research Proposal shall include:

1. a description of the participants and the purpose of the research
2. the duration and description of process of the research
3. a plan to protect the confidentiality of the participants
4. a plan to inform participants of any risks and seek written consent.

Possession of a Weapon on Campus or at Seminary Offices

To the fullest extent permitted by Kentucky law, the Seminary prohibits the possession or use of any kind of weapon on campus or at Seminary offices. 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

BSK Theological Seminary 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 Mark Thomas, 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 BSK Theological Seminary. 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 or under the criminal statutes of the state in which the act(s) occurred. 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. Students are strongly encouraged to contact a local hospital in their geographical area.
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. RAINN is a national victim assistance organization, available by calling 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 Mark Thomas, Registrar and Academic Coordinator. He can be reached at mark.thomas@bsk.edu or 859-788-3065.

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).

Any assaults that occur should be reported to the local police. Your local police department can be reached via 911. In connection with the Seminary's Kentucky offices: 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

BSK Theological Seminary 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. Louisville Metro Police Department: 502-574-7111, 502-574-2111, or 911.
3. RAINN (Rape, Abuse & Incest National Network): 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

BSK Theological Seminary 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 BSK Theological Seminary's mission.

Technology Policies

Users of technology resources provided by BSK Theological Seminary do so as guests of the Seminary and are expected to act responsibly. Because BSK Theological Seminary 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 BSK Theological Seminary 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 BSK Theological Seminary 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 BSK Theological Seminary 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 BSK Theological Seminary 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 BSK Theological Seminary 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 BSK Theological Seminary'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 BSK Theological Seminary'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 the Registrar.

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 BSK Theological Seminary technology resources is a privilege to students. The privilege may be withdrawn (in addition to other appropriate actions) by the Seminary based on the specific guidelines outlined in this document.

Students who are charged with a violation of the BSK Theological Seminary Technology Ethics Policy will be referred to the Academic Dean. The complaint will be adjudicated through the disciplinary procedures (page 27). Students who are found to be in violation of the policy will be subject to disciplinary sanctions up to and including dismissal from BSK Theological Seminary.

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 M.A. and M.Div. 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 a degree-seeking student in good standing within the M.A. or 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 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 Email Addresses

Student email addresses follow the pattern of first initial last name based on the legal name under which students apply for admission. In rare cases where this pattern duplicates a previous person a number may be included. If students have a legal name change during their time as a student, they are advised to contact support@bsk.edu and registrar@bsk.edu to document this change.

The Seminary recognizes that some students may use a different form of their name in day-to-day interactions than their legal first and last names (e.g. using a middle name primarily instead of a first name). In these cases, the email addresses stays the same, but the Display Name can be changed to reflect that preferred usage. Again, please contact support@bsk.edu and registrar@bsk.edu to request alternate Display Name.

Continued Populi Access for Graduates

BSK's Learning Management System (LMS) is Populi. The Academic Office offers BSK alumnae/alumni (degree recipients) the opportunity to opt in for continued access to Populi as graduates of the Seminary. Notification of the opt-in opportunity will be emailed to graduates on an annual basis. Please contact registrar@bsk.edu with any questions.

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, Mark Thomas. 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

BSK Theological Seminary 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, 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 Academic 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 POLICIES

TUITION AND FEES

To take courses towards the Master of Arts in Ministry Studies or Master of Divinity degrees, tuition is **\$325/credit hour**. In addition, there is a flat technology fee of **\$75 each semester for fall or spring terms, and \$25 for summer terms. There is also a one-time admissions fee of \$25.**

To take courses as a part of the *Black Church Studies Certificate, Exploring Ministry Certificate I or II, Pastoral Care Certificate, or Rural Ministry Certificate*, tuition is **\$225/credit hour**. In addition, there is a flat technology fee of **\$75 each semester for fall or spring terms, and \$25 for summer terms. There is also a one-time admissions fee of \$25.**

To *audit* courses, the cost is **\$125/credit hour**. In addition, there is a flat technology fee of **\$25 each semester, plus a one-time admissions fee of \$25.**

CPE Administrative Fee

A **\$150 administrative fee** is required for all students seeking academic credit for each CPE unit. This fee applies regardless of whether the CPE was/is completed prior to/during enrollment at BSK. BSK does not charge tuition for CPE credit. 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 by contacting the Registrar & Academic Coordinator.

Students may set up recurring or one-time electronic payments through Populi. Students can also make payments through check or cash by mailing them (checks only) or bringing them (checks or cash) 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 drop 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 tuition refund for that course.
- There will be no refunds issued for students who withdraw after the designated "last day to drop." An exception will be considered in the case of student military deployment.

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 Registrar by the "last day to drop" to be eligible to receive a refund. No student with an outstanding balance on her/his Seminary account will be issued a refund until the balance is settled in full.

FINANCIAL AID POLICIES

- Incoming students seeking financial aid must complete the Financial Aid Application on Populi *prior to initial enrollment*. Returning students seeking aid must complete the full application on Populi *prior to the beginning of each academic year* and complete a renewal form *prior to the spring semester*. The application or renewal form 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 Arts in Ministry Studies or Master of Divinity degrees, including M.Div. students with provisional status. Moreover, the tuition schedules for certificates and for auditing have built-in discounts. 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, six (6) hours 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 required for completion of the M.A. program (36) or the M.Div. program (75).
- Continuation of financial assistance presumes that recipients maintain good academic standing. If a student is on academic probation (below a 2.5 GPA) or is not making satisfactory progress toward completion of the degree, the Financial Aid Committee may consider those factors when deciding whether to renew a student's financial aid.
- 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, in order to set up a payment plan.
- 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 BSK's Registrar & Academic Coordinator 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.A. or M.Div. degree programs. 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

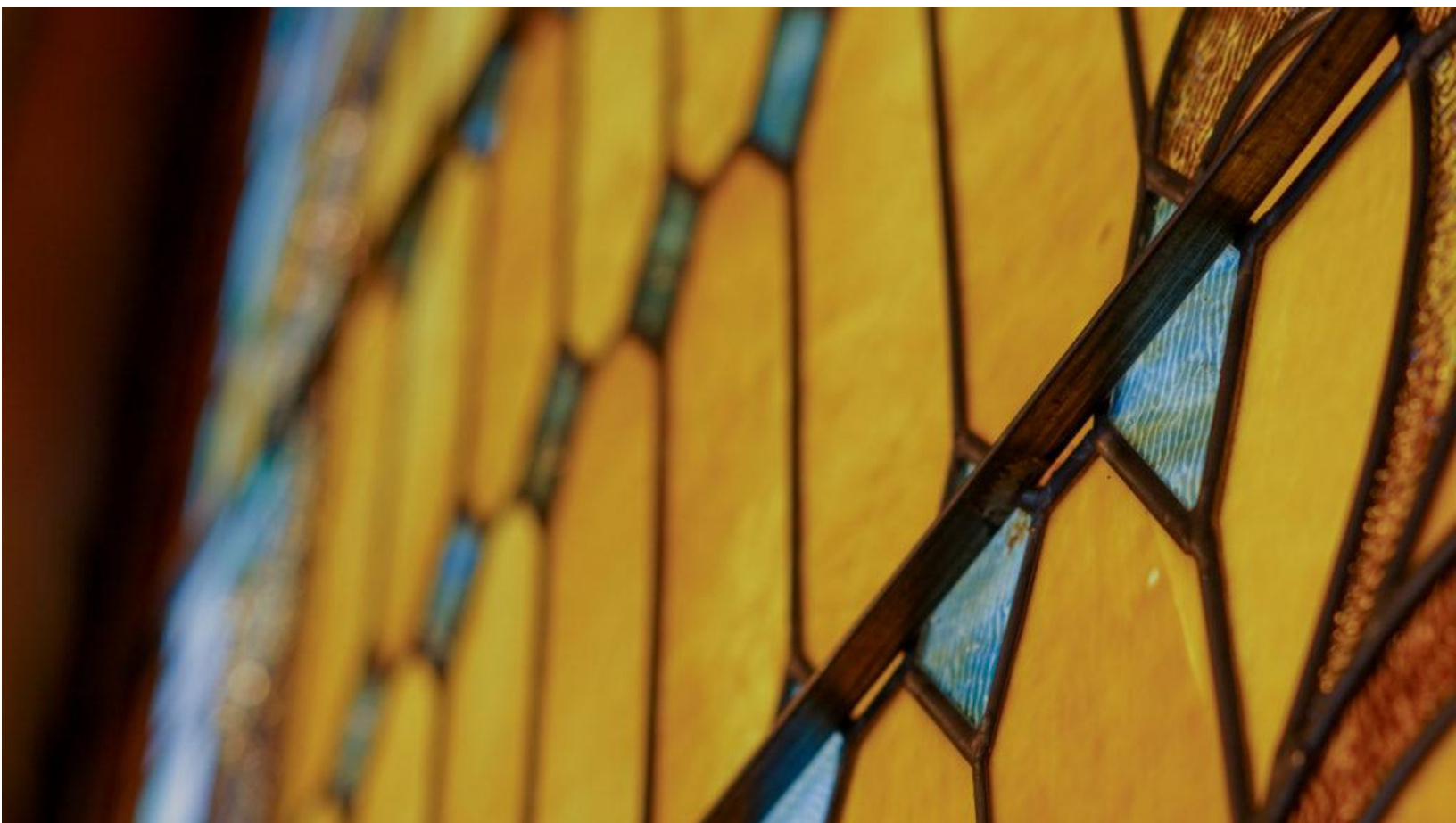
Throughout the academic year, the Registrar & Academic Coordinator may contact students about partner scholarship opportunities via BSK e-mail. Students are responsible for completing all application materials and submitting them to the appropriate staff member by any mentioned deadlines.

OUTSIDE FINANCIAL AID

Scholarships may be available to students from sources external to the Seminary. Students will need to investigate and apply for these scholarships independently of BSK financial aid. Students receiving external scholarships are required to complete the BSK Financial Aid Application or Financial Aid Renewal forms.

VETERANS' BENEFITS

Federal law requires accredited institutions of higher education to be eligible for and participate in the Federal Student Aid program under Title IV of the Higher Education Act of 1965 (HEA) in order to be eligible to receive Department of Veterans Affairs (VA) educational benefits. BSK is not currently Title IV authorized and thus is not approved for VA educational benefits.



APPENDIX A: ACADEMIC CALENDAR

FALL 2026

Fall 2026 Disability Accommodations Request Due	August 10
Orientation	August 13
First Day of Class	August 24
Last Day to Add	August 28
Labor Day	September 7
Last Day to Drop	September 11
Fall Break	October 5-9
Registration for Spring	November 2-13
Last Day to Withdraw	November 13
Reading Days/Thanksgiving Break	November 24-27
Last Day of Class	December 11

SPRING 2027

Spring 2027 Disability Accommodations Request Due	January 5
Orientation	January 14
MLK Holiday	January 18
First Day of Class	January 19
Last Day to Add	January 22
Last Day to Drop	February 8
Hinson Lectures	March 2
Spring Break	March 8-12
Reading Days/Holy Week Break	March 23-26
Registration for Summer and Fall	March 29-April 9
Last Day to Withdraw	April 9
Last Day of Class	May 7
COMMENCEMENT 2027	May 15

SUMMER TERM 2027

(Class may follow shortened, intensive schedule)
First/Last Day of Class

TBA

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. BSK Theological Seminary 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 BSK.

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.