Student Supplement and Housing Handbook
2014 - 2015

“... that in all things He might have the preeminence.”
(Colossians 1:18)
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Accreditation

The Cordova Campus of Mid-America Baptist Theological Seminary is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033–4097, telephone number 404-679-5401) to award associate, bachelor, master, and doctoral degrees.

In addition, the Northeast Branch is also accredited by the Commission on Colleges of the Southern Association of Colleges and Schools and registered by the Board of Regents of the State of New York. The master of divinity degree is registered with the Board of Regents as the Master of Divinity in Divinity (HEGIS #2301.10). The Associate Program is registered with the Board of Regents as the Associate of Applied Science (HEGIS #5623.00).

Our Purpose

Mid-America Baptist Theological Seminary is a school whose primary purpose is to provide undergraduate and graduate theological training for effective service in church-related vocations through its main campus and designated branch campuses.

The Seminary attempts to guide students into a thorough understanding of the Bible and its relevance for today by preparing those who have been called of God to preach and teach the Word of God. Further preparation is offered through instruction in preaching, counseling, and administration. In addition, all students are required to participate in the Seminary’s Practical Missions program.

In response to distinct training needs among Southern Baptists, the Seminary’s Cordova campus offers the following degree programs: associate of Christian education, associate of divinity, master of arts in Christian education, master of Christian education, master of divinity, master of missiology, doctor of ministry, and doctor of philosophy.

In response to distinct training needs among Southern Baptists, the Seminary’s Northeast campus offers the following degree programs: associate of applied science in pastoral
ministries, and master of divinity.

Mid-America Baptist Theological Seminary desires to glorify Jesus Christ as Lord and Savior. This is to be achieved by:

1. Teaching the Bible as the verbally inspired Word of God, wholly without error as originally given by God, sufficient as our infallible rule of faith and practice;
2. Maintaining high academic standards and promoting reverent scholarship;
3. Teaching that people should be faithful in the Lord’s service through the local church;
4. Demonstrating the fruit of the Spirit as His gifts are exercised; and
5. Training people to do evangelism at home and abroad.

Student Organizations

Student Body Association

The Student Body Association is composed of all students at the Seminary during any given semester. The Association meets periodically to implement projects and programs developed through the Student Council.

Student Council

The Student Council is composed of elected and appointed representatives from the student body with the director of Campus Life (Cordova campus) serving as the liaison. The Student Council is governed by its own constitution and functions as a service organization. It meets as often as is necessary to discuss student problems, needs, and programs, and makes recommendations to the Student Body Association. The Student Council promotes fellowship and recreation among the students and assists students through the Student Relief Fund, as funds are available.

Student Representation (Cordova Campus)

It is the policy and practice of Mid-America Baptist Theological Seminary (MABTS) to include student representation on committees that are concerned with the planning, implementation, and evaluation of key phases of the Seminary’s programs. Student Council representatives serve on the Student Disciplinary Committee and the Student Aid and Scholarship Committee in addition to other committees as appointed by the president.
Student Representation (Northeast Campus)

It is the policy and practice of Mid-America Baptist Theological Seminary (MABTS) to include student representation on committees that are concerned with the planning, implementation, and evaluation of key phases of the Seminary’s programs. When necessary and appropriate, Student Council representatives of the Northeast Branch Campus make suggestions and offer valuable insights into student perspectives on issues being considered by the following committees:

- Administrative Council
- Academic Council
- Alumni Affairs Committee
- Learning Resources Committee
- Student Affairs Committee
- Scholarship Committee

Constitution and By-Laws of The Student Body Association

Article I: Name of the Organization

The name of this organization will be the Student Body Association of the Mid-America Baptist Theological Seminary of Cordova, Tennessee, or Northeast campus, Schenectady, New York.

Article II: Objectives of the Organization

The objectives of this organization are:

1. To stimulate closer fellowship and deeper spiritual growth among the students;
2. To encourage active participation in the student activities and events of MABTS; and
3. To cooperate with the MABTS administration.

Article III: Membership of the Organization

The membership of this organization will be composed of all students regularly enrolled in the Seminary in all divisions, full-time or part-time, graduate student or undergraduate student, during any given semester.
Article IV: Organization

The organization of the administration and the functions of this organization will consist of:

1. A Student Council to be composed of the elected representatives of the student body herein provided; and
2. A faculty liaison, appointed by the president of the Seminary, as herein provided.
3. The director of Campus Life serves as campus liaison.

Article V: Officers and Qualifications

Officers and Qualifications (Cordova Campus)

The following officers will be elected (A) or appointed (B) as herein provided and will serve as the Student Council:

A. President
   Doctoral Representative
   Master Degree Third Year Representative
   Master Degree Second Year Representative
   Bachelor Degree Fourth Year Representative
   Bachelor Degree Third Year Representative
   Bachelor Degree Second Year Representative
   Associate Degree Representative
   Benevolence Chairman
   Secretary
   Chorister

B. Student Housing Representative
   International Student Representative
   Women’s Representative

Officers and Qualifications (Northeast Campus)

The following officers will be elected as herein provided and will serve as the Student Council:

   President
   Student Assistance Chairman
   Devotional Chairman
   Activities Chairman
   Housing Representative
Elected officers may fill more than one office, but must meet the following qualifications:

1. The president will be a member of the senior class during the main session following his election with 32 or more credit hours and a grade point average of at least 3.0.
2. All Student Council officers and members will have a grade point average of at least 3.0.

Article VI: Faculty/Campus Liaison

Faculty Liaison

The Dean of Men will be the faculty liaison as appointed by the president.

Campus Liaison

The director of Campus Life will be the campus liaison as appointed by the president, and serves as the Administrative Liaison between the Student Council and administration for both campuses.

Article VII: Duties of Student Council Officers

(Cordova Campus)

1. The president will perform normal executive functions for the Student Body Association and Student Council, and will preside at all meetings of the Student Body Association and Student Council.
2. Representatives of the associate, bachelor, master, and doctoral degrees will represent their respective groups on all matters pertaining to them.
3. The chorister will be responsible for the music program at all services sponsored by the Student Body Association, especially campus revival week and graduation.
4. The benevolence chair will promote the general welfare of the student body in every feasible way. He or she will purpose to offer or secure assistance in regard to such problems as employment, financial difficulties, etc.; he or she will assist in directing drives for local relief; and he or she will be in charge of special offerings by the student body. He or she will sign all disbursement documents of the Student Body Association funds.
5. The MASH representative will represent the students living at Mid-America Student Housing by coordinating and leading the Resident Council. This
representative will also communicate with the students on all matters pertaining to them.

6. The international student representative will represent international students and their interests by leading the International Student Fellowship.

7. The Dean of Women will represent female students and their interests by leading the Mid-America Women’s Fellowship with the aid of the Women’s Representative.

8. The director of Campus Life will serve as advisor to this organization, will attend Student Council meetings, and will represent the president of the Seminary in all matters at these meetings.

(Northeast Campus)

1. The president will perform normal executive functions for the Student Body Association and Student Council, and will preside at all meetings of the Student Body Association and Student Council.

2. The student assistance chair will promote the general welfare of the student body in every feasible way. He or she will purpose to offer or secure assistance in regard to such problems as employment, financial difficulties, etc.; he or she will assist in directing drives for local relief; and he or she will be in charge of special offerings by the Student Body. He or she will sign all disbursement documents of the Student Body Association funds.

3. The devotional chair will be responsible for instilling a spiritual perspective in all activities sponsored by the Student Body Association.

4. The activities chair will be responsible for planning and promoting all social activities sponsored by the Student Body Association, such as Seminary picnics, singles’ fellowships, and graduation receptions.

5. The student housing representative will represent the students living at Mid-America Student on all matters pertaining to them.

Article VIII: Election of Officers

The Student Body Association will elect by popular vote all officers provided for in Article V.A above, and these officers along with the appointed officers provided for in Article V.B will constitute the Student Council. These officers will be selected by ballot during the second semester of each year on a specific date to be set by the Student Council. A second balloting, if necessary, will be held the following week. All elections will be by secret ballot, as provided by the Student Council. Those candidates receiving the popular vote will be deemed elected. If there is a tie, there will be a run-off election.
Nominations will be made on the official nomination sheet provided by the Student Council and posted at least three days before the election. The Student Council will also nominate one candidate for each of the offices provided for in Article V.

Article IX: Vacancies in the Student Council

(Cordova Campus)

All vacancies in the Student Council, except those of the Faculty and Administrative Liaison, will be filled by recommendation of the Student Council and approval of the Student Body Association, with the approval of the Administrative Liaison immediately upon the occurrence of such vacancy.

(Northeast Campus)

All vacancies in the Student Council, except those of the Faculty and Administrative Liaison and the Student Council President will be filled by recommendation of the Student Council and approval of the Student Body Association, with the approval of the Dean of Students immediately upon the occurrence of such vacancy occurs, this position will be filled by another officer and will be determined by the appropriate Dean.

Article X: Meetings

The Student Council will meet at least once each calendar month during the school year and at such other times as may be necessary. The Student Council will agree upon the dates and times of these meetings.

The Student Council President will call such meetings of this organization as may be necessary, or whenever he or she so desires, or will call general assembly meetings of the Student Body Association when directed to do so by a petition signed by one hundred members of this organization and at such other times as directed by this Constitution. Appointed officers of the Student Council will have other meetings on occasion with administrative staff and/or with students.

Article XI: Discipline and Other Matters

The Student Council will enter into such cooperative agreements with the faculty as requested by the Seminary administration to promote and handle disciplinary matters of students and to promote and handle such other matters as are pertinent to student activities. The president of the Student Council will serve as a member of the Student Disciplinary Committee and will represent the wishes of the Student Council.
Article XII: Amendments

The members of the Student Body Association may amend this Constitution at any time by a two-thirds majority vote of those members present, provided that notice of the meeting and purpose of the meeting were posted at least six days before the scheduled meeting.

Article XIII: By-Laws

The Student Council and Student Body Association will prepare and promulgate such by-laws as are necessary to carry out the provisions of its constitution, and such by-laws will be binding as long as they do not conflict with provisions of the constitution.

1. The meetings of the Student Body Association and Student Council will abide by the rules in *Roberts’ Rules of Order*, except where these rules are superseded by this Constitution.
2. Other organizations within the Student Body Association may send official observers to the Student Council upon the Student Council’s approval of a request to such effect. Each organization may have only one observer who may participate in discussions pertaining to this organization but who may not vote on any issue.
3. The president of the Student Council may appoint committees as he sees the necessity of such.
4. The Student Council will be responsible for the investigation of the grades of nominees for student offices.
5. The newly elected Student Council will assume full responsibility of all council activities not less than two weeks before the graduation exercises at the close of the regular session.

Student Guidelines

Emergency Procedures

*(Cordova Campus)*

Regular, periodic safety drills will be conducted to ensure all students are aware of proper safety procedures. In case of a drill or an actual emergency, students should exit the buildings orderly and in single file through the nearest exit and assemble in the assigned location. In the event of a tornado, students should exit their classrooms and assemble on the lower floor of the building.
(Northeast Campus)

Regular, periodic safety drills will be conducted to ensure all students are aware of proper safety procedures. In case of a drill or an actual emergency, students should exit the buildings orderly and in single file through the nearest exit and assemble in the assigned location.

Attendance and Inclement Weather

(Cordova Campus)

Alteration or cancellation of Seminary classes because of inclement weather or natural disaster is announced daily on local radio, television, and student email. Normally, cancellation of regular Seminary classes due to weather or natural disaster coincides with the closing of the Shelby County schools; however, special provisions may be announced. If classes are canceled due to weather or natural disaster on a day of final exams, exams for the missed day will be taken on the day that the Seminary re-opens.

(Northeast Campus)

The Northeast campus will close whenever the Guilderland School District closes, as per the school closing announcements on www.WGY.com or local television stations. However, the Northeast campus is closed only when Guilderland school closings are due to inclement weather or travel advisories.

Chapel Attendance

Chapel services are held on Tuesdays and Thursdays from 11:00–11:45 a.m. and both services have required attendance. Students may only miss six services within a given semester. The report for attendance is taking through the online Practical Missions reporting system. Please refer to the Practical Missions Handbook for further information on how to report. The first fifteen minutes are designated as Report Hour for practical missions, where both faculty and students give personal witnessing testimonies. Chapel services also include preaching by faculty, pastors, Baptist leaders, and other special guests. Such worship, inspiration, and Bible preaching make a lasting contribution to the spiritual development of the Seminary family and are an integral part of the total training program. The Northeast campus holds chapel on Tuesdays and Fridays.

Academic Freedom

Students at MABTS enjoy academic freedom. The freedom in Jesus Christ is basic in the atmosphere of a theological seminary. It is desired that students be superior in all phases
of their studies, and this necessitates freedom. However, the practice of Christian freedom in this Seminary must come within the framework of responsibility. Academic freedom for both faculty and students is bound by commitment to the “Articles of Religious Belief” of the Seminary and loyalty to the stated purpose of MABTS as adopted by the Board of Trustees.

Student Grievance Policy and Procedure

Seminary policy grants to the administration and faculty of Mid-America Baptist Theological Seminary the authority to develop and administer the processes for study and other issues related to student life. Students are expected to conform to expectations and standards of performance and conduct. The same policy that establishes the governance of academic and administrative affairs, however, allows the student the opportunity to seek recourse from what they consider to be unfair or unjust evaluations or processes. In the case of doctoral students, grievance procedures and decisions are established and administered by each doctoral committee.

Before completing the following application for grievance for redress, the student should:

1. Review documents that address the situation - syllabi, policies and procedures, etc.
2. Prayerfully consider the validity of the grievance.
3. In keeping with Matthew 18, discuss the issue with the professor or administrator involved.
4. If the issue cannot be resolved at this level, then the student should follow the Student Grievance Process as described below.

It is the policy of the seminary to evaluate seriously student grievances and either resolve the problems brought by the student or make appropriate recommendations to the appropriate office for such resolution. Procedures are established below for addressing student grievances in three sections: academic issues, administrative issues, and ethical conduct issues.

The grievance process described below begins with the completion of a student-initiated application for review, the Student Grievance Form. This form may be obtained from the Campus Life office or from www.mabts.edu. It is the responsibility of the administrative assistant/associate in the appropriate division of the Seminary to coordinate the process for grievance including the scheduling of meetings.

Section I – Academic Grievances

For Grievances of Academic Issues Related to Grades, Course Information, Course Content, Faculty Conduct, Performance, or Attitude
The seminary specifically assigns to the individual faculty member responsibility for establishing grade criteria and the subsequent assignment of grades upon evaluation of student work.

(Matters related to dropping and adding are dealt with by petition through the Registrar's office. Matters related to excessive excused or unexcused absences are dealt with by petition through the Masters and Undergraduate Committee.)

In the case that a discussion of the issue with the professor or administrator involved does not resolve the issue, the following procedure should be followed:

1. The student completes and delivers the Student Grievance Form to the appropriate administrative personnel, who will then contact the appropriate person(s) to attempt to establish a resolution to the grievance.
2. If the situation remains unresolved, the department chair will deliver the matter will be addressed by the Academic Vice President, who will attempt to establish a resolution to the grievance. The student may request that a student council representative or another faculty member attend the meeting as well.
3. The Academic Vice President will make a final decision concerning the grievance.

Section II – Administrative Grievances

For Grievances of Administrative Issues Related to Support Services

1. The student completes and delivers the Student Grievance form to the appropriate personnel, who will then contact the appropriate person(s) to attempt to establish a resolution to the grievance.
2. If the situation remains unresolved, the matter will be addressed by the Executive Vice President, who will attempt to establish a resolution to the grievance. The student may request that a student council representative or another faculty member to attend the meeting as well.
3. The Executive Vice President will make a final decision concerning the grievance.

Section III – Sexual Harassment

For Grievances of Academic or Administrative Issues Related to Sexual Harassment

Mid-America Baptist Theological Seminary respects the personhood of all individuals, regardless of race, color, national origin, sex, age, or religion. The Seminary, therefore, will not tolerate the abuse of individuals in regard to these matters. It is our policy to maintain a workplace free from all forms of harassment, which includes sexual
harassment, whether verbal or physical.

Sexual harassment is prohibited by the Seminary’s policy as well as by federal and state law. Sexual harassment includes all unwelcomed sexual overtures or advances including, but not limited to, offensive jokes, comments, innuendos, or other sexually oriented statements; requests for sexual favors; and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as terms or conditions of a student’s academic achievement;
- Submission to or rejection of such conduct is used as the basis for decisions regarding the student’s academic status;
- Such conduct has the purpose or effect of unreasonably interfering with a student’s performance or creating an intimidating, hostile, or offensive learning environment.

If a student feels that he or she has been subjected to any type of harassment, the offense is to be reported to the president’s office within 48 hours. A written complaint should include the name of the person(s) involved, the specific nature of the offense, and the date that it occurred.

The president’s office will conduct a thorough investigation of the complaint, and appropriate remedial action will be taken. Any information as is gathered will be treated as confidentially as practical. Where investigation confirms the offensive behavior, prompt corrective action will be taken with appropriate redress to the complaining party. Students reporting incidents of sexual harassment or cooperating with an investigation thereof will be protected from reprisals in any form. The confidentiality of the parties involved will be protected throughout the investigation, and only those parties whom the President deems necessary to have knowledge of the case will be informed.

Any employee found to be guilty of violating this policy will be disciplined, up to and including termination. Likewise, disciplinary measures will be applied in any instance determined fabricated for malicious reasons.

If the student feels that he or she has been subjected to any type of harassment, the offense may be reported to the president’s office or the student may follow the steps below:

1. The student completes and delivers the Student Grievance Form to administrative personnel who will forward the grievance to the President's office within 48 hours to establish a resolution to the grievance with appropriate personnel.
2. If the situation remains unresolved, the matter will be addressed by the President, who will attempt to establish a resolution to the grievance.
3. After a thorough investigation, the President will make a final decision concerning the grievance.
Section IV – Honor Code

Each Student Agrees:

- I understand and will support and follow the Honor Code.
- I will not personally use unauthorized materials, and I will not participate with others in cheating.
- I will not facilitate cheating, and if I become aware of violations of academic or moral integrity, I understand that I have a responsibility to the seminary community and will at least say something to the student involved or discuss the situation with a professor or the appropriate Dean.

Academic work is evaluated on the assumption and the expectation that the work presented is the student’s own, unless designated otherwise. Anything less is unacceptable and is considered academically dishonest. Collaboration, plagiarism, and cheating—all defined below—are considered forms of academic dishonesty and students guilty of such are subject to disciplinary action.

1. Collaboration: Submission of a paper that is paraphrased from, or identical to, another student’s paper. A “paper” is defined as “any materials submitted by a student for credit in a course.”
2. Plagiarism: Submission of a paper in which substantial portions are paraphrased without documentation or are identical to published or unpublished material.
3. Cheating: The improper use of books, notes, another student’s tests, or other aids during an examination. It is the responsibility of the student to get approval for the use of such aids prior to the time of the examination, and without such approval they will be considered improper. An “examination” is defined as “any testing situation in which the score will be used for credit in a course.”

Failure on a student’s part to live up to this honor code becomes the concern of the appropriate Dean and faculty advisor. (It is assumed, however, that any matter of concern in this area between members of the Seminary community will first be dealt with according to the principles of Matthew 18:15–22.) All disciplinary matters are subject to review before a Student Disciplinary Committer. This Committee at the Cordova Campus is composed of the Dean of Women or the Dean of Men, as chairperson, the Faculty Advisor of the student in question, the President of the Student Council, and one other faculty member. At the Northeast campus, this committee will be appointed by the director of the Northeast branch and will include one student participant.

Due process in dealing with disciplinary problems is primarily for the purpose of protecting the reputation of a student against false or unsupported accusations. The purpose of disciplinary action is always redemptive, with every effort made to help the
student involved to gain insight into his or her own needs and motivations as a potential minister in Christian service. Where there is evidence of personality and character weaknesses that would make it unwise for a student to continue in preparation for the ministry, the student is given counsel to help him or her see that fact.

A Student Disciplinary Committee will handle all cases referred to it by the appropriate dean and will be the appellate body for decisions made by the dean that are appealed by the student. The committee will handle any case involving the possible dismissal of a student, and dismissal may only take place by action of the faculty. The student will receive a written statement of charges against him or her. He or she may be accompanied by a personal representative, may bring witnesses on his or her own behalf, and may choose not to answer any of the questions directed to him or her. If either the Student Disciplinary Committee or the student deems the advice of a lawyer necessary, such a person may give any advice he or she believes pertinent; but he/she may not enter into the proceedings and/or deliberations of a Student Disciplinary Committee.

Should the situation warrant it, the student may be given a warning, a disciplinary probation, a required leave of absence, or dismissal. Appeal of any action of the Student Disciplinary Committee may be made to the faculty in writing. Further appeal may be made after the faculty’s decision to the President of the Seminary. Such an appeal must be in writing, and a personal interview will be granted with the appeal.

If the student feels that he/she has witnessed a violation of the honor code or if they themselves have violated the honor code, they are taken the following steps below:

1. The student completes and delivers the Student Grievance Form to the appropriate administrative personnel, who will then contact the appropriate person(s) to attempt to establish a resolution to the grievance.
2. If the situation remains unresolved, the matter will be addressed by the Academic Vice President, who will attempt to establish a resolution to the grievance. The student may request that a student council representative or another faculty member attend the meeting as well.
3. The Academic Vice President will make a final decision concerning the grievance.

**Student Discipline and the Judicial Process**

The Seminary is dedicated to the training of students who are committed to Christian ministries. This type of student greatly reduces the occasion of disciplinary problems. The locus of authority in dealing with discipline problems is the faculty through the Dean of Men or Dean of Women and a Student Disciplinary Committee.

It is the desire of MABTS to be responsive to the needs of the student in all areas of his or her life. As a school we have established policies and procedures in both academic
and financial areas as well as personal, moral/ethical, and spiritual development. These policies and procedures are intended to cover most circumstances that may arise; but it is recognized that on occasion there are situations that warrant special, individual consideration.

**Ethical and Moral Development**

In the area of moral/ethical or spiritual development, the Seminary recognizes the freedom of each student to develop under the leadership of the Holy Spirit. However, it must also be noted that MABTS students are not only preparing for positions of spiritual leadership, but also are already viewed as Christian leaders by men and women in the community. Thus, it is essential that they exemplify a God-controlled life both on and off the campus, conforming to the highest standards of conduct.

All members of the Seminary—trustees, faculty, administrative staff members, or students—assume the responsibility to conduct themselves in compliance with the objectives and standards of the honor code established by the Seminary. Misconduct that renders a member of the Seminary liable for discipline, up to and including dismissal, falls into the following categories:

1. Dishonesty, including cheating, theft, plagiarism, forgery, or giving false information on official documents;
2. Obstruction or disruption of teaching, research administration, or Seminary sponsored activities by force or violence or threat of violence;
3. Physical, verbal, or mental abuse or threat of abuse of a spouse or another member of the Seminary;
4. Theft or damage to Seminary or community property or the personal property of a member of the Seminary community, including taking materials from the library.
5. The use of tobacco, alcohol, or controlled substances;
6. Solicitation to or participation in immoral relationships, including but not limited to sodomy, adultery, and sex outside of marriage;
7. Viewing or participating in pornography;
8. Participation in spousal abuse, whether physical, verbal, mental, or psychological;
9. Unauthorized entry to or use of Seminary facilities or equipment;
10. Failure to comply with directions of the president or other officers of the Seminary when acting in the performance of their duties;
11. Conduct which adversely affects the member’s suitability as a member of the Seminary community or which interferes with the rights and privileges of another member of the Seminary community; and
12. The willful commission of any acts which result in a criminal charge and conviction in any court of competent jurisdiction.
Honor Code

Each student agrees:

- I understand and will support and follow the honor code.
- I will not personally use unauthorized materials, and I will not participate with others in cheating.
- I will not facilitate cheating, and if I become aware of violations of academic or moral integrity, I understand that I have a responsibility to the seminary community and will at least say something to the student involved or discuss the situation with a professor or the appropriate Dean.

Academic work is evaluated on the assumption and the expectation that the work presented is the student’s own, unless designated otherwise. Anything less is unacceptable and is considered academically dishonest. Collaboration, plagiarism, and cheating—all defined below—are considered forms of academic dishonesty and students guilty of such are subject to disciplinary action.

1. **Collaboration:** Submission of a paper that is paraphrased from, or identical to, another student’s paper. A paper is defined as any materials submitted by a student for credit in a course.
2. **Plagiarism:** Submission of a paper in which substantial portions are paraphrased without documentation or are identical to published or unpublished material.
3. **Cheating:** The improper use of books, notes, another student’s tests, or other aids during an examination. It is the responsibility of the student to get approval for the use of such aids prior to the time of the examination, and without such approval they will be considered improper. An examination is defined as any testing situation in which the score will be used for credit in a course.

Failure on a student’s part to live up to this honor code becomes the concern of the appropriate dean and faculty advisor. (It is assumed, however, that any matter of concern in this area between members of the Seminary community will first be dealt with according to the principles of Matthew 18:15–22.) All disciplinary matters are subject to review before a Student Disciplinary Committee. This committee at the Cordova campus is composed of the Dean of Women or the Dean of Men, as chairperson, the faculty advisor of the student in question, the president of the Student Council, and one other faculty member. At the Northeast campus, this committee will be appointed by the director of the Northeast campus and will include one student participant.

Due process in dealing with disciplinary problems is primarily for the purpose of protecting the reputation of a student against false or unsupported accusations. The purpose of disciplinary action is always redemptive, with every effort made to help the student involved to gain insight into his or her own needs and motivations as a potential minister in Christian service. Where there is evidence of personality and character
Weaknesses that would make it unwise for a student to continue in preparation for the ministry, the student is given counsel to help him or her see that fact.

A Student Disciplinary Committee will handle all cases referred to it by the appropriate dean and will be the appellate body for decisions made by the dean that are appealed by the student. The committee will handle any case involving the possible dismissal of a student, and dismissal may only take place by action of the faculty. The student will receive a written statement of charges against him or her. He or she may be accompanied by a personal representative, may bring witnesses on his or her own behalf, and may choose not to answer any of the questions directed to him or her. If either the Student Disciplinary Committee or the student deems the advice of a lawyer necessary, such a person may give any advice he or she believes pertinent; but he or she may not enter into the proceedings and/or deliberations of a Student Disciplinary Committee.

Should the situation warrant it, the student may be given a warning, a disciplinary probation, a required leave of absence, or dismissal Appeal of any action of the Student Disciplinary Committee may be made to the faculty in writing. Further appeal may be made after the faculty’s decision to the president of the Seminary. Such an appeal must be in writing, and a personal interview will be granted with the appeal.

**Presidential Prerogative**

As the final administrative authority for the Seminary, the president has, and must have, the authority to act in emergencies without consultation with any other person or judiciary and suspend or dismiss any student who is acting in a manner which he feels is contrary to and dangerous to the Seminary as an institution or to persons belonging to or associated with the Seminary community.

**Student Dress Code**

Mid-America Baptist Theological Seminary seeks to provide an atmosphere of respect for faculty and staff, students, and friends of the Seminary. Preparation for ministry is a high calling and all members of the Seminary family are subject to constant scrutiny. For this reason, MABTS has established a standard of dress for the Seminary community that is conducive to worship, serious study, and development of each student’s calling to ministry. It is therefore necessary that all students be dressed and groomed both modestly and in good taste in accordance with Seminary policy while on campus.

**Women:** Women are to wear modest dresses, skirts and blouses (be careful of the neckline), or dress slacks (no jeans, cargo pants, casual pants, casual capris, or shorts) with appropriate shoes (no athletic shoes or flip-flops). Earrings are permitted for female students only. Body piercing is not allowed for female students.
**Men:** While there are occasional special days when men will be asked to wear a coat and tie, normally men are to dress in a “business professional” manner—neat slacks (no jeans, cargo pants, or shorts), belt and collared shirt (no logos, pictures, or screen prints), which is to be tucked into their slacks. Men are to wear dress shoes or nice casual shoes (no athletic shoes, sandal-type shoes, or flip flops) and socks. Hair should be clean and neatly combed, and facial hair should be neatly trimmed. Hats are not allowed. Earrings and/or body piercings are not allowed for male students. Neatness, cleanliness and propriety are expected. Flagrant deviations from these guidelines will be addressed in the following manner:

1. First offense: warning from the Dean of Men or Dean of Women
2. Second offense: warning from the Dean of Men or Dean of Women; student will be asked to leave the Seminary campus and may return upon changing into clothes which are deemed appropriate for class.
3. Third offense: meeting between the student and the Student Disciplinary committee.

**Parking (Cordova Campus)**

- All numbered parking spaces are reserved. Unauthorized vehicles parked in numbered spaces are subject to towing at the expense of the owner.
- Vehicles parked in a fire lane (red curb) are subject to fines and/or towing at the expense of the owner.
- Parking decals are required for all student vehicles parked on campus, including housing. Decals may be obtained in the Campus Life office at no cost.
- Handicap parking spaces are reserved for vehicles with an authorized handicap permit issued by any local or state governmental agency. Unauthorized vehicles in handicapped spaces are subject to fines and/or towing at the expense of the owner.
- Parking violations: (no parking decal, parking in a numbered space, parking in a loading or fire zone, etc.)
  - First offense: Warning
  - Second offense: $5.00 fine
  - Third offense: $10.00 fine
  - Additional offense(s): Disciplinary actions by the respective Dean of Men or Women
- **Traffic violations:** (speeding, reckless driving, exhibitionism, etc.)
  - First offense: Warning
  - Second offense: $10.00 fine
  - Third offense: $20.00 fine
  - Additional offense(s): Disciplinary actions by the respective Dean of Men or Women
- Temporary parking permits for overnight guests at Mid-America Student Housing
(MASH) are available from the Housing Manager from 8:00 a.m.–4:30 p.m. Residents should secure a temporary parking permit for any overnight guest arriving after office hours. Vehicles parked at housing without a temporary parking permit or a student decal are subject to fines and/or towing at the expense of the owner.

Identification Cards

An ID card is available to students at the opening of the academic year. This card is necessary for entrance in certain areas of the campus, library use, and to register chapel attendance in the chapel. The fee to replace an ID card is $6.00 and the card may be obtained in the Campus Life office.

All faculty, staff, and students must have the Campus Life issued MABTS identification card on their person while on campus. This is a safety precaution that will aid MABTS security in maintaining campus safety and it will give the holder access to all exterior doors on campus.

Viewing Grades

Students may view grades at the end of a semester or mini-term by logging in to SonisWeb at www.mabtssonisweb.com. To login, you must have your student ID and PIN, which was issued during the first semester as a student.

Mid-America Student Housing (MASH) (Cordova Campus)

Guidelines have been established concerning Mid-America Student Housing (MASH), located in Cordova, TN. Seminary students should be aware of the following regarding Student Housing:

Requirements for Eligibility

In order to reside in MASH, one must maintain enrollment as an associate, bachelor, or master level student for at least six semester hours. Doctoral students must be continuously enrolled in their program (up to seven years). If a student fails to meet these minimum requirements, he or she will be given thirty days to vacate the premises.

Apartments

The apartments may be rented by one or more associate-, master-, or doctoral-level students at the rates shown below. Furniture and utilities are not included; however,
students have freedom to choose whom they live with. Renting an apartment consists of a yearly lease.

Dorm Rooms

MASH offers dorm rates for undergraduate housing. Dorm rooms are the only available housing option for unmarried bachelor students. These apartments include furniture and utilities; however, your roommates will be assigned. The single dorm room consists of a personal room and a shared bathroom. The master room consists of a personal room and a personal bathroom. Dorm rooms will not house more than three students at a time. Renting a dorm room consists of a 10-month lease (August–May).

Availability

A waiting list will be established when MASH is fully occupied. The waiting list will consist of applicants according to the date in which the student submitted his or her housing application. A prospective student will not be added to this list until he or she receives approval to enroll in the Seminary.

Housing Account and Rental Payment

Residents of MASH must keep their rental account current. If a student fails to make his or her monthly rent payment repeatedly, he or she will be given a thirty-day notice to vacate the premises.

Registration

At the beginning of each semester, students will be allowed to register for classes only after clearance from the Housing Office (housing account must be current).

Graduation

Residents must settle their housing accounts to be eligible to graduate. In the event a student owes rent, fees, or other charges for student housing, he or she will not be able to participate during the graduation ceremony and will not graduate. Upon graduating from MABTS, residents of MASH will be given 60 days to vacate the premises. A thirty-day written notice is required in the Housing Office by the first of the month at least one month prior to move-out. To request staying past graduation you must fill out a housing extension form and return it to the Campus Life Office, to be reviewed and presented to the EAC.
Registration, Graduation, and Fee Payment

At the beginning of each semester, students will be allowed to register for classes after clearance from the following offices: Housing office (housing account must be current); Practical Missions (registration for practical missions assignments); Campus Life (picture taken for Student ID); the business office (tuition is to be paid in full or a payment plan set-up prior to registration); and the Library (library fines are to be paid and overdue books returned).

Students who have not settled all of their accounts (i.e. for tuition and fees, library fees and books, and housing rent and fees) will not be able to register for classes until payment is made. Students preparing for graduation who have not settled all of their accounts at least one week prior to graduation will not be allowed to graduate until the next semester after payment is made.

Policy Regarding Use of Students as Subjects for Research

Occasionally we have requests to use our students in research projects. The following policy has been constructed for such requests:

1. Before any request involving the use of MABTS students as research subjects may be approved, the person/group must:
   A. Submit a copy of the full proposal of the study, including both the objectives and the design; and
   B. Indicate compliance with the Department of Health, Education, and Welfare’s (DHEW) “Policy on Protection of Human Subjects” (q.v.).
2. Research projects will not be demeaning to seminary students.
3. Research projects and/or methods will not be contrary to the doctrinal, ethical, or moral position of the Seminary.
4. Only requests from schools holding regional or professional accreditation will be considered.
5. Care will be taken to see that the Seminary as an institution and/or the student will not be overburdened by such requests. Priority will be given to requests from MABTS students.

Protection of Human Rights

The Policy on Protection of Human Subjects, adopted by the Department of Health, Education, and Welfare, calls for:

1. A statement describing the risks to the subject;
2. A statement of the expected benefits from the research to the subjects and to the advancement of knowledge, as well as supportive arguments that the benefits
justify the risks;
3. Verification that the rights and welfare of subjects, especially their anonymity, will be adequately protected; and
4. A complete statement illustrating the method to be used for obtaining written consent of each subject, which will include:
   A. A fair explanation of the procedures followed and their purposes, including identification of any procedures that are experimental;
   B. A description of any attendant discomforts and risks reasonably to be expected;
   C. A description of any benefits reasonably to be expected;
   D. An offer to answer any inquiries concerning the procedures; and
   E. An instruction that the person is free to withdraw his or her consent and to discontinue his or her participation in the project or activity at any time without prejudice to the subject.

Solicitation

It is the policy of MABTS that no sales representative of any kind be allowed to solicit business among the student body on campus or student housing. Furthermore, it is the policy of MABTS that no list of student names or addresses is made available to such individuals for off-campus solicitation. If such a person or sales representative feels that his or her product or service is so worthy that exception should be made to the above stated policy, he or she may apply in writing for permission to present said product on the campus. Such an application should be very specific in stating why it is felt an exception should be made and should be submitted to the office of the director of Campus Life. It should be recognized that any exception to the established policy is just that (an exception) and does not constitute any endorsement of the product or service on the part of the committee or the Seminary administration.

Educational Rights and Privacy

FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law designed to protect the privacy of aspects of a student’s educational record that are not considered ‘directory’ information. Educational records include financial aid, student account records, and academic records, which are considered confidential and will not be released without written consent from the student, except to the extent that FERPA authorized disclosure without consent. For this reason, it is necessary for the Campus Life office at Mid-America Baptist Theological Seminary to obtain permission from a student in order to release financial and academic information not excluded by FERPA laws. Copies of FERPA are available in the Campus Life office, Admissions office, Registrar’s office, and the Dean of Men/Dean of Women’s Office.
Students may complete the Consent for Student Release of Information form in the Campus Life office with the name and relationship or any individuals they wish to be able to access their information. Authorization for an individual can also be revoked at any time by completing the same form in the Campus Life office.

**Veterans’ Education Benefits and Records**

MABTS maintains educational benefit records of veteran students in confidentiality and does not release records to unauthorized personnel without the written consent of the student. Personnel authorized to view records are: (1) a Veterans Administration Education representative who annually views the file of at least one student who receives VA educational benefits, and (2) a Tennessee or New York Higher Education Commission representative who reviews all files of students receiving VA educational benefits.

**(Cordova Campus)**

United States military service members, Veterans, and dependents of veterans who are eligible for Veterans education benefits may apply to the Academic Vice President’s Office to defer payment of tuition for the current semester. Application must be received on or before the final registration day of the current semester. If approved, tuition must then be paid to the business office no later than the last day of the current academic semester. This is in conjunction with the following information from the Tennessee Higher Education Commission.

*Service members, Veterans, and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the semester for which the deferment has been requested. Application for the deferment must be made no later than 14 days after the beginning of the semester, and the amount of the deferment shall not exceed the total monetary benefits to be received for the semester.*

*Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.*
On-Campus Crime Statistics (Cordova Campus)

MABTS is subject to Tennessee State legislation known as the College and University Security Information Act, whereby all institutions of higher education are required to report and maintain crime statistic records for on-campus crime. These records are maintained in the Security Office and are reported to the Tennessee Bureau of Investigation (TBI) through the TBI Crime Statistics Unit (CSU). These statistics are required to be made available to MABTS employees, current students, and prospective students.

Institutional Guidelines on AIDS

Mid-America Baptist Theological Seminary recognizes the serious threat to our society posed by the AIDS epidemic. These guidelines are adopted to guide our community in a Christian response by:

1. Encouraging a redemptive response to a major health crisis;
2. Developing a better understanding of AIDS;
3. Developing necessary and appropriate actions and procedures to prevent the spread of AIDS; and
4. Assisting those whose lives might be affected by AIDS.

A. Christian Response—The Seminary will be guided by a firm commitment to biblical teachings and all information and guidelines will be presented in a manner that affirms the importance of Christian ethics.

B. Medical Knowledge—The Seminary will be guided by the latest and best medical knowledge concerning AIDS as a contagious disease and its prevention and treatment. The recommendations of federal and state health agencies and the American College Health Association will be sources of information.

C. Education—The Seminary will make available to students, employees, and their families current information concerning AIDS and will also include such information in the orientation processes for students and employees. Individuals will also be informed of their responsibility, if they know themselves to be antibody positive for the AIDS virus, to report this fact to the Campus Life office or to their private physician, in order to obtain treatment and consultation for the protection of themselves and others. Individuals will also be strongly encouraged to seek counseling in order to assist them in dealing with the consequences of the disease.

D. Confidentiality—The Seminary will, to the extent legally and medically permissible, maintain the confidentiality of information concerning the identity of individuals with AIDS or the AIDS virus.

E. Student or Employment Status—The Seminary will not base enrollment or
employment decisions on the existence of AIDS or the AIDS antibody, so long as the individuals are able to function fully in their academic programs or employee roles.

F. Infection—The Seminary will encourage any individual with an infectious disease to seek medical evaluation. Individuals evidencing special susceptibility to the consequences of infections or special risk of spreading an infectious disease, including AIDS, will be required to seek medical evaluation of their condition, and their permitted activities at the Seminary will be determined based on the medical evaluation and recommendations applicable to their individual case. The determination of whether special conditions exist will be made on a case-by-case basis utilizing the latest and best medical advice.

G. Safety Guidelines—The Seminary will adopt safety guidelines as proposed by the United States Public Health Service for the handling of blood and body fluids for all persons, not just those known to have infectious diseases.

1) Current knowledge indicates that students or employees with any form of HIV infection do not pose a health risk to other students or employees in an academic setting. ("General Statement on Institutional Response to AIDS," American College Health Association, Revised January 1988.)

2) The Public Health Service states that there is no risk created by living in the same place as an infected person; caring for an AIDS patient; eating food handled by an infected person; being coughed or sneezed upon by an infected person; casual kissing; or swimming in a pool with an infected person. (Surgeon General’s Report on Acquired Immune Deficiency Syndrome, US Department of Health and Human Services, October 22, 1986).

3) The American College Health Association statement indicates that persons with AIDS and other diseases that compromise the immune system are especially susceptible to infections.

4) The Surgeon General’s report states that a special risk might exist if an individual loses control of body secretions or knowingly and willingly exposes others in ways that are known to spread the infection.

Internet Access Policy

Purpose of Internet Access at MABTS

As part of the Seminary’s commitment to meet the educational, informational, and research needs of the seminary community, we are pleased to offer on-campus access to the Internet for faculty, staff, students, and alumni. The Internet allows users to connect to resources outside those available at MABTS and its library. MABTS does not have control over information available on the Internet. The information accessed there may be reliable and current, or it may be inaccurate and obsolete. It is up to the
user to determine the accuracy of information obtained from the Internet. When using the Internet for research students should verify the information with other sources when possible.

Some sites or information accessible through the Internet may be inappropriate, controversial, or offensive. For this and other reasons, we have developed the following guidelines for the acceptable usage of Internet access.

Acceptable Usage Guidelines

The Computer Lab at the Cordova campus is equipped with sixteen computers, accessible to the Internet, and a HP Laser Jet printer. The Computer Lab at the Northeast campus is equipped with six computers, accessible to the Internet, and one HP Laser Jet printer. The computer lab is for the use of all MABTS students, faculty, staff, and alumni.

1. Computers and network resources at MABTS are property of the Seminary and are provided for Seminary-related business. Therefore, use of the Internet for unproductive Web surfing, participation in online chat rooms or other non-Seminary related activities is inappropriate and prohibited.

2. Because of the international and unregulated nature of the Internet, users must take great care in the type of information accessed and web sites visited. Students should always be aware of their personal testimony of Christ, their obligation to follow His lordship, and the ethical and moral guidelines set forth in the catalog, and the Student Supplement Handbook. Students should not distribute or access any information that is offensive, obscene, harassing, sexist, racist, malicious, or slanderous.

3. The Seminary seeks to protect and preserve the privacy of personal communications. Users of Seminary computer equipment should be aware, however, that electronic communications by nature cannot be made entirely private.

4. Do not perform any activity on the Seminary’s computer systems or on the Internet that would degrade the performance or otherwise harm any Seminary computer system.

5. Internet access is available to valid library patrons using the public access catalog computers in the library. Information retrieved from the Internet using these computers should be saved to a flash drive or CD only, not the computers’ hard drives. The Internet may be accessed on these computers during regular library hours for a period of thirty minutes per day. A patron may continue to use the computer for another thirty minutes if there is no one waiting for a turn.

6. Use of the Internet is a privilege, not a right, and violation of the Seminary’s Internet access policies will result in loss of Internet and/or computer use, and possible disciplinary action.
Priority of Lab Use

Seminary computing equipment is primarily for academic use and scheduled classes have priority of lab use.

Software and Configuration

1. Possession of any software or hardware used to corrupt files, introduce viruses, or otherwise harm the network is prohibited in the facilities of MABTS.
2. Users may not attempt to install any software on MABTS computers.
3. Users may not attempt to alter the configuration of any computer, network server, or network component anywhere on the MABTS network.

Limitations of Usage

The viewing or distribution of pornographic or other inappropriate (offensive) material on the MABTS computer network will result in suspension of the individual’s computer lab rights and referral to the appropriate dean for possible suspension or dismissal from MABTS.

1. Users may not play games on any computer in the lab.
2. No one shall use MABTS resources to transmit abusive, threatening, or harassing material, chain letters, spam, or communications prohibited by state or federal laws.
3. Computing equipment is not to be moved without the authorization of the director of Information Services. Do not stretch the cords or place the keyboard on your lap. Never put anything on top of the monitors. Do not vandalize or otherwise change any physical or software configuration.
4. Users may not solicit goods or services, electronically or otherwise, using MABTS computing facilities or equipment without the consent of the director of Information Services. Users may be required to reimburse MABTS for damage to Seminary equipment at the discretion of the Executive Administration Committee.
5. (Cordova campus) Access into Room A-112 is prohibited to all users unless authorized by the director of Information Services.

Laptops in the Classroom

The use of laptops in the classroom is subject to approval by the professor of the class. Normally, laptops are used for taking notes or making class presentations. Misuse of laptops (surfing the Internet, listening to music, playing games, etc.) can result in the loss of this privilege.
Individual Responsibilities

1. There is no food or drink allowed in the computer lab at any time.
2. Users should back up their work frequently on their own flash drive or CD. MABTS is not responsible for any work lost due to any system malfunction or power outage.
3. MABTS does not provide paper for printing purposes. The responsibility to acquire paper rests solely upon the user.

Lab Hours

(Cordova Campus)

1. When classes are in session, the Computer Lab operation hours are 7:00 a.m.–4:30 p.m.
2. The Computer Lab will be closed from 11:00–11:45 a.m. for chapel (Tuesday and Thursday).
3. There are 24 computers in the Library with full access during Library hours. Be sure to save your work on a flash drive or CD rather than the hard drive.

(Northeast Campus)

1. When classes are in session, the Computer Lab operation hours are 7:00 a.m.–4:30 p.m. as well as on evenings when night classes meet.
2. The Computer Lab will be closed from 10:50–11:30 a.m. for chapel (Wednesday and Thursday).

Gym

Participation

Use of the athletic facilities of Mid-America Baptist Theological Seminary is open to faculty, staff, and enrolled students and their families.

The fitness area and equipment are permitted for participants who are sixteen years old or older, however, they must be accompanied by a parent. Those under the age of sixteen are not allowed in the fitness area/locker room at any time.

Students and family members must sign a release of liability form in order to use the
athletic facilities. Children under the age of sixteen will need to be supervised by an adult at all times. Unattended children will be asked to leave. Parents assume liability for their children.

**Dress Code**

Exercise clothing for the athletic area must be modest and in good taste. Appropriate attire includes a shirt that is loose fitting, covers the midriff and has sleeves, and shorts that are loose fitting and are mid-thigh in length or longer. Indoor athletic shoes are required in the athletic area for your safety.

**Locker Rooms**

Men’s and women’s locker rooms are equipped with shower and locker facilities. Lockers are available for day use only. Participants are responsible for securing their personal items with their own locks. Mid-America Baptist Theological Seminary will not be responsible for items left in lockers unsecured.

**Fitness Equipment**

Each piece of equipment provides a minimal amount of instruction to get you started. Other charts are provided to give you guidance with various exercises. Should you need additional assistance with the equipment, contact Campus Life.

Equipment use may be limited during peak times, so please be considerate as you share equipment and space with others. Elliptical and treadmill machines have a maximum time limit of thirty minutes per user.

Please report any unsafe machine use or improperly functioning equipment to Campus Life.

**Walking/Jogging Track**

The track is sixteen laps to one mile. Walkers should use the inside lane and runners should stay to the outside lane. Everyone should walk/run in the same direction as posted on the directional signs as you enter the track.

The track is restricted for the use of those who are walking or running for exercise. Children and others must not use the track for socializing or for viewing activity on the court below.
Guest Policy

All faculty, staff and students may host out-of-town family members. Each guest visit is limited to three persons or one family. Guests must fill out the Assumption of Risk and Release of Liability Agreement to be turned in to the Campus Life office before using the gym facilities. Students should contact Campus Life about this form prior to bringing guests.

Hours of Operation

**August-May**
- Monday–Friday: 8 a.m.–10 p.m. (closed Wednesday at 4:30 p.m.)
- Saturday: 8 a.m.–5 p.m.
- Sunday: Closed

**June-July**
- Monday–Friday: 8 a.m.–9 p.m. (closed Wednesday at 4:30 p.m.)
- Saturday: 8 a.m.–5 p.m.
- Sunday: Closed

The gym will be closed on all major holidays such as New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. All schedules are subject to change.

MABTS Policy on Intellectual Property

The Seminary encourages the development, writing, invention, and production of intellectual property designed to improve the productivity of the Seminary and/or to enhance the teaching/learning environment.

A Seminary employee or student owns all rights to copyrightable or patentable independent works created by that employee or student without Seminary support. Unless otherwise provided in a rights agreement, the Seminary owns all rights to a copyrightable or patentable work created by an employee with Seminary support. Students may not use Seminary equipment or resources for works for hire. Both students and the Seminary retain portfolio rights to the works that may result from student assignments.

Intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical and artistic works, computer software, multimedia presentations, inventions, etc., are intellectual property. The ownership of a copyright or patent resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the following
conditions:

A. Ownership resides with the employee or student if the following criteria are met:
   1) The work is not the product of a specific contract or assignment made as a result of employment with the Seminary.
   2) The work is not prepared within the scope of the individual’s Seminary job duties.
   3) The work involves insignificant use of Seminary facilities, time, and/or other resources and is not derivative of any other Seminary owned copyright.

B. Ownership resides with the Seminary if the above criteria are not met and if the following criteria apply:
   1) The work is prepared within the scope of an employee’s job duties.
   2) The work is the product of a specific contract or assignment made in the course of the employee’s employment with the Seminary.
   3) The development of the work involved significant facilities, time, and/or other resources of the Seminary including, but not limited to, Seminary personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance, or is derivative of any other Seminary-owned copyright.
   4) Notwithstanding these provisions, a student retains portfolio rights to works created by the student as a class assignment.
   5) The Seminary and the employee or the Seminary and the student may enter into an agreement for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the Seminary for its costs and support. When it can be foreseen that commercially valuable property will be created, the Seminary and the employee or the Seminary and the student should negotiate an agreement for ownership and the sharing of benefits prior to creation of the property. In all such cases, the agreement shall provide that the Seminary will have a perpetual license to use the work without compensation to the employee or student for such use.
   6) If an employee is granted full or partial leave with pay (e.g., release time or educational leave), to write, develop, produce, or invent intellectual property, the employee and the Seminary will share in any financial gain, and the school’s share will be negotiated prior to the time the leave is taken.