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

1. The student completes, signs, and delivers the Student Grievance Form to either the appropriate department chairman's office, the Dean of Men, or Dean of Women, who will then meet with the professor or administrator to attempt to establish a resolution to the grievance.

2. If the situation remains unresolved, the department chairman will deliver the Student Grievance Form to the academic vice president, who will meet with all parties involved to 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. After a thorough investigation, the academic vice president or the president will make a final decision concerning the grievance.

Section IV – Honor Code

Each student agrees with the following:

- 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of a paper in which substantial portions are paraphrased without documentation or are identical to published or unpublished material.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
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; 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.

**Disciplinary Regulations**

**Unsatisfactory Academic Progress**

A required course in which a grade of F is received must be repeated until a passing grade is achieved. If a grade of F is received in an elective course, the course may be repeated or another elective course may be attempted. In either event, the cumulative grade point average of a student must be maintained at the level of at least 2.0 on a scale of 4.0 in order for the student to continue working toward graduation without restriction.