



# Student Life

## Standards of Conduct & Student Policies

### Standards on Moral Conduct

Faith Seminary desires to place emphasis on those Scriptural principles that develop positive spiritual attitudes and actions. Students, faculty, and staff on or off campus are expected to demonstrate a Christian lifestyle and character that is true to the standards of Scripture. A Christ-controlled life maintains a testimony that is exemplary in all areas including attitudes, words, and actions.

Historically, FTS has sought to maintain liberty of conscience for the believer on matters not specifically proscribed in Scripture. The seminary also recognizes that there are commands and prohibitions binding upon every Christian. Therefore, the biblical prohibitions against homosexual behavior, fornication, adultery, drunkenness, and illegal activities apply to all in FTS. In our community, we encourage the cultivation of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

Members of the FTS, in their speech, are to edify one another and avoid the use of derogatory words with racial, gender, ethnic, or sexual overtones. At FTS, all are expected to have impeccable academic integrity befitting a Christian institution. Plagiarism, cheating, and intentional misrepresentation of another's position will not be tolerated. All at FTS shall promptly meet all financial and academic obligations.

If violations of this policy statement occur, the principles of Matthew 18:15-20 will be followed. Continuing violations of any of these standards will result in disciplinary action up to and including dismissal.

### Nondiscrimination Policy

Faith Theological Seminary admits students of any race, color, gender, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. This nondiscrimination policy applies to educational policies, admissions policies, scholarship and loan programs, or other school-administered programs, except where required by specific religious tenets held by the institution.

## **Drug, Alcohol, and Tobacco Policy**

In compliance with The Drug Free Schools and Communities Act, Faith Theological Seminary prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on the campus or at any of its sponsored activities. The seminary believes that these standards and sanctions support the concern regarding the use of illicit drugs and the abuse of alcohol, and are consistent with principles of Scripture given to us by God for our well being. In accordance with property insurance restrictions, smoking is prohibited on seminary property.

## **Sexual Harassment Policy**

**Purpose:** The purpose of Faith Theological Seminary's sexual harassment policy is to reinforce the importance of trust and integrity in the seminary community. Our desire is not only to define the policy, but also to layout the procedures that are fair as well as redemptive. Our hope is that the policy and procedures reflect the Biblical principles of repentance, forgiveness, redemption, and change. FTS is committed to a policy that is both flexible and fair. The policy presented is a recommended procedure that does not interfere with the right of an individual to seek legal counselor representation.

**Definition:** Any unwelcome sexual advances, requests for sexual favors, inappropriate behavior of a sexual nature, and other written, verbal or physical conduct of a sexually intimidating or offensive nature constitute sexual harassment when:

- submission to, or rejection of, such conduct is used as the basis or condition of employment, advancement, academic decisions, matriculation, or evaluation; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating residential, work, or educational environment.

All associated with Faith Theological Seminary are reminded that this Seminary maintains the position that an atmosphere free of sexual harassment will be guaranteed for all. Unwelcome conduct in the workplace will not be tolerated. Faith Theological Seminary encourages employees to immediately tell the harasser when their conduct is unwelcome. Faith Theological Seminary's policy is in effect at all times and in all places, including seminary events away from the campus.

The Federal Government, through the Equal Employment Opportunity Commission, has published regulations that make sexual harassment unlawful under the sexual discrimination provisions of the Civil Rights Act of 1964. The EEOC defines sexual harassment as "unwelcome sexual advances", requests for sexual favors, and other verbal or physical conduct of a sexual nature that are connected to decisions about employment or advancement, and/or that create an intimidating, hostile, or offensive environment. The guidelines state, "employers have an affirmative duty to prevent and eliminate sexual harassment."

All cases of alleged sexual harassment that are reported to or witnessed are to be reported in writing to the Office of the President within twenty-four hours. All accusations of sexual harassment will be taken very seriously and investigated immediately. Retaliation for reporting sexual harassment will not be tolerated.

The report should include all the facts and information pertaining to the alleged harassment including the following: who, what, when, how, why, names of witnesses, witness' statements and any other available information.

The Seminary Administration will investigate the charges and determine the appropriate course of action. Violation of this Sexual Harassment Policy will lead to disciplinary action, if appropriate, up to and including termination of employment and/or seminary enrollment of the guilty party. The aggrieved party will be notified of the determination within thirty days.

Examples include but are not limited to the following:

- Verbal: sexual innuendo or taunting, requests sexual favors, proposals of physical intimacy, persistent following, letters, or phone calls discussing sexual matters and repeated unwelcome requests for contact or dates.
- Physical: displaying of offensive, sexually oriented visual materials; cornering, pinching, leaning over, touching, leering or patting.

### **Pornography Policy**

Since all students at FTS are given free access to the Internet, they are all required by the Biblical codes of honor and moral uprightness to refrain from all viewing, acquisition, and dissemination of any materials that could easily be classified as pornographic. In the case of proved infractions, the student or staff may be dismissed from the seminary program or employment at the discretion of the FTS Administration and the Academic Committee.



## **Student Complaint Procedures**

If a student has a grievance or complaint regarding a matter, this procedure should be followed in accordance with the biblical principles expressed in Matthew 18.

1. Discuss the matter with the individual(s) involved to ascertain all facts accurately and attempt to resolve the issue.
2. If the matter remains unresolved, document your grievance and present it to the appropriate administrator who will review the grievance and accompany you as you present it to the Academic Dean in writing. The Dean will address the issue, seek to resolve the issue through mediation or counsel, and then prepare a response that will include only the parties involved. Ideally, the issue will be addressed within one week, or as promptly as is possible by the individuals involved.
3. If a satisfactory solution has not been reached, the grievance will be presented to the President for resolution.
4. Complaints about the academic programs of FTS may be addressed to the administration in writing. If complaints are not addressed satisfactorily by the Seminary Administration in a reasonable length of time, they may be submitted confidentially in writing to the President of Transnational Association of Christian Colleges and Schools (TRACS), P.O. Box 328, Forest, VA 23551. Phone: 804-525-9539. Website: [www.tracs.org](http://www.tracs.org)

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records:

- The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the Registrar, Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional

information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to institution officials with legitimate education interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D. C. 20202-4605



*Academic Dean, Dr. Hague, in his office*

## Attire

FTS expects that all students will dress in accordance with the protocol of professional and ministerial callings, demonstrating high standards of modesty and suitable formality. Variance can be requested from the professors when a student can only come directly from work in other attire.

## Employment Opportunities

Employment opportunities are posted on the Student Bulletin Board. Students are encouraged to check this listing regularly for updates.

## Student Government

There is an organized and functioning student government. The students hold elections at the end of the Spring semester for the upcoming school year. The student government is responsible for chapels during the year.



*Group of students with faculty members*