



# Student Life

## Standards of Conduct & Student Policies

### **Standards on Moral Conduct**

Faith Theological 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. We encourage the cultivation of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

Students, faculty, and staff of 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. The students, faculty, and staff must be committed to resolving conflicts within the body of Christ rather than before unbelievers in a court of law (1 Cor. 6:1-8). 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**

The purpose of Faith Theological Seminary's sexual harassment policy is to reinforce the importance of trust and integrity in the seminary. 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.

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 at the seminary will not be tolerated. FTS encourages students, faculty, and staff to immediately tell the harasser when their conduct is unwelcome. FTS'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, where, 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 parties involved 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**

Students, faculty, and staff 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 proven infractions, the student or staff may be dismissed from the seminary program or employment at the discretion of the FTS Administration.



# Student Complaints, Grievance Policies, and Appeals

## Academic Appeals

Any student who wishes to appeal a grade that has been recorded to his or her transcript may, within thirty days of the grade being posted, follow this procedure:

1. The student shall make an appointment with the professor of the course to discuss the issue either in person or by telephone.
2. After discussing the issue with the student, the professor shall send the student a follow-up email to his or her email address. The email will detail the professor's decision regarding the grade. A copy of the correspondence shall also be sent to the Academic Dean and Registrar for record keeping.
3. If the issue is not resolved to the student's satisfaction, he or she shall address a written appeal via email to the Academic Dean or via mail to Faith Theological Seminary, Attn: Academic Dean, 529 Walker Avenue, Baltimore, Maryland 21212. The appeal will be considered by the Academic Committee. The Academic Committee will review the complaint and send a determination to the student within seven business days.

If the issue is still not resolved to the student's satisfaction, he or she shall address a written appeal via email or mail to the President. The President will review the complaint and send a determination to the student within seven business days. The decision of the President is final.

## Personal Grievances

Faith Theological Seminary is an institution composed of committed Christians who seek to resolve conflicts in a Biblical manner. Accordingly, the following procedures are intended to provide all voluntary members of this community with a means of conflict resolution that is compatible with our Biblical commitment, to safeguard the legal rights of all individuals, and to promote the Biblical principle of mutual servanthood. The Seminary is committed to assuring a fair and balanced response to all students (grievants) who have a complaint or grievance regarding a non-academic issue of their experience at the Seminary, and thus should follow the steps below. Regarding civil rights grievances, though the Seminary requests that grievances and conflicts be resolved in the manner described below, it cannot require, nor construe it, in such a way that would preclude appeals to relevant external agencies. All complaints in each step will be handled with strict confidentiality.

1. In accordance with the teaching of Jesus (Matthew 18), the student who has a substantive grievance\* should first try, if at all possible, to resolve the issue informally with the party or parties involved. This may be done through written correspondence, by phone, or in a face-to-face meeting. It is generally

recognized that in any human group, complaints may originate because of misunderstandings, missed communications, perceived injustices, unanswered or incorrectly answered questions, or minor problems that have been neglected. Effective communication techniques are the tools by which one builds good human relations and accomplishes the objectives of the institution. If the issue is satisfactorily resolved by such a process, no other action is required.

\*Grievances must not be matters that could be regarded as petty, but rather substantive, as in response to insults, harassment, emotional or authorial abuse, violation of academic freedom, racial/ethnic discriminatory actions or words, and civil rights abuses related to age, gender, color, ethnic/national origin, or disability. A grievance is an allegation by an individual based on specific facts that there has been a misinterpretation, misapplication, discriminatory application, or violation of a Seminary policy or procedure. The intent of a grievance process is to resolve a dispute over significant issues not minor disagreements. Grade disputes, admissions decisions, pedagogical issues, graduation appeals, and similar academic matters are not grievable issues. Personal dislikes do not factor into either Academic complaints or personal grievances. Academic matters that are not related to grades and graduation appeals may be freely addressed confidentially in the course evaluations administered every semester for each course.

2. If the issue is not resolved to the student's satisfaction, the student may formally submit the complaint in writing to the Academic Dean, or mail it to Faith Theological Seminary, Attn: Academic Dean, 529 Walker Avenue, Baltimore, Maryland 21212. Recognizing that the burden of proof rests on the one who submits a grievance, the complaint must include detailed information, including specific dates, times, and the people involved. If relevant, the complaint must also include an account of how the student has sought to resolve the issue up to this point (including copies of all correspondence to and from the parties involved). The complaint will be addressed by a panel of three FTS representatives assigned by the Academic Dean and may include one student representative. The panel will review the complaint and send a determination to the parties involved within seven business days.
3. If the issue is still not resolved to the grievant's satisfaction following the panel's decision, they shall address a written appeal via email or mail to the President. The President will review the complaint and send a determination to the

grievant within seven business days. The decision of the President is final. Retaliation is strictly prohibited in all cases, regardless of the degree of satisfaction of resolution.

4. Student grievants not satisfied with the final decisions of the FTS administration have the freedom to contact the agencies granting accreditation to FTS. Contact information follows: Transnational Association of Christian Colleges and Schools (TRACS) 15935 Forest Road Forest, VA 24551 434-525-9539, info@tracs.org. Faith Theological Seminary is a member of the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: (434).525-9539; e-mail: info@tracs.org] having been awarded Accredited Status as a Category IV institution by the TRACS Accreditation Commission on April 21, 2015. This status is effective for a period of up to five years. TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

### **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

## 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.

## Cooperative Work Experience

The Seminary does not presently offer any formal, cooperative work experiences, nor internships in the community.

## Student Government

There is an organized and functioning student government. The students hold elections during the Fall semester. The student government is responsible for chapels during the year. The Student Government represents the students on the Strategic Planning Committee.

## Inter-collegiate Athletics and Recreation

The Seminary has no athletic or recreational programs at present.

## Extra-curricular Activities

The Seminary provides various socials, holiday celebrations, open houses, and fundraising activities. The Student Government plans some of these events, as well as a student and alumni led organization that supports the Student Government in planning and executing these various seminary activities.

