



Student Handbook

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Faith Theological Seminary
529 Walker Avenue
Baltimore, Maryland 21212
Website: www.FTS.edu
Phone: (410) 323 – 6211
Fax: (410) 323 – 6331

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Welcome from the President

Welcome to Faith Theological Seminary!

It is my privilege to welcome you to our school. We are honored God has directed you to be here, and that your experience will be enjoyable and enlightening.

With a primary commitment to the infallible, inspired Word of God, and in a spirit of Christian love, Faith Theological Seminary provides Christian education in undergraduate and graduate level to students from diverse theological, ethnic and national backgrounds.



It is our desire that this Student Handbook place you one step forward as you commence toward graduation and service for the glory of our Lord and Savior Jesus Christ.

FTS faculty, staff and administration are here ready to serve you. We are praying that you will be used by God to affect spiritual transformation in your local church and around the world.

Faithfully,

Norman J. Manohar, Th.D., D.D.
President

Standards of 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.

Student Affidavit

I understand that preparation for Christian work requires my personal commitment to the Lord Jesus Christ and separation from sin. I further realize that as an FTS student, I represent the Lord Jesus Christ as well as the Institution. I am aware that the Scriptures prohibit certain behaviors and attitudes such as stealing, lying, gossiping, backbiting, profane language, drunkenness, drug abuse, sexual immorality, occult practices, cheating, lust, pride, bitterness, discrimination, jealousy, and an unforgiving spirit. In addition, I understand that certain types of activities are questionable and will avoid these activities for testimony's sake. Therefore, as a member of the FTS family, I pledge myself without reservation to the following lifestyle commitments:

1. Strive for excellence in academics and in all that I do;
2. Submit to the authority of the Scriptures and the Holy Spirit's control in matters of faith and conduct;

3. Cooperate respectfully with those in authority at the Institution, which includes refraining from derogatory/threatening/cursing statements in any form to faculty/staff/students or any behavior that be of a disruptive trend;
4. Participate actively in promoting the cause of Christ, including endeavoring to win others to faith in Him;
5. Refrain from behavior that will bring reproach upon the Lord's name and offend others.
6. The unlawful possession, use, or distribution of drugs and alcohol (on or off FTS property) is strictly prohibited. Further, such possession, use, or distribution will result in disciplinary action taken by the Institution and may result in local, state, and federal legal sanctions.

Failure to abide by the "Standards of Conduct" can lead to dismissal from this institution at the administration's discretion.

While the Institution recognizes that personal preferences differ and that every member of the FTS community might not agree with every detail of these standards, I must honorably adhere to them. Such an attitude on my part is one of the ways I can develop Christian discipline, exhibit Christian maturity, and demonstrate the love of Christ in concern, both for the integrity of the school and the welfare of other believers.

Student Discipline

The breaking of the "Standards of Conduct" code can result in disciplinary action being taken against the student.

Violations of the criminal and civil codes of the United States and of state laws can also result in disciplinary action.

Disciplinary action can range from temporary probation to permanent expulsion from Faith Theological Seminary.

The student may appeal in accordance to the "Student Grievance Policy and Non-Academic Appeals" if he is dissatisfied with the disciplinary actions taken.

Sexual Harassment

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.

Hazing Policy

Faith Theological Seminary strictly complies with Maryland State Law (Section 3-607) prohibiting hazing. To haze means to subject a student to an activity that is likely to endanger the physical health and/or mental health of a student, regardless of the student's willingness to participate in such activity. Hazing is prohibited specifically as a condition or precondition of gaining acceptance, membership, office or other status in a student organization.

Some examples of hazing are: (1) acts that cause undue discomfort or bodily harm; (2) acts involving psychological mistreatment including acts of personal servitude or humiliation; (3) acts that endanger the life or health of students; and (4) acts that interfere with class schedules or academic pursuits. More specifically, hazing shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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.

Same-Sex Behavior and Unions

Given that the administration, faculty, and staff of Faith Theological Seminary are committed to the fact that both the Old and New Testaments are the verbally inspired Word of God and that Scriptures are the supreme and final authority in faith and life, we are compelled to regard God's statements concerning the issue of same-sex behavior and partnerships as binding. An examination of both Testaments reveals that God is consistent concerning His position on this issue.

Genesis 19 indicates that the homosexual lifestyle was a significant sin for which Sodom and Gomorrah were judged (see also Jude 7). In Romans 1, the apostle Paul, speaking under inspiration, depicts the downward spiral of human morality over time. In this passage, both homosexual and lesbian behaviors are condemned (Romans 1:26-27).

In light of the Scripture, the administration, faculty, and staff of Faith Theological Seminary cannot with a good conscience towards God knowingly admit or retain a person who has adopted a same-sex lifestyle. While the Seminary does not denigrate the dignity of the individual's personhood or deny the worth of his soul, the Seminary cannot condone the chosen lifestyle.

Gender and Ministry

Faith Theological Seminary recognizes that throughout church history God has been pleased to use both men and women in marvelous ways for the advancement of the gospel. We also recognize that the Christian community has long held diverse opinions regarding the roles of women in ministry. Sincere and godly people hold varying positions on this subject.

While recognizing and respecting this diversity, as an institution and faculty, Faith Theological Seminary believes and teaches that the role of church pastor can be fulfilled biblically only by a man (1 Tim 2.12; 3.1-7; Heb 13.7, 17). Christian women, however, are gifted and are called to a broad array of other ministries.

The recognition of scriptural gender distinctions neither disparages one sex nor exalts the other. It is simply the proper response to God's revelation regarding His creation (Gen 2.18; 3.16; 1 Cor 11.8, 9; 1 Tim 2.13-14), His children (Gal 3.28; Eph 5.22-33), and His church (1 Tim 2.12; 3.1-7, Tit 1.5-9).

We affirm the call of God and the ministry gifts that He graciously bestows upon both sexes for effective Christian service within the parameters of His Word. No student is excluded from pursuing any degree because of gender. In all classes every student is given the respect befitting a fellow servant and brother or sister in Christ (1 Jn 4.7-8).

Faith Theological Seminary affirms and agrees with [The Danvers Statement](#) by The Council on Biblical Manhood and Womanhood.

Consequences of Violating the Standards of Conduct

First offense

Procedures for investigating suspicion of code violations will be followed. If the accused student is found to be guilty of the charges that have been brought against him/her, the following will result:

- The Academic Dean will give a personal reprimand.
- A written record of the violation will be placed in the student's permanent file until graduation.
- The student will be advised of the consequences of a second offense.
- FTS reserves the right to expel any student for an offense deemed severe enough to merit such action.

Second offense

Procedures for investigating suspicion of code violations will be followed. If the accused student is found to be guilty of the charges that have been brought against him/her, the following will result:

- The student will be dismissed from the school for the period of one year.
- Documentation concerning both violations (first and second offenses) will be placed in the student's permanent file on an indefinite basis.
- If after the one-year dismissal the student wishes to re-enter the school, he or she will be required to re-apply for admission to the school.
- To be re-admitted, the student will be required to submit in writing to the Academic Dean a statement of repentance of his or her actions which brought about the disciplinary actions.
- FTS reserves the right to expel any student for an offense deemed severe enough to merit such action.

Third offense

Procedures for investigating suspicion of code violations will be followed. If the accused student is found to be guilty of the charges that have been brought against him or her, the following will result:

- Permanent expulsion from the school.

Procedures for Investigating Suspicion of Code Violations

These procedures will be followed concerning a student who is suspected of violating any of the "Standards of Conduct" code:

1. The Academic Dean will request a meeting with the student and one other individual from the faculty or administration. This meeting will be to discuss the issue in question.
2. Student failure to attend the requested meeting will result in immediate suspension until the meeting is held.
3. The Academic Dean will consult with other faculty, staff members, or students involved with or aware of the incident.
4. The Academic Dean will then decide the discipline to be taken.
5. The student will be notified in writing of the decision.
6. The student has the right to appeal the decision in writing. See "Student Grievance Policy and Non-Academic Appeals Process" in the FTS Catalog.
7. A second violation of the "Standards of Conduct" code will result in immediate suspension. Procedures 1-6 will again be followed prior to a final decision.
8. A third violation will result in permanent expulsion. However, Procedures 1-6 will again be followed before a final decision is made.

Violations of any Criminal or Civil Code

A student who violates any criminal or civil codes of the United States or of State laws will be immediately suspended upon FTS learning of the student's arrest. If the student is found guilty, he or she will be expelled. After a period of three years, the student may re-apply.

Along with re-application, the student must also provide the following:

- A statement of repentance of the student's actions which led to the arrest and conviction.
- A letter of recommendation from the student's pastor.
- A letter of recommendation from the chaplain of the institution where the student was or is an inmate, if applicable.
- A letter of recommendation from an individual not related to the student.

Record Amendment

Each student has the right to request the Seminary amend a record that they believe is inaccurate or misleading. They should write the Seminary officials responsible for the record, clearly identify the part of the record they want changed, and specify why it is

inaccurate or misleading. If the Seminary decides not to amend the record as requested by the student, FTS 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.

Student Academic Grievance Policy and Appeals Process

Any student who wishes to appeal a grade that has been recorded to his or her transcript may, within 30 days of the grade being posted, follow this procedure:

1. The student shall make an appointment with the professor of the class 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.
4. 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.

Student Grievance Policy and Non-Academic Appeals Process

Faith Theological Seminary students who have a complaint or grievance regarding a non-academic issue of their experience at the Seminary should follow the steps below. All requests will be handled confidentially.

1. In accordance with the teaching of Jesus (Matthew 18), the student who has a grievance should first try to resolve the issue with the party or parties involved. This may be done through written correspondence, by phone, or in a face-to-face meeting. If the issue is satisfactorily resolved by such a process, no other action is required.

2. If the issue is not resolved to the student's satisfaction, the student shall 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. The complaint must include detailed information, including specific dates, times, and the people involved. 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).
3. The complaint will be addressed by a panel of three FTS representatives. The panel is assigned by the Academic Dean and may include one student representative. The panel will review the complaint and send a determination to the student within seven business days. For matters of confidentiality, the student may request to bypass the panel and appeal directly to the Academic Dean.
4. If the issue is still not resolved to the student's satisfaction following the panel's decision, 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.

Files containing grievance issues are maintained in either the office of the Academic Dean or the office of the Registrar.

Students not satisfied with the 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).

Business Services

Administrative offices are open from 9:00 am to 5:00 pm, Monday through Saturday during the academic year. During the summer, administrative offices are open 9:00 am to 5:00 pm, Monday through Friday. Students are requested to inquire about the location of particular offices when they need to speak with individual members of the faculty or administration. Please note that the Business Office is closed on Fridays during the academic year.

Student Accounts

Student accounts must be paid in full in order to register for courses each semester. The current fee schedule is printed in the Catalog. Tuition payments can be split into monthly installments. This option is not available for international students in F-1 status. A \$20 fee will be assessed for all returned checks or refused credit/debit cards.

Financial Aid

Students attending FTS have access to federal student financial aid programs. See the section marked “Financial Aid Information” in the catalog.

Financial Aid Funds

Funds will be deposited into the student’s FTS account after the first two weeks of the semester and will be refunded in compliance with Title IV of Higher Education Act.

Student Services

Student services encompass many departments across the Seminary. The following is a list of resources for current students.

Department	Email
Director of Admissions	admissions@FTS.edu
Academic Dean	s.hague@FTS.edu
Registrar	registrar@FTS.edu
Student Accounts	businessmanager@FTS.edu
Financial Aid	j.manohar@FTS.edu
Library	a.taylor@FTS.edu
Student Government	studentgov@FTS.edu

Admissions Policy

Persons wishing to enroll at Faith Theological Seminary must apply by completing the Application for Admission form or by completing the web-based Application for Admission on the FTS website. When the required information and Application Fee have been received, the applicant will be notified in a timely manner of their acceptance or denial.

In considering applications, the Office of Admissions reviews the prospective student's complete Application for Admission, Pastoral Reference, personal testimony, and official academic transcripts. If the prospective student meets the required criteria for acceptance, they are admitted into FTS until they complete their program or become inactive.

Applications should be received by the Admissions Office at least two weeks prior to the last day of registration (see Academic Calendar). Applications for a degree program will only be considered by the Office of Admissions when all of documents have been received. Classes can be taken only by those who have completed the application process (degree or non-degree credit) and have been admitted into the Seminary. Applicant filed documents will be retained in the Office of Admissions for a period of three years after the Application for Admission was submitted. If the applicant's admission is not finalized within three years, all documentation will be destroyed.

Admissions Process

1. Apply for admission by using the Application for Admission form available at FTS or online at FTS.edu/admissions.
2. Submit a personal testimony that includes evidence of Christian faith in Jesus Christ and aspiration for Christian service.

3. A Pastoral Reference Form must be completed by the applicant's pastor and sent to FTS.
4. Request that Official Transcript(s) from previous academic institutions be sent to the FTS Office of Admissions.
5. Submit the Application Fee of \$50 (non-refundable) to the FTS Business Office. No application will be processed without this fee.

After all of the documents listed have been compiled, submission can be completed through the FTS Office of Admissions.

Withdrawal from the Institution

If a student withdraws from FTS, the student must notify the Office of the Registrar in writing, and make satisfactory financial arrangements with the Business Office. No withdrawal becomes official until both of these requirements have been satisfied. Failure to make official withdrawal may disqualify the student from reactivation at a later time.

New Student Orientation

Orientation for students is provided through an opening event each semester and through the provision of videos on important topics such as library use and the Populi Learning Management System. Orientation is done when needed in the course of student advisement and counseling through the various offices of the Seminary.

Academic Advising

Program Directors are each responsible to do specific academic advisement and counsel for students in their respective programs, per student request and needs. Therefore, every student has an Academic Advisor assigned to them to help with course choice, scheduling, planning and general academic direction. The Admissions Office, Academic Office (Dean), and Program Directors also provide general academic advisement as well as career advisement and direction.

Advisement – Financial

- a. The Business Office does regular financial counsel and advisement.
- b. The Financial Aid Office does regular financial advisement.

English as a Second Language

International applicants whose native language is not English, or who have not received a bachelor's degree or its equivalent from an English-speaking institution, must send official results of the Test of English as a Foreign Language (TOEFL) to the Office of Admissions. The minimum required score is 550 on the written test and 80 on the

Internet based test. For information concerning the TOEFL, applicants may contact the US embassy in their country, or write: Educational Testing Service, Princeton, NJ 08540, USA. Faith Theological Seminary's TOEFL code is 7961.

Remedial Programs

FTS does not provide a remedial program for a student who is admitted and finds that he or she cannot work on the expected level of his degree program.

Repeating Course Work

Courses for which grades of "F" or "WF" have been earned may be repeated for credit, with grades for repeated attempts counting for grade point average purposes. All entries on the transcript, however, remain a part of the student's permanent academic record. Also, any course for which students have received a passing grade ("D" or better) may be repeated, but only three credits will be applied to the student's transcript for the course with the higher grade. Students may also repeat courses as audit without credit for self-improvement. All normal tuition and fees will apply to all repeated courses.

Registrar Services

Course Registration

Prior to the beginning of each semester, students are required to complete the registration process at our website or at Faith Theological Seminary in person. No person is registered until all tuition and appropriate fees are paid. Specific dates are assigned for registration each semester. Students registering for classes after the deadline must pay a Late Registration Fee. No student may register after the second week of class.

Online

After accessing our website at www.FTS.edu, click on Student Services tab and then click on Current Course Schedule to see what classes are available. After viewing the schedule and deciding what courses you want to take, click Course Registration and follow the instructions. After selecting your courses, you will need to enter payment information. If problems arise, contact FTS Business Office at 410-323-6211 Ext. 113.

Hard Copy

Course Registration Forms can be obtained on campus or can be printed from the website. These forms are submitted to the Business Office in person, by fax, or by mail.

Add/Drop Procedures

All changes in a student's class load, including dropping or adding courses or changing credit/audit status, must be done on an Add/Drop Form available from the Business Office or online. This form requires the class instructor's signature before the student submits it to the Business Office and is forwarded to the Office of the Registrar.

Students are required to officially drop a course to be withdrawn. Notifying the professor of the intended drop does not withdraw one from the course officially. When a student drops a course, FTS will follow the Refund Policy. No classes may be added after the second week of class. Courses dropped after the second week will be recorded as "WP" (Withdraw Passing) or "WF" (Withdraw Failing), depending on the student's grade at the time the course is dropped.

Grades, Grade Points, and Grade Point Average

In order for a student to receive credit for a course, the student's name must appear on the official class roster provided by the Office of the Registrar. Instructors verify their class rosters during the first week of a semester. A student who remains on an official class roster must be given a grade even if he never attended. A student cannot receive a grade even if the work was completed successfully if he is not properly registered.

All work is graded by letters which are interpreted as follows (including grade points for each semester hour):

Standing	Grade points	Percentages
Exceptional	A = 4.0 points	97 - 100
	A- = 3.6 points	94 - 96
Above average	B+ = 3.3 points	91 - 93
	B = 3.0 points	88 - 90
	B- = 2.6 points	86 - 87
Average	C+ = 2.3 points	83 - 85
	C = 2.0 points	80 - 82
	C- = 1.6 points	78 - 79
Below average	D+ = 1.3 points	75 - 77
	D = 1.0 points	72 - 74
	D- = 0.6 points	70 - 71
Failure	F = 0.0 points	below 70
Withdraw Passing	WP	Does not affect G.P.A.
Withdraw Failing	WF	0.0 points Counted in G.P.A.
Incomplete	I	Not counted until changed

"I" - This grade may be assigned only if the student has been unable to complete the course because of unavoidable circumstances. The reason for an "Incomplete" must be approved by the professor of the course and shall be noted on all grade reports. A course in which the student received a grade of "I" must be completed within sixty days after the end of a semester unless special permission is granted by the instructor and the Academic Dean. Failure to complete the work within those time limits will result in a grade of "F." Merely failing to complete the work on time is not a legitimate justification for the use of "I." If the grade of "I" has not been officially changed within sixty days, the grade will automatically be changed to "F."

"WP" - This indicates that the student is withdrawing as passing. This grade has no bearing on the student's GPA.

"WF" - This indicates that the student is withdrawing as failing. The grade of "WF" will be calculated as part of the student's GPA.

Only courses taken at FTS are used in computing a student's GPA.

A change in a recorded grade (other than the grade of "I") may be made by an instructor only with the approval of the Academic Dean. The Academic Dean will recognize, as justification for a change of grade, only the fact that the professor made a grade calculation or recording error. A request for such change must be made in writing.

Prayer Support

Students, faculty, and staff share prayer requests and pray for one another. Requests may be submitted to the Student Government President. Personal information is kept strictly confidential, and the content of the requests are shared only with appropriate groups.

Counseling

The Seminary does not have a professional counseling office available. Faculty members are available for general counsel, and in emergency situations there are counselors on the faculty staff who could provide a counseling evaluation for referral to off-campus professional counseling resources in the area.

Career Development and Placement

- a. The Seminary advises students on career opportunities in the community as they are made available to the Seminary. The Admissions and Academic Offices

provide consultation when requested by students seeking employment prospects.

- b. Designated Academic Advisors (see Populi), Faculty, and Program Directors, are also often consulted informally for career advice and guidance, and always make themselves available to schedule consultation at students' request.

Food Services

- The Seminary is not presently licensed to dispense food, although there is a Student Café (where refrigeration and food-heating are available), and seating for students to eat and congregate both inside and outside, as well as a new Student Lounge on the first level.
- Students who wish to bring their lunches may utilize the refrigerator in the Student Café for temporary storage. Old items will be discarded. Please do not leave items overnight.
- A microwave oven is also available in the lower level Student Café.
- Students are welcome to use the tables outside the Student Café for eating meals or snacks.

College Bookstore

The Seminary does not presently provide book sales to students, but regularly instructs students in the process of ordering books online. The Seminary posts all course assignment-syllabi on Populi one month before classes begin each semester to enable students to order books in a timely fashion.

Student Housing

FTS does not own or provide dormitories or other living quarters for students and their families. Students are responsible for securing their own living quarters.

Computer Usage

Faith Theological Seminary provides an opportunity for students to enhance their educational experiences and expand their academic knowledge by making available student access to computer resources such as the Internet. Today's computer technology deposits a significant amount of information in the hands of its users that carry with it a commensurate amount of responsibility. Therefore, the following policy for computer usage by students of Faith Theological Seminary has been adopted:

- The use of computers provided by Faith Theological Seminary is subject to the normal requirements of legal and ethical behavior.
- Student access to the Internet is intended for Seminary business and educationally related purposes.

- Computers provided by Faith Theological Seminary should not be used to copy or transmit copyrighted software or other material protected by copyright laws.
- Computers provided by Faith Theological Seminary should not be used to support any type of fundraising.
- Computers provided by Faith Theological Seminary should not be used to create, transmit, or store harassing, obscene, or abusive messages, images, or materials.
- Faith Theological Seminary does not manage the Internet and, therefore, is not responsible for offensive material that may be encountered.

Any student found engaging in any activity that violates the Computer Usage Policy may result in the immediate suspension of the student's computer usage privileges as well as other disciplinary/legal action.

Computer Access

Students have access to computer terminals in the computer lab located in the John Norris Library of Faith Theological Seminary.

Scholarships

Missionary Scholarship

A missionary on furlough is eligible for a fifty percent tuition scholarship if they are sponsored by a recognized sending agency and are returning from a country other than their own for a sabbatical or time of respite between assignments. A missionary is required to provide a letter each year from the sponsoring organization that confirms the missionary's status.

Eligibility & Requirements

- Must complete the Student Scholarship Application Form
- Must provide letter from sponsoring organization each year

Spouse Scholarship

The Spouse Scholarship at Faith Theological Seminary allows spouses of full-time students to receive a fifty percent tuition scholarship.

Eligibility & Requirements

- Must complete the Student Scholarship Application Form
- Must be U.S. Citizens or Permanent Residents
- Must maintain full time student status at Faith Theological Seminary
- Must maintain a 2.0 GPA

Helping Up Mission Scholarship

The Faith Theological Seminary scholarship program for Helping Up Mission graduates allows the student to take full-time undergraduate courses attaining a theological education at a low cost.

Eligibility & Requirements

- Must complete Helping Up Mission Student Scholarship Application Form
- Must have a Helping Up Mission reference
- Must maintain full time student status at Faith Theological Seminary
- Must maintain a 2.0 GPA

Tuition Discounts

Senior Citizen Discount

Students age sixty or older are eligible for a twenty percent tuition discount.

Disability Discount

Students with disabilities are eligible for a twenty percent tuition discount when documentation is submitted to the Business Office.

Veterans Discount

Students who have served in the U.S. Armed Forces are eligible for a twenty percent tuition discount when documentation is submitted to the Business Office.

Testing

- a. The Seminary offers the option of testing out of several bachelors classes which include English and Math through the College Level Exam Program (CLEP) Tests. More information about CLEP: <https://clep.collegeboard.org/exam>.
- b. The Seminary does not offer testing for educational placement, but will refer out to off-campus resources.

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, balloon races, and fund-raising activities. The Student Government plans some of these events, as well as a student and alumni led organization, Friends of Faith, that supports the Student Government in planning and executing these various seminary activities.

Cooperative Work Experience

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

Employment Opportunities

Employment opportunities are posted on the Student Bulletin Board.

Student Participation in Institutional Decision Making

The Seminary has a Student Government with elected students and provides student representation to the faculty during the regular faculty meetings, and the Student Body President serves on the Strategic Planning Committee.

Alumni Activities

The Seminary student led Friends of Faith (consisting of present students and alumni) organizes all alumni events, and also runs fund-raising events and social events.

Family Education 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 is 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

Student Life

Chapel

The student body meets at 11:30 am on Saturdays each semester for a brief chapel service. Each chapel service is carefully planned to provide the elements of a meaningful worship experience. Speakers are chosen from the faculty, students, alumni, and visiting guests. No classes are held during the chapel time, and the library and student services offices are closed.

Cultural, Educational, and Religious Opportunities

FTS does not presently have a regular cultural program of music or other artistic events, though we sometimes have special events of music and other venues by invited guests. The greater Baltimore-Washington metro area hosts the most cultural and educational institutions of any such area in the U.S.A. Baltimore itself has an exceptional diversity of cultural and educational opportunities. Students, staff, and faculty find the cultural life very rewarding and enjoyable.

The Seminary has numerous opportunities for religious development of the Seminary community that include a semesterly day-long Christ and Culture Seminar on a timely topic aspect of the curriculum and weekly chapel services with internal and external speakers to educate and inspire the students and faculty on a wide range of topics. The Christ and Culture Seminar brings together attendees from both the community and the student body to study a current cultural issue from a Christian perspective. The city of Baltimore also has a vast array of religious and cultural institutions, along with its proximity to the same in Washington, D.C., providing the students with many opportunities for cultural, educational, and religious development.

There are also numerous service opportunities at the many church and parachurch ministries in the metro area, including ministries with children (Child Evangelism), family issues (Bethany Services), human trafficking (Araminta Freedom Initiative), along with many others. Chaplaincy opportunities also abound, since Baltimore hosts several of the world's largest and most highly rated medical institutions in the world.

Opportunities for ministry and outreach are regularly posted on the bulletin boards advertising ministry opportunities.

Automobile Use on Campus

Campus parking and traffic regulations comply with Maryland State motor vehicle laws. These rules apply equally to all faculty, staff, students and visitors.

- No unlicensed or improperly licensed motorized vehicle may be operated on the FTS campus.
- Parking is permitted only in marked parking spaces in designated parking areas.
- Unless marked as a designated parking space, all other parking lot areas are considered fire lanes and parking in them is strictly prohibited.
- FTS reserves the right to tow away any illegally or improperly parked vehicle at the owner/operator's expense.
- Spaces designated as handicapped-only parking must be honored and vehicles parked in them must display a state-issued disabled parking permit.
- Motorcycles and motor scooters are considered engine-driven vehicles and may not be operated on walks intended for foot traffic.
- Individuals suspected of operating a vehicle under the influence of any drug or alcohol will be reported to local authorities.
- All drivers are asked to consider that FTS is located in a residential area and thus respect that all neighbors' personal parking spaces are private. If there are no spaces available on campus, then it is advised that permission is sought and received from any other lots in the neighborhood. Even though the spaces are legal, caution is given when parking along Walker Avenue.

Personal Mobile Phones

Please turn off or silence all electronic devices upon entering classrooms or the chapel.

Solicitation and Selling

Unauthorized solicitation and/or selling on campus property are explicitly prohibited. Students wanting to use classroom space during non-classroom hours or to post any signs on walls or bulletin boards must obtain permission from the Business Office.

Use of Institution's Name

No student may use the name of Faith Theological Seminary in the solicitation of gifts from persons or agencies off campus without the written permission of the FTS administration.

Use of Student's Image

Your attendance at Faith Theological Seminary implies permission for FTS and personnel or agencies authorized by them to reproduce your image, likeness, or voice in connection with any recorded display or reproduction of FTS events and in post event publicity, FTS publicity, and publicity for other such events as sponsored by FTS.

Facilities

Controls for air conditioning, heating, and lighting are to be operated only by Seminary officials. Students are expected to help keep classrooms, the Student Lounge, and other student areas neat and orderly.

International Student Information

An international applicant whose native language is not English, or who has not received a bachelor's degree or its equivalent from an English-speaking institution must send official results of the Test of English as a Foreign Language (TOEFL) to the Office of Admissions. FTS requires all such prospective students to take the TOEFL internet-based test (TOEFL iBT). The minimum required score is 20 in each of the four sections (speaking, listening, reading, and writing). The minimum total score is 80. For information concerning the TOEFL iBT Test, visit www.ets.org.

F-1 Students

According to the Bureau of Citizenship and Immigration Services (BCIS, formerly INS), F-1 students must be both matriculated and enrolled full-time (at least twelve credits per semester for Bachelors, nine credits per semester for Masters, and six credits per semester for Doctoral, except during the summer). In order to remain "in status," F-1 students must remain in compliance with these requirements. You must also be making satisfactory progress toward your degree program.

In addition, international students who require a Form I-20 must provide evidence of documented financial support by submitting a fully notarized affidavit of support with original bank statements. Students coming from other institutions in the United States must also submit a Transfer-In Form. These forms may be obtained from the Office of Admissions.

You must also demonstrate that you have enough financial support to cover the first full year of seminary before admission can be granted. FTS reserves the right to request payment in full for the first enrollment year in an amount that covers full-time tuition and living expenses. Individuals who will be studying as students in the US for the first time must also pay an initial status fee to the government before applying for a visa.

Information Guide

This information guide is meant to help you with the various procedures necessary to maintain your F-1 immigration status while you are in the United States. It is important that you be aware of the United States Citizenship and Immigration Services (USCIS; operate within the Department of Homeland Security, DHS) regulations so that your stay in this country will be lawful. Your Designated School Official will endeavor to keep up with the latest developments.

SEVIS

USCIS utilizes an Internet-based system for tracking international students, called SEVIS (Student and Exchange Visitor Information Systems). I-20 forms are generated for each family member from SEVIS.

SEVIS Fee

USCIS has instituted a \$200 fee for all initial status students or students applying for reinstatement. This fee must be paid via credit card or check/money order drawn on a US bank. The fee may be sent to USCIS (with form I-901: I-901 Student/Exchange Visitor Processing Fee, P.O. Box 970020, St. Louis, Missouri 63197-0020) or paid over the Internet (www.FMJfee.com). Students must have a receipt of payment in order to apply for a visa. For more information, see www.FMJfee.com. Note: If you are already in student status, you do not have to pay this fee.

Maintaining Status

According to USCIS, F-1 students must be both matriculated and enrolled full-time. At FTS, full-time enrollment means at least twelve credits per semester for Bachelors, nine credits per semester for Masters, and six credits per semester for Doctoral, except during the summer). You must also be making satisfactory progress toward your degree program.

Registration

Students who are granted an I-20 but who either fail to register or fail to show up for classes must be reported to USCIS.

Course Load

You must maintain a full-time course load (see above under Maintaining Status). Reductions for emergency and/or ongoing medical reasons cannot exceed more than twelve months total (aggregate), and must be approved beforehand by the DSO.

Reinstatement

If you fail to take classes for a semester, drop below full-time status for one semester without any authorization, or fail to file for an extension before the date of completion on your I-20, you will be “out of status.” In order to regain your status you must request reinstatement, and reinstatement is not guaranteed. Students out of status for more than five months cannot be reinstated and must leave the country.

Reinstatement is no longer granted for student or DSO oversights. It will only be considered for circumstances beyond your control, such as serious illness or injury, closure of the institution, or natural disaster.

Students will be required to submit a new I-20, noting the student request for reinstatement, and form I-539 by mail to the district director. Once adjudicated, the student will receive his or her I-20 form with the decision of the director. If you are in the country illegally for more than five months without filing for reinstatement, you will be barred from entering the U.S. for three years. Please be careful to maintain your status.

Program extensions

If you find that you will not be able to complete your program by the date on your I-20, you must notify the DSO immediately for a program extension. You should notify him before the program completion date on the I-20. He will issue you another I-20 with the new date of completion.

Change in Program

If you decide to change to another academic program at FTS, you may need a new I-20. This will most likely involve providing updated financial data. Please see the DSO if you are considering a change in your program.

Address updates

Faith Theological Seminary is required to keep F-1 student addresses up to date in SEVIS. If you move, please submit your new address to the DSO immediately.

Program completion

Upon the fulfilling of all of the requirements for your degree, you have a 60-day grace period before you must leave the country. This is true even if you finish your degree before the date on your I-20. If you plan to remain in the country you must gain admission to another degree program or apply for Optional Practical Training before your current program is completed.

Transfers

If you plan to transfer to another school, please notify the DSO immediately. You should provide the name of the school, proof that you have been accepted at the school, and the date you plan to transfer. The DSO will transfer you out of your program at FTS and set a release date when the other school can view your SEVIS record.

Optional Practical Training

Optional Practical Training (OPT) is available for students who desire up to 12 months of ministry work to complement their seminary training. Most students utilize OPT after their program is complete. Please contact the DSO at least 60 days before the completion of your program if you plan to pursue OPT. You may apply for OPT 90 days

before your diploma date, and you may start your employment any time within the 60-day grace period after your diploma date. You should secure a job or position by the time you receive approval to work. Once you receive approval from USCIS (including an employment authorization card), please tell your DSO of any address changes or early termination of employment. You must also provide the name and address of your employer to the DSO. The DSO must report your OPT status after the 6 months and 12 months from your employment start date, so please be ready to supply information on your employment. You may only be without employment for 90 days from the start of the beginning date on your employment authorization (EAD) card.

Curricular Practical Training

Curricular Practical Training (CPT) is available for students who have a curriculum requirement for work associated with a class. Full-time CPT for 12 months disqualifies a student from applying for optional practical training (OPT).

Economic Need Work Permission

Students are generally not permitted to work under F-1 regulations, except part time (up to 20 hours per week) on campus, if such work is available. However, students who can demonstrate economic hardship, such as an unforeseen circumstance that reduces the available funding claimed on the I-20 (e.g., a drop in the value of currency in one's country), may apply for permission to work for one year (part-time during regular school terms, full-time during vacations). USCIS has become stricter in issuing work permits, so you must make a good case for your need in addition to filling out paperwork and paying a fee. Please realize that working without authorization will jeopardize your status. Your spouse and children may not work under any circumstances as F-2 dependents.

Travel

Page 3 of your Form I-20 contains a signature of the DSO which is good for one year of travel from the date of the signature. It is always a good idea to check with the DSO before you leave the country, even if the signature is already valid for the time period you will be away.

Lost or Stolen I-20

Contact the DSO immediately if your I-20 is lost or stolen.

Social Security Numbers and Driver's Licenses

Students may apply for Social Security Numbers if they have a valid work reason (see above under Economic Need Work Permission and Optional Practical Training) or for the following: (1) a federal law requires that you show your Social Security Number to get a

particular benefit or service; (2) a state or local law required you to show your Social Security Number to get general assistance benefits. To apply for a Social Security Number, use the following Internet link: http://www.ssa.gov/replace_sscard.html. You will need to show proof of a job offer if your Social Security Number is for work.

Social Security Numbers are no longer granted in order for international students to get driver's licenses. To get a driver's license, you must be registered as an active student in SEVIS. For more information on applying for a driver's license, check the website of your state's Department of Motor Vehicles.

Students who need a record of their I-94 number to apply for a Social Security Number or a driver's license may download a print version from www.cbp.gov/I94. Starting in spring 2013, students no longer receive paper version of the I-94 upon entrance into the United States.

Current Fees:

I-539 (reinstatement or change of status): \$290

I-765 (OPT or economic hardship work permit): \$380

I-901 (SEVIS processing fee): \$200

Library Services

The John Norris Library

The mission of the John Norris Library is to provide students, faculty, and staff with the bibliographic resources, research tools, and study environment necessary for the academic training of men and women for Christian ministry. Our collections, catalogs, services, policies, and facilities all work to support this goal. This mission is supported by the following goals:

Bibliographic Resources

- To develop a collection that is comparable to accredited seminaries
- To develop a collection that effectively supports each course

Quality Tools

- To provide tools that facilitate research and easy access to information

Quality Services

- To provide reference and research assistance
- To provide training in information literacy and research skills

Quality Resources

- To provide access to additional resources from other collections (such as cooperative agreements, inter-library loan, access to databases)

Quality Facilities

- To provide sufficient, safe, and attractive space for display, processing, and storage of the collection
- To provide comfortable, well-lit, and attractively furnished study space

Other Goals

- To promote library use
- To partner with faculty in developing and implementing possibilities of using library resources to better support their instruction

External Borrowing Privileges

FTS also has borrowing privileges with the St. Mary's Seminary Marion Burk Knott Library (five minutes' drive from FTS). FTS students with an FTS ID card may obtain a Marion Burk Knott Library card for borrowing privileges for a \$20 fee per semester. FTS students have full access to the Marion Burk Knott Library's extensive electronic databases and periodicals. Marion Burk Knott Library also has reciprocal borrowing

privileges with Baltimore Hebrew University which allows students access to interlibrary loan services for a small fee. The Marion Burk Knott Library also has catalog access to Johns Hopkins University and the Catholic University of America.

FTS has borrowing privileges through the Friends of the Loyola program with Loyola Notre Dame University Library. FTS students with an FTS ID card may get a Loyola Notre Dame University Library card for borrowing privileges at a fee of \$25 per year.

With these libraries, FTS students can access some 550,000 volumes and on-site electronic databases in addition to the FTS collection.

Student Government Association

Introduction

The FTS Student Government Association (SGA) is comprised of representatives of the student body. They function as representatives to the faculty and administration. The structure of the Student Government Association shall consist of an executive council and student committees. Members of the executive council shall include the Student Government officers and the Academic Dean as an ex-officio member.

Purpose

The Student Government Association is designed to meet four basic objectives:

1. To cooperate with the officials of FTS in promoting the best interests of the institution;
2. To promote the general welfare of all FTS students;
3. To encourage students to honor the Lord Jesus Christ in all activities;
4. To promote fellowship among all FTS students.

Appointment to Office

Student Government Association officers are appointed by the FTS administration. The officers appointed include: President, Vice President, and Secretary. The terms of office are annual, but officers may be appointed to the same office more than once.

Student Government Officers

1. President - The President shall preside at all executive council meetings, shall serve as ex-officio member of all student committees, and shall serve as student representative on select institutional committees.
2. Vice President - The VP shall preside at the executive council meetings in the absence of the President, shall assume the duties of the President for the remainder of the school year if the President vacates the office or leaves school, and shall oversee all Student Government Association committees.
3. Secretary - The Secretary shall record the minutes for all council meetings and maintain files of all Student Government Association records and reports.

Requirements to Hold Office

- The President must be a graduate student or an undergraduate student with at least thirty credit hours completed from FTS.
- The Vice President must be a graduate student or an undergraduate student and must have attended FTS for at least one semester of the previous calendar year.

- The Secretary must be an undergraduate or graduate student and must have attended FTS for at least one semester of the previous calendar year.

The President of FTS has the right to act in student affairs as appropriate.

Student Government Association Committees

The officers of the FTS SGA shall create any and all necessary student committees and shall appoint committee chairs and members from the student body. All committee chairs and members must be currently enrolled students of FTS.

Order of Business

Robert's Rules of Order shall be the framework for conducting Student Government Association executive council and committee meetings and business.

Emergency Operations Policy and Safety Plan

Faith Theological Seminary takes reasonable steps to protect the lives and health of all individuals on the FTS campus. Staff, equipment and information resources are provided to encourage behaviors and environments which prevent dangerous situations and to assist if an emergency should occur. However, despite these reasonable and good faith efforts, it is impossible to predict individual actions or guarantee absolute control that will assure that no unwanted acts or situations will ever occur. It is the responsibility of each individual to report dangerous circumstances to any FTS Staff or Faculty member and to take appropriate and reasonable actions to protect life, limb, and then property.

To the extent each situation permits, emergency response decisions shall be made by the Business Manager. If this arrangement is not permissible and the situation requires an immediate response, a decision should be made by the individuals most readily available and equipped to respond to the situation. In all situations, each individual should take reasonable steps to protect themselves and their property.

Personal Safety

Faith Theological Seminary encourages all individuals to take an active role in campus safety. While the institution strives to provide a safe and secure environment, it is each individual's responsibility to be aware of his or her surroundings and exercise his or her own best judgment to maintain personal safety and well-being. Everyone should call attention to conditions or situations which threaten the safety and security of others by contacting a faculty or staff member. Some suggestions that an individual may take to protect himself and/or his property include:

- Be aware of your surroundings.
- Walk only in well-lit areas and on established walkways.
- Protect your valuables by holding your purse and belongings close to your body.
- Do not carry large amounts of cash or valuables with you while on campus.
- Keep doors and windows locked.
- Avoid staying in areas alone at night.
- Report any instances of crime to the most readily available faculty or staff member or dial 911.
- If you are attacked or approached by a demanding individual, turn over whatever property the attacker requests and contact 911 as soon as you can get to a secure location.
- Students are cautioned not to leave exposed valuables in automobiles or to exit night classes alone.

Bomb Threats

Bomb threats should be taken seriously at all times. The individuals most readily available and equipped to respond to the situation should follow the procedures below when a bomb threat is received via the telephone.

1. Remain calm, listen, and take notes of what the caller is saying.
2. Record the displayed number if caller ID is provided.
3. Try to inform someone else to notify another individual that you are handling a bomb threat call.
4. Get as much information as possible through asking some of the following questions:
 - a. Where is the bomb? Location?
 - b. When is it scheduled to go off?
 - c. What does the bomb look like?
 - d. Why is the bomb located at this institution?
5. Record a description of the caller's voice.
 - a. Is the caller male or female?
 - b. Does the caller sound like a juvenile or an adult?
 - c. Is the caller calm, angry, loud, soft, crying, or laughing?
6. Listen and record any background noises, such as railroads, streets, aircraft, voices, etc.
7. Follow policy "Emergency Notification Plan".

Once the institution has received a bomb threat, the building should be evacuated. All doors should be left open and individuals should not use switches, cellular phones, or any other electronic devices. Any suspicious objects should be reported to emergency personnel immediately. Evacuations will be ordered by Seminary officials and according to the "Evacuation Policy and Procedure".

Civil Disturbance

A civil disturbance is any incident that is disruptive to the educational experience or work environment. All individuals should remain focused on their personal safety and notifying emergency personnel. Individuals should follow the "Emergency Notification Plan". If necessary, evacuate according to the "Evacuation Policy and Procedure".

Fire Safety

Fire prevention and safety guidelines are for the protection of students of the Seminary. If a fire has been identified or suspected, the nearest faculty or staff member should be notified. Follow the instruction that they provide and/or relocate to a safe location.

All students should be familiar with the location and operation of fire extinguishers. Fire extinguishers are marked and maintained in accordance with local and state regulations.

In the event of a fire, some suggested steps to follow are listed below.

1. If the fire alarms have not sounded, verbally yell “fire”.
2. Use water or a fire extinguisher to put out small fires. Do not try to put out a fire that is getting out of control. If you are not sure if you can control it, evacuate the building immediately using “Evacuation Policy and Procedure” and contact 911 from a safe location.
3. If your clothes catch on fire, stop, drop, and roll until the fire is extinguished. Running only makes the fire burn faster.
4. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame before you open it.
 - a. If the door is cool, open slowly and ensure fire and/or smoke is not blocking your escape route. If your escape route is blocked, shut the door immediately and use an alternate escape route, such as a window. If clear, leave immediately through the door. Be prepared to crawl. Smoke and heat rise, so the air is clearer and cooler near the floor.
 - b. If the door is warm or hot, do not open. Block the cracks around the doors with towels or clothing if possible. Escape through a window. Do not open the window if there is visible smoke or fire outside of the window. If you cannot escape, hang a noticeable object outside the window, alerting fire fighters of your presence.
 - c. Unless necessary, do not attempt to jump from windows above the ground level. This can lead to serious injury or death.
5. Remain at an assembly point away from the building until emergency personnel extinguish the fire and provide further instruction.

Health Services and Medical Emergencies

The Seminary does not currently offer medical coverage or care. Referrals for insurance and local medical care are available from the Maryland Health Connection, 1-855-642-8572, www.marylandhealthconnection.gov (Maryland residents only). There are no

medical personnel at the Seminary. In case of a medical emergency, contact the Business Manager when on duty and call 911. First aid kits are located in the Men's Room and Women's Room on the Lower Level, the Student Lounge on the First Floor, and the Conference Room on the Second Floor.

School Closings

In the event of a heavy snowfall or ice storm, the seminary may cancel classes. You may call the Seminary main number to hear any messages that have been posted in regard to school closings, or visit the Seminary website for announcements. Also, watch for announcements on WJZ-13 and WJZ.com.

Tornado Watch

1. During a tornado watch, the following steps should be followed.
2. Monitor radio and television stations.
 - Watch for tornado danger signs:
 - Dark, often green sky
 - Large hail
 - A large, dark, low-lying cloud (particularly if rotating)
 - Loud roar (similar to a freight train)
 - Funnel-shaped clouds
3. Report any of the danger signs to a faculty or staff member when possible and take shelter immediately.
 - Go to an interior room on the lowest level of the building. Put as many walls as possible between you and the outside of the building.
 - Step away from windows and doors.
 - Get under a sturdy table or desk and use your arms to protect your head and neck.
 - Remain in a secure location until the faculty or staff member has provided further instruction.

Tornado Warning

During a tornado warning, the following steps should be followed.

1. Go to an interior room on the lowest level of the building. Put as many walls as possible between you and the outside of the building.
2. Step away from windows and doors.
3. Get under a sturdy table or desk and use your arms to protect your head and neck.

4. Remain in a secure location until the warning has expired and a faculty or staff member has provided further instruction.

Flood Watch

Individuals should be prepared to move to higher ground if it becomes necessary. A flood can occur in a brief period without warning and in these circumstances a flash flood watch is issued.

Flood Warning

When flooding is possible or imminent, individuals should take the following steps and/or precautions.

1. If standing water occurs within the building, move to a higher level or relocate to a higher elevation when possible.
2. Do not walk through moving water. If you must walk in a flooded area, walk where the water is not moving.
3. Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely.

If standing water occurs in the building, a faculty or staff member will advise individuals as to where they should relocate.

Evacuation Policy and Procedure

Situations may arise which will require an evacuation to ensure the safety of all individuals on the campus. Individuals should locate the nearest exits, which are identified by exit signs above the door.

The following steps should serve as a guide to all individuals for the evacuation process:

1. Once notified of the situation, proceed to the nearest exit and assembly point.
2. All doors should be closed after the room has been completely evacuated, unless the evacuation is due to a bomb threat. Doors should be left open when a bomb threat has occurred.
3. All individuals should remain at the assembly points until officials give a clear instruction that it is safe to return to the building.

Emergency Plan for Persons with Disabilities

If there is a faculty, staff member, student or guest with a disability, the instructor or supervisor should have a plan of response prepared. The plan should take into consideration the building, the classroom/work location, type of disability, assistance needed, and the availability of assistance.

Emergency Notification Plan

In the event of an emergency, it is important that the campus community, along with surrounding areas, be notified of the situation. FTS will, without delay, determine the content of a notification and initiate a notification system to the community apprising them of the emergency unless notification will endanger a person or compromise efforts to assist a victim or resolve the situation. Below is the emergency notification plan developed by FTS.

The closest FTS faculty or staff member to the situation will determine if the incident is a significant emergency. If he determines a significant emergency exists, he will notify the Academic Dean. If the Academic Dean is unavailable, the Business Manager will fulfill all duties of the Academic Dean as outlined in this Emergency Notification Plan.

The Academic Dean will determine the content of the notification and initiate the system to disseminate the message. On-campus notification consists of personal relay of information. The appropriate off-campus parties will be notified by telephone.

The persons filling the above-mentioned roles for 2016-2017 are as follows:

1. Academic Dean – Dr. Stephen Hague
2. Business Manager – Julie Morris

The Emergency Notification Plan will be publicized to the on-campus community annually. An annual test, which may be either announced or unannounced, will be performed.