

SOUTHERN
EVANGELICAL
SEMINARY
and
BIBLE COLLEGE

**Student Handbook
2016–2017**

Revised July, 2016

“The Scripture Cannot Be Broken” John 10:35.





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ACADEMIC CALENDAR 2016–2017

Aug. 15, 2016	Fall Module 1 Aug. 15–20, 2016 (end date Nov. 11, 2016)
Aug. 22, 2016	Fall semester begins (Aug. 22–Dec.9, 2016)
Aug. 29, 2016	Last day to register and withdraw with “WP” & 100% refund
Sept. 5, 2016	Last day to withdraw with 50% refund
Sept. 12, 2016	Last day to withdraw with 25% refund
Oct. 1, 2016	Application for 2016 Graduation (winter or spring) Due
Oct. 17–22, 2016	Reading Week & Fall Module 2 (end date Jan. 20, 2017)
Oct. 13–15, 2016	National Conference on Christian Apologetics
Nov. 21–25, 2016	Thanksgiving Break
Dec. 1, 2016	Open Winter Registration (Nov 1, 2016 Preregistration open)
Dec. 9, 2016	Last regular day of class and exams
Jan. 1, 2017	Open Spring Registration (Dec. 1, 2016 Preregistration open)
Jan. 9–14, 2017	Winter Module 1 (end date April 14, 2017); Fall DMin Seminar
Jan. 16–21, 2017	Winter Module 2 (end date April 22, 2017)
Jan. 21, 2017	Orientation Day
Jan. 23, 2017	Spring semester begins Jan. 23–May 5, 2017
Jan. 30, 2017	Last day to register and withdraw with “WP” & 100% refund
Feb. 6, 2017	Last day to withdraw with 50% refund
Feb. 13, 2017	Last day to withdraw with 25% refund
March 13–18, 2017	Reading Week & Spring Module 1 (end date Jun. 16, 2017)
April 1, 2017	Open Summer Registration (May 1, 2017 Preregistration open)
April 15, 2017	Progress reports for all Graduating Seniors (Resident & Online) due; Student Portfolios, Thesis/Ministry Project/Dissertation (Resident & Online) due.
May 1, 2017	Open Fall Registration (March 1, 2017 Preregistratin open)
May 5, 2017	Last regular day of classes and exams
May 6, 2017	Commencement
May 8, 2017	Summer semester begins (May 8–Aug. 11, 2017)
May 15, 2017	Last day to register and withdrawal no penalty
May 22, 2017	Last day withdrawal with 50% refund
May 29, 2017	Last day withdrawal with 25% refund
May 8–13, 2017	Summer Module 1 (end date August 11, 2017); Spring DMin Seminar
May 15–20, 2017	Summer Module 2 (end date August 18, 2017)
May 22–27, 2017	Summer Module 3 (end date August 25, 2017)
June 5–10, 2017	Summer Module 4 (end date Sept. 8, 2017)

June 12–17, 2017	Summer Module 5 (end date Sept. 15, 2017)
June 19–24, 2017	Summer Module 6 (end date Sept. 22, 2017)

MISSION AND PURPOSE STATEMENTS

MISSION STATEMENT

The mission of Southern Evangelical Seminary is to train men and women, based on the inerrant and infallible written Word of God, for the evangelization of the world and defense of the historic Christian Faith.

PURPOSE STATEMENT

It is the purpose of Southern Evangelical Seminary and Bible College to develop competent Christian leadership and service through quality undergraduate and graduate programs. Central to this purpose are the provision of a biblical basis and an academic understanding of our commitment to Christ. This education will enable the learner to fulfill his or her personal and professional goals as a Christian leader and as an active citizen in the society in which we live. The infallibility and inerrancy of the Scriptures, the importance of the Church, and the ability to communicate and defend the Christian Faith are fundamental elements to this mission.

The purpose of Southern Evangelical Seminary and Bible College will be carried out in keeping with the following precepts:

1. *Education based on the inerrant and infallible Word of God:* Although many other texts and reference materials will be used in classes, the final authority will be the Bible, which we hold to be God's written revelation of His will and direction for life and service.

2. *Graduate and Undergraduate level Education:* Courses at Southern Evangelical Seminary and Bible College lead to various graduate and undergraduate degrees with majors in Religion, Church Ministry, Apologetics and Counter-cult Ministries, and related subjects. Southern Evangelical Seminary and Bible College also provides for persons desiring this type of training, but not qualifying for the graduate degrees, through Certificates in the appropriate fields which may be granted upon the completion of the prescribed study programs.

3. *For both men and women:* Since various ministries of the Church include both men and women, Southern Evangelical Seminary and Bible College encourages both to prepare for Christian service.

4. *Church-relatedness:* One of the unique aspects of Southern Evangelical Seminary and Bible College is that its program is related to the context of the local church. Students are encouraged to work with local churches. A field experience program is provided for those preparing for church-related ministries.

5. *Relevance to the Contemporary World:* Since students will minister in a complex and changing world, Southern Evangelical Seminary and Bible College endeavors to relate instruction to contemporary society.

DOCTRINAL STATEMENT

1. We believe the sixty–six books of the Old and New Testament Scripture alone to be verbally inspired by God and inerrant in the original text, and that they alone are of supreme and final authority in faith and life.

2. We believe in one God who is Creator of heaven and earth, who is infinite Spirit, light, love, and truth; eternal, almighty, infallible in all things, including His foreknowledge of all future events as well as all free choices; that He is unchangeable, all wise, just, and holy; and that the triune God eternally exists in one essence and three Persons: Father, Son, and Holy Spirit.

3. We believe in the special creation of the entire space–time universe and of every basic form of life in the six historic days of the Genesis creation record. We also believe in the historicity of the biblical record, including the special creation of Adam and Eve as the literal progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide flood, and the origin of nations and diverse languages at the tower of Babel.

4. We believe in Jesus Christ, the Second Person of the Trinity, the Eternal Word manifested in the flesh. We believe that He was conceived by the Holy Spirit, born of the virgin Mary, and that He is true God and true man, having two distinct natures co–joined in one Person.

5. We believe that the Lord Jesus Christ died as a representative and substitutionary sacrifice for the sins of every human being and thus offers salvation as a free gift based on grace alone.

6. We believe that the Lord Jesus Christ arose from the dead in the same physical body, though glorified, in which He had lived and died, and that His resurrection body is the pattern of that body which will be given to all believers at the return of Christ.

7. We believe that the Lord Jesus Christ ascended into heaven in the same glorified physical body in which He arose, was seated at His Father’s right hand, assuring us of the perfection of His work of redemption, and that He now, as Head over all things to the Church, is engaged on behalf of the saved as their only Advocate.

8. We believe in the personal, imminent, and premillennial return of the Lord Jesus Christ for His redeemed ones followed by His millennial reign on earth.

9. We believe that man was originally created in the image and likeness of God, and that he fell through sin; and that as a consequence of his sin, he became dead in trespasses and sins, and that he became subject to the power of the devil. We also believe that this spiritual death, or total depravity of human nature, has been transmitted to the entire human race, the Man Christ Jesus alone being excepted; and hence that every child of Adam is born into the world with a nature which is totally corrupt.

10. We believe that only those who receive the Lord Jesus Christ as Savior on the condition of faith alone, apart from all good works, are thereby born

again of the Holy Spirit, are justified once and for all, and have become children of God.

11. We believe that the Holy Spirit, being the Third Person of the Godhead, convicts men of sin, regenerates, indwells, baptizes, seals, and sets believers apart to a holy life; that He keeps and empowers believers day by day. We believe that He is the Teacher of the Word of God through which He guides us in our daily lives.

12. We believe in the eternal security and everlasting blessedness of the saved, and the eternal conscious punishment of the lost.

13. We believe that the Lord Jesus Christ instituted only two ordinances: water baptism and the Lord's Supper, to be observed until He comes. We believe that water baptism is not necessary for salvation but that it is an outward symbol of salvation and a sign of our obedience to Him.

14. We believe that the universal Church of Jesus Christ is composed of those who have been redeemed and washed in His blood, regenerated and sealed by the Holy Spirit, and that they are saved to worship and to serve; that it is the responsibility and privilege of all who are saved to seek to win others to Christ, to the "uttermost part of the earth"; that they should seek to live a holy life, to separate themselves from and forsake all that might dishonor God, cast discredit on His cause, or weaken their testimony.

15. We believe that there is a personal devil, a being of great cunning and power, who is "the prince and the power of the air," "the prince of this world," and "the god of this age." We believe that he can exert vast power but only as far as God permits him to do so; that he shall ultimately be cast into the lake of fire and brimstone and shall be tormented day and night forever.

EDUCATIONAL PHILOSOPHY & OBJECTIVES

PHILOSOPHY

Southern Evangelical Seminary and Bible College believes that the one, infinitely wise, personal, triune God is the source of all truth. This truth is manifest in both general revelation (Ps. 19:1–6; Rom. 1:19–20) and special revelation of Scripture (John 10:35; 2 Tim. 3:16–17).

As persons created in God's image (Gen. 1:27; James 3:9), redeemed from sin by His Son's death and bodily resurrection (Luke 24:38–39; 1 Cor. 15:1–6), renewed in His image (Col. 3:10), and taught by His Holy Spirit (1 Cor. 2:13–14), we are capable of understanding God's truth and sharing His love (2 Cor. 5:14–15) with a world that is otherwise in darkness (2 Cor. 4:3–4), error (John 8:32), and evil (Rom. 5:12; 1 John 2:16–17).

As a Christian educational institution, we endeavor to discover, disseminate, and defend the truth and love God has revealed (1 Pet. 3:15; John 13:34–35). We believe this is best accomplished in an atmosphere where students are offered a Bible-based, Christ-centered (2 Cor. 10:5), and God-honoring education (1 Cor. 10:31); where teacher and learner endeavor to know both the truth and the times

(1 Chron. 12:32; Phil. 2:14–15), both the message and the milieu in which it is proclaimed.

In order to achieve our goal, we provide an educational opportunity where the Christian world view is both a framework for thinking and a dynamic for living. To accomplish this, students should be taught not only to think correctly but also to pray fervently and to live uprightly (James 5:16; Deut. 6:4–9; Mark 12:29–31). This occurs most effectively when both professor and student relate properly to God and to one another through Christ, in view of His imminent return (Acts 1:7–8; 1 Thess. 4:13–18).

OBJECTIVES

1. To increase the student's understanding of the Bible and of the doctrines of the historic Christian faith.
2. To help the student develop an ability to defend the Bible and the doctrines of the historic Christian faith.
3. To help the student develop a Christian worldview that recognizes all truth as God's truth.
4. To increase the student's ability to understand and evaluate contemporary theological and moral issues from a biblical perspective.
5. To help the student mature in relationship with God by Bible study, prayer, and worship.
6. To increase the student's awareness of and involvement in evangelism and world missions.
7. To help train students for church-related, counter-cult, and apologetic ministries

ACADEMIC LIFE

OVERVIEW

It is the purpose of Southern Evangelical Seminary and Bible College to develop competent Christian leadership through quality graduate programs. The provision of a biblical basis and an academic understanding of our commitment to Christ are central to this mission. The academic aspect of Southern Evangelical Seminary and Bible College will enable the learner to fulfill his or her personal and professional goals as a Christian leader and as an active citizen in society. The academic aspect of Southern Evangelical Seminary is complemented by the field experience aspect, which allows the student to put into practice what he or she is learning in the classroom.

POLICIES

Forms

All official forms are available on the school's student information system (SIS) <https://ses.populiweb.com/>. To access official forms log into your account, select the "files" tab and then the "shared" folder. Forms may be mailed [Southern Evangelical Seminar, 3000 Tilley Morris Road, Matthews, NC 28105], scanned/e-mailed to the registrar (registrar@ses.edu) or faxed [704-845-1747]. Forms must be completely filled out and signed by the student. E-mails and verbal request are not considered official. Forms are dated when received and considered "on-time" if received by 11:59 pm on the day of the deadline (if applicable).

Drop/Add

FAILURE TO ATTEND CLASS IN RESIDENCY OR ONLINE DOES NOT CONSTITUTE WITHDRAWAL. IT IS THE STUDENT'S RESPONSIBILITY TO COMPLETE THE APPROPRIATE FORM FOR WITHDRAWING FROM A COURSE.

Changes in a student's class load, either dropping or adding courses, must either be done on a Drop/Add form available from the Registrar's office or online through the student information system by the end of the first week of the semester (or first day of a module). Courses may be added or dropped up to the end of the first week of classes (or first day of a module). Dropped classes do not appear on the students transcript. Course withdrawals (after the first week) are dealt with in "Withdrawal from a Course." Please allow 4 weeks for a refund. (See Refund Policy under Financial Information.)

Withdrawal from a Course

An OnCampus or Online student who officially withdraws from a course in the second week receive an automatic "Withdraw–Passing" ("WP"). Any withdrawal after the second week will be assigned by the class professor as either "Withdraw–Passing" ("WP") or "Withdraw–Failing" ("WF"), depending on the professors assessment of how the student is doing in the class up to that point in time. Class attendance may be taken as a factor in the professor's determination of the student's grade (see Attendance). Any withdrawal after the last day of class for a semester will be an automatic failure ("WF"). To withdrawal from a class a student must complete a "Withdraw" form available

in the Registrar’s office or the student information system. The form must be signed by the professor with a grade (“WP” or “WF”) indicated and then turned into the Registrar’s office.

Grading

To distinguish various levels of academic achievement in fulfillment of course requirements, the Seminary employs the following grading symbols:

- A = 4.0 points 97–100%
- A– = 3.7 points 94–96%
- B+ = 3.3 points 91–93%
- B = 3.0 points 88–90%
- B– = 2.7 points 86–87%
- C+ = 2.3 points 83–85%
- C = 2.0 points 80–82%
- C– = 1.7 points 78–79%
- D+ = 1.3 points 75–77%
- D = 1.0 points 72–74%
- D– = 0.7 points 70–71%
- F = 0.0 points below 70%
- I = Not counted until changed (becomes “F” after 30 days)
- WP = Does not affect G.P.A.
- WF = 0.0 points Counted in G.P.A.
- A and A– = Exceptional
- B+, B, B– = Above Average
- C+, C, C– = Average
- D+, D, D– = Below Average
- F = Failure
- WP = Withdraw passing, not counted in G.P.A.
- WF = Withdraw failing, counted in G.P.A.
- P = Pass

I	= Not counted until changed (becomes “F” after 30 days)
IP	= In Progress
R	= Retake
AUD	= Audit

Faculty Grader Policy – (1) If the professor uses a grader, he must identify the person. (2) In light of our growing size, if a student has questions about his assignment or grade, he must first let the grader know. If he is not satisfied, he may then go to the professor.

Failure Policy – It is the general policy of Southern Evangelical Seminary and Bible College not to remove failing grades from student records or calculations in GPA. Failing courses required for graduation must be retaken and passed in order to graduate.

Incomplete

A grade of “Incomplete” (“I”) may be granted in **emergency** circumstances. An emergency is defined as a debilitating illness or extended hospitalization of the student, spouse, child, or parents, or the death of the student’s spouse, child, or parents.

Permission for an “Incomplete” (“I”) must be requested prior to the end of the semester. An “Incomplete” (“I”) grade is not granted automatically. A “Request for an Incomplete Grade” form is available in the Registrar’s Office. When a “Request for an Incomplete Grade” form is completed, it must be approved by the Registrar or the Academic Dean and placed in the student’s academic file in the Registrar’s Office. If the student does not complete and submit a “Request for an Incomplete Grade” form to the Registrar’s Office, no “Incomplete” (“I”) grade will be approved for the course in question.

An approved “Incomplete” (“I”) automatically becomes a “Failure” (“F”) 30 days after the end of the semester in which it was assigned, unless the course requirements are satisfied and the professor assigns a new grade. Incompletes from Fall, Winter, Spring, and Summer modules are likewise due 30 days following the end of the semester or work due date.

If the student fails to complete the work before the “Incomplete” expires, the “I” becomes an “F” administratively.

Course Papers and Internet use for Research Papers

All assigned course papers are to be typed and submitted in proper form unless the professor indicates otherwise. The standard is the most recent edition of Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*. Competent research demands that the range of sources used be as comprehensive as is practical and that the quality of sources be the best available. All sources cited in student papers should be from authoritative and trustworthy sources. Examples include exact copies of reputable sources of books and journals and other online versions of printed books, journals, magazines, etc. that are also available in hardcopy.

Credit Hour

In accordance with Federal policy (effective July 1, 2011 Department of Education 600.2) Southern Evangelical Seminary defines a credit hour as the amount of work represented in the achievement of learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours (2 hrs.) of out-of-class student work for graduate level and one and a half hours (1.5 hrs.) for undergraduate level, each week for approximately 15 weeks for one semester or the equivalent amount of work over a different amount of time.

For on campus classes or seminars during an academic semester, one unit of credit is awarded for one hour (50 minutes) of direct faculty instruction and a minimum of two hours of out-of-class work for graduate level and one and a half hours of out-of-class work for undergraduate level each week for approximately 15 weeks. Online (distance), Hybrid (on campus & online), and Independent Study classes during an academic semester, one unit of credit is awarded for three hours of work for graduate level (180 minutes-for graduate level) and two and a half hours of work for undergraduate level (150 minutes-for undergraduate level) for approximately 15 weeks. All courses offered in this format shall include regular effective contact between instructor and students.

Full Time Enrollment

Undergraduate students to be considered full time must be enrolled in at least 12 semester hours; part-time 6 semester hours. Graduate student to be considered full time must be enrolled in at least 9 semester hours; part-time 6 semester hours.

Examinations

Except in cases of serious illness or family emergency, students are expected to be present for all scheduled examinations. A request to take an examination at another time must be made to the class professor.

Exemption from Writing and Research Class Graduate Prerequisite

Graduate students may petition the Academic Dean to be excused from the prerequisite SM501 class if they can demonstrate they have taken the equivalent class elsewhere or have an academic background that clearly covers the educational objectives of the course. All students requesting exemption must also take a written exam and submit a previously written paper that demonstrates mastery of the educational objectives to the professor of the class for evaluation. All requests must be made one month in advance of the semester. A \$75.00 fee will be assessed to complete the exemption process. If the student is not granted exemption, the fee will be applied toward the cost of taking the required course (SM501).

Attendance

Most three-hour courses meet for one, 165-minute session each week. Attendance is expected at all class sessions, except in cases of emergency. Students, on campus and online, are expected to attend (attendance for online students is equivalent to weekly logging in to their class online through the course delivery system) classes regularly. Students who are absent from two (2) classes (6 hrs) or two weeks (online) will have their course grade reduced by 1/3

a letter grade. Students who are absent three (3) classes (9 hrs) will have their course grade reduced by an additional 1/3 letter grade. Students who are absent from more than 25% of class meetings will be given automatic academic failure as a consequence. The student may appeal this to the Academic Committee in extenuating circumstances. Students may recover no more than 1/2 a letter grade by appropriate extra credit work relevant to the course to be assigned by the professor. Additionally, the student is responsible for making up the content and/or assignments that were missed. Professors are required to take attendance in their classes (including modules) and submit an attendance report to the registrar's office prior to the end of the last month of the semester. If a class session is canceled because a faculty member is absent, that absence will not be counted in the total number of absences permitted during the term. Students will not be granted credit for a Module if Saturday of the Module is missed.

On the rare occasion when SES officially schedules a meeting or event that might conflict with classes in session, and a student wishes to participate in the event, the faculty are requested to show grace and not count the student's absence against the allowable absences for the term.

Cancellation of Classes Due to Inclement Weather

In the event that weather conditions cause the school to close, the following media agencies will be notified: WCNC-TV (Channel 6), WSOC-TV (Channel 9), WBTW (Channel 3 and sister radio stations WBT 1110 AM, 99.3 FM, and The LINK), and New Life 91.9 FM radio. No other media outlets will be officially contacted by school officials if the seminary must be closed. Every effort will be made to update the message on the School's voice mail system regarding closures or delayed opening of offices. Call: 704-847-5600 to hear the message.

Cheating and Plagiarism Policy

Plagiarism and cheating, regardless of the reason, are considered unethical and a violation of the Southern Evangelical Seminary and Bible College student code of conduct. The first offense will result in an automatic academic failure for the assignment and/or the course by a decision of the professor and approval by the Academic Dean. A statement will be added to the student's file concerning the offense and consequence. A student may appeal this decision to the Academic Committee. Subsequent offenses or those involving a thesis or dissertation may involve suspension from the Seminary or Bible College upon recommendation of the Academic Committee and decision by the faculty for dismissal from the Seminary and/or the revocation of a degree. Decision by the faculty is final.

Test Proctor Guidelines

Online Education and certain on campus students who cannot take exams on campus may elect to acquire test proctors to administer and return their exams. **A proctor may not be a family member, any person residing at the same address as the student or any student of SES/SEBC, any person currently enrolled as a student of Southern Evangelical, or any person who would personally benefit from the completion of the student's degree program (such as an employer).**

A test proctor must perform the following tasks: (1) Request tests via e-mail and include the student's name, course, and specific exam plus the proctor's name, address, phone number, and e-mail. (2) Provide a quiet and private atmosphere for test administration (usually for three hours or less). (3) Guarantee the ethical conduct of the student during the test period as provided with the exam instructions. (4) Return the completed exam to Southern Evangelical. (5) Keep a copy (electronic or paper) of the completed exam until the student has received the grade.

Online and on-campus students will generally have their proctors contact the Professor of the course or their assistant via e-mail for the exam and instructions. By having a proctor contact the school, both the student and proctor are agreeing to the above guidelines.

Withdrawal from Institution

If a student informs the Seminary or Bible College and does not enroll for courses for more than two consecutive terms, including the Winter or Summer modules, he or she is considered to have officially withdrawn from the Seminary. Students who do not inform the Seminary of their intention to withdraw become inactive automatically if they do not enroll for courses for fifteen (15) consecutive months. Such inactive students follow the same "Re-entering the Institution" procedures as students who have notified the Seminary of their withdrawal.

Re-entering the Institution

Students who have officially withdrawn from Southern Evangelical Seminary and Bible College, and those who have otherwise become inactive from the Seminary for fifteen (15) consecutive months, may return to classes within one year of the time of their official or automatic withdrawal without penalty. After the one-year period, a reinstatement fee of \$15 will be charged. Students who return within three (3) years may enter under the same catalog under which they originally matriculated. To re-enter after an absence of three (3) years, a new application must be completed. A student returning after three (3) years enters under the current catalog. If a student has not officially withdrawn, re-entry at any time requires a new application procedure.

Withdraw from Thesis

Graduate Students who have enrolled in TH501 who wish to withdraw from a thesis must obtain the permission of the chairman of the thesis program. A \$100 fee will be assessed to effect a withdraw from a thesis.

Outside Thesis/Ministry Project/Dissertation Reader Policy

Students may request that a non SES faculty member serve as a second reader of their thesis, ministry project or dissertation. Such a request must be made in writing to the academic committee and include the name and credentials of the requested reader and a reason to include him as a reader. If approved, the non SES faculty member will be contacted by the major reader (SES faculty member) to discuss the expectations, thesis, ministry project or dissertation, and remuneration for their services. If the non SES faculty member agrees to serve as the student's reader, then they shall be given the full privileges of evaluating

and assessing the students work to serve on their defense committee and determine a final grade.

Change of Degree and Catalog

Students may change degrees within their current catalog at the academic level or program they have been granted admissions by completing a change of degree form. A change of catalog request can only be made to the most recent catalog. Once a change is made it is not possible to change back to the previous catalog/degree.

Financial Information

A non-refundable \$50.00 (\$60.00 Doctorate) application fee is required with each application submitted to the Admissions Office. No application will be processed without this fee.

Financial Responsibility

At the time of registration each student signifies his or her assumption of definite financial obligation with Southern Evangelical Seminary and Bible College. Terms of this obligation are stated in the School's Catalog. A student's registration is not complete, and he or she may not attend class until all financial obligations are paid or contractual arrangements made for settling the account with the Business Manager of Southern Evangelical Seminary and Bible College. For contractual arrangements, the total tuition amount *per semester* will be divided into payments that are dedicated between the 1st and the 15th of each month, and must be completed by the last day of the semester. Students will sign a contract for these arrangements. Late payments will incur a \$25.00 late fee. At any point if they fail to make any agreed upon payment, they will be dropped immediately from the course. A grade of W, WP, or WF will be given at the professor's discretion. Final payment must be scheduled before grades will be released.

Scholarships or Financial Aid

Limited scholarship funds are available for the financial aid to degree students. Students desiring financial assistance may request a Scholarship Aid application in the Business Manager's office and submit the completed form to the Business Manager. When available, scholarship funds are distributed by the Scholarship Committee, within the terms of the scholarships, to qualifying students on the basis of need, ministry, student status, grades, and character.

Veterans Benefits

The programs of education at SES are approved by the North Carolina State Approving agency for the enrollment of persons eligible for education assistance benefits from the U. S. Department of Veterans Affairs (V.A.). Entitled veterans, participants in the Montgomery G.I. Bill contribution programs, active duty military in voluntary education programs, drilling National Guard, drilling Reservists, and eligible spouses and offspring who have applied, met all admissions criteria, been fully accepted, and actively matriculated may be certified to the V.A. Regional office as enrolled and in pursuit of an approved program of education. For information about monetary benefits, contact your local U. S. Department of Veterans Affairs Regional Office. For information about the available programs at SES, contact the Registrar.

Degree Program Level	Resident Tuition (On Campus)	Online Education Tuition (Off Campus)
Dual Enrollment – Undergraduate	\$200.00 per credit hour (\$600.00 / 3hr. course)	\$600.00 / 3hr. course
Bible College – Undergraduate	\$238.33 per credit hour (\$715.00 / 3hr. course)	\$715.00 / 3hr. course
Seminary – Graduate	\$333.33 per credit hour (\$1,000.00 / 3hr. course)	\$1,000.00 / 3hr. course
Seminary – Doctoral D.Min.	\$416.66 per credit hour (\$1,250.00 / 3hr. course)	\$1,250.00 / 3hr. course
Seminary – Doctoral Ph.D.	\$416.66 per credit hour (\$1,250.00 / 3hr. course)	\$1,250.00 / 3hr. course
CEU Credit	\$90.00 / 3hr. course	\$90.00 / 3hr. course
Audit – Undergraduate / Graduate	\$90.00 / 3hr. course	\$90.00 / 3hr. course

Deferment Granting

Southern Evangelical Seminary is an eligible institution for the purpose of an in-school deferment of repayment for federal loan programs.

Tuition Policies

The registration of a student signifies the assumption of definite obligations between the student and the Seminary or Bible College. It is an agreement by the student to fulfill the financial terms as stated in this catalog.

Tuition for the resident and online undergraduate degree (or diploma) program is \$238.33 per class hour or \$715.00 (\$600.00 for Dual Enrollment) per three hour course. Tuition for the resident and online graduate degree (or certificate) programs is \$333.33 per class hour or \$1000.00 per three hour course. Field experience for both resident and online education (Graduate and Undergraduate) is \$75. Tuition for the Doctor of Ministry is \$1250.00 per three hour class in residency or online education. All other fees and policies apply to students in the D.Min. program. Tuition for the Doctor of Philosophy is \$1250.00 per three hour class in residency. All other fees and policies apply to students in the Ph.D. program.

Students with a balance due in their accounts at the time of final examinations for any given term (module) shall:

- (1) not receive an official transcript for any course taken, and
- (2) not be permitted to register for further studies in Southern Evangelical Seminary until the account is fully paid.

All Southern Evangelical Seminary and Bible College accounts must be paid in full before a student is recommended for graduation. No official transcript will be released to or for a student owing a balance in any account at Southern Evangelical Seminary (e.g., tuition, thesis, Library, Bookstore, etc.).

Technology Fee

A \$130.00 technology fee is required each semester (Fall, Spring, and Summer) for all students (degree and non-degree) of enrollment as a on campus and/or online education student.

Registration fee

In addition to tuition, a non-refundable registration fee of \$10 per course will be assessed on each course registered for during the open registration period. All course changes or drop and adds require new registration fees. See Academic Calendar for dead-lines.

Student Service Fee

A \$15 Student Service fee is required for all degree and non-degree students each semester (Fall, Spring, and Summer) of enrollment as a resident and/or online education student.

Late Fee

A late fee of \$25 will be assessed per month for any delinquent account.

Tuition Refund Policy

Failure to attend class does not constitute withdrawal. It is the student's responsibility to complete the appropriate form, signed by the professor, and submit that form to the Registrar's Office before a course is officially dropped or withdrawn. The Registrar will inform the Business Manager of the appropriate refund if it is allowed. Please allow 4 weeks for the refund process to be completed.

The refund policy for those who officially drop courses is as follows:

Semester OnCampus/Streaming/Online courses:

1. Courses dropped before the end of the first week – 100% refund of tuition.
2. Courses dropped before the end of the second week – 50% refund of tuition.
3. Courses dropped before the end of the third week – 25% refund of tuition.
4. Course dropped after after the end of the third week – no refund.

Module OnCampus/Streaming courses:

1. Courses dropped by the end of the first 4 hours – 100% refund of tuition.
2. Courses dropped by the end of the first 8 hours – 50% refund of tuition.
3. Courses dropped after the first 8 hours of class – no refund.

Spouse Discount

Southern Evangelical Seminary and Bible College offers a tuition discount of 50% (for credit or audit classes) to the spouse of a student enrolled in a on campus degree program. This discount does not apply to students in the Online degree program, non-degree credit, or audit. Student requirements for spouse discount include: (1) Student must be currently enrolled in a on campus degree program. (2) Student must have concurrent registration (e.g., Fall to Winter, etc.). (3) Student must be enrolled in at least 6 semester hours for the concurrent registration period.

Graduation Fees

A non-refundable \$50.00 fee must accompany any “Candidacy for a Degree” form before a student will be presented as a degree candidate at Southern Evangelical Seminary and Bible College. Prospective graduates submitting a thesis must remit a non-refundable fee with a “Thesis Processing and Binding” form before his or her thesis will be received and processed.

Transcripts

Official transcript of a student’s courses and grades received at Southern Evangelical Seminary and Bible College may be obtained by a student or graduate by submitting a written and signed request or completion of the “Transcript Request” form available at www.ses.edu or the SIS. There is a \$5.00 transcript process payment for each official transcript requested. Only students whose accounts with Southern Evangelical Seminary are paid in full will be permitted to obtain copies of their official transcript.

Auditors

Auditors may attend class lectures on campus or view classes but are not permitted to participate in class discussions, ask questions, or submit assignments for grading, except under special circumstances and at the Professor’s discretion. Unless the Professor stipulates that Audit participation is allowed in his class, it is understood that the restriction for Audit students on class discussions, questions, or assignments will prevail. Online courses may be audited by Online degree students and alumni association.

Guests/Visitors

Unregistered students are not allowed to attend class. Visitors are allowed to attend one on-campus class (3 hour segment) and must have advanced permission from the professor.

Class Recording and Computer Use Policy

Students are not permitted to record or tape by any electronic means any class offered by Southern Evangelical Seminary and Bible College. This does not exclude the use of laptops or PDA’s for the purposes of taking notes. However, students are not permitted to use computers in class for other than academic purposes.

Graduation Requirements

In order to be a candidate for a degree a student must:

1. Have successfully completed the entire course program for that degree as set out in this catalog with a cumulative grade point average of 2.5 (3.0 for D.Min., 3.5 for Ph.D.) or better, within the specified time limits.
2. Fulfill all the field experience requirements for that degree.
3. Submit, and have accepted, a thesis, dissertation or portfolio where one is required in the program.
4. Complete at least one-half of the degree program at Southern Evangelical Seminary (some programs may require more than this).

5. Satisfy all financial obligations to the Seminary, including the Seminary Library.
6. Give evidence of a good Christian life and character.
7. Be recommended for a degree by the faculty of Southern Evangelical Seminary.

Since Southern Evangelical Seminary and Bible College is a professional school, training persons for Christian ministries and leadership, it demands a high standard of character and conduct as measured by the Scriptures and expressed in the Code of Conduct. Any student who, in the opinion of the faculty or administration, does not demonstrate these qualities during his or her tenure at Southern will not be recommended for graduation.

Candidacy for a degree must be applied for by no later than October 1 preceding Commencement. Degrees are conferred in the Winter (January) and Spring (May). However, Commencement is only held in the Spring. The application for a degree must be accompanied by a non-refundable payment of a \$50.00 graduation fee. Registration in TH503, where applicable, is expected during the fall semester in which the application is submitted. Students who write a thesis will also make a non-refundable payment of thesis processing/binding fee during the spring semester when they are scheduled to graduate.

Graduation Exercises

All on campus students currently enrolled for credit are requested to attend graduation exercises. Commencement is only held in the Spring. Both Winter and Spring graduates are expected to participate in graduation exercises.

Student Portfolios

The following student portfolio system aids in the assessment of student competencies:

1. Each academic program has major learning outcomes and degree student's starting after July 1, 2009 are required to submit portfolios that describe and document the fulfillment of each learning outcome as a requirement for graduation.
2. Each of these student portfolios will include a brief narrative describing how and when they believe they fulfilled the learning outcome, provide documentation for support, and answer all questions contained in the portfolio.
3. Examples of documentation may include representative capstone assignments as well as representative work from key courses throughout the curriculum, evaluating such matters as Turabian formatting; biblical, theological, apologetic, philosophical, etc. content; research and writing skills; etc.
4. Each student portfolio should include faculty interactions with the representative papers, exams, etc.
5. The student's portfolio should also include some evaluation of the student's Christian character and goals.

6. Student portfolios will be used by each department to measure how well it is meeting its goals in degree program assessment and in preparation for graduation (see catalog “Graduation Requirements”).

Time for Completion of a Degree and Course

The B.A. degree must be completed within six (6) calendar years from initial enrollment. The M.A.R. degree is a one year program that must be completed within four (4) years from the date of first enrollment. The M.A. degrees are two year programs that must be completed within six (6) years from the date of first enrollment. The M.Div. degrees are three year programs that must be completed within nine (9) calendar years from initial enrollment. The Th.M. degree is a four year program that must be completed within twelve (12) years from initial enrollment. All on campus students are held to the current Academic Calendar for course completion dates.

The B.A. must be completed within eight (8) calendar years from initial enrollment. The online education M.A.R. degree (or certificate) program must be completed within five (5) years from beginning of the first course. The M.A. degree (or certificate) programs must be completed within eight (8) years from beginning the first course.

Any extension to these limits must be requested in writing to the Dean and be approved by the Academic Committee of the faculty before it may be granted and applied to the student’s academic record.

Multiple Degree Policy

Any student presently enrolled in the M.A. degree at Southern Evangelical Seminary who wishes to obtain a M.Div. degree from Southern Evangelical Seminary can follow one of two courses of action: (1) The student can transfer from the M.A. degree program into the M.Div. program, but, upon successful completion of the requirements for the M.Div. program, will receive only the one degree, Master of Divinity. (2) The student can complete the M.A. degree and can then transfer no more than 30 hours from the M.A. program into the M.Div. degree program and can complete this program according to its current requirements. Students must complete a majority of the credits through SES to receive an M.Div. degree.

Online Education Technology Requirements

Online Education is run through Moodle. All online education students must have access to the internet and be able to stream videos. All documents uploaded to Moodle should be in PDF format (unless otherwise specified by the professor). Streaming students should have headphones and a mic if they plan on participating during the lectures.

Field Experience

According to Southern Evangelical Seminary’s Purpose Statement, one of the unique aspects of the program is that it is implemented in the context of the local church or outreach ministry. Students are encouraged to work with local churches. The field experience program is key to providing this local church exposure.

Field experience is required for most graduate and undergraduate on campus and online degree programs. This means a regular personal involvement in some aspect of a ministry that is people oriented and supervised. It involves a two to three hour per week commitment in ministry.

The Charlotte area provides numerous avenues for the practical application of theological training. The relationship Southern Evangelical Seminary has with many of the local churches offers a wide range of ministry opportunities for direct involvement in ongoing, church-related service.

Students are permitted to arrange their own field experience involvements, but they must be cleared through the Director of Field Experience before the field experience begins, and tuition of \$75.00 for the service must be paid, or credit will not be granted. If no arrangements are made with the Director of Field Experience, a student may be assigned a responsibility by the office. At the completion of a term's experience, a detailed report must be submitted. On the basis of this report and on recommendation of the Experience Supervisor, a pass/fail grade will be recorded for each required term of field experience.

The Seminary views Field Experience as an essential part of the learning process. The goal of the program is to develop the student in four areas:

A. Personal Maturity

The character of the Christian worker is as important, if not more so, than the ministry skills that he or she possesses. In the National Readiness for Ministry Survey, six character traits were identified as being most important. Field experience is designed to help develop these traits:

1. Service without regard for acclaim
2. Personal integrity
3. Christian example
4. Responsive functioning
5. Positive approach
6. Acknowledgement of limitations

B. Theological Integration

In one's ministry it is essential that belief and behavior agree. What one believes must be expressed in one's actions. It is the aim of field experience to help the student close the gap between profession and practice. One must be able to explain the theological basis for one's actions.

C. Spiritual Formation

The maintenance of good spiritual discipline is essential for Christian work. During the field experience activity it is important that the student discover spiritual resources, without which ministry is impossible. For instance, the student must learn to cope with disappointment and failure. It is important that one learn to trust the Lord when patience is stretched thin. Habits that promote regular spiritual growth must be developed.

D. Skill Development and Demonstration

It is essential that the student discover his or her own skills and learn to use them effectively in ministry. During the field experience the student is encouraged to cultivate the abilities that are essential for Christian ministry.

On Campus, Streaming and Online Course Offerings

On campus classes meet each semester (Fall and Spring) Monday through Friday, from 6:30 to 9:30 p.m., one night per week, for fourteen weeks. On occasion, some day classes may be scheduled and Intensive modules may take place at various times throughout the year, especially Winter (January) and Summer (May & June) see academic Calander for dates. The Modules at Southern Evangelical Seminary are often taught by adjunct professors and guest lecturers not available for regular length courses. The Module program at Southern Evangelical Seminary is a chance for students to take advantage of these academic specialists. Modules take place from Monday to Friday from 6:00 pm to 10:30 pm, and on Saturday from 8:00 am to 4:30 pm. Some Modules and semester classes are also offered synchronously through live-video streaming, so if you are not able to be present on campus, you can still participate in the actual course through an online conferencing format.

Distance students that enroll in a streaming class that have a conflict with the scheduled class meeting time related to their time zone, employment schedule, or other approved situation (according to the professor) may access the recorded streaming sessions online prior to the next class meeting. Such students must communicate the reason to the professor and must meet all course requirements, including any assignments and forum interaction required by the professor. Failure to access the recorded streaming sessions online will be counted as an absence according the Attendance Policy.

Semester-long Online Classes (14 weeks). These classes are cohort driven in that the same students start and finish the semester together. The classes are designed to use the latest online features in order to offer students the same academic rigor as the on campus courses with the addition of robust technology-enhanced conveniences.

Schedules of on campus and online classes are available on the website (www.ses.edu) and registration should be made through the student information system Populi (<https://ses.populiweb.com/index.php>). Odd-numbered courses are usually scheduled during the Fall Term, and even-numbered courses during the Spring Term.

Independent Study

Independent Studies are offered on an individual basis. All independent studies must be approved by the Professor, Registrar and Dean. Students desiring to take an Independent Study must fill out the “Registration for Independent Study” form available in the Registrar’s Office or SIS. No student may take more than three (3) independent study courses in a semester unless approval is granted for special circumstances by the Academic Dean. In order for a student to be eligible to take a class as an independent study, the student must have taken at least one non-independent study class at SES or SEBC and the student must have a GPA of 3.0 or better. The assigned faculty member will provide a course syllabus and any online course materials and work with the student throughout the semester.

Acceptance Limitation

The time between acceptance to SES or SEBC and the beginning of classes for all degree and non-degree programs is one year. If an accepted student has not begun classes within a year of acceptance, the student must re-apply.

Academic Freedom

The Seminary and Bible College encourages complete academic freedom within the context of its basic commitments. This includes freedom of thought, research, and expression in both oral and written forms. We believe that true academic freedom provides an environment for discovering truth. Thus, both faculty members and students are encouraged to engage in a sincere exploration and expression of every idea that is helpful to that end.

We also believe that there is no such thing as absolute freedom. For example, one is not free not to be free. Nor is one free to think that he is not thinking. Further, there are boundaries to legitimate thought that must be respected. Hence, true academic freedom does not include the freedom to discard the basic laws of thought, such as the law of non-contradiction. Indeed, we are admonished by Scripture about “avoiding . . . contradictions” (1 Tim. 6:20 NKJV).

Whereas all faculty are encouraged to explore the whole range of ideas, it is also our duty to sort out the true from the false (1 John 4:1, 6; Titus 1:9) and the good from the bad (Phil. 4:8) as measured by the absolute standard of God’s revelation, both in nature (Ps. 19; Rom. 1, 2) and infallible Scripture (Matt. 5:17–18; John 10:35; 2 Tim. 3:16–17).

Consequently, neither does true academic freedom involve the freedom to teach that error is true. True freedom is the freedom to know and express truth, not the freedom to reject truth. When education is nurtured in a truly open exchange of ideas, it brings liberation. As our Lord said, “You will know the truth, and the truth will set you free” (John 8:32). We believe that error holds people in bondage, whereas truth liberates them. Hence, true academic freedom provides an environment in which we have nothing to fear from the truth or from any sincere effort to know the truth.

Recognizing that we do not think in a vacuum, the context of our academic freedom at SES and SEBC is doctrinal, ethical, and philosophical. Our doctrinal commitments are spelled out in the SES and SEBC Doctrinal Statement. Our basic ethical beliefs are elaborated in our Code of Conduct. And some of our basic philosophical tenets are embodied in our Philosophy of Education. Within these contexts, our faculty are free to research, write, and teach.

We recognize that the borders for academic freedom set by this institution, as firmly convinced that we are of their truth, are subject to human disagreement. However, we believe that such disagreements should be carried on with respect for those outside our community. Likewise, we recognize the freedom of one to change the community in which he or she thinks and speaks by moving to a new community. Nonetheless, respect for the contexts set by a given community demand that one operate within it with integrity and honesty as long as he or she wishes to be a part of it.

GENERAL INFORMATION

ADVISING

All students should meet with their advisor each semester to enroll in upcoming classes. Advisors are assigned according to degree programs. Students can discover who their advisor is in the student information system or by contacting the Registrar.

Please Note: It is the student's responsibility to map out a plan for graduation early in his or her academic career to insure that courses needed for graduation are taken when offered. Students need to bring this plan with them when they meet with their advisor. Please review the course schedule of offerings and the degree program audit available in the student information system.

LIBRARY SERVICES

Students and graduates of SES and SEBC have library privileges as outlined here. The library exists to serve the information needs of the Seminary. Do not hesitate to ask for help or make suggestions.

Southern Evangelical Seminary and Bible College library contains over 75,000 volumes. Special strengths of the Seminary collection are in the areas of apologetics, other religions, sects, and cults, particularly Islam, Mormonism, Jehovah's Witnesses, and New Age. There is a growing collection of periodicals as well as DVDs and videotapes on apologetics, cults, and creation/evolution.

Students have free access to the Internet and a selection of indexes and databases on CD-ROM and online. Also available are word processing stations and a photocopier. Students may not use computers for personal e-mail, add bookmarks, or use computers for games, chat rooms, or other non-academic purposes.

SES is a member of the Carolinas Theological Library Consortium, whose combined holdings are in excess of 500,000 volumes. Current SES students have borrowing privileges at any CTCL member library. For materials not available locally, students may request an interlibrary loan. There is a charge of \$5.00 per interlibrary loan transaction.

Circulating books and audiocassettes may be borrowed for three weeks, and videocassettes and class reserve books for one week. The fine for overdue materials is ten cents per day. Reference books are not allowed out of the library.

With the exception of bottled water, food and drinks are not permitted in the library and conference room.

Library orientation is provided at the beginning of each year. Also available in the library are guides to the use of library resources and services.

Library hours of operation are posted.

LEARNING ASSISTANCE

Southern Evangelical Seminary and Bible College expects its students to be prepared to put forth the effort required to accomplish the assigned tasks. The professors are available to meet with the student on an individual basis if the need arises.

ACCREDITING ASSOCIATION – TRACS

Southern Evangelical 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 Reaffirmation II of its Accredited Status as a Category IV institution by TRACS Accreditation Commission on November 1, 2016. This status is effective for a period of ten years.

TRACS is recognized by both the United States Department of Education (USDOE), the Council on Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Complaints about the educational program should be addressed in writing to the President of the Seminary. All such complaints are filed in the Presidents Office. If they are not addressed satisfactorily in a reasonable length of time, they may be submitted in writing to the Executive Director of Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: 434.525.9539; e-mail: info@tracs.org]. See Due Process for procedures.

Purpose: In accordance with the Family Educational Rights and Privacy Act (FERPA), the following information is provided to notify all Southern Evangelical Seminary students of the rights and restrictions regarding the maintenance (and the official responsible for such inspections) and release of student education records.

Records

Maintenance of Records: Educational records are maintained by Southern Evangelical Seminary (or by an agent on behalf of Southern Evangelical Seminary and Bible College).

Questions regarding particular records may be addressed to:

Specific Department or Office name
Southern Evangelical Seminary and Bible College
3000 Tilley Morris Road
Matthews, NC 28105

Students needing assistance in determining the location or the appropriate school official responsible for education records may address their questions to the Academic Dean's Office.

The Right to the Inspection of Records

Students may inspect and review their education records upon request to the Registrar or their designate.

PROCEDURE:

1. The student shall submit a written request to the appropriate official as stated previously, specifying the precise record he or she wishes to inspect.
2. Southern Evangelical Seminary shall comply with this request within 45 days after receiving the request.
3. At such time, explanation and interpretation of the records will be provided to students. When a record contains information pertaining to other students, a student may inspect and review only the information pertaining to himself or herself.
4. If a student cannot commute a reasonable distance to inspect and review a record, a copy of the record (as specified by FERPA) will be provided. A fee to cover copying and postage will be assessed. Southern Evangelical Seminary reserves the right to deny copies of records or transcripts in the following situations:
 - a. The student has an unpaid financial obligation to Southern Evangelical Seminary or Bible College.
 - b. There is unresolved disciplinary action pertaining to the student.
 - c. The student lives within a reasonable commuting distance of Southern Evangelical Seminary or Bible College.

Regulations: Students may inspect any and all records directly related to them except as follows:

1. Financial statements of parents or guardians
2. Those records excluded from the FERPA definition of education records
3. Forms they have waived the right to see (e.g., references).

Type of Record	Custodian	Location
Admissions Records	Director of Admissions	Office of Admissions
Academic Records	Registrar	Office of Registrar
Financial Records	Business Manager	Business Office
Placement Records	Student Services	Office of Student Services
Disciplinary Records	Dean of Students	Office of the Dean of Students

Amendments: A student or parent, whichever is applicable, shall have the opportunity to request the amendment of information contained in any Southern Evangelical Seminary and Bible College record on the grounds that the record is inaccurate, misleading, or in violation of the privacy or other rights of the student.

Once a student or parent makes this request, Southern Evangelical Seminary and Bible College shall consider amending the record within a reasonable amount of time. Should Southern Evangelical Seminary and Bible College decide not to amend the record as requested, the parent or student shall be informed of the decision and the right to a hearing.

The Right to Request The Amendment of Records

Students may request the amendment of their education records they believe to be inaccurate or misleading.

AMENDMENT PROCEDURE:

1. The student or parent shall submit a written request to the Office of the President stating which record is to be challenged and the basis for such.
2. The challenge of records will be considered by an ad hoc, non-partisan review committee within a reasonable time, not to exceed 30 days of the request. The student or parent will be notified of the date, time, and place of the hearing.
3. At the hearing, the student or parent shall be afforded a full and fair opportunity to present evidence or witnesses relevant to the challenged information.
4. The committee shall determine whether the record is accurate.
5. The committee shall inform the parent or student of the decision in writing. If the information in the record is amended, the student or parent shall receive written documentation that the record was amended. If the record is found not to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, Southern Evangelical Seminary or Bible College will notify the parent or student of the right to submit a statement either commenting on the challenged information or disagreeing with the decision of the Seminary.
6. The statement shall be kept in the student's record as long as the record is maintained. Should the challenged portion of the record be disclosed as stated below, the written statement will be disclosed as well.
7. This process also extends to former Southern Evangelical Seminary students.

The Right to Consent to Disclosure of Records

The education records of every Southern Evangelical Seminary or Bible College student are considered confidential. The records may be released only

upon a receipt of a written consent that has been signed and dated by the student, except to school officials who have legitimate education interest in the records. A school official is a person who is employed by Southern Evangelical Seminary or Bible College in:

1. An administrative, supervisory, academic, research, or support staff position, or
2. Employed by or under contract to Southern Evangelical Seminary to perform a special task.

Legitimate education interest is deemed as performing a task that is specified in a seminary job description or contract agreement as it relates to a student's education. Examples of legitimate education interest include the following:

1. Officials of another school, upon request, in which a student seeks or intends to enroll
2. Officials of any federally-supported program or individuals acting on their behalf
3. Financial aid officials in regard to a student's request for or receipt of financial aid in determining eligibility, amounts, conditions, or enforcement of the terms or conditions
4. Organizations conducting certain studies for or on behalf of Southern Evangelical Seminary or Bible College
5. Accrediting organizations to carry out their functions
6. Parents of dependent students
7. Compliance with a judicial order or a lawfully-issued subpoena
8. Appropriate parties in a health or safety emergency.
9. An alleged victim of any crime of violence, as stated by law, the results of any disciplinary proceedings conducted by Southern Evangelical Seminary or Bible College against the alleged perpetrator of that crime with respect to that crime.

Record of Requests or Disclosures: Except as stated above, all persons, agencies or organizations desiring access to the records of a student shall be required to provide a statement that shall be kept permanently with the student's record. This statement shall indicate which specific record is requested and/or disclosed, the purpose of the request/disclosure, and the parties or class of parties to whom the request/disclosure may be made. Southern Evangelical Seminary or Bible College will maintain a record of all requests and disclosures of a student's education record unless the request/disclosure was to a parent, student, a party with written consent from the student or parent, or from an individual seeking directory information. The record of requests or disclosures may be viewed by the parents or student.

Directory Information: Southern Evangelical Seminary and Bible College uses its student information system as the means of delivering directory

information to its administration, faculty, staff, and students. Such information is not to be circulated to outside persons, organizations, or agencies. Directory information is not generally considered harmful or an invasion of privacy if disclosed. The following is considered Directory Information and may be disclosed upon request and without prior consent of the student:

Name, address (local and home), telephone listings (cell, home, and work) e-mails, degree program (field of study), enrollment status (full-time, part-time), degrees, awards received, dates of attendance, most recent school attended (if transfer student), official photos (directory, ID cards), candid photographs taken on campus or at officially sponsored events by school officials.

Students are given a two week period of time to request in writing that such information be withheld. Permanent Non-Disclosure forms are also available from the Registrar. Students should update or make changes that occur through the year in their SIS accounts.

The Right to File a Complaint with TRACS or DOE

SES is a TRACS accredited school and cooperates with TRACS in all matters pertaining to complaint proceedings. If a student, administrator, staff member or faculty member has a grievance/ complaint that he or she wants to file with TRACS or the DOE against SES, he or she can obtain a TRACS or DOE complaint form from the Academic Dean's office, the VP Operation's office, or from the websites provided below. The forms contain details for filing a complaint with TRACS or the DOE.

- tracs.org/documents/1.ComplaintInformationSheet-AgainstInstitution.pdf
- www.tracs.org/documents/TRACSComplaintForm-AgainstInstitution.docx
- www2.ed.gov/ocr/complaintprocess.html

Compliance with FERPA Regulations: A person may file a written complaint with the Office of Family Policy Compliance if he or she believes Southern Evangelical Seminary or Bible College violated the regulations as stated in the Family Educational Rights and Privacy Act. This complaint should be addressed to the office within 180 days of the alleged violation. The office address is: Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Avenue, S. W. , Washington, D.C. 20202-4605. Written complaints may also be submitted to the Executive Director of Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: 434.525.9539; e-mail: info@tracs.org]

STUDENT LIFE

GENERAL PURPOSE STATEMENT FOR STUDENT AND ALUMNI SERVICES

The Student Services Department operates in conjunction with the academic departments to provide a well-rounded experience for the students and their families while they are in Seminary or Bible College. The primary focus of the Office of Student Services is to provide administrative and support services to the students and their families.

The Alumni Relations Department seeks to establish an ongoing relationship with the students after they have graduated.

The Director of Student/Alumni Services is instrumental in three key stages of student life:

New Students

- Assists incoming students with getting settled in the Charlotte area. Services include. Housing and employment assistance.
- A relocation package is provide to prospective students by email upon request.
- Participates in the registration process each semester: produces and distributes student ID cards, assigns campus mailboxes, and takes photos for Student Directory.

On Campus Students

- Assists students in need of assistance with finding employment and/or housing
- Actively seeks out and screens ministry opportunities for students.
- Sends out weekly e-news bulletins to students and a separate bulletin to seminary women and wives containing the following information: school and community events, job and ministry opportunities, housing opportunities, classified ads, and other news items. All active students are automatically registered to receive these e-mail posts. Spouses have the option of registering to receive the e-news bulletins
- Is responsible for recruiting and coordinating student volunteers for school activities and events
- Helps to maintain up-to-date student contact information in the school database
- Chairs the Student Affairs Committee
- Coordinates the Seminary Prayer Chain
- Maintains the student bulletin boards
- Plans graduation reception

Alumni

- Assists alumni with job/ministry placement and actively maintains relationships with alumni
- Produces a semi-annual alumni e-newsletter
- Administrates the Alumni Association membership process

- Sends out e-news bulletins to alumni containing the following information: school and community events, job and ministry opportunities, and other news items
- Helps to maintain up-to-date alumni contact information in the school database
- Produces annual reports tracking the distribution of our alumni across various areas of ministry.

STUDENT AFFAIRS COMMITTEE PROCEDURES

The Student Affairs Committee is chaired by the Director of Student Services and includes the Registrar, Academic Dean, Dean of Students, Business Manager, one Faculty member, and the President of the Student Government Association. These are appointed by the President. Their responsibilities include: student policy implementation and recommendations, student discipline, addressing student complaints, overseeing the Student Government Association. The Student Affairs Committee shall meet formally at least once per semester and at other times as needed.

A. Student Policy Implementation and Recommendations

The Student Affairs Committee shall be responsible for implementing student policies and recommending new policies and/or policy changes as needed. The Student Affairs Committee is charged with implementing the following policies:

1. Code of conduct
2. Dress code
3. Commencement attendance policy

B. Student Discipline

The Student Affairs Committee shall be responsible for upholding the standards of conduct as set forth in the student handbook. In the case of an infraction of the standards, the following guidelines will be followed in the endeavor to correct the behavior in question (Matt. 18:15–17; Gal. 6:1).

1. Student discipline procedure
 - a) The violation is brought to the attention of the Academic Dean.
 - b) The alleged violation is brought to the attention of the alleged violator.
 - c) Academic Dean shall meet with the student and submit to him/her a written statement of the charges against him/her.
 - d) The student may present witnesses or other evidence to the dean on his/her behalf.
 - e) In view of the relative gravity of the misconduct, the Academic Dean can determine what disciplinary action is to be taken or may refer the case to the Student Affairs Committee.
 - f) The student may appeal to the Student Affairs Committee regarding the Academic Dean's decision in writing within 5 days of his decision.

- g) The Student Affairs Committee shall review the evidence and interview the student and other witnesses.
 - h) The Student Affairs Committee shall determine what action shall be taken and shall notify the student in writing of their decision. A simple majority of committee members present shall decide the case.
 - i) The decision of the Student Affairs Committee will be final.
2. Penalty Options for Discipline Cases
- a) Disciplinary warning: A written warning is given to the student and placed in the student's file. This warning may include conditions for which the student is responsible, and failure to keep these conditions could incur further review.
 - b) Disciplinary probation: A specified time period during which the student will be evaluated further. This action may include certain conditions.
 - c) Required leave of absence: A specified time period during which the student shall be granted a leave of absence with responsibility for fulfilling conditions specified by the committee. Readmission is normally granted when these conditions are met.
 - d) Suspension: A specified time period during which a student is suspended from the seminary. Readmission is possible but is subject to admission procedures and fulfillment conditions.
 - e) Dismissal: The termination of a student's relationship with the seminary. Readmission is not expected after dismissal, although it is possible after the student has proved to the Student Affairs Committee the needed reform, restitution, and/or other requirements have been met.
- C. Student Complaints (See Due Process)
- D. Oversight of Student Government Association
- The Student Affairs Committee shall be charged with oversight of the Student Government Association. All plans and activities of the SGA are to be submitted to the Dean of Students for review. The Dean of Students will brief the Student Affairs Committee to obtain the necessary approvals.

POLICIES/REGULATIONS REGARDING CONDUCT

Code of Conduct

1) The Absolute Standard of Holy Scriptures

The SES and SEBC standards for conduct are found in the indestructible (Matt. 5:17–18), unbreakable (John 10:35), divinely inspired (2 Tim. 3:16), and inerrant (Matt. 22:39; John 17:17) Word of God. Thus, the Bible “. . . is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work” (2 Tim. 3:16–17). Even the Old Testament contains moral lessons for believers today: “These things happened to them as examples and were written down as warnings for us, on whom the fulfillment of the ages has come” (1 Cor.10:11). And “everything that was written in the past was written to teach us, so that through endurance and the encouragement of the Scriptures we might have hope” (Rom. 15:4).

2) The Basic Moral Principles

Since our Lord summarized the moral law, we take His words as our absolute standard. When asked “‘Teacher, which is the greatest commandment in the Law?’” Jesus replied, “‘Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbour as yourself.’” (Matt. 22:37–39). He summarized our duty toward others by enjoining us to “‘do to others what you would have them do to you, for this sums up the Law and the Prophets’” (Matt. 7:12).

3) Specific Areas of Moral Duty

The New Testament is specific about what our moral duties of love to God and others entail. We are exhorted to, “Let no debt remain outstanding, except the continuing debt to love one another, for he who loves his neighbor has fulfilled the law. The commandments, ‘Do not commit adultery,’ ‘Do not murder,’ ‘Do not steal,’ ‘Do not covet’ and whatever other commandment there may be, are summed up in this one rule: ‘Love your neighbour as yourself.’ Love does no harm to its neighbour. Therefore love is the fulfillment of the law” (Rom. 13:8–10).

Likewise, we are admonished to avoid “every kind of wickedness, evil, greed and depravity . . . envy, murder, strife, deceit and malice. . . .” Also, we should not be “gossips, slanderers, God-haters, insolent, arrogant and boastful, . . . senseless, faithless, heartless, [or] ruthless” (Rom. 1:29–31).

The apostle specifically informs us to avoid “The acts of the sinful nature [which] are obvious: sexual immorality, impurity and debauchery; idolatry and witchcraft; hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy; drunkenness, orgies, and the like” (Gal. 5:19–20). Instead, we should “walk in the Spirit” and manifest “the fruit of the Spirit [which] is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control” (Gal. 5:22–23).

4) Standards for Christian Leaders

Since SES and SEBC is an institution for training Christian leaders, we give heed to the New Testament moral standards for Church leadership as stated by the apostle Paul: “If anyone sets his heart on being an overseer, he desires a noble task. Now the overseer must be above reproach, the husband of but one wife, temperate, self-controlled, respectable, hospitable, able to teach, not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own family well and see that his children obey him with proper respect” (1 Tim. 3:1–5).

Since conditions of our day focus on certain issues, we take note also that the Bible not only forbids “drunkenness” (Prov. 20:1 cf. 23:30–32) and homosexual acts, declaring: “Do not be deceived: Neither the sexually immoral nor idolaters nor adulterers nor male prostitutes nor homosexual offenders nor thieves nor the greedy nor drunkards nor slanderers nor swindlers will inherit the kingdom of God” (1 Cor. 6:9–10; cf. Rom. 1:26–28).

5) Conduct in Disputed Areas

While we acknowledge that Christians are free in areas not prohibited by Scripture, nonetheless there are biblical guidelines for these issues. Paul wrote, “Everything is permissible, but not everything is beneficial. Everything is permissible, but not everything is constructive” (1 Cor. 10:23). Likewise, he said, “Everything is permissible for me, but I will not be mastered by anything” (1 Cor. 6:12).

As for conduct toward weaker brothers and sisters, the ethical guideline of Scripture is this: “It is better not to eat meat or drink wine or to do anything else that will cause your brother to fall. So whatever you believe about these things keep between yourself and God” (Rom. 14:21–22).

6) The Overall Aim of Christian Conduct

The overall aim of all we do is to be guided by the biblical declaration that “whether you eat or drink or whatever you do, do it all for the glory of God” (1 Cor. 10:31). Paul added elsewhere, “And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him” (Col. 3:17). Students are reminded that they should avoid activities that offend others (1 Cor. 10:32). Those who violate the NT standards as expressed in the Code of Conduct including areas of scholarship and academic progress, such as cheating and plagiarism (see Policy), are subject to probation and possible dismissal (see Student Affairs Committee Procedures).

7) The Relative Gravity of The Misconduct

SES and SEBC is aware that not all sins are created equal. As Jesus said, there are “weightier matters of the law” (Matt. 23:23) and there is such a thing as a “greater sin” (John 19:11). Thus, enforcement of violations will keep in mind several factors when determining the appropriate discipline: (1) the gravity of the violation, (2) the regularity of the violation, and (3) the attitude of the violator.

In determining the gravity of the violation, several factors will be crucial: (1) the relative gravity of the misconduct Scripture places upon it, (2) the degree of reproach brought to the Name of Christ by it, (3) the public awareness and consequences of the misconduct, and (4) the likely effect the misconduct may have on present and future ministry of the violator. Students will be given full opportunity to express his or her views on the fairness of Administrative action, and if the student is not satisfied with the decision of the Dean, he may appeal the decision to the Faculty. The decision of the Faculty is final.

Sexual Harassment

Southern Evangelical Seminary will not tolerate harassment of students or employees based on race, color, sex, national origin, religion, age, or disability. The following are some examples of inappropriate behavior:

- obscene or suggestive remarks or jokes, verbal abuse, insults
- display of explicit, offensive, or demeaning materials
- physical or verbal hazing
- threats
- comments that are demeaning with respect to race, religion, ethnic origin, gender, sexual orientation, or class.

Southern Evangelical Seminary strives to maintain an environment where students and employees can study, work, and live free of harassment.

In keeping with this standard, sexual harassment is strictly forbidden. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s grade, evaluation, or employment, (2) submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s performance or creating an intimidating, hostile, or offensive environment.

All complaints of harassment should be reported promptly to the Academic Dean or the President of the school. A full investigation will be conducted promptly and confidentially, and a determination of appropriate action will be made. The complainant should not discuss the matter with others to insure that the privacy of all parties is maintained.

Hazing

See discussion of hazing under “Sexual Harassment” above.

Immorality

See “Code of Conduct” above.

Policy on HIV

Persons with HIV infection shall be accorded the same treatment as other students, except to the extent different treatment is required when a direct threat to the health or safety exists to the person or others as provided for in the Americans with Disabilities Act. Confidentiality of all student records shall

be maintained in compliance with all applicable law, including the Family Education Rights and Privacy Act of 1997 and the Americans with Disabilities Act of 1990.

Dress Code

Dress code requirements will apply to degree students, audit students, and non-degree credit (NDC) students.

General Guidelines

The appearance of Seminary students, faculty, and staff is expected to reflect modesty, cleanliness, discretion, and professionalism as understood in our cultural context. Unkempt appearance is not acceptable. Appropriate dress for men and women while on campus for classes, chapel, daytime and evening events, and the use of the library is, at a minimum, “business casual.” (For example, t-shirts, hats, shorts, flip flops, and tank tops are not acceptable.) Any pants or jeans with holes, frayed edges or hems, or tears are not acceptable. Pants must be worn at the waist, not below. House shoes or slippers of any kind are not acceptable.

Students are also expected to adhere to these minimum standards of dress at off-campus events sponsored by the Seminary, such as conferences and banquets. Other types of attire, such as shorts, T-shirts, and flip-flop sandals, are acceptable within standards of modesty at certain campus social events such as picnics and other informal student events.

Infractions/Penalties

For the first infraction, a verbal warning will be given to the student, and an Infraction Report will be completed and filed in the student’s disciplinary folder. Repeated violation of the dress code by a student should be reported to the Dean of Students for investigation, and the student may be subject to discipline by the Dean of Students. If students disagree with the assessment of the appropriateness of their dress and/or the penalty, they may appeal to the Student Affairs Committee. The decision of the Committee shall be final.

Please be mindful that one of the requirements for graduation from the Seminary or Bible College is that the candidate must “give evidence of a good Christian life and character.” Candidates’ regard for the dress code will be a factor when evaluating whether or not they meet this requirement.

Due Process (Student Complaint Policy)

If a student has a complaint regarding any member of any of the Seminary boards, faculty, administration, staff, graders, or individuals of those bodies, that issue must be handled in accord with the following procedures. All complaints must be submitted in writing and are kept in the Office of the President.

1. If a complaint involves the Seminary Board members, it should first be presented to the President of the seminary in writing. If the student does not feel the complaint has been resolved, it should then be presented to the Chairman of the Board of Trustees. The decision of the Board of Trustees shall be considered final.

2. If a complaint involves the President, faculty, staff, or graders, the student should first approach the particular person(s) with a view toward resolution. Academic issues regarding transcripts and the like should be directed first to the Registrar.

3. If the student does not feel that the issue has been resolved, the following actions should take place: A complaint involving the President should then be presented in writing to the chairman of the Board of Trustees. Decision of the Board is final. An unresolved complaint such as harassment, immorality, and the like involving a faculty or staff member should be presented to the Academic Dean. An unresolved complaint involving a grader should be presented to the appropriate faculty member and next to the Academic Dean. Students are given opportunity for confidential input.

4. If the student still does not feel the concern has been resolved, the following actions should take place:

(a) Non-academic complaints should then be presented to the Student Affairs Committee. The Student Affairs Committee shall be comprised of the Director of Student Services, the Academic Dean, Dean of Students, the Business Manager, one faculty member, and the President of the Student Government Association. The students are responsible first to see that they have exhausted the aforementioned measures before bringing the concern to the Student Affairs Committee. The Student Affairs Committee will determine how the grievance will be resolved. The Student Affairs Committee's decision shall be considered final.

(b) If the concern is academic related, the complaint should then be presented to the Faculty, who will make the final decision.

5. If students are not satisfied with the decision of the Student Affairs Committee or the Faculty, they may file complaints in writing with the Transnational Association of Christian Colleges and Schools, P.O. Box 328, Forest, VA 24551.

Procedure For Non-Academic Student Counseling and Referrals

The following steps should be followed to formalize a response to the needs of students for non-academic counseling and referrals:

1. Any student in need of counseling should be encouraged to first contact his or her SES Faculty Academic Adviser.

2. If this is not possible or desired, the student should be encouraged to contact the Dean of Men or Dean of Women.

3. Each SES Faculty Academic Adviser or the Dean of Men or Dean of Women can then enter into a counseling relationship with said student (assuming the Adviser or the Dean of Men or Dean of Women feels qualified for such a counseling ministry).

4. All non-academic student counseling involving members of the opposite sex must include a third party present.

5. If the SES Faculty Academic Adviser or the Dean of Men or Dean of Women does not feel qualified to enter into such a counseling ministry, he or she can then refer the student to another more qualified faculty or staff member, or refer the student to a qualified Christian counselor (i.e., one who has been approved by the President and the Dean of Men or Dean of Women).

6. The Carolinas Counseling Group of Charlotte has been approved and agreed to receive referrals from Southern Evangelical Seminary.

Student Outreach/Service – Religious and Social

Opportunities for student outreach and service are posted on the bulletin board and in News and Notes, the weekly school newsletter. The Director of Student Services keeps a listing of students seeking outreach and service and notifies students when something becomes available.

Student Government

The Southern Evangelical Seminary and Bible College students have an organized student body. This body serves as a sounding board for feedback to the Administration from the students. The students arrange for elections to choose leadership from among their peers. Elections are held at the end of spring semester. Officers serve a one-year term but may run for re-election for a second term.

Resident/Commuter Life

Southern Evangelical Seminary and Bible College is a commuter school only. As such, students need access to transportation in order to attend classes. Adequate parking is provided at no charge to the students. Students are expected to abide by posted parking regulations.

Health Services and Insurance

Students are expected to provide their own health insurance. Trained medical personnel are not available on campus, but in the event of an emergency, the student would be transported to the nearest health care facility. (See SES Emergency Procedures.)

Campus Security

Security is everyone's responsibility. Faculty and staff are requested to report violations promptly to the President's office.

1. Park your car near the buildings.
2. Do not leave your keys in the car.
3. Always lock your car.
4. Do not leave valuables in the car.
5. Make sure no one is left alone in the parking lot.
6. Get model and license number of car.
7. Report this or any other suspicious activity to the police.
8. In case of emergency, call 911.

Cultural, Educational, and Spiritual Opportunities

Charlotte and the surrounding area are rich with cultural, educational, and spiritual opportunities. Charlotte hosts many museums, including the Mint Museum of Art. The Queen City of the South also has several professional sports teams, including the Panthers (NFL), Bobcats (NBA), the Checkers (minor league hockey), Charlotte Eagles (A & W Soccer Leagues) and the Knights (AAA baseball). The North Carolina Zoo (Asheboro, NC) and Riverbanks Zoo (Columbia, SC) are both within a two-hour drive of Charlotte. A few hours drive to the east brings one to the coast; a few hours drive to the west places one in the mountains. Several mission boards and ministries are based in the Charlotte area, including Christian Research Institute (CRI), Billy Graham Evangelical Association (BGEA), SIM, and Wycliffe's JAARS Center. Students are encouraged to use these rich resources.

Charlotte is home to the University of North Carolina at Charlotte (UNCC). The campus of UNCC is an easy drive from Southern Evangelical Seminary, and students often use their library facilities. Johnson C. Smith University and Central Piedmont Community College (CPCC) also serve the Charlotte area. Several other seminaries are either based in Charlotte or have extension campuses here. Rich in spiritual heritage, Charlotte offers students a wide range of church choices, from denominational to non-denominational, from the small to the mega church congregations, from conservative to charismatic. Students are strongly encouraged to become involved in a local church and its ministry.

Housing

Southern Evangelical Seminary and Bible College has no on-campus housing by design. The faculty and administration believe students should live in a "real world" where there is opportunity for witness to neighbors not available in dorms or student apartments. Charlotte has ample moderate cost housing. The Director of Student Services assists incoming students in locating appropriate housing.

Student Employment/Status

Most classes are scheduled in the evenings so students may take advantage of daytime employment. Charlotte is a rapidly growing city and financial center with an abundance of employment opportunities. Student employment guidelines are as follows:

- A. Students enrolled in 9 credit hours or more per semester should not work more than 20 hours per week.
- B. Students working 40 hours or more per week should not take more than 6 credit hours per semester.
- C. Fall, Winter, and Spring modules should be counted as semester courses in the calculation of the above numbers.

Chapel

Chapel is held weekly on rotating days. Students in class on the night of chapel are expected to attend, and all students are invited to attend all chapels. Chapels provide an atmosphere of encouragement and worship. Prayer needs, announcements, and items affecting the student body are mentioned during this

time. Chapels also provide students with an opportunity to interact with the faculty and spiritual leaders.

Handicapped Access

It is the policy and practice of SES/SEBC to provide access to handicapped students by way of parking spaces, elevator access, all doorways, and bathroom facilities.

Other Student Services

News & Notes is the weekly publication of Southern Evangelical Seminary distributed via email to all enrolled students. It serves as an informational bulletin to students from the faculty and staff. The students are required to read and respond to information in it.

EMERGENCY PROCEDURES

EMERGENCY PHONE NUMBERS:

Chief Operating Officer, Christian Drake: 704–254-3061

EMERGENCY CAMPUS ALERT SYSTEM

Campus Alert System – Emergency Notification/Communications Process. All on campus students should enroll in the Emergency notifications in their Populi account. Emergency notifications will be sent via SMS to active Faculty, Staff, Students and Advisors who have opted in to SMS notifications (USA and Canada only), otherwise via email. In the event of an emergency, an effective communications process is vital in order to provide the greatest safety possible for our students, faculty, and staff. School officials will use all available means of communications in a crisis situation, including text messaging, telephone, the Web site, and e-mail.

1. Important emergency alerts, notifications and updates are sent to all registered devices, including cell phone (via SMS/texting); email account (work, home, other); Smartphone/PDA (BlackBerry, Treo, Droid & and other handhelds); pager.
2. This option requires registration! To register log into your student account in Populi, Select “settings” in upper right corner, then “Notifications” tab. Select your carrier and then input your number.
3. Register today!

EMERGENCY AND CRISIS PROCEDURES

See **bold** below for what constitutes a crisis:

A. In the Event of a General Emergency:

1. Get out of immediate danger.
2. Call 911 and Report situation –Explain the nature of the emergency, your name, the phone number from which you are calling, your location. Answer all questions and do not hang up the phone until the operator is finished.
4. Notify the administration at once (see emergency numbers above)
5. If they are not available, notify a faculty member.

B. In the Event of Medical Emergency:

1. Assess the situation. Stay with the victim. If the victim is conscious, ask what the problem is. If the victim is unconscious, check for breathing and bleeding. Do not move the individual until trained personnel arrive unless an immediate threat to life exists. Only trained individuals should administer first aid and CPR.
2. Call 911 if necessary.
3. Keep the victim still, comfortable, and warm. Protect the victim from any disturbances. Search for any emergency

- identification (i.e. ID bracelet).
4. Wait for emergency help to arrive. Do not leave the victim alone if possible.
 5. If the situation does not require 911 response, the faculty/staff can make appropriate arrangements for the injured person.
 6. A basic First-Ad Kit is available in the Jamison Library behind the Information/Welcome desk.
 7. If transportation to a medical facility is required, the person will be taken to Novant Health Matthews Medical Center, 1500 Matthews Township Parkway Matthews, NC 28105 (704-384-6500).
- C. In the Event of Emergency Evacuation: Fire, Earthquake, etc.
1. Exit the building quickly and calmly using the nearest emergency escape routes and marked exits. Do not use elevators.
 2. Proceed to assembly areas away from the building.
 3. Assist persons requiring evacuation assistance to get out of the building. Be alert for trapped, injured, or other persons needing assistance.
- D. In the Event of Emergency Shelter: Tornado, Hurricane, etc.
1. Move to an internal room or basement.
 2. Close the doors and any windows.
 3. Turn off the lights and remain quiet and calm.
 4. Sit/crouch down in areas that are out of sight from doors and windows.
 5. Stay informed using the internet, radio or other media, if available for situation updates.
 6. Do not evacuate until cleared to do so by school personnel or other authoritative personnel.
- E. In the **Event of Hostile Person/Active Shooter**.
1. An Active Shooter is a person indoors or outdoors who is causing harm to people by randomly using a fire arm or other weapon.
 2. Call 911.
 3. If **Inside Hostile Person/Active Shooter** seek shelter in a classroom, room, or office, **STAY THERE**, secure the door.
 - If the door has no lock and the door opens in, a good heavy door wedge can be kept on hand and driven in as hard as you can. Otherwise look for heavy furniture to barricade the door.
 - If the door has a window, cover it if you can. Depending on the gunman's location, consideration may also be made to exit through window openings. Have someone watch as you get as many students out of the windows (ground floor) as calmly and as quietly as possible.

- If no police units are yet on scene, move well away from the incident and find safe cover positions (not the parking lots) and wait for the police to arrive.
 - If police units arrive on scene, get out and move toward any police vehicle when safe to do so while keeping your hands on top of your head and doing exactly and immediately what the police tell you to do.
 - Do not leave the area entirely; you may have information that responding police officers will need. Once in a safe place, stay put.
 - If the windows do not open, you cannot break them, or if you are not on a ground floor, get out of sight from the door and stay low and quiet.
4. If **Trapped with Hostile Person/Active Shooter** do not do anything to provoke the gunman. If no shooting is occurring, do what the gunman says and do not move suddenly. Only you can draw the line on what you will or will not do to preserve your life or the lives of others.
- If the gunman does start shooting people, you need to make a choice (at this point it is your choice). Stay still and hope they do not shoot you, run for an exit while zigzagging, or even attack the shooter. This is very dangerous, but certainly no more than doing nothing and dying in place. A moving target is much harder to hit than a stationary one, and the last thing that the shooter will expect is to be attacked by an unarmed person. Any option chosen may still result in a negative consequence.
 - This is not a recommendation to attack the shooter but rather a choice to fight when there is no other option.
5. If **Outside Hostile Person/Active Shooter**
- Stay alert and look for appropriate cover locations. Brick walls, large trees, retaining walls, and any other object that may stop firearm ammunition penetration may be utilized as cover.
- F. In the **Event of Bomb Threat**
1. If the threat is received on the phone, try to keep the caller on the phone in order to obtain as much information as possible:
 - Callers identity (male/female), age, voice tone, voice accent, voice speed, voice manner, emotions, background noises, length of call, exact language of the threat.
 Questions to ask: 1. When is the bomb going to explode? 2. Where is it right now? 3. What does it look like? 4. What kind of bomb is it? 5. What will cause it to explode? 6. Did you place the bomb? 7. Why? 8. What is your name and address?
 2. If there is another person in the office, direct him to call 911.
 3. Otherwise, immediately after hanging up, call 911.
 4. If the threat is imminent, evacuate the building immediately.

All occupants are required to vacate a building when directed by police, fire, school officials, or when the fire alarm has sounded. If the threat is not immediate, a representative of the president's office will make the decision whether or not to evacuate the building. Use the fire alarm only if immediate evacuation is necessary.

5. Do not use radio transmitters in or near the building to report a bomb threat.

G. In the **Event of Suspicious Mail**

1. Suspicious mail is an envelope or package that spills powder, chemicals or contains a threatening message.
2. If there is another person in the office, direct them to call 911.
3. Evacuate threatened area.
4. Keep others away.
5. Wash hands and exposed skin.
6. Do not brush off clothes.

H. In the **Event of Mental Health Crisis:** suicide attempt, disorientation, confusion, panic, etc.

1. Call 911.
2. Give your name, telephone number, your location, and the location of the victim. Inform the officer whether any drugs, medications, or weapons are involved.
3. Stay with the victim unless your safety is threatened. Wait for emergency response personnel to arrive.
4. Stay calm and do not provoke panic in others.

I. Faculty/Staff Responsibilities:

1. Notify the President immediately or as soon as possible in all situations.
2. If the President is not available, notify the Business Manager.

KEY NAMES AND E-MAIL ADDRESSES

All seminary personnel can be reached at 704-847-5600

Position & Phone Number	Name & E-mail Address
President, 704-847-5600 ext. 202	Dr. Richard D. Land rdland@ses.edu
Executive Assistant 704-847-5600 ext. 201	Christina Woodside cwoodside@ses.edu
Chief Operations Officer 704-847-5600 ext. 206	Christian Drake cdrake@ses.edu
Academic Dean 704-847-5600 ext. 226	Dr. J. T. Bridges jbridges@ses.edu
Director of Bible College 704-847-5600 ext. 204	Dr. Floyd Elmore felmore@ses.edu
Registrar/Director of D.Min. Program 704-847-5600 ext. 205	Dr. Douglas E. Potter dpotter@ses.edu
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