

# JACKSON THEOLOGICAL SEMINARY

## *Student Handbook*

2023-2024



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## **ACCREDITATION**

Jackson Theological Seminary is a member of the Transnational Association of Christian Colleges and Schools (TRACS), PO Box 328, Forest, VA 24551; Telephone: 434-525-9539; e-mail: info@tracs.org, having been awarded Accredited Status as a Category III institution by TRACS' Accreditation Commission on October 25, 2022; this status is effective as of July 1, 2022, and is good for a period of five years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education. (INCAAHE).

Jackson Theological Seminary is not currently approved for Distance Learning by the Department of Education (DOE) nor by TRACS. Any special provision must be issued by permission of the DOE.

## **TITLE IV STATEMENT**

Jackson Theological Seminary (JTS) is approved for provisional participation in Title IV and maintains a copy of the Program Participation Agreement (PPA). Financial is currently available for all who qualify.

## **INSTITUTIONAL INTEGRITY**

The Board of Trustees, President, administrators, staff, and faculty of Jackson Theological seminary will operate with integrity, representing itself accurately and honestly to students, and the public. Furthermore, the institution will maintain honest and open communication with all accreditations, federal and state agencies and will abide by the policies and procedures set forth by each entity.

## MESSAGE FROM THE CHAIRMAN OF THE BOARD

Greetings on behalf of the Board of Trustees and welcome to the Jackson Theological Seminary Family!



This is an exciting time for the faculty, and especially the students of Jackson. We are entering a new era of educational and academic excellence that will prepare our students to render a higher quality of service to the church and the community. Jackson Theological Seminary is committed to values that promote the welfare and positive transformation of individuals, communities, and societies. The faculty, administration and staff are committed to producing effective Christian leaders in pastoral and ministerial service. The Jackson faculty excels in teaching and scholarship, sharing with students their passion for the wisdom and understanding of the Word of God, and it's literal and practical application.

We value ethical conduct, the pursuit of truth and knowledge carried out in the spirit of intellectual freedom, diversity, and community engagement. Jackson is an educational institution that prepares students for service to the church and the community through transformative teaching and training.

Jackson Theological Seminary is on track to become a preeminent institution of higher learning that will serve the Arkansas region at a national level of quality. Offering a commitment to the needs, interests and goals of our students, we have developed an outstanding curriculum that nurtures and promotes exceptional Christian ministry leadership.

Matriculation at Jackson Theological Seminary also cultivates an atmosphere to challenge us to be all that God intends. A unique balance of ministry preparation, leadership training and spiritual enrichment awaits all who have fully committed to the call and charge of God on their lives.

**Bishop Michael L. Mitchell**  
**Chairman of the Board of**  
**Trustees**

## MESSAGE FROM THE PRESIDENT AND CHIEF EXECUTIVE OFFICER (CEO)



In every generation, inspired people have come forth to meet the challenges of their day. We now face an era that is calling for a new level of Spirit filled, scholarly leaders. The great Rev. Dr. Benjamin Mays once said that “if religion is to be respectable, challenging and increasingly helpful...we have no other choice than to concern ourselves more in the future with theological education among (our people) than we have in the past.” That future calls to us today, and Jackson Theological Seminary is ready to answer. With your committed support, I believe we can help develop courageous change-agents for the pulpit and the public square, God being our helper. With a robust student body, thoughtful academic rigor, engaging theological scholarship, and an

intentional strategy to build the beloved community, we will make a difference in the lives of people and institutions in local and global theatres. Let us challenge each other to be excellent. As our staff and faculty work together with you to train Kingdom-minded leaders, there is no doubt that the Jackson experience will foster deep spiritual formation, integrity and a hunger to tell the old story of a Jesus and his love. Welcome to the next level of preparation in service to “God our Creator, Christ our Redeemer, the Holy Spirit our Comforter and humankind our family.

**Rev. Clarence Guy**  
**President & CEO of Jackson Theological Seminary**



## MESSAGE FROM THE CHIEF ACADEMIC OFFICER (CAO) AND DEAN OF STUDENT AFFAIRS



The mission of Jackson Theological Seminary (JTS) is to prepare people for service to the local church and the broader community through transformative teaching and training. JTS has been committed to this cause since its inception.

Our administration, faculty, and staff are intentional about equipping men and women for Christian service, especially in and through the local church. We are inspired by the words of the apostle Paul who saw the role of Christian leaders as “equipping God’s people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ” (Ephesians 4). We accomplish this by educating Christian leaders in biblical truth and biblical application.

JTS is not merely an institution of higher learning but a Christ-centered, biblically grounded, and socially aware community of faith, where theological training is meant to strengthen students’ epistemological and experiential relationship with Christ. Students are built up spiritually, theologically, and socially to do the same in their various ministerial contexts. Our pedagogical approach is shaped by the rich tradition of the Wesleyan quadrilateral where, “Scripture is considered the primary source and standard for Christian doctrine. Tradition is experience and the witness of development and growth of the faith through the past centuries and in many nations and cultures. Experience is the individual’s understanding and appropriating of the faith in the light of his or her own life. Through Reason, the individual Christian brings to bear on the Christian faith discerning and cogent thought. These four elements taken together bring the individual Christian to a mature and fulfilling understanding of the Christian faith and the required response of worship and service.”

We look forward to partnering with you in your theological and ministerial training.

Sincerely,

**Dr. Ron Lindo, Jr.**  
**Chief Academic Officer & Dean of Student Affairs**

**BOARD OF TRUSTEES**

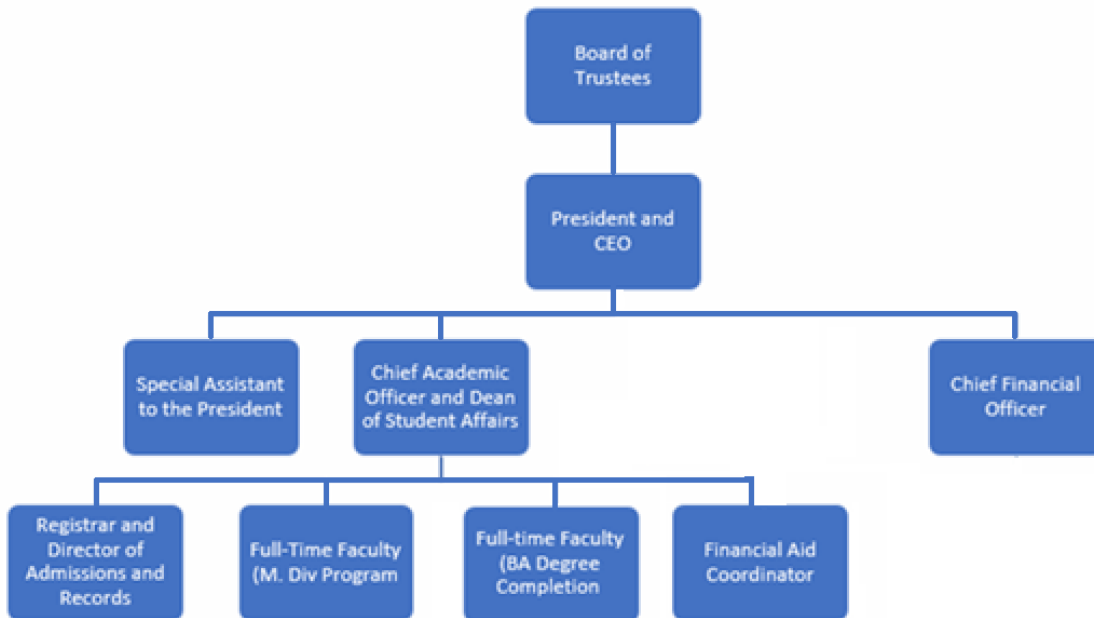
<b><u>NAME</u></b>	<b><u>POSITION</u></b>
BISHOP MICHAEL MITCHELL	EX-OFFICIO CHAIRMAN
PRESIDING ELDER TRUMAN TOLEFREE	VICE-CHAIR
DR. SHARON FLETCHER	SECRETARY
MRS. TINA GRISSOM	ASST. SECRETARY
PRESIDING ELDER KENT BROUGHTON	TREASURER
REVEREND CLARENCE GUY	EX-OFFICIO PRESIDENT/CEO
REVEREND CHESTINE SIMS	MEMBER
DR. LEVENIS PENIX	MEMBER
REVEREND DR. ELIJAH SHAFAH	MEMBER
REVEREND GERALD PATTERSON	MEMBER
REVEREND KEVIN CLAYTON	MEMBER
REVEREND GREGORY C. NETTLES	MEMBER
REVEREND CHARLENE BOONE	MEMBER
PRESIDING ELDER ANGELA BREWSTER	MEMBER
MS. CYNTHIA MULDROW	MEMBER

## ADMINISTRATION, FACULTY & STAFF

<b>President &amp; Chief Executive Officer</b> Rev. Clearance Guy <a href="mailto:cguy@jtseminary.org">cguy@jtseminary.org</a>	<b>Chief Financial Officer</b> Mrs. Shelia Washington <a href="mailto:swashington@jtseminary.org">swashington@jtseminary.org</a>
<b>Chief Academic Officer &amp; Dean of Student Affairs</b> Dr. Ron Lindo, Jr. <a href="mailto:rlindo@jtsminary.org">rlindo@jtsminary.org</a>	<b>Director of Admissions and Student Records</b> Ms. Tomika Davis <a href="mailto:tdavis@jtseminary.org">tdavis@jtseminary.org</a>
<b>Full Time Faculty (Master of Divinity)</b> Rev. Dr. Michael Chism <a href="mailto:mchism@jtseminary.org">mchism@jtseminary.org</a>	<b>Full Time Faculty (B.A. of Biblical Studies Program)</b> Rev. Charlene N. Boone <a href="mailto:cboone@jtseminary.org">cboone@jtseminary.org</a>
<b>Adjunct Faculty</b> Rev. Dr. Daniel Johnson <a href="mailto:djohnson@jtseminary.org">djohnson@jtseminary.org</a>	<b>Financial Aid Coordinator</b> Mrs. Audra Hinton <a href="mailto:ahinton@jtseminary.org">ahinton@jtseminary.org</a>
<b>Librarians</b> Mr. Dessalines Agginie <a href="mailto:daggines@shortercollege.edu">daggines@shortercollege.edu</a>  Mrs. Laura Holt <a href="mailto:laura.holt@shortercollege.edu">laura.holt@shortercollege.edu</a>	

## ORGANIZATIONAL CHART

### Jackson Theological Seminary Organizational Chart



## ACADEMIC CALENDAR

To view the academic calendar, go to: [JACKSON THEOLOGICAL SEMINARY \(jtseminary.org\)](http://jtseminary.org)

## INSTITUTIONAL INTEGRITY

The Board of Trustees, President, administrators, staff and faculty of Jackson Theological seminary will operate with integrity, representing itself accurately and honestly to students, and the public. Furthermore, the institution will maintain honest and open communication with all accreditation, federal and states agencies and will abide by the policies and procedures set forth by each entity.

## HISTORICAL SKETCH

Jackson Theological Seminary (JTS) had its beginning with Shorter College in 1886 and shared many of Shorter's physical facilities and programs. The Seminary is named for the late Dr. Thomas Henry Jackson who served as President 1895-1900 and Dean of the Theological Department 1904 – 1912. Dr. Jackson is a graduate of Wilberforce University. He entered Wilberforce at the age of 14, graduating with the first class, in 1870. In 1865, he was converted and entered the active ministry of the African Methodist Episcopal Church, thus serving 56 years.

Jackson Theological Seminary is owned and operated by the African Methodist Episcopal Church. The Seminary is a valid Servant of the Church. Since the first graduate, Reverend John March Murchison in 1903, the Seminary has been an effective guide to those aspiring to be useful and great. Jackson Theological Seminary (JTS) played a major role in providing theological and religious education to clergy and lay students in the 12th Episcopal District. In order to more adequately serve its basic purpose of educating and training Christian Ministers and Lay Leaders; several Extension Centers were authorized in Arkansas and Oklahoma. At least 30 hours earned in the Extension Centers could be applied toward the 90-hour course providing other academic requirements were met.

JTS offers a Master of Divinity and Bachelor of Biblical Studies (BA Degree Completion). While the school was not accredited by an accrediting body recognized by the U.S. Department of Education, the administration and faculty modeled the seminary after those that were accredited in the African Methodist Episcopal Church. The leadership of JTS was recognized alternately as either the President or Dean of the seminary.

Some of the individuals who served as Deans during the period of 1960 to 2011 were:

- The Reverend J.M. Watkins
- The Reverend Rufus King Young, Sr.
- The Reverend Nathaniel Irving
- The Reverend Dr. Colin Lambert
- The Reverend James R. Hooper
- The Reverend Clarence H. Guy
- The Reverend Clarence V. Boyd, Sr.

Jackson Theological Seminary held classes and taught courses in theology, Christian education, pastoral leadership, and preaching continuously from 1960 to 2010. In the spring of 2009, JTS entered into an off campus distance learning partnership with Florida Center for Theological Studies. The Florida Center for Theological Studies was an accredited seminary and using teleconferencing technology Jackson was able to offer students the opportunity to take graduate-level courses from an accredited school. The partnership lasted four semesters and ended when Florida Center for Theological Studies merged with another school that discontinued the distance learning program. Jackson discontinued holding classes after the 2011 school year because of a need to focus more attention on Shorter College.

Any objective evaluation of its current status should include the primary concern of the original intent and historical mission. The African Methodist Episcopal Church decided to establish, maintain, and develop an

institution for the Theological Education of both Ministers and Laymen. The African Methodist Episcopal Church takes pride in the fact that it produces most of her leaders. JTS is a positive expression of the vision and determination to sustain this heritage in a relevant and responsible manner.

Seeing the need to provide theological education to Clergy and Layperson, the 12th Episcopal District of the African Methodist Episcopal Church, decided to reopen Jackson Theological Seminary and pursue accreditation with TRACS (Transnational Association of Christian Colleges and Schools), offering a Bachelor of Arts Degree in Biblical Studies (a degree completion program) and a Master of Divinity Degree. In June 2018, under the leadership of the Chair of the Board of Trustees, Bishop Michael Leon Mitchell and Rev. Cecil Williams, Jr., President of Jackson Theological Seminary, the Seminary opened its doors to a brand-new facility for the continued purpose of educating and preparing clergy and lay for ministry from a theological perspective.

## **BIBLICAL FOUNDATION (FAITH STATEMENT)**

### **THE BIBLE**

The sacred text that holds the historicity and spiritual authenticity of the relationship with God and humanity. It further shares the unique divine wisdom of the Lord. The unique divine, plenary, verbal inspiration and absolute authority of all sixty-six canonical books of the Old and New Testaments as originally given. The Bible is the only infallible, authoritative Word of God. and is free from error of any sort, in all matters with which it deals, scientific, historical, moral, and theological. The Bible further records the eschatological beliefs of the Church. The unique divine, plenary, verbal inspiration and absolute authority of all sixty-six canonical books of the Old and New Testaments as originally given. The Bible is the only infallible, authoritative Word of God and is free from error of any sort, in all matters with which it deals, scientific, historical, moral, and theological.

### **THE TRINITY**

The triune Godhead, one eternal, transcendent, omnipotent, personal God existing in three persons: Father, Son, and Holy Spirit. The Father: God the Father, the first person of the Divine Trinity, is infinite Spirit, sovereign, eternal, and unchangeable in all His attributes. He is worthy of honor, adoration, and obedience.

### **THE SON**

The Perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ, indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth.

### **THE HOLY SPIRIT**

The Holy Spirit is the third person of the Godhead who convicts, regenerates, indwells, seals all believers in Christ, and fills those who yield to Him. The Holy Spirit gives spiritual gifts to all believers; however, the manifestation of any particular gift is not required as evidence of salvation.

### **HISTORICITY**

The full historicity and perspicuity of the biblical record of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.

## **REDEMPTION**

The substitutionary and redemptive sacrifice of Jesus Christ for the sin of the world, through His literal physical death, burial, and resurrection, followed by His bodily ascension into heaven.

## **SALVATION**

Personal salvation from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ, to be received only through personal faith in His person and work.

## **LAST THINGS**

The future, personal, bodily return of Jesus Christ to the earth to judge and purge sin, to establish His eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments.

## **BIBLICAL CREATION**

Special creation of the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week.

## **SATAN**

The existence of a personal, malevolent being called Satan who acts as tempter and accuser, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity.

## **THE APOSTLES CREED**

The creed encapsulates the core of our belief system. It incorporates the unified presence and individual power of the triune Godhead. It further shares the redemptive, salvific work of that same God. It states that we believe in God the Father Almighty, Maker of heaven and earth, and in Jesus Christ his only son our Lord who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead; and buried. The third day he arose from the dead; he ascended into heaven and sits at the right hand of God the Father Almighty; from thence he shall come to judge the quick and the dead. We believe in the Holy Spirit, the Church Universal, the communion of saints, the forgiveness of sins, the resurrection of the body and the life everlasting. Amen

## **PHILOSOPHY OF EDUCATION**

The seminary students and faculty seek to experience and examine theological training and thought formation centered on the exquisite grace of God, the example of Jesus Christ, and the excellent power of the Holy Spirit. Our philosophy of education emphasizes teaching and learning as an expression of social justice and liberation theology, tempered with service to community, and faith inspired by biblical, scriptural authority and historical Christian beliefs.

## STATEMENT OF ETHICAL VALUES

The ethical values and standards of Jackson Theological Seminary seek to exemplify the liberating ministry, the services of sacrifice, and the standards of justice and love of Jesus Christ in ministerial and pastoral Christian service. The seminary is committed to representing the moral, ethical traditions and standards espoused by the Holy Bible (Old and New Testaments) and the African Methodist Episcopal Church.

Enrollment in Jackson Theological Seminary constitutes a recognition and reverence for these ethical values and standards by all students.

## CORE VALUES

**Biblical/Scriptural Authority:** The extent to which the commandments and doctrines within the Old and New Testament scriptures are authoritative for human belief, conduct and destiny.

**Historical Faith:** Historical belief, trust, and loyalty of Christian Faith as described in the Old and New Testaments and through the Trinity - God the Father, Jesus Christ and the Holy Spirit.

**Academic Rigor:** Teach conceptual understanding, procedural skill, fluency, and application.

**Social Justice:** Teach concepts of fair and just relations between the individual and society. This is measured by the explicit and tacit terms for the distribution of wealth, opportunities for personal activity, and *social* privileges. Micah 6:8..... what does the LORD require of you but to do justice, and to love kindness, and to walk humbly with your God?

**Liberation:** The process to fight the ills of sin and exploitation through the relationship between *Christian theology* and political activism, economic justice, poverty, and human rights.

**Service Orientation:** The call to serve community, however, especially the least, the weak, poor and the needy. Mark 10:43 .....but whoever wishes to become great among you must be your servant,<sup>44</sup> and whoever wishes to be first among you must be slave of all.<sup>45</sup> For the Son of Man came not to be served but to serve, and to give his life a ransom for many."

## VISION

A Global Academy, providing biblical foundations for Christian ministries that serve, transform and liberate communities.

## MISSION

Jackson Theological Seminary is an educational community preparing people for service to the local church and the broader community through transformative teaching and training. The faculty, administration and staff are committed to preparing students for effective Christian leadership in pastoral and ministerial service.



## **INSTITUTIONAL OBJECTIVES**

1. The Seminary shall prepare students for careers and service in Christian ministry for the local church and global Christian ministry.
2. The Seminary shall promote and prepare academic and theological excellence and scholarship through holistic, inclusive, and involved teaching and training of students for the Bachelor of Arts in Biblical Studies and the Master of Divinity degree programs. Each program will sponsor a teaching, training, and learning environment, where all are encouraged to participate, grow, and develop in Christian faith and service.
3. The Seminary shall educate, encourage, and engage students from varied spiritual, ethnic, cultural, male/female, and students with physical handicaps to encourage diversity and inclusiveness at the Seminary.
4. The Seminary staff, faculty, and Board of Trustees shall encourage solicitation of grants, aid, federal funding, research procedures, and practices to establish and enhance funding and scholarship for deserving students.
5. The Seminary shall promote and encourage the professional development of its faculty and staff to ensure relevant, realistic, and reliable instruction and training for all students.

## **INSTITUTIONAL POLICIES**

### **CONFIDENTIALITY OF RECORDS**

Jackson Theological Seminary has adopted procedures in compliance with the Family Educational Right and Privacy Act of 1974. To preserve strict confidentiality of records, the Seminary does not permit access to or release of educational records or personal information, without the written consent of the student.

### **DISABILITY SERVICES**

Jackson aspires to be an inclusive community. Striving for inclusion of all people is based upon Jackson's educational ideals. Our vision of good education involves community members learning about other members within an everyday context that mirrors the pluralistic world around us. This ideal applies equally to students of the Seminary who may have disabilities requiring reasonable accommodations. To this end, Jackson Seminary is committed to providing reasonable accommodations to qualified students with disabilities, in accordance with the Americans with Disabilities Act. The Academic Services Office offers a variety of services to Jackson students who have documented physical, mental, or learning disabilities:

- assistance with registration
- academic advising/counseling
- physical accommodations
- assistance with note-taking
- extended time
- large-print
- testing accommodations
- oral tests
- distraction-free environment

It is important for students with documented disabilities to identify themselves to the Academic Services Office and their respective professors prior to the beginning of the semester. This will allow arrangements to be made to assure student success and to meet individual needs. Examples of physical disabilities include mobility limitations, sight, hearing, etc. Professors will work individually with students who have learning disabilities.

### **DISCRIMINATION FREE ENVIRONMENT**

Jackson Theological Seminary does not, in its admission or employment policies and practices, discriminate against individuals based on extrinsic factors such as ethnic or national origin, sex, sexual orientation, age, color, religion, handicap, or status as a veteran of Vietnam War era or as a disabled veteran. The Seminary complies with applicable federal legislation and regulations regarding non-discrimination and equal employment opportunity.

Jackson Theological Seminary also reaffirms the principle that its students, faculty, and staff have a right to be free from sexual discrimination in the form of sexual harassment by any member of the Seminary community. Sexual harassment of students and employees at the Seminary is unacceptable conduct, and it is also unlawful.

### **EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITY**

Jackson Theological Seminary complies with applicable federal and state legislation and regulations regarding nondiscriminatory admission and employment policies and practices by providing equal opportunity to all individuals without discrimination based on extrinsic factors such as ethnic or national origin, gender, sexual orientation, age, color, religion, political affiliation, disability, or status as a war veteran. It is, therefore, the institution's policy to accord fair and equitable treatment of every person, always. Jackson Theological Seminary will continue to maintain its policy of providing access to general education and Paraprofessional programs to all persons regardless of race, national origin, sex color, creed, and political persuasions. The Seminary, however, recognizes its institutional responsibility to serve its community by making institutional resources available to assist in the cultural, economic, and spiritual development of the community.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law that protects the privacy and confidentiality of personally identifiable information contained within student education records. Jackson Theological Seminary complies with FERPA's confidentiality protections and adheres to procedures dealing with student education records and directory information recommended by the American Association of Collegiate Registrars and Admissions Officers. This law is commonly known as the Buckley Amendment.

### **HARASSMENT/BULLYING POLICY**

We prohibit harassment/bullying of one student by another student, professor, employee or third party for any reason ["protected class"] including, but not limited to: veteran status, uniform service member status or any

other protected class under federal, state, or local law. Harassment of third parties by Jackson staff or students is also prohibited. Harassment/bullying thru all social media is also considered a part of this policy.

In Arkansas/Oklahoma, the following are protected classes: race, color, religion, sex, pregnancy, national origin, disability, age (40 or over), ancestry, political affiliation, or sexual orientation.

The purpose of this policy is not to regulate the morality of the Seminary. It is to ensure that in any environment, no student, professor, or employee is harassed for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form, including but not limited to e-mail, voicemail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures. While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes, and teasing.

Any student that feels he/she is a victim of such harassment should immediately report the matter to the following member of management who has been designated to receive such complaints: Dr. Ron Lindo, Jr. 501-375-2406 ext. 610; [rlindo@jtseminary.org](mailto:rlindo@jtseminary.org).

The Seminary will investigate all such reports as confidentially as possible. Adverse action will not be taken against a student because he/she, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, up to and including dismissal from the Seminary.

## **SEXUAL HARASSMENT**

Jackson Theological seminary has a policy that prohibits sexual harassment or discrimination against any staff, faculty, and student of the Seminary based on sex. Actions related to sexual harassment or discrimination based on sex are also prohibited by law, Section 703, Title VII of the Civil Right Act of 1963 and Title IX of the Educational Amendment Act of 1972.

Any member of the Jackson community who violates any of these Acts faces disciplinary action and potential legal consequences.

Sexual harassment is defined as an unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct. The following non-exhaustive list contains forms of sexual harassment:

- (1) Submission to such conduct is, explicitly or implicitly, made a term or condition of an individual's employment or classroom evaluation.
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the status of the individual.
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or classroom performance, or creating an intimidating, hostile, or offensive working or academic environment.

Jackson Theological Seminary shall take necessary steps to maintain a Seminary environment that is free of sexual harassment and discrimination based on sex through programs and workshops developed to prevent such acts. Members of the Seminary are encouraged to report any violation of this policy against an

individual on or outside the Seminary campus to the appropriate Seminary authority. Appropriate administrative departmental action(s) will be taken through either informal or formal procedures.

## **SMOKING, DRUGS, ALCOHOL & TOBACCO USE**

The following expectations of employees and students are intended to protect the health, safety and well-being of all individuals associated with the Seminary:

1. the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol is prohibited on campus or at Seminary activities off-campus.
2. the use of a controlled substance shall be permitted if use of the drug is permitted by law and has been authorized as a use for medicinal purposes.
3. the Seminary prohibits the use of alcohol at all Seminary-sponsored student events, and on campus grounds, defined as Seminary-owned property and facilities, and including Seminary- owned student housing. The Seminary does not seek to regulate the personal use of alcohol or legal drugs off campus by faculty, students, and staff of legal drinking age.

Violations of the alcohol/drug policy may result in judicial action by the Seminary and/or criminal prosecution. To maintain a safe, clean, healthy and comfortable working environment for nonsmoking Faculty/Staff member and to ensure their right to clean air and to comply with applicable Arkansas OSHA laws and city ordinances, the North Little Rock City Council Enacted Ordinance 6288 dated 1/23/89. Smoking in the Seminary is prohibited.

## **STUDENTS' RESPONSIBILITIES**

Students are responsible for reading the information in the Seminary catalog. They should understand the policies, rules, and regulations and know the organization of the institution.

## **WEAPONS POLICY**

It is the Policy of Jackson Theological Seminary that no weapons of any kind be allowed on the grounds or in the buildings of Jackson Theological Seminary premises except in the possession of law enforcement authorities/security officers specifically hired by Jackson Theological Seminary or Shorter College or individuals exempted by the CEO. This policy covers all weapons whether concealed or unconcealed, and whether on the person of the possessor.

This policy applies to persons who would otherwise be licensed to carry a concealed weapon under Arkansas law pursuant to Arkansas Act 226 of 2013. Jackson Theological Seminary administrative officials shall maintain appropriate signage and other notice on the campus in the buildings and on the grounds, pursuant to Arkansas Act 226 of 2013, and Arkansas Code 5-73-30(19) to give public notice that Jackson Theological Seminary has specifically elected to prohibit all firearms on its campus including persons who are licensed to carry concealed weapons. Per Arkansas Parking Lot Laws, all weapons in privately owned vehicles must always be kept in your locked personal vehicle. This Policy was adopted by the Jackson Theological Seminary Board of Trustees June 2018. Any faculty, staff or student found in violation of this policy will be subject to disciplinary action, including dismissal.

## **ABOUT THE CAMPUS**

Jackson Theological Seminary is located on the first floor of the 12th Episcopal District Headquarters Building, 520 North Locust Street, North Little Rock, Arkansas.

Jackson Theological Seminary is adjacent to Shorter College's campus. It is located in the 12th Episcopal District Headquarters building. The classrooms are located on both ends of the building. It is bounded by Interstate 30 on the west side, Vine Street on the east side, Broadway Street and the Alltel Arena on the south side, and Eighth Street on the north side. Jackson Theological Seminary is a private, faith-based, Seminary that includes a program for the Master of Divinity Program and the Bachelor of Art in Biblical Studies completion program. Jackson Theological Seminary currently utilized Shorter College's AW Young Library for learning and library resources. The library is equipped with a spacious, well-lit reading room, which contains carrels and study tables, two sizeable conference rooms, and two classrooms.

## **COMMUNICATIONS**

### **EMAIL AND STUDENT INFORMATION SYSTEM**

The communication system at Jackson Theological Seminary is two-fold: school generated emails and Populi, which is the internal online Student Information System (SIS). Populi will be expanded to incorporate internal emails, sharing of documents (homework, forms, information, etc.) as soon as possible. Students are encouraged to use the JTS email address, however, may choose to use their own email address.

## **ACADEMIC STANDARDS, POLICIES AND PROCEDURES**

### **COURSE LOAD**

Enrollment of at least 9 credit hours per semester is considered full-time for M.Div. students planning to graduate in three years. (The minimum academic load for a full-time student is nine hours.) Students must receive permission from the Chief Academic Officer to enroll in more than 15 credit hours. The maximum course load at Jackson Theological Seminary for M.Div. students is 18 credit hours per semester with the approval of the advisor and the Chief Academic Officer. Students enrolling for 18 credit hours, who also wish to enroll in Supervised Ministry, may take a maximum of 20 credit hours with the additional approval of the Chief Academic Officer.

### **CROSS REGISTRATION**

A student is permitted to cross-register with participating schools for no more than one course per semester and for no more than a total of 12 credit hours throughout the degree program. During the academic year, a student on academic probation is not permitted to cross-register. The permission of the relevant instructor is required when a student wishes to cross-register.

### **COURSE AUDIT POLICY**

- a. A BABS/MDIV Student/Individual (non-student) who wished to audit a course must register with the seminary. To register to audit or to change a course from credit to audit or audit to credit,

individuals or students must file an application form (JTSFORM-1) with the registrar’s office during the normal registration or prior to Mid-Term. The instructor’s signature is required on the Registration slip (JTSFORM-14). Students/Individuals may audit courses for no credit with the permission of the instructor on a space available basis. Individuals/students who wish to audit a course at Jackson Theological Seminary for personal interest, and or are not interested in receiving credit, may audit a course. Individuals/students auditing a course are expected to regularly attend class and do all relevant readings. Grades/transcripts and or certification for completion will not be provided for courses that is audited. Student who are currently enrolled in the seminary, may be tracked in the system if their efforts are found to be satisfactory by the instructor. A student with successful participation in the course will be acknowledged on their transcripts by the indication an “X”. However, if the instructor decides that the performance was not satisfactory no indication will be made on the transcript. An individual(s)/Student(s) who are auditing a course my switch from auditing to student status if the following items are met:

1. The request has been made prior to mid-terms.
2. Registration requirements have been met:
  - a. Jackson application form has been completed.
  - b. Appropriate Transcripts have been provided from an appropriate accredited college or university.
  - c. The required recommendation letter has been provided.
  - d. Payment provided for on half of the course(s) has been provided.
  - e. Writing samples have been provided.
  - f. Acceptance as a student at Jackson Theological Seminary.

## GRADING SCALE

Student proficiency is recorded in terms of the following symbols: (per 3 credit hour class)		
GRADE	PERCENTAGE VALUE	CREDIT
A+	97-100	4.0
A	93 - 96	4.0
A-	90 - 92	3.7
B+	87 - 89	3.3
B	83 - 86	3.0
B-	80 - 82	2.7
C+	77 - 79	2.3
C	73 - 76	2.0
C-	70 - 72	1.7
D+	67 - 69	1.3
D	60 - 66	1.0
F	59 and below	
<b>Other Grades (do not affect GPA)</b>		
<b>P</b>	Pass (not counted toward grade point average)	

<b>T</b>	Transfer Credit
<b>W</b>	Withdrawal
<b>I</b>	Incomplete
<b>X</b>	Audit

**CREDIT HOURS DEFINED**

The academic year operates under a semester system. Credit for all courses is recorded in semester credit hours. One credit hour amounts to one hour of in-class instruction and two hours of additional student work per week. A 50-minute period of instruction per week for one semester is equivalent to one (1) credit hour. All courses must meet the equivalent of 750 contact minutes (direct instruction) per credit value. Each student is expected to perform a minimum of two hours of out-of-class work each week for each credit hour of instruction. Most of the courses offered by the Seminary meet twice a week for one hour and 20 minutes and carry three (3) semester credit hours.

One credit hour amounts to one hour of in-class instruction and two hours of additional student work per week.

**ACADEMIC HONORS**

Academic honors are recognized at Jackson Theological Seminary during commencement for students who achieve a cumulative grade point average (GPA) according to the following standard:

Summa Cum Laude	(3.90 – 4.00)
Magna Cum Laude	(3.75 – 3.89)
Cum Laude	(3.50 – 3.74)

To earn honors, a student must complete at least 60 credit hours at Jackson Theological Seminary, and only courses taken at Jackson will be considered in the cumulative GPA calculation.

**INCOMPLETE WORK**

In exceptional cases, such as illness or family emergency, a student may request an incomplete grade from an instructor no later than the last day of class. Thereafter, an incomplete must be requested from the Chief Academic Officer. If approved, the instructor signs the Incomplete Form or sends approval by email to the Registrar. Course work for an approved incomplete must be completed and submitted no later than 30 days after the last day of the session for M.Div. and special students. Students who fail to submit required course work by the deadline will receive an “F” grade for the course.

For intensive courses, such as those offered during the summer term, requests for an incomplete must be made directly to the instructor by the due date of the last assignment for the course as stated in the course syllabus. Any student request that comes after the appropriate deadline but within ten days of the deadline must be requested from the Chief Academic Officer.

The instructor is required to submit the grade change within thirty days of receiving the completed work from the student. Incomplete grades can jeopardize a student’s financial aid status. Students with at least one incomplete are placed on Registrar Hold until the incomplete is resolved. Students on Registrar Hold will have limited access in the student information system (SIS), including the inability to register for

**ACADEMIC PROGRESS- STANDING**

Satisfactory academic progress (SAP) is checked at the end of each semester. To meet the requirements of SAP, a Bachelors/MDiv student must achieve a minimum 2.5 cumulative GPA.

If a student meets or exceeds the minimum of 2.5 GPA, the student will be listed as in “Good Standing”. If a student fails to meet SAP requirements, the student will be placed on academic warning for the coming semester. If a student fails to meet satisfactory progress during the academic warning period, the student will be placed on academic probation.

Students on academic warning and/or academic probation may only take up to nine (9) credits per semester. Students on academic probation must work with the Registrar to develop an academic plan to meet satisfactory progress in an efficient and timely manner. In addition, probation students will be placed on registration hold and must consult with the registrar to have the classes approved and the hold released.

There are times in which a semester’s worth of credits may not be enough to increase the cumulative GPA to a minimum 2.5. In these instances, so long as the student receives a minimum 2.5 GPA for the semester in which they are on academic warning or probation, the respective status will continue semester until satisfactory academic progress is made.

Students that fail to meet the requirements of academic probation may be subject to suspension from the program and/or dismissal from the institution.

Students who have been suspended from the program may appeal for re-entry at the beginning of the next semester. To appeal, the student must provide a written letter with evidence to the Dean and Registrar that the problems causing the unsatisfactory progress to have been resolved.

**ACADEMIC CLASSIFICATIONS**

BA and M.Div.: Students are classified according to the number of credit hours completed. The required credit hours for each classification are as follows:

BA STUDENTS	
Sophomore	30-69 credit hours
Junior	60-89 credit hours
Senior	90 + credit hours
MDIV STUDENTS	
Junior	1–29 credit hours
Mid (Middler)	30–59 credit hours
Senior	60 + credit hours



## **DROP ADD POLICY**

Classes may be dropped during the first two weeks of the session. Intensives may be dropped up to the day before the start of the class. Dropped classes will not count against you in your cumulative grade point average. Please complete the following Drop/Add Form and file it with the CAO or DAR. (SEE ADDENDA)

## **WITHDRAWAL FROM THE INSTITUTION**

### **VOLUNTARY WITHDRAW**

Voluntary Withdrawal from Jackson Theological Seminary requires the student to complete the Drop Add Form. Until an official withdrawal form has been submitted to the Registrar, the student is not considered officially withdrawn from the seminary, which may adversely affect the student's grade point average, academic standing, and financial aid and or tuition refunds. A student who received financial aid funds at the Seminary and withdraws from the Seminary during the semester (for any reason) must consult with the Chief Academic Officer (CAO) or the Registrar (DAR) to have their status with the Seminary evaluated.

### **LEAVE OF ABSENCE**

A Bachelors/M.Div. student may request a leave of absence due to extenuating circumstances. Students who request to take a leave of absence should complete the Drop Add Form requesting a leave of absence. Students should return the completed Form and copies of official documentation (if required) to the Registrar. If approved by the Academic Advisor, the Registrar will then place the student on Leave Status in SIS.

The maximum length of time for a leave of absence is one calendar year. Those who do not return by the next semester (fall or spring) after one year will need to reapply.

### **INVOLUNTARY WITHDRAW**

Involuntary Withdrawal is issued when the Seminary is forced to ask a student to leave because of a violation of seminary rules and regulations, conduct deemed unacceptable, or when the student misses several classes without notification. No adjustment is made to student charges. The official date of withdrawal is determined by the Registrar.

### **REFUNDS**

BABS students and MDIV students are eligible for refunds on funds paid to the school as follows:

1. Drop/withdrawal after the first week of class – Full refund less \$150.00 for fees.
2. Drop/withdrawal after the first quarter will receive 3 quarters of the total amount for the semester
3. Drop/withdrawal after midterms will not receive a refund. The funds could be held over and credited for another course date with an agreed upon return date. If the student does not return within that agreed upon time frame, the offer will be forfeited, and the funds will not be made available for courses in the future.

## **TRANSFER OF CREDIT POLICY**

### **BACHELOR OF ARTS IN BIBLICAL STUDIES**

The transfer student must meet the admission requirements of Jackson Theological Seminary. A student transferring is admitted to advanced standing in accordance with work completed, provided the college/seminary from which he/she comes is accredited by acceptable accrediting associations. The extent of credit allowed for prior work is determined in each case by the faculty person. Transfer students, like all others, are required to complete a minimum of 45 credit hours in residency (program course work).

Transfer credits will not substitute for the completion of the residency requirements. You may only be granted credit for courses with a grade of “C” or better. An official transcript needs to be submitted from each college or seminary school where credits were earned. Sixty hours (general education courses) and 15 credit hours (Program course work) are the maximum number of transfer credits that are accepted.

### **MASTER OF DIVINITY**

The transfer student must meet the admission requirements of Jackson Theological Seminary. A student transferring is admitted to advanced standing in accordance with work completed, provided the college/seminary from which he/she comes is accredited by acceptable accrediting associations. The extent of credit allowed for prior work is determined in each case by the faculty person. Transfer students, like all others, are required to complete a minimum of 63 credit hours in residency.

Transfer credits will not substitute for the completion of the residency requirements. You may only be granted credit for courses with a grade of “C” or better. An official transcript needs to be submitted from each college or seminary school where credits were earned. Twenty-one hours (21) credit hours are the maximum number of transfer credits that are accepted.

## **STUDENT ATTENDANCE**

Class attendance is essential for effective learning. Students will be expected to attend all classes unless prevented by illness or emergency. Instructors will clearly define in the syllabus the make-up policy for the course. The instructor may use attendance to calculate course grades, which will be defined and documented in the course syllabus.

## **ACADEMIC ADVISING & REGISTRATION**

The Chief Academic Officer (CAO) will assign a faculty advisor to assist each student with their academic decisions as they matriculate their graduate and undergraduate experience. In addition, the Registrar’s Office will work with students on registering for courses and monitoring degree audits. The cost and payment of each student’s education must be completed by the end of each semester.

Open registration occurs at the following times:	
Fall semester registration begins	1 – August
Spring semester registration begins	1 – November

Academic faculty serving as academic advisors are responsible for discussing the following with students:

- Defining career goals
- How to effectively lead
- The discipline of ministry
- How do effectively handle administrative issues
- Skills to prepare for advanced academic aspirations
- Successful networking
- Individual student needs who have learning disabilities

Students can register through the student information system (SIS) POPULI [Populi - Jackson Theological Seminary \(populiweb.com\)](http://Populi - Jackson Theological Seminary (populiweb.com)).

If a student register following the close of the open registration period, a Drop/Add form must be completed, and the student will be assessed a \$50 late registration fee.

The Director of Administration and Academic Records (DAR) will work with new students individually to register them for their first semester (no late fees will be assessed for the first semester). Following the first semester, students are responsible for registering themselves during the open registration period defined above. Tuition is due at the time of enrollment.

The Course Schedule is published each semester via the website at [www.jtseminary.org](http://www.jtseminary.org). It provides information on all courses offered during that semester and important semester dates.

## ACADEMIC ETHICS

Jackson Theological Seminary trusts the students who enroll at Jackson to be honest seekers of truth and knowledge. This trust is extended to all students by other students and teachers and is manifested in a variety of forms.

Jackson Theological Seminary is committed to providing educational opportunities that promote academic, professional, and personal growth in students. Students are expected to behave as responsible members of the Seminary community and to be honest and ethical in their academic work. Activities of academic dishonesty corrupt the process of acquiring the knowledge and developing the skills necessary for success in ministry; such activities are considered a violation of the Student Rules of Conduct and are therefore prohibited.

Students must be mindful that, although Jackson encourages cooperative and collaborative, rather than competitive, modes of learning, one's work must still be one's own, unless explicitly assigned to a group. Giving or receiving aid inappropriately on assignments and tests or plagiarizing by using another person's words or ideas without credit, constitutes a serious breach of our trust in one another and in the integrity of the search for truth.

The use of another person's work as if it were one's own is deemed as plagiarism. If the work of another is used, acknowledgement of the original source must be made using a recognized referencing practice. If

another's words are borrowed in whole or in part or merely recast in the student's own words, proper acknowledgement must be made.

## **PENALTIES FOR ACADEMIC DISHONESTY**

The minimum penalty for dishonesty in an interim paper or examination shall be a mark of zero. The minimum penalty for dishonesty in a research paper or final examination shall be a grade of "F" for the course. For flagrant or repeated violation of academic integrity, additional penalties may be imposed through referral of the matter to the Chief Academic Officer. The maximum penalty for academic dishonesty is dismissal from the Seminary. Those who believe they have witnessed violations of academic integrity should feel the obligation to speak about this to the suspected offender. The witness should also feel obligated to report the suspected offender to the professor if the person fails to offer a satisfactory explanation and refuses to report him or herself.

## **STUDENT SERVICES**

### **STUDENT ACTIVITIES**

Through the office of the Chief Academic Officer we offer a host of student services for those enrolled in classes at Jackson Theological Seminary.

### **STUDENT ORIENTATION**

This program is designed for incoming students, to ease their transition into Jackson, Theological Seminary. The program is designed to help all students understand what is expected of them at the Seminary, both academically and spiritually. This orientation is a way for students to meet their cohorts, and to become familiar with campus, its services, and to smooth out the registration process. Student Orientation is required and will be provided at the beginning of each term.

### **CAREER COUNSELING**

The career counseling process will help the students know and understand themselves and the world of work in order to make career, educational, and life decisions. Career development is more than just deciding on a concentration and what job students want when they graduate. It gives objective and professional advice on their thoughts, feelings and concerns about their career and education. It helps you organize your thoughts and potential career choices. Lastly, career counseling helps the students identify factors influencing their career development. assess their interests, abilities, and values. The process for career counseling is as follows: The Student will inform the professors who will then inform the Full-Time Faculty who they will schedule the career counseling session.

### **TUTORING PROGRAM**

Provides individual tutoring for students needing and requesting assistance in a course subject. Writing assistance and labs can be coordinated with the individual instructor and/or available staff members. Extra help and learning assistance can be provided upon request from the faculty instructor and can be made available in every subject. Additionally, peer academic facilitators can be coordinated to assist students having learning difficulties. Disabilities services and support shall likewise be made available to students

diagnosed with specific learning disabilities, students with physical disabilities, illnesses, and other learning challenges.

## **COMMUNITY INVOLVEMENT OPPORTUNITIES**

Through partnership with various non-profits in both the secular and faith community we will provide externships and or arrange volunteer opportunities. For those students who are interested JTS can set up community service opportunities for any student who has reached the Middler level. This also could potentially lead to job placements.

## **POPULAR EVENTS**

- 12<sup>TH</sup> District Christian Education Congress
- 12<sup>th</sup> District Founders Day Celebration
- James Cone Black Liberation Symposium
- 12<sup>th</sup> District's Annual Conferences

## **STUDENT IDENTIFICATION CARDS**

Students must visit the Director of Admissions and Records' Office (DAR) to have their photo taken to obtain their Student ID. Students will need to bring an existing photo ID, such as a driver's license, with them for verification purposes. The DAR will have the ID validated in the system and will then provide the student with the Student ID. The Student ID card verifies their ability to access campus facilities and resources such as classrooms, library etc.

## **PARKING**

Parking is provided for all seminary students in the designated parking slots in the front parking lot. Handicapped parking is available in the front parking lot as well.

## **HEALTH SERVICES**

Jackson Theological Seminary will ensure that student/faculty/staff alike are notified of the availability of two Urgent Care Facilities near the Seminary: Baptist Health Urgent Care, 3530 Spring Hill Dr. North Little Rock, AR (4/2 Miles) or North Little Rock, AR. MedExpress Urgent Care located at 5505 John F. Kennedy Blvd, North Little rock, AR (6.1 Miles) both centers are open 8:00 AM to 8:00 PM, M-F. Baptist is open 8:AM to 6 PM on Saturdays and MedExpress is open 8:00AM to 8:00 PM. All emergencies will be directed to Baptist Health Medical Center 3333 Spring Hill Dr. North Little Rock, Arkansas.

## **LIBRARY SERVICES**

The library is a vital component in the education and research program of Jackson Theological Seminary. Jackson Theological Seminary's Library is cohoused in the Shorter College's Library. It provides bibliographic and physical access to recorded knowledge and information in support of learning, teaching, and research needs of seminary students, staff, faculty, and administrators. Jackson Theological Students will be allowed to share the library housed on the Shorter College Campus. The library comprises a unique collection emphasizing African American theological, historical, cultural, and biblical studies. The dedicated support staff provides a wide range of services and guidance for

maximum use of the library's resources.

## **LIBRARY BORROWING PRIVILEGES**

Per our Memorandum of Agreement with Shorter College, borrowing privileges with the Shorter College's, A.W. Young library is extended to current students, faculty, and staff only upon registration with the library and issuance of a valid Library Card. A separate memorandum of Agreement allows the same internet access to the Payne Theological Seminary system. Registration forms will be furnished to all students completing enrollment each term. Faculty and staff members will receive a registration form during the fall Faculty/Staff Institute or whenever convenient. Upon the first visit of a registered person to the library, a borrower's card will be issued. This card will have a unique patron number and the corresponding barcode which will be used to identify the patron). This card must be presented each time the patron checks out any materials. Each term a student must renew his card by showing proof of enrollment for the new term. Faculty members will be automatically renewed if currently on the teaching schedule. No person with an outstanding balance for fines or lost books will be allowed to renew his card until the balance has been paid. Lost cards will be replaced at a cost of \$5.00.

## **LIBRARY CHARGES**

A fine is assessed for books overdue, payable at the time books are returned. Missing or damaged library volumes are billed directly to the student's account.

## **LIBRARY AND CLASSROOM - COPYRIGHT COMPLIANCE POLICY**

The purpose of the Jackson Theological Seminary Copyright Compliance Policy for the Library and the Classroom is to provide a summary of United States Copyright Law as it relates to the use of copyright protected works in the classroom and library at Jackson Theological Seminary. This policy covers copyright issues including but not limited to photocopying, traditional classrooms, print and electronic holdings, Interlibrary loans, and document deliveries. This policy is not intended to be a substitute for legal advice.

Specific rights are granted to students and faculty for their individual creative work. U.S. Copyright Act (Title 17, U.S. Code). Among the exclusive rights granted to "authors" are the rights to reproduce, distribute, publicly perform, and publicly display their works. These works may include books, magazines, journals, newsletters, maps, charts, photographs, other printed materials, and non- printed materials.

These rights provide copyright holders control over the use of their creations and an ability to benefit monetarily and otherwise, from the use of their works. Non-copyright holders, as determined by the law, must generally obtain copyright permission prior to using or reproducing that work. Exceptions in the Copyright Act are for certain academic uses; for example, permission is not required for actions such as reading or borrowing original literary works or photographs from a library collection. See Fair Use Provision (Copyright Act, Section 107).

Under the Fair Use Provision, a reproduction of someone else's copyright-protected work is likely to be considered fair if it is used for one of the following purposes: criticism, comment, news reporting, teaching,

scholarship, and research. If the reproduction is for one of these purposes, a determination as to whether the reproduction is fair use must be made based upon these four factors:

1. Purpose and character of the use
2. Nature of the copyright – protected work
3. Amount and substantiality of work used
4. Effect of the use on the market or potential market value of the work

To minimize the risk of copyright infringement, Jackson interprets the following as fair use of copyrighted works:

1. Quotation of short passages in a scholarly or technical work for illustration or clarification of the author's observations.
2. Spontaneous one-time use of reproduction of material for classroom use.
3. Use in parody of short portions of the work itself.
4. A summary of an address or article, which may include quotations of short passages.

If the use does not meet the above criteria and the work is protected by copyright, permission from the copyright holder or agent needs to be obtained.

Classroom Handouts fall into two categories; one that requires permission and one that does not. If the handout is spontaneous and a new work that permission could not be obtained in a timely manner, the work may be used without obtaining permission. If the handout is planned, repeated from semester to semester, or involves works that have existed long enough to obtain permission in advance; the work cannot be used without permission.

Copies of a publication that the library owns may be placed on reserve in the library without obtaining copyright permission. However, the library cannot reproduce additional copies and place them on reserve for students to review, in either paper or electronic format, without obtaining copyright permission.

Photocopying by students is subject to a fair use analysis as well. Photocopying all the assignments from a book recommended for purchase by the professor, making multiple copies of articles or book chapters for distribution to classmates, or copying material from consumable workbooks, all require copyright permission.

Photocopying in the Jackson Library is permissible without obtaining permission from the copyright owner, under the following circumstances:

1. Library user requests one copy of an article from a periodical or short excerpt of any other work.
2. The reproduction must become the property of the library user.
3. The library staff must have no reason to believe that the reproduction will be used for purposes other than private study, scholarship and research.
4. The library must display: The Copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproduction of copyright material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction not be "used for any purposes other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes more than "fair use," that user may be liable for copyright infringement.

5. Up to three reproductions of any unpublished work owned by the library may be made for preservation, security or for deposit for research use in another library or archives, including digital reproductions, of a published work that is lost, stolen, damaged, deteriorating or stored in an obsolete format.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **STUDENT RIGHTS**

Jackson Theological Seminary is an academic community in which all persons—students, faculty, staff, and administration—share responsibility for its growth and continued welfare. Jackson Theological Seminary encourages all members of the Seminary community to endorse, support, and abide by the Seminary’s values, which this community has deemed fundamental to its mission and integral to its growth.

### **NON-DISCRIMINATION**

Students have the right not to be discriminated against by any agent or organization of Jackson Theological Seminary for reasons of race, creed, religion, ethnic or national origin, gender, sex, age, disability, marital status, political or social affiliation, or sexual orientation. In their individual roles as members of student organizations, students have the responsibility not to discriminate against others.

### **ACADEMIC PURSUITS**

Students have the right to accurate and plainly stated information relating to maintenance of acceptable academic standing, graduation requirements, and individual course objectives and requirements. Students can expect instruction from designated instructors at appointed class times and reasonable access to those instructors. Students have the responsibility to attend class and to know their appropriate academic requirements.

### **QUALITY ENVIRONMENT**

Students have the right to expect a reasonably safe environment supportive of the Seminary’s mission and their own educational goals. Students have the responsibility to protect and maintain that environment and to protect themselves from all hazards to the extent that reasonable behavior and precaution can avoid risk.

## **GOVERNANCE / PARTICIPATION**

Students have the right to establish representative governmental bodies and to participate in Seminary governance in accordance with the rules and regulations of the Seminary. Students who accept representative roles in the governance of the Seminary have the obligation to participate responsibly.

## **CONFIDENTIALITY**

Students have the right to access and control access to their education records as provided in the federal Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment.



These include the right to review and challenge the content of educational records, control disclosure of personal and academic information to third parties and limit the routine disclosure of all or some information defined as “directory information” by the act.

## **EMERGENCY SAFETY AREAS ON CAMPUS**

In case of a fire in the building all students will exit from the nearest exit and meet in the parking lot out front. In case of an emergency where the students must take refuge in the Seminary (Weather etc. all students will move to rear classroom on either side of the building to avoid the windows in the front classrooms. If a staff member determines that staying near the seminary is unsafe, all will evacuate to the Shorter College campus.

### **EMERGENCY CLOSINGS**

The Seminary may close for inclement weather conditions or for conditions at the Seminary that are beyond our control. In the event of a weather-related closing, the, students and staff may check local TV and radio stations for pertinent information regarding closings. In case of other events that may require the seminary to close, the staff and students will be notified via Text message and or email.

## **CAMPUS COMMUNICATION**

### **EMAIL AND STUDENT INFORMATION SYSTEM**

The communication system at Jackson Theological Seminary is two-fold: school generated emails and Populi, which is the internal online Student Information System (SIS). Populi will be expanded to incorporate internal emails, sharing of documents (homework, forms, information, etc.) as soon as possible. Jackson’s website contains current information regarding the Seminary. [www.jtseminary.org](http://www.jtseminary.org)

### **RESPONSIBLE USE OF TECHNOLOGY POLICY**

Jackson Theological Seminary provides students, faculty and staff with access to technology resources. This includes but is not limited to computers, telephones, printers, fax machines, PDAs, digital cameras, copiers, TV/VCRs, DVD/CD-ROM, flash drives, video and audio cassettes, scanners and access to information via the Internet and the Seminary network. These technologies are intended for instructional, research, and administrative activities of the institution and are designed to facilitate communication and learning.

Members of the Jackson community, i.e., all employees, students and Board members, are expected to use technology in a manner consistent with state and federal laws, the mission of the Seminary and other official Seminary documents such as the policy and procedures of the Seminary, the Seminary Catalog, the Student Handbook, etc.

Users of the Seminary technology resources agree to:

1. Comply with all federal, state, other applicable laws, and Seminary policies and procedures
2. Use resources responsibly
3. Protect the integrity of the physical and software facilities
4. Respect the rights and privacy of other users

5. Respect data belonging to others
6. Use only those technology resources that they are authorized to use and only in a manner and to the extent authorized
7. Protect the integrity of their own user accounts

**Illegal activities** of any kind shall not be tolerated. Such activities include but are not limited to:

1. Acquiring, uploading, downloading or possessing any material that is considered child pornography
2. Harassment
3. Libel
4. Any act that violates copyright laws
5. Unauthorized access to the network (“hacking”)
6. Impersonating other individuals
7. Creating, using or distributing virus programs or programs that attempt to scan or exploit network security and/or other vulnerabilities

**Failure to Comply** Violation of any of the Jackson Responsible Use of Technology Policies and Procedures may result in disciplinary action. Violators of these regulations may be ejected from Jackson owned or controlled property, and subject to criminal prosecution and/or Seminary discipline.

## **INSTITUTIONAL PURPOSES**

This Jackson Theological Seminary policy is intended to allow for the proper use of online computing and network resources and other electronic devices. Effective protection of individual users, equitable access, and proper management of those resources.

### **ACCEPTABLE USES POLICY**

The use of Jackson Theological Seminary’s online Computing resources and other electronic devices and access is a privilege, not a right. All Seminary students, faculty and staff are responsible for using these resources in an effective, ethical, and lawful manner. The Seminary’s Computing resources, and other electronic devices (software and hardware) are to be used to advance the Seminary’s mission in an atmosphere that encourages access to knowledge and sharing of information. The Seminary provides many computing networks resources for use by students, faculty, and staff. All are encouraged to use electronic mail, or e-mail and other social networks for Seminary related activities and to facilitate the efficient exchange of useful information. Access to emails and other social networks is accompanied by user responsibilities.

Users are expected to be ethical and responsible in their use. The use of the Seminary’s resources for commercial purposes is permitted only by arrangement with the Seminary. This policy is to assure that the technology provided for the students, faculty and staff use is always available for everyone, and that no single individual will prevent, interrupt, or deter another individual from equal opportunity, nor violate another individual’s rights to the online use.

Throughout this policy, an “individual” refers to the Seminary’s students, faculty and staff. “Network” refers to the entire learning system of the Seminary.

## **UNACCEPTABLE USE POLICY**

### **LEGAL USE**

Computing resources and other electronic devices and other electronic devices and other electronic devices may only be used for legal purposes. Examples of unacceptable purposes include, but are not limited to the following:

- a. Harassment of other users
- b. Libeling or slandering other users
- c. Destruction of or damage to equipment, software, or data belonging to the Seminary or other users
- d. Disruption or unauthorized monitoring of electronic communications
- e. Unauthorized copying of copyright-protected material
- f. Sending, receiving, or viewing inappropriate communications, i.e. Pornography, profanity, vulgarity, etc.
- g. Concealing or misrepresenting your name or affiliation in e-mail messages.

### **ETHICAL USE**

Computing resources and other electronic devices and other electronic devices should be used in accordance with the ethical standards of the Seminary's community. Examples of unacceptable use (some of which may also have legal consequences) include, but are not limited to the following:

- a. Violation of network security, hacking, pirating, etc.
- b. Setting up servers and software that are against the Seminary's policies or which invite an exceptional amount of network access traffic
- c. Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others
- d. Use of computer communications in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, etc.)
- e. Use of computing network for private business purposes unrelated to the mission of the Seminary
- f. Academic dishonesty (plagiarism, cheating, copy/paste others works, etc.)
- vii. Violation of software agreements
- g. Violation of network usage policies and regulations
- h. Violation of another user's privacy
- i. Display or distribution of materials (text, audio, or video) which are obscene, sexist, or racist on any network location where it may be deemed offensive to other individuals
- j. Use of profanity, obscenity, or other language that may be offensive to other individuals.

### **CONFIDENTIALITY**

The right to privacy of all individuals is also to be upheld. Jackson Theological Seminary will do everything within its power to protect the confidentiality of the network and its users. However, individuals must also do their part to assist in this process. Electronic data of any type on the network, including e-mail, is not

confidential. While the Seminary does everything in its power to keep data confidential, the Seminary cannot make guarantees. Individuals are expected to abide by the security restrictions on all systems and information to which they have access. All equipment and the data it contains are the property of Jackson Theological Seminary, but due to the nature of the Internet, no guarantees can be made.

## **COOPERATIVE USE**

Computing resource users can facilitate computing at the Seminary in many ways by:

- a. Regular deletion of unneeded files from one's accounts on computing resources and other electronic devices
- b. Refraining from overuse of connect time, information storage space, printing, or processing capacity
- c. Refraining from overuse of interactive network utilities (Chat). Refraining from use of sounds and visuals which might be disruptive to others.
- d. Refraining from use of any computing resource in an irresponsible manner. Refraining from initiating or forwarding e-mail "chain letters" or "broadcast" and spam messages.

## **CONSEQUENCES**

Violators of computing network use policies will be subject to disciplinary procedures of the Seminary. Violations of the policies described above for legal and ethical use of computing network will be dealt with in a serious and appropriate manner. Illegal acts involving computing network may also be subject to prosecution by local, state, or federal authorities.

## **DISCLAIMER**

As a part of the services available through Internet, the Seminary provides access to many conferences, lists, links and bulletin boards. Inadvertently, some of these lists may contain objectionable material and the Seminary is not to be held liable.

## **USE OF E-MAIL AND OTHER SOCIAL NETWORKS**

- a. Access to and the responsible use of e-mail and other social networks is essential to the pursuit and achievement of excellence at the Seminary.
- b. The Seminary encourages social networks use to enhance productivity through the efficient exchange of information to further education and the expression of ideas.
- c. Use of these resources must be consistent with these goals.
- d. As a responsible member of the Seminary, the users are expected to act in accord with the following general guidelines based on common sense, common decency, and civility applied to the networked computing environment:
  - i. Messages sent as electronic mail should meet the same standards for distribution or display as if they were tangible documents.
  - ii. The users should clearly and accurately identify themselves in all emails.

- iii. Concealing or misrepresenting names or affiliation to dissociate themselves from responsibility for their actions is never appropriate.
- iv. Alteration of the source of electronic mail, message, or posting is unethical and possibly illegal.
- v. All electronic files will be assumed to be directed to the student only.
- vi. Be sensitive to the inherent limitations of the network resources. No computer security system can absolutely prevent a determined person from accessing stored information that they are not authorized to access.
- vii. While the Seminary has no interest in regulating the content of electronic mail, it cannot guarantee the privacy or confidentiality of electronic documents.
- viii. Good judgment dictates the creation only of electronic documents that may become available to the public.
- ix. Users should respect the rights of others.
- x. Do not send abusive, threatening, or harassing materials.
- xi. Christian discourse is free of intimidation and harassment and based upon a respect for individuals as well as a desire to learn from others.
- xii. While debate on controversial issues is inevitable and essential, it is the user's responsibility to do so in a way that advances the cause of learning and mutual understanding.
- xiii. Users are expected to promote efficient use of network resources consistent with the instructional, public service and administrative goals of the Seminary.
- xiv. Users should show consideration for others and refrain from engaging in any use that would interfere with their work or disrupt the intended use of network resources.
- xv. Users should avoid wasteful and disruptive practices, such as sending "chain letters," "broadcast" messages or unwanted material (spam).
- xvi. E-mail and other network resources may not be used for commercial purposes or personal financial gain.
- xvii. The same standards of conduct expected of students, faculty, and staff regarding the use of cell phones, and other resources also apply to the use of e-mail.
- xviii. Users will be held no less accountable for their actions in situations involving e-mail the same as with other media. xix. Users are expected to abide by the security policies on all systems and information with which they have access.

Users should avoid any communication where the meaning of the message, or its transmission or distribution, would be illegal, unethical, or irresponsible.

Conduct that involves the use of information resources to violate any of the Seminary's policies or to violate another's rights are a serious abuse subject to appropriate disciplinary action.

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law that protects the privacy and confidentiality of personally identifiable information contained within student education records. Jackson Theological Seminary complies with FERPA's confidentiality protections and adheres to procedures dealing with student education records and directory information recommended by the American Association of Collegiate Registrars and Admissions Officers. This law is commonly known as the Buckley Amendment.

## **WHAT ARE EDUCATION RECORDS?**

Records—handwritten, print, computer, videotape, audiotape, film, microfilm, microfiche or e-mail—of an institution that:

1. Contain information directly related to the student and
2. Are maintained by an agency or institution or party acting in its behalf.

### **EDUCATION RECORDS DO NOT INCLUDE**

- Records/notes in sole possession of maker not accessible or revealed to any other person except a temporary substitute.
- Medical records.
- Employment records when employment is not contingent on being a student, provided the record is used only in relation to the individual's employment.
- Records created and maintained by a law enforcement unit used only for that purpose, are revealed only to law enforcement agencies of the same jurisdiction, and the enforcement unit does not have access to education records.
- Information on a person that was obtained when no longer a student (i.e. alumni records) and does not relate to the person as a student.

### **DIRECTORY INFORMATION**

- Name
- Address
- Telephone listings
- E-mail address
- Photographs
- Major field of study
- Dates of attendance
- Enrollment status
- Degrees and awards received
- Recent previous educational institution attended by the student

Documents that list the categories of information designated by Jackson Theological Seminary as “directory information” are Catalog and Seminary website.

“Directory information” may be made available, with-out the student’s consent, through a variety of ways, including but not limited to the following media: • electronic and Internet directories.

- Telephone or written responses to requests from external/third parties including but not limited to potential employers and/or scholarship agencies.
- Announcements released by the Seminary to newspapers, particularly students’ hometown newspapers.
- Announcement of official graduations, which occur at the completion of each semester or term.

## **WHAT DIRECTORY INFORMATION CAN BE RELEASED WITHOUT A STUDENT'S CONSENT?**

The law allows disclosure without consent to:

- school employees who have a legitimate educational interest.
- other schools, upon request, in which a student is seeking or intending to enroll.
- accrediting organizations.
- organizations doing certain studies for or on behalf of the Seminary.
- appropriate parties in connection with financial aid to a student to determine eligibility, amount or conditions of financial aid, or to enforce the terms and conditions of aid.
- certain government officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with an audit, authorized representatives of the U.S. Attorney General for law enforcement purposes or state or federally supported education programs.
- individuals who have obtained a judicial order or subpoena.
- school officials who have a need to know concerning disciplinary action taken against a student.
- appropriate parties who need to know in cases of health and safety emergencies when necessary to protect the health and safety of the student and/or others.
- state and local authorities, within the juvenile justice system, pursuant to specific state law.
- alleged victim of a crime of violence that results in a disciplinary proceeding for that crime.
- parent or legal guardian of a student under the age of 21, information regarding any violation of university policy or state, federal or local law, governing the use or possession of alcohol or a controlled substance;
- those requesting “directory information” on a student provided the student has not requested his or her information be withheld.

What can a student do if she/he does not want “directory information” made available to the public? Complete a Request to Prevent Disclosure of Directory Information.

A student may formally request the Seminary Registrar to prevent disclosure of “directory information” except to school officials with legitimate educational interests and certain others as specified by the Family Educational Rights and Privacy Act of 1974 (FERPA).

### **TO ADD A PRIVACY FLAG**

To withhold disclosure, a student must present a photo ID in person to the Registrar’s Office and complete a Request to Prevent Disclosure of Directory Information Form. The form may be submitted at any time throughout the year and will go into effect immediately.

This suppresses the student’s “directory information,” which prohibits the institution from supplying the requested information. The Privacy Flag prohibits Jackson Theological Seminary from releasing any information regarding a student’s status at the institution.

This notation appears on the record until the student has initiated a request for removal.

If you request a Privacy Flag on your record, then the Seminary cannot acknowledge the fact of your enrollment to anyone who requests verification of enrollment. This includes deferring loan repayments or inquiries from a prospective employer. Please keep this in mind when requesting a Privacy Flag on your record.

## **TO REMOVE A PRIVACY FLAG**

To remove the privacy request, the student is required to present a photo ID in person to the Registrar's Office and complete a Privacy Release Form. This allows the Seminary to release any information deemed "directory information" concerning the student. "Directory information" is defined under "Notification of Rights Under FERPA for Postsecondary Institutions." Notification of Rights Under FERPA for Post-Secondary Institutions (See Poster Wall). The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. If you have any questions, please 1.800.U.S.A.LEARN (872.5327).

## **RIGHTS TO INSPECT AND REVIEW STUDENT RECORDS**

The right to inspect and review the student's education records within 45 days of the day the Seminary receives a request for access. Students should submit to the registrar or other appropriate official written requests that identify the record(s) they wish to inspect.

1. Decides for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Seminary official to whom the request was submitted, that official advises the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes inaccurate. Students may ask the Seminary to amend a record that they believe is inaccurate. They should write the Seminary official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate. If the Seminary decides not to amend the record as requested by the student, the Seminary will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures are provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Seminary in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the Seminary has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.
4. Upon request, the Seminary discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request). The Seminary may release information without the student's consent where the information is classified as "directory information." The following categories of information have been designated as directory information: name, address, telephone listing, e-mail address, photographs, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, fulltime/part-time status, and the most recent previous educational institution attended by the student. Students who do not wish such information released without their consent should notify the Office of Academic Services in writing and follow the procedures listed here.



5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Jackson Theological Seminary to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
  - Family Policy Compliance Office
  - U.S. Department of Education
  - 400 Maryland Avenue, SW
  - Washington, D.C., 20202-8520

Questions concerning this law and the Seminary's procedures regarding release of academic information may be directed to the Director of Admissions/Academic Records (DAR) at 501.492.8395 ext. 609.

## **ANNUAL FERPA NOTIFICATION DEADLINE**

To prevent the "directory information" items listed above from appearing in any of these mediums, students must file a "Request to Prevent Disclosure of Directory Information" at the time of the annual FERPA notification or by three weeks into Fall semester. Requests filed after the Fall semester deadline may not prevent designated "directory information" from appearing in these mediums. Jackson Theological Seminary assumes that a student's failure specifically to request blocking access to any element of "directory information" constitutes approval for disclosure. To prevent the Seminary from disclosing any "directory information" to third parties, students must sign and file a "Request to Prevent Disclosure of Directory Information" with the Registrar.

Such requests may be filed at the time of the annual FERPA notification or at any other time during an academic year. The request to prevent disclosure of "directory information" will remain in effect permanently, including after departure from the Seminary, unless subsequently changed by the student. At the time of graduation, students are given another opportunity to release such "information hold."

## **RIGHTS TO MAKE CHANGES**

Jackson Theological Seminary reserves the right to make changes to this document without approval of students and or faculty. The seminary reserves the right to make without immediate notification to students and staff. Notification of changes will be provided as soon as possible.

## **STUDENT COMPLAINT/GRIEVANCE POLICY**

The core values of Jackson Theological Seminary embrace:

1. Excellence
2. Tolerance
3. Servant Leadership
4. Spiritual Formation, Growth and Transformation

These values are demonstrated by a passion for high standards, which include respect, honesty, justice, integrity and accountability. Tolerance is demonstrated through an unreserved acceptance of the concepts of love, justice, forgiveness and a capacity for openness to difference. Further, Jackson believes in a servant leadership that is lived out through being a responsible steward who serves with care, humility and strength

of boldness as he/she articulates his/her vision and inspires others. We are committed to an on-going process of spiritual formation, growth and transformation through honest self-reflection and prayer.

It is recognized that disagreements and misunderstandings will occur within the human community. Therefore, this grievance policy is guided by the above values and behaviors and a desire for conflict resolution within a spirit and atmosphere of love and tolerance.

This policy covers all student grievances, except those infractions covered by law, such as sexual harassment and gender and age discrimination, which apply to the whole community. These areas are covered in a different policy and will require a different process.

## **STUDENT RULES AND CODE OF CONDUCT**

Students are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this Seminary community.

Jackson Theological Seminary considers the following behavior, or attempts thereof, by a student or student organization, whether acting alone or with any other persons, to violate the Student Rules of Conduct. The student, by enrollment, assumes submission to these Student Rules of Conduct.

1. Physical harm or threat of physical harm or general conduct that threatens the mental health of any person or persons.
2. Physical, verbal, oral, or written harassment that is beyond the bounds of protected free speech.
3. Disorderly conduct, including but not limited to, public intoxication, lewd, indecent or obscene behavior, or intentional disruption of lawful activities of the Seminary.
4. Theft, damage to personal/Seminary property, or unauthorized entry, use or occupation of Seminary facilities.
5. Forgery, alteration, fabrication, or misuse of records, grades, diplomas, Seminary documents, and identification cards.
6. Illegal purchase, use, possession, or distribution of alcohol, drugs, or controlled substances on Seminary property.
7. Non-compliance with directives of Seminary officials on safety and security issues.
8. Possession of firearms, explosive devices, fireworks, dangerous or illegal weapons, or hazardous materials.
9. Interference with or misuse of fire alarms, or other safety and security equipment or programs.
10. Violation of any federal, state, or local law that has a negative impact on the wellbeing of the Seminary or its individual members.
11. Violation of Seminary policies, rules, or regulations that are published in the catalog or any other official Seminary publications or agreements.

Failure to abide by these rules can lead to disciplinary action, up to and including expulsion from the Seminary.

## **DUE PROCESS**

Students have the right to due process before formal disciplinary sanctions are imposed by the Seminary for violations of the Student Rules of Conduct. Students have the right to written notification and the opportunity for a hearing before any change in status is incurred for disciplinary reasons, unless a significant threat to persons or property exists.

If a student has a disagreement with a faculty member, another student, staff member, or a member of the administration, he/she will follow the following process:

### **Step 1**

Complete the first section of the Complaint/Grievance Form and try to resolve the issue with the individual. If the issue is resolved here, the two parties sign the form that the issue is resolved, and the grievance stops here. If it is not resolved here, the parties will sign (only the aggrieved party needs to sign) that the issue is not resolved and the reasons it is not resolved.

### **Step 2**

The second section of the form must be completed and sent to the Chief Academic Officer. The CAO will meet with the aggrieved parties and attempt to resolve the issue. If the issue is resolved here, both parties and the CAO will sign and date the form and state the resolution. The process stops here. If the issue is not resolved here, the parties will sign and date that the issue is not resolved, and the reason it was not resolved.

### **Step 3**

The third section of the form will be completed by the aggrieved party: A petition to the Grievance Committee. This petition is addressed in a hearing held by the Grievance Committee. The decision of the Grievance Committee is final. The petition is signed and dated by the chair of the Grievance Committee and a letter sent to the aggrieved party stating the decision and the rationale for the decision. A copy of the letter is attached to the Grievance Form, which is filed in the Grievance File by the chair of the Grievance Committee.

It is recognized that some students may not be satisfied with the decision of the Grievance Committee. In this case, the petition and attached decision of the Grievance Committee can be appealed to the Chief Executive Officer (CEO). The CEO will decide based upon the documentation and write a letter to the aggrieved party informing her/him of the decision. A copy of the letter will be attached to the previous papers and placed in the Grievance File.

If a student has an issue with a member of the Grievance Committee, that person should remove himself/herself from the committee for the hearing and be replaced by another person from his/ her area. A Grievance Form can be obtained in Academic Services.

## **COMPLAINT AND GRIEVANCE COMMITTEE**

A standing student grievance committee consists of the following representatives:

1. Two student representatives
2. One faculty representative

3. One staff representative
4. One administration representative

The committee representatives will be selected by the groups they represent: for example, students will be selected by the student government; the faculty member will be selected by the faculty; the staff representative will be selected by the staff; and the administration representative will be selected by the administration.

The Chief Academic Officer shall appoint all members of the Grievance committee. The faculty, staff and administration representatives on the grievance committee will be selected at the beginning of the academic year and will serve for one year: August 1 through July 31.

The student representatives will be selected during the spring of an academic year and will serve through the fall of the following academic year.

## **FILING A COMPLAINT WITH TRACS**

Students may contact TRACS Accrediting Agency by completing the TRACS Complaint Form found on [https://tracs.org/Documents/3.TRACSComplaintForm-AgainstInstitution\\_000.pdf](https://tracs.org/Documents/3.TRACSComplaintForm-AgainstInstitution_000.pdf) Complaints are submitted in writing on the TRACS Complaint Processing Form (Link above) and in accordance with the provisions detailed on the TRACS Complaint Information Sheet. • A printed copy of all materials is sent to: President, Transnational Association of Christian Colleges and Schools, 15935 Forest Rd., Forest VA 24551. • TRACS will not consider complaints submitted on behalf of another individual, Forest, VA 24551

## **FILING A COMPLAINT WITH STATE AGENCY**

Students must follow the institution's published student grievance process before contacting the Arkansas Department of Higher Education (ADHE). Grievance policies can usually be found in the academic catalog, student handbook, or institution's website. Grievances regarding student grades or conduct violations are governed entirely by institutional policy and Arkansas law and will not be considered by ADHE. If a student must report an unresolved grievance, the student may contact ADHE at [ADHE\\_Info@adhe.edu](mailto:ADHE_Info@adhe.edu). Resolutions by ADHE are final. Students must submit a written grievance to ADHE. The grievant also must provide written documentation from the college/university verifying that the institution's appeal process has been followed."

## **APPENDICES**

- **STUDENT GRIEVANCE COMPLAINT FORM**
- **DROP/ADD FORM (See Director of Admissions and Academic Records)**



# Jackson Theological Seminary STUDENT GRIEVANCE/COMPLAINT FORM

PLEASE PRINT YOUR FULL NAME: \_\_\_\_\_

YOUR CONTACT PHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_/\_\_\_\_/\_\_\_\_

TIME OF INCIDENT (Approximate): \_\_\_\_\_

LOCATION OF INCIDENT: \_\_\_\_\_

NAMES OF WITNESS IF ANY: \_\_\_\_\_

**WHAT TYPE OF INCIDENT:**

- Sexual Misconduct       Sexual Harassment?
- Discrimination       Abusive Language
- Threat of Violence       Physical Violence       Other

:

**THE ACT WAS COMMITTED BY:**

Student       Faculty Member       Vender at the School

Someone Affiliated with the Seminary

Someone Not Affiliated with the Seminary

**PLEASE CHECK ONE**      Describe the incident in the space below: you may continue the rear if you need more space:

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

RECEIVED BY CAO \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

STUDENT COMPLAINT FORM CONTINUE HERE

Sign here if this side is used: \_\_\_\_\_

FOR JACKSON USE ONLY

Revised 8.28