

# Student Handbook

2024-2025



**FAITH**  
THEOLOGICAL SEMINARY

1518 North Rolling Road  
Catonsville, MD 21228  
(410) 788-6132

<https://www.ftscatonsville.org/>

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## WELCOME FROM THE SEMINARY PRESIDENT

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Welcome to Faith Theological Seminary. It is no accident that you are a student here. God has providentially placed you here for a season of study and training. Trust me when I say this, time will go by fast.

I remember that my days in seminary were some of the happiest, most satisfying days of my life. I walked through the doors every day thanking God for the opportunity to study God's Word on a deeper level and to prepare myself for a lifetime of Christian service. I now look back fondly on those days and cherish the friendships and bonds developed both with godly professors and peers. I hope and pray that you will enjoy your seminary experience as much as I did mine. We are here to make that hope a reality. We want to make your experience here joyful. Part of that is knowing what to expect. A seminary, of course, must have guidelines, rules, and foster a spirit of discipline without becoming legalistic.

This *Student Handbook* is designed to be a help to each student. It is book of basic procedures during your time as a student of FTS. Please be sure to read through it, and if you have any questions, don't hesitate to ask. The faculty, staff, and administration are here to serve you. Please also consult the *Academic Catalog* available on the Seminary website.



We are praying for you that you will be used of God greatly to bring about spiritual transformation in your community, local church, and around the world.

Soli Deo Gloria,  
Jerry R. Harmon  
President,  
Faith Theological Seminary



## ADMINISTRATIVE SERVICES AND CONTACTS

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### **Administration Contacts:**

Students are requested to inquire about the location of offices when they need to speak with individual members of the faculty or administration.

Faith Theological Seminary provides the following administrative services:

**Admissions:**

[jgorham18@ftscatonsville.org](mailto:jgorham18@ftscatonsville.org)

**Registrar:**

[mmasih22@ftscatonsville.org](mailto:mmasih22@ftscatonsville.org)

**Academic** (Chief Academic Officer):

[s.hague@ftscatonsville.org](mailto:s.hague@ftscatonsville.org)

**Financial** (Chief Financial Officer and Business Manager):

[a.jones@ftscatonsville.org](mailto:a.jones@ftscatonsville.org)

**Operations** (Chief Operations Officer):

[jgorham18@ftscatonsville.org](mailto:jgorham18@ftscatonsville.org)

**Information Technology and website:**

[afinley21@ftscatonsville.org](mailto:afinley21@ftscatonsville.org)

**Library:**

[lindsay.wilson34@gmail.com](mailto:lindsay.wilson34@gmail.com)

**Development** (Director of Development)

[d.wagner@ftscatonsville.org](mailto:d.wagner@ftscatonsville.org)

**Dean of Students:**

[j.kim@ftscatonsville.org](mailto:j.kim@ftscatonsville.org)

**Assistant Dean of Students:**

[h.lee@ftscatonsville.org](mailto:h.lee@ftscatonsville.org)

The name by which this nonprofit 501c3 educational organization is known is Faith Theological Seminary of Catonsville, herein referred to as FTS.



## ADMISSIONS POLICY AND PROCESS

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### ***Admissions Policy***

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

In considering applications, the Office of Admissions reviews the prospective student's complete Application for Admission, Pastoral Reference, personal testimony, and official academic transcripts. If the prospective student meets the required criteria for acceptance, they are admitted into FTS until they complete their program or become inactive. Applications should be received by the Admissions Office at least two weeks prior to the last day of registration (see Academic Calendar). Applications for a degree program will only be considered by the Office of Admissions when all of documents have been received.

Classes can be taken only by those who have completed the application process (degree or non-degree credit) and have been admitted into the Seminary. Applicant filed documents will be retained in the Office of Admissions for a period of three years after the Application for Admission was submitted. If the applicant's admission is not finalized within three years, all documentation will be destroyed.

### ***Admissions Process***

1. Apply for admission by using the Application for Admission form available at FTS or online at [ftscatonsville.org/admissions](http://ftscatonsville.org/admissions).
2. Submit a personal testimony that includes evidence of Christian faith in Jesus Christ and aspiration for Christian service.
3. A Pastoral Reference Form must be completed by the applicant's pastor and sent to FTS.
4. Request that Official Transcript(s) from previous academic institutions be sent to the FTS Office of Admissions.
5. Submit the Application Fee of \$50 (non-refundable) to the FTS Business Office. Application Fee for International Students is \$150. No application will be processed without this fee.
6. After all the documents listed have been compiled, submission can be completed through the FTS Office of Admissions.

## BUSINESS OFFICE SERVICES

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Administrative offices are open from 9:00 am to 4:00 pm, Monday through Friday.

### **Student Accounts**

Student accounts must be paid in full to register for courses each semester. The current fee schedule is printed in the *Catalog*. Tuition payments can be split into monthly installments. This



option is not available for international students in F-1 status. A \$45 fee will be assessed for all returned checks or refused credit/debit cards.

## COMPUTER ACCESS AND USAGE

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

- The use of computers provided is subject to the normal requirements of legal and ethical behavior.
- Student access to the Internet is intended for Seminary business and educationally related purposes.
- Computers provided by should not be used to copy or transmit copyrighted software or other material protected by copyright laws.
- Computers provided should not be used to support any type of fundraising.
- Computers provided should not be used to create, transmit, or store harassing, obscene, or abusive messages, images, or materials.
- The Seminary does not manage the Internet and, therefore, is not responsible for offensive material that may be encountered.

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

## DATA SECURITY, STORAGE, RETRIEVAL, AND RETENTION

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*Storage and Security:* all institutional documents and data are stored in locked administrative offices (Business, Registrar, Admissions, Academic) designated to their appropriate provenance with need-to-know access only and are also securely stored digitally on Populi, Resource Mate, and Google Drive. Where necessary, certain data are also backed up daily on flash drives.

All hard copies of materials related to student application documents, and all other student related documents, are scanned and stored on Populi, the institutional School Management System, under the respective student accounts. Student applications are generally received through Populi, where they apply and submit their documents, and are all stored digitally and securely. The scanned original hard copies are then stored in file cabinets in their respective offices: financial related materials in the Business Office, application related materials in the Registrar's Office and the Admissions Office. Every office with sensitive, confidential data is locked anytime the administrative personnel are out-of-office.



*Retrieval:* data access and retrieval are restricted in each case to the properly designated proprietor or administrator of the information so that all confidential information access is carefully protected from all unauthorized persons.

*Retention:* all student, staff, and faculty records are retained indefinitely unless otherwise noted in the institutional “Record Retention Schedule.” This includes all materials whether in hard-copy, digital, or other format. The institution also retains the right to destroy data no longer deemed having any immediate or long-term value. For further clarification, see “Record Retention and Destruction Policy.”

## **COURSE MATTERS FOR STUDENTS: REGISTRATION, ADD/DROP, REPEATING COURSES, WITHDRAWAL**

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### **Academic Calendar 2024-2025**

<b>Fall 2024</b>	
Registration Begins (on Populi)	July 1
Registration Ends	August 12
Late Registration (fee applies)	August 13 – September 6
Labor Day Holiday - Offices Closed	September 2
Classes Begin	September 3
Student Orientation (online)	September 3 at 7:00 P.M. (EST)
Add Classes Period ends (on Populi)	September 20
Drop Classes Period ends (on Populi)	October 11
Legacy Conference: What is the Good Life?	September 8 (3:00pm - 9:00pm)
Fall Scholarly Lecture	Oct [TBD] (starts with breakfast at 8:30 am)
Thanksgiving Break – Offices Closed	November 23 - 30
Christmas Fellowship Dinner	December 16 at 6:00 P.M. (Grace Place)
Finals Week	December 16 - 21
Semester Ends	December 21
Winter Break Begins	December 23
Registration Begins (on Populi)	November 1
<b>Spring 2025</b>	
Registration Ends	January 17
Martin Luther King Day – Offices Closed	January 20
Late Registration (fee applies)	January 13 - 24
Student Orientation (online)	January 30 at 7:00 P.M. (EST)
Classes Begin	February 3
Add Classes Period ends (on Populi)	February 14
Drop Classes Period ends (on Populi)	February 28
Easter Break – Offices Closed	April 14 - April 20
Spring Scholarly Lecture	April 26 (starts with breakfast at 8:30 am)





Finals Week	May 19 - 23
Memorial Day Holiday – Offices Closed	May 26
Annual Commencement	June 1, 7:00pm
<b>Summer 2025</b>	
Registration Begins (on Populi)	April 25
Registration Ends	May 23
Late Registration (fee applies)	May 25 – June 3
Memorial Day Holiday – Offices Closed	May 26
Classes Begin	June 2
Independence Day Holiday – Offices Closed	July 4
Summer Term Ends	August 1

## Course Registration

Prior to the beginning of each semester, students are required to complete the registration process online through Populi. No person is registered until all tuition and appropriate fees are paid. Specific dates are assigned for registration each semester. Students registering for classes after the deadline must pay a Late Registration Fee. No student may register after the second week of class. The Seminary limits the total number of credits a student may register for in any given semester to a maximum of eighteen semester credit hours (a total of six, three credit courses).

Access our website at [www.ftscatonville.org](http://www.ftscatonville.org), click on the Programs tab then click on Current Course Schedule to see what classes are available. After viewing the schedule and deciding what courses you want to take, log into your Populi account, click My Profile, then click Registration to select your courses. After selecting your courses, you will need to enter payment information. If problems arise, contact FTS Business Office at 410-788-6132.

## Course Cancellations

FTS will notify students at least one week before a class begins if the course is to be canceled. No late fee will be charged to replace the canceled course with another course. Students will be allowed to register for another course within one week. If no replacement course is chosen, the tuition for the canceled course will be refunded. Textbook refunds are the student's sole responsibility.

## Course Withdrawal

The student is responsible to complete a Course Withdrawal Form in order to withdraw from a course after the add/drop period has ended. The Course Withdrawal Form is available through the Files link at the top left corner of any page in Populi. It must be signed by the Professor as either Withdraw Passing (WP) or Withdraw Failing (WF) and signed by the Registrar and the Business Manager. Failure to comply with this requirement may impact a student's tuition refund and GPA.



Notifying the professor of the intended drop does not withdraw one from the course officially. When a student drops a course, FTS will follow the Refund Policy. No classes may be added after the second week of class and no classes may be dropped after the sixth week. Courses dropped between the second week and the sixth week will be recorded as “WP” (Withdraw Passing) or “WF” (Withdraw Failing), depending on the student’s grade at the time the course is dropped.

## Grades, Grade Points, and Grade Point Average

For a student to receive credit for a course, the student's name must appear on the official class roster provided by the Office of the Registrar. Instructors verify their class rosters during the first week of a semester. A student who remains on an official class roster must be given a grade even if he never attended. A student cannot receive a grade even if the work was completed successfully if he is not properly registered. All work is graded by letters which are interpreted as follows (including grade points for each semester hour):

Standing	Grade points	Percentages
Exceptional	A+ = 4.0 point	97 – 100
	A = 3.8 points	94 – 96
	A- = 3.6 points	90 – 93
Above average	B+ = 3.3 points	87 – 89
	B = 3.0 points	84 – 86
	B- = 2.6 points	80 – 83
Average	C+ = 2.3 points	77 – 79
	C = 2.0 points	74 – 76
	C- = 1.6 points	70 – 73
Below average	D+ = 1.3 points	67 – 69
	D = 1.0 points	64 – 66
	D- = 0.6 points	60 – 63
Failure	F = 0.0 points	below 60
Withdraw Passing	WP = no points	-
Withdraw Failing	WF = 0.0 points	-
Incomplete	I	Not counted until changed

### Key

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



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

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

- The Registrar sends Grade Reports to students in a timely manner after the end of each semester.
- A change in a recorded grade (other than the grade of "I") may be made by an instructor only with the approval of the Academic Dean. The Academic Dean will recognize, as justification for a change of grade, only the fact that the professor made a grade calculation or recording error. A request for such change must be made in writing.
- Only courses taken at FTS are used in computing a student's GPA.

## Repeating Course Work

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

## Withdrawal from the Institution

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

## CULTURAL, EDUCATIONAL, AND RELIGIOUS OPPORTUNITIES

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

The Seminary has numerous opportunities for religious development of the Seminary community that include a semesterly day-long “Scholarly Lecture Seminar” on a timely topic aspect of the curriculum and weekly chapel services with internal and external speakers to educate and inspire the students and faculty on a wide range of topics. The Scholarly Lecture Seminar brings together attendees from both the community and the student body to study a current cultural issue from a Christian perspective.



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

## **EMERGENCY OPERATIONS POLICY AND SAFETY PLAN**

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

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

### **Personal Safety**

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

- Be aware of your surroundings.
- Walk only in well-lit areas and on established walkways.
- Protect your valuables by holding your purse and belongings close to your body.
- Do not carry large amounts of cash or valuables with you while on campus.
- Keep doors and windows locked.
- Avoid staying in areas alone at night.
- Report any instances of crime to the most readily available faculty or staff member or dial 911.



- If you are attacked or approached by a demanding individual, turn over whatever property the attacker requests and contact 911 as soon as you can get to a secure location.
- Students are cautioned not to leave exposed valuables in automobiles or to exit night classes alone.

## **Bomb Threats**

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

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

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

## **Civil Disturbance**

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

## **Fire Safety**

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



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

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

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

## **Medical Emergencies**

In the event of a medical emergency, the following guidelines shall be followed:

1. Any student, faculty, or staff member who first arrives upon the scene of an emergency shall make an individual assessment of the emergency situation and their personal ability to render and or call for assistance by following “Emergency Notification Plan”.
2. All on campus first aid certified FTS personnel will immediately go to the identified location to render assistance.
3. The victim may be transported to formal medical sites by EMS or after authorization has been given by FTS Administration.

## **School Closings**

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



## **Tornado Warning**

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

1. Go to an interior room on the lowest level of the building. Put as many walls as possible between you and the outside of the building.
2. Step away from windows and doors.
3. Get under a sturdy table or desk and use your arms to protect your head and neck.
4. Remain in a secure location until the warning has expired and a faculty or staff member has provided further instruction.

## **Tornado Watch**

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

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

## **Flood Warning**

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

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

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

## **Flood Watch**

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

## **Evacuation Policy and Procedure**



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

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

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

### **Emergency Plan for Persons with Disabilities**

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

### **Emergency Notification Plan**

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

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

The designated person will determine the content of the notification and initiate the system to disseminate the message. On-campus notification consists of personal relay of information. The appropriate off-campus parties will be notified by telephone. The persons filling the above-mentioned roles are as follows:

1. Campus Grounds Manager: 410-788-6132, ext 1003
2. Academic Dean: 410-788-6132, ext 1011
3. Business Manager: 410-788-6132, ext 1007
4. Director of Admissions: 410-788-6132, ext 1008

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





## FACILITIES

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### Education Building

The Seminary is housed in the Education Building (a school building) that has been renovated recently and has very comfortable classrooms, WiFi, streaming technology for synchronous and asynchronous delivery modalities, dining area with small kitchenette, student lounge areas, student study room with conference table, a full library, and a full gymnasium. Limited, short-term housing is available by advance request for visiting students. Request to the Business Office is required in advance to book housing (phone 410-788-6132). Cooking facilities are also available for on-campus housing.

Controls for air conditioning, heating, and lighting are to be operated by Seminary officials. Students are expected to help keep classrooms, the Student Lounge, and other student areas neat and orderly. Food is not to be consumed in the classrooms.

### The Grace Place

The Grace Place, adjacent to the Educational Building, is a café and student hall. It provides a place for students to quietly read, study, and connect with other students. It is physically connected to the Guest House on the left just as one enters the campus from Rolling Road.

### The Study and Conference Room

The Library Conference room is located on the first level of the Education Building and is a quiet place for students to study and meet. It can also be used for synchronous online meetings and classes.

### The Earl M. Johnson, Jr. Library

The Earl M. Johnson, Jr. Library of FTS is in the Education Building and has approximately 25,000 volumes on Biblical exegesis, theology, missions, and related subjects. Periodicals contain articles of interest on the church, missions, and theology, as well as archeology and Biblical studies. Some of this collection contains highly prized and rare volumes. The mission of the Earl M. Johnson, Jr. Library of Faith Theological Seminary is to provide students, faculty, and staff with the bibliographic resources, research tools, and study environment necessary for the academic training of men and women for Christian service. FTS develops collections, catalogs, services, policies, and facilities to support this task.

- High speed wireless Internet access is available for student use.
- The library is open during class-times, Monday through Friday.
- To borrow books from the library, students must present their FTS Student ID Card.
- A librarian, or staff member, is on duty to assist students during hours of operation.

Facility Type	Totals	Locations and names
Classrooms	7	Education Building and Grace Place
Administration/faculty offices	11	Education Building and church building



Meeting areas for chapel and conferences	5	Grace Place, Founder’s Library, Main Sanctuary, Chapel 301
Conference room/student study area	4	Founder’s Library, Main Library, Grace Place, church building conference room
Common areas	4	Indoor and outdoor (Education Building porch) meeting areas with seating for modest numbers of people for discussion, studying, relaxing, eating
Computers, audio-visual equipment, simulators, photocopiers	2 computers 3 copiers 4 projectors 4 large screens	Public computers for internet and library research in the library, BlindSidesNetwork provides streaming and recording of classes, main classrooms have a smart projector with white board for synchronous and asynchronous for in-class and online projection (also, high resolution cameras and microphones are available in two classes for online/blended classes), fast internet access is available in all locations of the campus, photocopiers are readily accessible for faculty, students, and staff. Each class is equipped with heating and AC units controllable within the classroom.
Athletics	1	Full gymnasium/basketball court with bleachers, showers, and storage for equipment
Restroom facilities	16	On each level of all three buildings
Storage rooms	7	Education Building and church building
Dining areas	2	Education Building/Grace Cafe, church building/banquet hall
Parking	250	On all sides of the church building and in front of Grace Place and the Education Building.
Access		All classrooms and meeting areas are handicap accessible.

- The lower floor of the Education Building is identified as the main office space for professors. There are four full-time professor's offices and a common office for part-time professors. Administrators have offices located on the main floor of the Education building.
- Facilities are regularly maintained by the Full-time Pastor of Campus Operations.
- Third-party contracts provide for cleaning, landscaping, fire alarm, and sprinkler maintenance.
- There are seventy-six security cameras that are monitored in several administrative offices and data is stored for twenty-one days.
- There is access control to the main doors of each building to ensure the safety of everyone while on campus.
- See [Facilities Map here](#).

## GENERAL STATEMENT OF PURPOSE

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### *To Proclaim Christ*

- Our **vision** is God’s creational and redemptional purposes for the world.
- Our **mission** is to equip disciples to proclaim Christ to all the world.

*“Him we proclaim, instructing and teaching everyone with all wisdom,*



*so that we may present everyone mature in Christ.” Col 1:28*

- Our **vision** is rooted in the mission of God's creational and redemptional *purposes* for the world (*Missio Dei*).
- Our **mission** is to serve God's creational and redemptional mission through biblical, theological education by *growing* and *equipping* followers of Christ as disciples who represent God's glorious image, presence, and gospel in the workplace and on the foreign field by *proclaiming* Christ to all the world through word and action “so that we may present everyone mature in Christ” (Col 1:28).

While Faith Theological Seminary exists as an academic institution, there is more to producing competent leadership than academics. The Seminary's objective is to enhance and support the educational experience of the student by offering services which will encourage the student's development in social, spiritual, intellectual, physical, and moral areas. The Alumni Association seeks to continue a relationship with FTS graduates.

FTS recognizes that development of competent Christian leadership does not end in the classroom. The Seminary provides opportunities for students to foster development in the social, spiritual, intellectual, physical, and moral areas. We desire that all our students fulfill their personal and professional goals as Christian leaders and as active citizens in the society in which they live.

All activities of the Seminary are to be grounded in the Scriptures. Students are encouraged to incorporate what they are learning in the classroom into their daily lives at home, in the church setting, and in the working world. For expansion of the FTS vision and mission, Institutional Learning Objectives (ULO), and Institutional Learning Outcomes (ILO), see the *Academic Catalog*.

## INTERNATIONAL STUDENT INFORMATION

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

## LIBRARY SERVICES

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### External Libraries Borrowing Privileges

FTS students with an ID card may obtain a Marion Burk Knott Library (St Mary's Seminary) card for borrowing and database access privileges for a \$40 fee per semester. FTS students have full access to the Marion Burk Knott Library's extensive electronic databases that include all of ATLA/EBSCO, as well as hardcopies of periodicals. Marion Burk Knott Library also has reciprocal



borrowing privileges with Baltimore Hebrew University which allows students access to interlibrary loan services for a small fee. The Marion Burk Knott Library also has catalog access to Johns Hopkins University and the Catholic University of America. FTS students can also gain borrowing privileges through the Friends of the Loyola program with Loyola Notre Dame University Library. FTS students with an FTS ID card may get a Loyola Notre Dame University Library card for borrowing privileges at a fee of \$25 per year. With these libraries, FTS students can access some 550,000 volumes and on-site electronic databases in addition to the FTS collection.

## Online Information Database Access

### EBSCO/ATLA

All FTS students and staff have on and off campus access to the extensive religion databases of EBSCO/ATLA through their student login and through the FTS library.

#### Religion & Philosophy Collection

- 127 active full-text non-open access journals and magazines
- 105 active full-text non-open access peer-reviewed journals and magazines

#### eBook Religion Collection

- 9600 e-Books with quarterly updates
- 24-hour access. No turn-aways.
- Available for print and download

### DBpia (Database Utopia)

All FTS students and staff have on and off campus access to the extensive full-text database of academic journals published in South Korea on various subjects in the Korean language (engineering, sciences, humanities, and theology). It includes over 1.1 million articles from 1,316 journals in the fields of business/economics, theology, education, sociology, natural science, humanities, linguistics, law/administration, medicine, engineering, arts/physical education.

## STUDENT RIGHTS, STANDARDS OF CONDUCT, MORALS, DISCIPLINE, GRIEVANCES

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The following should not be construed as the sum total of all rights, responsibilities, and standards of conduct to be emulated at the Seminary. The following do express some of the most apparent biblically warranted principles and practices presented within a Christian spirit of seeking to honor God institutionally and individually. See also file "[A.7 Specific Student Rights and Responsibilities in the Classroom](#)" [here](#).

### Summary of Students' Rights

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.



2. Each student shall have the right to participate in all areas and activities of the institution, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, gender, disability, age, or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and institutional authorities alike.
4. Each student subject to disciplinary action arising from violations of the Standards of Conduct shall be assured a fundamentally fair process.

### **Summary of Students' Responsibilities**

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty and other officials.
2. A student has the responsibility to be fully acquainted with the published Standards of Conduct, and all other expectations required for academic success, and to comply with them, as well as federal, state, and local laws.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire seminary community.
4. A student has the responsibility to maintain a level of behavior which is consistent in supporting the learning environment of the institution and to recognize the Seminary's obligation to provide an environment for learning.

### **Summary of Institutional Principles and Policies of Conduct**

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

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

Members of the FTS, in their speech, are to edify one another and avoid the use of derogatory words with racial, gender, ethnic, or sexual overtones. At FTS, all are expected to have impeccable academic integrity befitting a Christian institution.

Plagiarism, cheating, and intentional misrepresentation of another's position will not be tolerated. All at FTS shall promptly meet all financial and academic obligations.

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



jurisdiction of the appropriate legal authorities. See the FTS “Complaint and Grievance Policies and Appeals Process.”

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

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

- The right to inspect and review the student’s education records within 45 days of the day the Institution receives a request for access. Students should submit to the Registrar, Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to institution officials with legitimate education interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202-4605



## Nondiscrimination Policy

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

## Gender and Ministry

Faith Theological Seminary recognizes that throughout church history God has been pleased to use both men and women in marvelous ways for the advancement of the gospel. We also recognize that the Christian community has long held diverse opinions regarding the roles of women in ministry. Sincere and godly people hold varying positions on this subject. While recognizing and respecting this diversity, as an institution and faculty, Faith Theological Seminary believes and teaches that the role of church pastor (elder) can be fulfilled biblically only by males (1 Tim 2:12; 3:1-7; Heb 13:7, 17). Christian women, however, are gifted and are called to a broad array of other ministries.

The recognition of scriptural gender distinctions neither disparages one sex nor exalts the other. It is simply the proper response to God's revelation regarding His creation (Gen 2:18, 3:16; 1 Cor 11:8, 9; 1 Tim 2:13-14), His children (Gal 3:28; Eph 5:22-33), and His church (1 Tim 2:12; 3:1-7, Tit 1:5-9). We affirm the call of God and the ministry gifts that He graciously bestows upon both sexes for effective Christian service within the parameters of His Word. No student is excluded from pursuing any degree because of gender. In all classes every student is given the respect befitting a fellow servant and brother or sister in Christ (1 Jn 4:7-8).

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

## Sexual Harassment

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

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

- submission to, or rejection of, such conduct is used as the basis or condition of employment, advancement, academic decisions, matriculation, or evaluation; or



- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating residential, work, or educational environment.

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

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

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

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

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

**Examples** include but are not limited to the following:

**Verbal:** sexual innuendo or taunting, requests for sexual favors, proposals of physical intimacy, persistent following, letters, or phone calls discussing sexual matters, and repeated unwelcome requests for contact or dates.

**Physical:** displaying of offensive, sexually oriented visual materials; cornering, pinching, leaning over, touching, leering or patting.

## Same-Sex Behavior and Unions

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





examination of both Testaments reveals that God is consistent concerning His position on this issue.

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

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

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

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

### **Pornography Policy**

Students, faculty, and staff are all required by the Biblical codes of honor and moral uprightness to refrain from all viewing, acquisition, and dissemination of any materials that could easily be classified as pornographic. In the case of proven infractions, the student or staff may be dismissed from the seminary program or employment at the discretion of the FTS Administration.

### **Dress Code**

FTS expects that all students will dress in accordance with the protocol of professional and ministerial callings, demonstrating high standards of modesty and suitable formality.

### **Hazing Policy**

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

Some examples of hazing are: (1) acts that cause undue discomfort or bodily harm; (2) acts involving psychological mistreatment including acts of personal servitude or humiliation; (3) acts that endanger the life or health of students; and (4) acts that interfere with class schedules or



academic pursuits. More specifically, hazing shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

## **Solicitation and Selling**

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

## **Mobile Phones**

Please turn off or silence all electronic devices upon entering classrooms or the chapel. Phones are not to be used in the classroom during class time.

## **Institutional Communication Policy**



Digital tools make us more productive and better informed, but they also create problems that can distract from and undermine our mission. That's why it's important to have institutional communication policies that enable faculty and staff to use these powerful tools in an appropriate way. Simply put, an effective communication policy encourages positive, productive communications while protecting the institution from legal liability, reputation damage, failed task-completion, and security breaches.

### ***Scope***

Email accounts: use only your FTS email address, not personal email addresses. Email addresses are assigned by the Seminary.

- Administrative Email
- Group Distribution Lists
- Instant Messaging Apps (IM)
- Text Messaging (SMS)
- Office Phone Extensions
- Seminary Calendars

### ***Security***

- See security, p. 7.



## ***Propriety***

Report the receipt of any inappropriate email with prohibited content to [ ] and in a timely fashion (within five days). Our standard way of handling this is to reference this as a violation of the ethos statement.

## ***Etiquette***

- *Responding*: all students and staff should always respond to emails, both internally and externally, within a reasonable timeframe of twenty-four hours (at least to acknowledge receipt and/or that you will respond in more detail before a specific date). An email message regarding institutional matters sent from an administrative office, faculty, or staff member is an official notice.
- *Reply all*: include all recipients that have relevance to the issues/question(s). For example, do not send random emails to administrative staff that are not relevant to their area of responsibility. Ensure when replying all to limit replies to those who need to know the information being conveyed to respect others' time and inbox capacity.
- *Forwarding*: in general, don't forward emails without permission, or at least to review the content that will be forwarded to avoid sending sensitive information.
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## ***Retention/storage***

The institution owns all Seminary email accounts. Subject to underlying copyright and other intellectual property rights under applicable laws and institutional policies, the Seminary also owns data transmitted or stored using the institutional email accounts.

## ***Privacy***

While the institution will make every attempt to keep email messages secure, privacy is not guaranteed, and users should have no general expectation of privacy in email messages sent through Seminary email accounts. Under certain circumstances, it may be necessary for staff or other appropriate officials to access email accounts. These circumstances may include, but are not limited to, maintaining the system, investigating security or abuse incidents, or investigating violations of this or other institutional policies, and, in the case of Gmail/Office 365 Accounts, violations of Google's or Microsoft's Acceptable Use Policy or the Seminary's contracts with Google and Microsoft. Seminary officials may also require access to an institutional email account to continue institutional business where the Seminary email account holder will not or can no longer access the email account for any reason (such as death, disability, illness or separation from the institution for a period of time or permanently). Such access will be on an as-needed basis and any email accessed will only be disclosed to individuals who have been properly authorized and have an appropriate need to know or as required by law.

## ***Expiration of Accounts***

Individuals may leave the institution for a variety of reasons, which gives rise to differing situations regarding the length of email privileges or expiration of accounts. The policies governing those privileges



are set forth below. Notwithstanding the guidelines below, the Seminary reserves the right to revoke email privileges at any time.

- *Students who leave before graduation* – Students who leave the Seminary without completion of their degree or other program may keep their email privileges for one academic year from the last term when they were registered.
- *Expelled students* - If a student is expelled from the Seminary, email privileges will be terminated immediately upon the directive of the [ ].
- *Alumni* – students who have graduated from the Seminary will be permitted to retain their email privileges if their account remains active. All email accounts that are inactive for a period of one year will be removed. Alumni wishing to reconnect with the Seminary can request an account and one may be provided to them. For alumni who do not wish to participate in the opt-in service to receive a Gmail Account, the Seminary will hold the email address for 1 year. At the end of the year, the available email address may be reused. In the event the Seminary terminates or otherwise ceases its contractual relationship with Google regarding the Gmail Accounts, those alumni with Gmail Accounts may lose email privileges for the Gmail Accounts in accordance with the terms of the Google contract.

## **Use of Student’s Image**

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

## **Use of Institution’s Name**

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

## **Criteria and Procedures for Addressing Breaches of the Seminary “Standards of Conduct”**

Regarding serious moral infractions (or ongoing patterns of misconduct previously addressed unsuccessfully through the “Complaint and Grievance Policies and Appeals Process”), as delineated in the Seminary Morals Conduct policy stated in the *Academic Catalog, Student Handbook, and Faculty Handbook*, disciplinary actions will be executed that may lead to dismissal or termination. As follows,

### **Criteria For Initiating Formal Disciplinary Procedures**

Formal adjudicatory procedures may be initiated only for allegations of serious misconduct involving professional malfeasance or affecting the fitness of the accused to continue participating at the Seminary, provided that one or more of the following conditions is present:

- The offense is specifically proscribed by a Seminary policy statement in which case any procedures and sanctions mandated by that policy will normally take precedence over those described here;



- The accuser is a student, a staff member, or a colleague who has special reasons, such as a history of past difficulties (such as a history of formal grievances/complaints) of the same kind or the unusual gravity of the offense, for avoiding any personal confrontation with the faculty member;
- The offense signifies a recurrence of past patterns of misconduct that the accuser has attempted unsuccessfully to correct through personal admonition; or
- The offense appears to have caused, or appears likely to cause, serious and lasting harm to another person, the church, or the Seminary.

Among the offenses that may fall into this category are fraud or theft; professional dishonesty or misconduct; abuse of a spouse, child, or student; sexual misconduct, including sexual relations outside marriage; abuse of alcohol or other drugs; and persistently profane or obscene language in the classroom or in professional contexts. If none of the above conditions is present, procedures described in the Seminary Handbooks under “Complaint and Grievance Policies and Appeals Process” may be followed, and no disciplinary sanctions may be imposed.

## **FORMAL DISCIPLINARY PROCEDURES**

### **1. Formation of Hearing Committee**

At the beginning of each academic year, the President and Academic Dean will appoint a three-person Faculty Hearing Committee. One of its members will be a faculty member who will serve as committee chair; the other two will be members of the teaching faculty. This committee will serve as the hearing committee for any allegations of faculty misconduct that may arise during the following year (including the following summer). Members of the committee shall recuse themselves from hearing any charges against themselves or against a close personal friend or a relative (first cousin or nearer) or the spouse of a relative. The President and Academic Dean shall appoint replacements for members who recuse themselves and shall have the option of appointing a staff member or a student as an additional committee member if circumstances warrant.

### **2. Initial Allegation of Misconduct**

Allegations of any serious lapse in conduct meeting one or more of the conditions stated above may be brought to the attention of an appropriate Seminary official. Normally, this official is the Academic Dean, or the Korean Program Dean, to whom the accused individual is accountable, but the President may also serve in this capacity. The official may confer with the accused and with others. If the official decides that the allegations warrant further attention, they will then be stated in writing by the official. The written statement must identify the accuser, describe the alleged misconduct, state how it impedes the individual’s ability to serve effectively on the Seminary faculty, summarize the evidence for the allegation, and indicate what measures toward correction and reconciliation have already been taken or attempted. The accused person will be notified of the nature of the charges within seven days after the preparation of this written statement. If the accused wishes to respond at this time, the response must be in writing, within seven days of receiving such notice.



Special circumstances may necessitate that the identity of the accuser or of witnesses to the alleged misbehavior be withheld until a written statement of the charges is prepared. (These circumstances might include the emotional or psychological instability of the accuser or a justified fear of reprisal.) Accusations made anonymously, however, will not be accepted as a basis for disciplinary action, formal or informal.

### **3. Notice of Charges and the Convening of a Hearing Committee**

The official will assess the nature and gravity of the charges. At his or her discretion, the steps toward private reconciliation listed above may be pursued in lieu of formal disciplinary proceedings. If the official judges that the nature of the allegations warrants Seminary investigation and action, he or she will provide a written statement of charges, including each of the elements identified clearly in accord with the statement above, “Criteria for Initiating Formal Disciplinary Procedures,” and written notice of hearing procedures to the accused and to the members of the Committee within seven days of the date of initial notice to the accused.

### **4. Suspension Pending Resolution of Allegations**

Suspension from teaching duties, or from use of Seminary facilities, during disciplinary proceedings may be imposed only in situations involving inability to carry out normal responsibilities, or the threat of immediate harm to the accused or others. Any such suspension shall be with pay.

### **5. Disciplinary Hearing**

The Committee will invite the testimony of the accuser, and the response of the accused, and will ask questions of each party. Each party may be accompanied by an advisor from the Seminary community. Each party may request the opportunity to call other witnesses and present other evidence. The Committee will grant any such request that it judges to be reasonable. Each party may offer a concluding statement, orally or in writing. All parties must be invited to be present during all testimony and questioning and must be given the opportunity to question all witnesses. These hearings will be closed. They will be held no fewer than fourteen days and no more than twenty-eight days after the written notice of charges, unless otherwise arranged by mutual agreement. All issues regarding the procedure and administration of these hearings not specified explicitly will be decided by the Committee.

After dismissing the accuser and the accused, the Committee will weigh the evidence presented and come to a decision within seven days, by majority vote, on whether the accused is guilty of a serious lapse of professional conduct. The accused will be presumed to be innocent unless a preponderance of the evidence presented is sufficient to establish guilt. The Committee will consider only the evidence and arguments presented to it at its meetings. If any additional evidence or information relevant to the Committee’s decision becomes known to one of its members, each party will be made aware of this and will be given an opportunity to respond at a supplementary hearing before a finding concerning guilt or innocence is reached. A recorded or written transcript of all hearings will be kept. Confidentiality will be strictly guarded. A Seminary official bringing charges against a faculty member will take no part in the Committee’s deliberations.



## **6. Sanctions**

If the accused is found guilty, the Committee will consider next whether any disciplinary sanctions should be imposed, and if so, what they should be. Possible sanctions for misconduct include, in order of severity:

1. Oral or written reprimand, documented in the personnel file
2. Disqualification from institutional privileges
3. Suspension for a period of one or more semesters with specified conditions for reinstatement
4. Dismissal

## **7. Committee Report and Recommendations**

The Committee will report to the President and Academic Dean, and/or the Korean Program Dean, its finding of guilt or innocence and, in the former case, its recommended sanctions, together with a summary of the charges and the evidence presented. A copy of the report will be given to the accused and to his or her Program Director and the accused will have the right to submit a written response to the Committee's recommendations within seven days.

The decision of the Committee as to guilt or innocence will be final (except for the possibility of appeal as described below).

## **8. Presidential Action**

The President will receive the report and recommendations of the Committee and act on them within fourteen days. The President may either accept the recommended sanctions or reduce them based on the evidence. The President's action will be reported to the accused individual, to his or her Program Director and the Academic Dean, and/or the Korean Program Dean. The President will also inform the Board of Directors of any instances in which sanctions involving temporary or permanent suspension, or dismissal are imposed.

## **9. Right of Appeal**

The accused will have the right to appeal disciplinary sanctions imposed to the Board of Directors. The appeal should be submitted in writing within fourteen days of receiving notice of sanctions imposed. Either the finding of guilt or the sanctions imposed, or both, may be appealed.

The Board of Directors will consider the appeal based on the evidence previously presented, after reviewing the recommendations of the Committee and the President, receiving any additional oral or written testimony it may wish to invite, and reviewing a recorded or written transcript of the Committee hearings. If the Board of Directors decides, by majority vote, to sustain any part of the appeal, it will instruct the President either to retract or modify the finding of guilt or to retract or modify the sanctions previously announced.

## **10. Exceptions to Stated Deadlines**



Deadlines stated in the preceding procedures are guidelines that may be extended by the Seminary with written notice and the consent of the accused in unusual circumstances: *e.g.*, when receipt of a disciplinary complaint or hearing occurs immediately prior to a semester or summer break.

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

### **Violations of any Criminal or Civil Code**

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

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

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

### **Record Amendment**

Each student has the right to request the Seminary amend a record that they believe is inaccurate or misleading. They should write the Seminary officials responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the Seminary decides not to amend the record as requested by the student, FTS will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

## **Student Complaints, Grievance Policies, and Appeals**

### **Academic Appeals**

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

1. The student shall make an appointment with the professor of the course to discuss the issue either in person or by telephone.
2. After discussing the issue with the student, the professor shall send the student a follow-up email to his or her email address. The email will detail the professor's decision regarding the grade. A copy of the correspondence shall also be sent to the Chief Academic Officer and Registrar for record keeping.
3. If the issue is not resolved to the student's satisfaction, he or she shall address a written appeal via email to the Chief Academic Officer or via mail to Faith Theological Seminary, Attn: Chief Academic Officer, 1518 North Rolling Road, Catonsville, Maryland 21228. The





appeal will be considered by the Academic Committee. The Academic Committee will review the complaint and send a determination to the student within seven business days.

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

## Personal Grievances

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

1. In accordance with the teaching of Jesus (Matthew 18), the student who has a substantive grievance\* should first try, if possible, to resolve the issue informally with the party or parties involved. This may be done through written correspondence, by phone, or in a face-to-face meeting. It is generally recognized that in any human group, complaints may originate because of misunderstandings, missed communications, perceived injustices, unanswered or incorrectly answered questions, or minor problems that have been neglected. Effective communication techniques are the tools by which one builds good human relations and accomplishes the objectives of the institution. If the issue is satisfactorily resolved by such a process, no other action is required.

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



2. If the issue is not resolved to the student's satisfaction, the student may formally submit the complaint in writing to the Chief Academic Officer, or mail it to Faith Theological Seminary, Attn: Chief Academic Officer, 1518 North Rolling Road, Catonsville, Maryland 21228. Recognizing that the burden of \*proof rests on the one who submits a grievance, the complaint must include detailed information, including specific dates, times, and the witnesses involved. If relevant, the complaint must also include an account of how the student has sought to resolve the issue up to this point (including copies of all correspondence to and from the parties involved). The complaint will be addressed by a panel of three FTS representatives assigned by the Academic Dean and may include one student representative. The panel will review the complaint and send a determination to the parties involved within seven business days.

*\*Burden of proof:* A member of the Seminary community who files a grievance has a burden of proving, by a preponderance of the evidence, that he or she has been wronged.

*\*Witness:* an individual identified by the grievant, respondent, or a member of the Seminary who can contribute to the substance of the grievance at hand. An individual identified as a witness or potential witness cannot be forced to testify and will not be coerced, intimidated, or \*retaliated against for their testimony or refusal to testify.

*\*Retaliation:* Retaliation is a material adverse action against an individual, because of his or her participation in any part of a grievance proceeding.

3. If the issue is still not resolved to the Grievant's satisfaction following the panel's decision, they shall address a written appeal via email or mail to the President. The President will review the complaint and send a determination to the grievant within seven business days. The decision of the President is final. Retaliation is strictly prohibited in all cases, regardless of the degree of satisfaction of resolution.

Grievants not satisfied with the final decisions of the FTS administration may contact the agencies granting approvals or exemptions: Maryland Higher Education Commission, 6 N Liberty St, Baltimore, MD 2120, Phone: (410) 767-3300.

## **Student Affidavit on the Standards of Conduct**

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

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



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

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

## STUDENT GOVERNMENT ASSOCIATION

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### Introduction

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

### Purpose

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

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

### Student Government Officers

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



## Requirements to Hold Office

- The President must be a graduate student or an undergraduate student with at least thirty credit hours completed from FTS.
- The Vice President must be a graduate student or an undergraduate student and must have attended FTS for at least one semester of the previous calendar year.
- The Secretary must be an undergraduate or graduate student and must have attended FTS for at least one semester of the previous calendar year.
- The President of FTS has the right to act in student affairs as appropriate.
- Student Government Association Committees
- The officers of the FTS SGA shall create any and all necessary student committees and shall appoint committee chairs and members from the student body. All committee chairs and members must be currently enrolled students of FTS.
- Order of Business: Robert's Rules of Order shall be the framework for conducting Student Government Association executive council and committee meetings and business.

## Appointment to Office

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

## STUDENT SERVICES

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### Automobile Use on Campus

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

- No unlicensed or improperly licensed motorized vehicle may be operated on the FTS campus.
- Parking is permitted only in marked parking spaces in designated parking areas.
- Unless marked as a designated parking space, all other parking lot areas are considered fire lanes and parking in them is strictly prohibited.
- FTS reserves the right to tow away any illegally or improperly parked vehicle at the owner/operator's expense.
- Spaces designated as handicapped-only parking must be honored and vehicles parked in them must display a state-issued disabled parking permit.
- Motorcycles and motor scooters are considered engine-driven vehicles and may not be operated on walks intended for foot traffic.
- Individuals suspected of operating a vehicle under the influence of any drug or alcohol will be reported to local authorities.



- All drivers are asked to consider that FTS is located on a church campus with staff housing and thus respect that all pastoral staff and personal parking spaces are private.

## Academic Advising

Bachelor and Master students contact the Director of Student Services and/or the Director of Admissions to schedule academic advisement. Doctoral students contact the Director of the Doctoral Program to schedule advisement. The academic advisors assigned in Populi to each student also guide and counsel students throughout their academic program, as needed. Program Directors are also contacted for advisement when needed. It is the student's responsibility to fulfill the requirements of their chosen degree program and to take the initiative to seek assistance and guidance as needed.

Monitoring academic achievement and success is another means to ensure that students needing advisement are identified. The Registrar and Director of Student Services track student achievement to safeguard students through observation, advisement, and guidance by identifying and addressing where possible any unresolved problems students may be facing that hinder or threaten their academic success.

## Career Counseling

Faith Theological Seminary offers career counseling to assist students in selecting, preparing for, and engaging in a vocation related to their degree program. A student who desires career counseling should contact the Director of Admissions who will arrange for appropriate guidance.

## Chapel

Once a month, the student body meets at 11:00 am on Saturdays for a brief chapel service. Each chapel service is carefully planned to provide the elements of a meaningful worship experience. Speakers are chosen from the faculty, students, alumni, and visiting guests. No classes are held during the chapel time, and the library and student services offices are closed.

## Food Services

- The Seminary is not presently licensed to dispense food, although there is a Student Lounge where refrigeration and food-heating are available, as well as seating for students to eat and congregate both inside and outside.
- Numerous eating establishments are near the campus. Light refreshments are available at the Students Lounge (Foyer of the Gymnasium).
- Students who wish to bring their lunches may use the refrigerator in the Student Lounge.
- A microwave oven is available in the Student Lounge.
- Students are welcome to use the tables in the Student Lounge area and Fellowship Hall for eating meals or snacks.
- No eating is permitted in the classrooms, library, chapel, or any other place not designated for eating.



## **Health Services and Student Insurance**

Faith Theological Seminary does not require or provide student health insurance. It is highly recommended for students to find a solution that fits their needs. International Students are required to have health insurance for themselves and their dependents.

## **Housing**

FTS does not own or provide dormitories or other living quarters for students and their families. Students are responsible for securing their own living quarters. Limited arrangements on campus can be made by advanced request for international or visiting students who are taking intensive or modular courses.

## **Orientation for New Students**

All incoming students are urged to attend our Student Orientation, which will be scheduled and announced in advance at the beginning of each semester in the Fall and Spring semesters.

The purpose of the New Student Orientation is to cover major student issues and to lend a hand in making campus life at Faith Theological Seminary a rewarding experience for each new student. During student orientation, students have the chance to interact with representatives from the institution. Students receive guidance on academic advisement, registration, financial aid, student accounts, library, purchasing books, and other matters.

## **Placement and Career Services**

Placement and career services are important to the overall success of an institution. Assisting students and graduates searching for that right job is something we value here at FTS. The Admissions Office provides resources to assist students with job searching, resume writing, and other useful career information. There are job postings available on the bulletin board outside the Admissions Office. For Administration contacts, see p. 5.

## **Prayer Support**

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

## **Remedial Programs**

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

## **Student Life**

FTS is a commuter school of mostly local students in the Baltimore Metro area, thus making it necessary to be very intentional about building community and developing student life on



campus. There are, nevertheless, boundless off-campus opportunities, cultural and social, available to our students and staff.

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