

# JACKSON THEOLOGICAL SEMINARY

*Policy Manual*

**2019-2020**



# **Jackson Theological Seminary**

## **POLICIES AND PROCEDURES**

This document is given to provide student, staff, facility, administration and board members with the guidance necessary to ensure that the Seminary is operated with the upmost proficiency and professionalism. Policies and procedures are an essential part of any organization. Together, policies and procedures, provide a roadmap for day-to-day operations. They ensure compliance with laws and regulations, give guidance for decision-making, and streamline internal processes.

### **THE NEED FOR POLICIES AND PROCEDURES:**

However, policies and procedures won't do Jackson any good if your no one follows them. Students, staff alike don't always like the idea of having to follow rules. But policy implementation is not just a matter of arbitrarily forcing us to do things we don't want to do. Following policies and procedures is good for everyone and the seminary. After all, policies and procedures keep operations from devolving into complete chaos. When everyone is following policies and procedures, Jackson can run smoothly. This document helps ensure that our structures and teams operate as they're meant to; And mistakes and hiccups in processes can be quickly identified and addressed.

### **THE RESULTS OF FOLLOWING POLICIES AND PROCEDURES:**

When your staff is following policies and procedures, your organization will use time and resources more efficiently. You'll be able to grow and achieve your goals as an organization. Our policies provide avenues of consistency in practices is also right for each person individually. We know what each of us are responsible for, what's expected and what can expect.

When Jackson follow procedures, Jackson perform tasks correctly and provide consistent, safe and efficient service. This enhances the quality of Jackson's services. And, in turn, improves Jackson Theological Seminary's reputation. Everyone can know they are fulfilling their roles and take pride in their work.

### **PUBLISHING POLICY AND PROCEDURES:**

Unfortunately, this policy manual may end up stuffed in a drawer or on a shelf gathering dust. Therefore, this document, which is necessary will also be made available online for expediency This ensures everyone can follow policies and procedures rather than just trying to remember the correct steps.

### **Mission of Jackson Theological Seminary School of Divinity:**

The Mission of Jackson Theological Seminary School of Divinity is to give critical, socially conscious and spiritually transforming graduate theological education. Where the liberating gospel of Jesus is edified, the humility of Christ is glorified and the love of our Lord is visualized, and His crucifixion is materialized in the life of each and every one of our students, as they are trained to be a witness to Jesus' prophetic ministry throughout the world.

### **Vision of Jackson Theological Seminary School of Divinity**

The Vision of Jackson Theological Seminary School of Divinity is that we are a place that those curious about their calling, seeking to enhance their ministry, and/or deepen their knowledge of God can come to grow, be challenged, and equipped to become practitioners of the Gospel, in the home, church, and public square.

Table of Contents

THE NEED FOR POLICIES AND PROCEDURES: ..... 2

THE RESULTS OF FOLLOWING POLICIES AND PROCEDURES: ..... 2

PUBLISHING POLICY AND PROCEDURES: ..... 2

ADMISSIONS POLICIES ..... 6

    DIVERSITY STATEMENT: ..... 6

    MINIMUM REQUIREMENTS TO STUDY: ..... 6

    ADMISSIONS PROCEDURES (BACHELOR OF ARTS IN BIBLICAL STUDIES): ..... 6

    ADMISSIONS PROCEDURES (MASTER OF DIVINITY): ..... 6

        A. Readmission Procedures: Students who have not been enrolled for over 12 months need to complete a readmission application, including providing requested documents and payment of a readmission fee. .... 7

TRANSFER CREDIT POLICY: ..... 7

    A. Bachelor of Arts in Biblical Studies ..... 7

    B. Master of Divinity: The transfer student must meet the admission requirements of Jackson Theological Seminary. A student transferring is admitted to advanced standing in accordance with work completed, provided the college/seminary from which he/she comes is accredited by acceptable accrediting associations. The extent of credit allowed for prior work is determined in each case by the faculty person. Transfer students, like all others, are required to complete a minimum of forty-two credit hours in residence. .... 8

FILES ..... 8

    STUDENT RECORDS/FAMILY EDUCATIONAL RIGHTS: ..... 8

    ANNUAL FERPA NOTIFICATION DEADLINE: ..... 8

    TO ADD A PRIVACY FLAG: ..... 8

    CONFIDENTIALITY OF STUDENT RECORDS: ..... 9

        ..... 9

    1. INFORMATION ALLOWED INCLUDE ..... 9

        EMPLOYEE PERSONNEL FILES: ..... 9

CONDUCT ETHICS ..... 10

    STUDENT RULES OF CONDUCT: ..... 10

PLAGIARISM ..... 11

|  |    |
|--|----|
| Penalties for Academic Dishonesty.....   | 12 |
| COMPLAINTS GRIEVANCE POLICY .....  | 12 |
| COMPLAINT/GRIEVANCE COMMITTEE:.....  | 13 |
| COMMITTEE MEMBERS' SELECTION TIME AND TERM OF OFFICE .....   | 13 |
| STUDENT COMPLAINT PROCESS .....  | 13 |
| STUDENTS FILING A COMPLAINT WITH TRACS .....   | 14 |
| 1). Core values .....  | 14 |
| FACULTY/STAFF (EMPLOYEE) COMPLAINT PROCESS: .....  | 15 |
| FACULTY/STAFF (EMPLOYEE) COMPLAINT/GRIEVANCE COMMITTEE: .....  | 15 |
| FACULTY/STAFF (EMPLOYEE) FILING A COMPLAINT WITH TRACS: .....  | 16 |
| TERMINATION OF EMPLOYMENT .....  | 16 |
| RESIGNATION: .....   | 16 |
| TERMINATION: .....   | 16 |
| CODE OF CONDUCT/ETHICS .....   | 17 |
| STUDENT CONDUCT/ETHICS: .....  | 17 |
| FACULTY/STAFF (EMPLOYEE) CODE OF CONDUCT CODE OF ETHICS: .....   | 17 |
| 1. Gifts, Gratuities, Rewards .....  | 17 |
| 2. Employment and Political Activity .....   | 17 |
| ATTENDANCE .....   | 18 |
| STUDENT ATTENDANCE REQUIREMENTS: .....   | 18 |
| EMPLOYEE ATTENDANCE: .....   | 18 |
| <b>EMPLOYEE ABANDONMENT OF JOB:</b> .....  | 18 |
| GRADES .....   | 18 |
| INSTITUTIONAL GRADING SYSTEM: .....  | 19 |
| RUBRIC: .....  | 19 |
| INCOMPLETE WORK: .....   | 19 |
| DROP ADD POLICY .....  | 20 |
| DROP/WTIHDRAWAL PRIOR TO CLASS:.....   | 20 |
| DROP/WITHDRAWL WILE ATTENDING: .....   | 20 |
| EMPLOYEE ACADEMIC ADVISING PROCEDURES .....  | 20 |
| Periodically the Chairman of the Board will undertake specific, targeted instruction in such matters regarding equal employment. All training should be documented, and the original forwarded to DAR's office. All Faculty/Staff member should avail themselves to outside training opportunities. Job related training opportunities can be supplemented by the Seminary if they are job related and approved by the Board. .... | 21 |

|  |    |
|--|----|
| 1. FAIR USE PROVISION .....                                  | 22 |
| Photocopying by students.....                                | 22 |
| PHOTOCOPYING IN JACKSON LIBRARY: .....                       | 23 |
| PROMOTION AND TENURE.....                                    | 23 |
| FACULTY WORKLOAD REQUIREMENTS AND RESTRICTIONS.....          | 23 |
| POLICY ON ALCOHOL AND DRUGS .....                            | 24 |
| USERS OF THE SEMINARY’S TECHNOLOGY RESOURCES AGREE TO: ..... | 25 |
| ILLIGAL ACTIVITIES SHALL NOT BE TOLERATED: .....             | 25 |
| FAILURE TO COMPLY: .....                                     | 25 |
| INSTITUTIONAL PURPOSES:.....                                 | 26 |
| ACCEPTABLE USES POLICY; .....                                | 26 |
| UNACCEPTABLE USE POLICY .....                                | 26 |
| 1. LEGAL USE .....   | 26 |
| 2. ETHICAL USE .....   | 27 |
| 3. CONFIDENTIALITY .....                                     | 27 |
| 4. COOPERATIVE USE.....                                      | 27 |
| 5. CONSEQUENCES .....  | 28 |
| 6. DISCLAIMER .....  | 28 |
| 7. USE OF E-MAIL AND OTHER SOCIAL NETWORKS.....              | 28 |
| HARASSMENT/BULLYING POLICY .....                             | 29 |
| WEAPONS POLICY .....   | 33 |

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## **ADMISSIONS POLICIES**

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Jackson Theological Seminary is committed to providing each student with the maximum opportunity to develop and learn. As such, we accept new students each semester for the Bachelor Completion program and the Master of Divinity program.

### **DIVERSITY STATEMENT:**

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Applicants of all religious, ethnic, gender, race and cultural backgrounds are welcome at Jackson Theological Seminary. Applicants are expected to maintain a level of academic competence that makes their seminary experience profitable.

### **MINIMUM REQUIREMENTS TO STUDY:**

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Students are required to have basic competence in computer skills, including familiarity with the Internet, email and word processing. In addition, students must be self-directed and able to organize their own structure for study and completion of assignments.

### **ADMISSIONS PROCEDURES (BACHELOR OF ARTS IN BIBLICAL STUDIES):**

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Jackson Theological Seminary is committed to providing each student with the maximum opportunity to develop and learn. As such, we accept new students each semester.

To be admitted to the Bachelor of Arts in Biblical Studies (degree completion program), prospective student must have the following:

- At least 60 hours of general education requirements completed from an accredited institution (must submit an official transcript of all work undertaken) Students from foreign institutions of collegiate standing may be admitted if they present satisfactory evidence of having completed studies equivalent to comparable institutions in the United States. A graduate of an unaccredited U.S. school may be admitted only as a Special Student.
- A completed application (\$50.00 application fee)
- Two letters of recommendation – one professional and one from the applicant's pastor or denominational official.

The applicant is responsible for having the above documents sent. Final action upon the application for admission will not be made until all these documents have been submitted. Applicants will be notified of their acceptance by the Admissions Office typically within two weeks of completing the application process.

### **ADMISSIONS PROCEDURES (MASTER OF DIVINITY):**

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Jackson Theological Seminary is committed to providing each student with the maximum opportunity to develop and learn. As such, we accept new students each semester.

- Students wishing to be admitted to the Master of Divinity program should hold the bachelor's degree based upon the completion of work at an accredited institution. Students from foreign institutions of collegiate standing may be admitted if they present satisfactory evidence of having completed studies equivalent to comparable institutions in the United States. A graduate of an unaccredited U.S. school may be admitted only as a Special Student. Student must submit an official transcript of completed collegiate work.
- A completed application for admission (\$50.00 application fee)
- Two letters of recommendation – one professional and one from the applicant's pastor or denominational official
- A 750-1,000 word writing sample on the subject, "What is the value of a theological education to me?" Included in the essay should be the motives for entering Christian ministry and those persons, influences and religious experiences that led to choosing a church-related vocation.

The applicant is responsible for having the above documents sent to the seminary. Final action upon the application for admission will not be made until all these documents have been submitted.

Applicants will be notified of their acceptance by the Admissions Office typically within two weeks of completing the application process.

#### **A. Readmission Procedures:**

Students who have not been enrolled for over 12 months need to complete a readmission application, including providing requested documents and payment of a readmission fee.

To be eligible for the readmission process, a student must resume the program of study within three years of the last term in which work was done. After this three-year period, a new admissions application is required, including a new application form, updated letters of recommendation, and a letter describing plans and a schedule for completing the program of study. If the withdrawal was for health reasons, the student must obtain clearance from a physician before registering and resuming the program of study. In readmission of students to Jackson, only course work done within five years that has earned a letter grade of C or better or a P grade will be considered for degree credit.

Students with unpaid balances or incomplete course work will not be considered for readmission until these issues are resolved. Readmission after withdrawal for medical reasons requires medical clearance by a physician.

## **TRANSFER CREDIT POLICY:**

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#### **A. Bachelor of Arts in Biblical Studies**

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

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

A transfer student must take the required courses at Jackson Theological Seminary, though a written appeal can be made for special consideration for courses taken at similar colleges and or theological institutions.

**B. Master of Divinity:**

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

Transfer credits will not substitute for the completion of the residency requirements. You may only be granted credit for courses with a grade of “C” or better. An official transcript needs to be submitted from each college or seminary school where credits were earned. Twenty-four hours credit hours are the maximum number of transfer credits that are accepted. A transfer student must take the required courses at Jackson Theological Seminary, though a written appeal can be made for special consideration for courses taken at similar colleges and or theological institutions.

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## **FILES**

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### **STUDENT RECORDS/FAMILY EDUCATIONAL RIGHTS:**

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The Registrar, located in the Office of Academic Services, processes student records, transcripts, identification cards, and diplomas. The Registrar also processes changes in student status such as name, address, residency, and major. For more information, please contact the Office of Academic Services.

### **ANNUAL FERPA NOTIFICATION DEADLINE:**

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

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

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



## CONFIDENTIALITY OF STUDENT RECORDS:

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

### 1. INFORMATION ALLOWED INCLUDE:

- Grades/GPA, demographic, registration, student ID number, academic status, and/or enrollment information
- Billing statements, charges, credits, payments, past due amounts, and/or collection activity
- Financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory progress
- Access to student records maintained by the Office of the Registrar, Office of Financial Aid and the Office of Student Affairs including all of the above examples.

## EMPLOYEE PERSONNEL FILES:

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The Seminary maintains personnel files on each employee in the administration office. These files contain documentation regarding all aspects of the employee's work history with the Seminary, such as (but not limited to) performance appraisals, training records, documentation of oral counseling and warnings, beneficiary designation forms, disciplinary actions, commendations, and payroll documents. have the right to review their personnel file. If an employee is interested in reviewing his/her file, contact the CEO or the HR Officer to schedule an appointment. If an employee desires copies of any material in his/her personnel file, the request must be submitted in writing. Faculty/Staff member who wants previously copied items recopied and terminated Faculty/Staff member will be charged a fee per page which must be paid to the Trustee treasurer at the time of receipt of the copies.

The Seminary maintains personnel files on each employee in the administration office. These files contain documentation regarding all aspects of the employee's work history with the Seminary, such as (but not limited to) performance appraisals, training records, documentation of oral counseling and warnings, beneficiary designation forms, disciplinary actions, commendations, and payroll documents. have the right to review their personnel file. If an employee is interested in reviewing his/her file, contact the **CEO or the HR Officer** to schedule an appointment. If an employee desires copies of any material in his/her personnel file, the request must be submitted in writing. Faculty/Staff member who want previously copied items recopied and terminated Faculty/Staff member will be charged a fee per page which must be paid to the Trustee treasurer at the time of receipt of the copies.

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## QUALITY ENVIRONMENT

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

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## **ACADEMIC PURSUITS**

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

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## **ACADEMIC ETHICS**

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

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

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

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## **CONDUCT ETHICS**

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### **STUDENT RULES OF CONDUCT:**

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Students are expected to conduct themselves in a manner supportive of the educational mission of the institution.

Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this Seminary community. Jackson Theological Seminary considers the following behavior, or attempts thereof, by a student or student organization, whether acting

alone or with any other persons, to violate the Student Rules of Conduct. The student, by enrollment, assumes submission to these Student Rules of Conduct:

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

Failure to abide by these rules can lead to disciplinary action, up to and including expulsion from the Seminary. Faculty/Staff member shall ensure that all of their activities with students of the Seminary are above board and proper. Fraternization with students is forbidden (Dating, Unaccompanied Social Events or any other activity that can be construed and or misconstrued to be improper).

No employee in any department shall engage in the solicitation of any subscription funds or assessments for contributions while at work. No employee may use seminary time or property for political purposes. Failure to follow the above policies may result in disciplinary action.

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# PLAGIARISM

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The use of another person’s work as if it were one’s own is deemed as plagiarism. If the work of another is used, acknowledgement of the original source must be made using a recognized referencing practice. If another’s words are borrowed in whole or in part or merely recast in the student’s own words, proper acknowledgement must be made.

### Penalties for Academic Dishonesty

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

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## GOVERNANCE / PARTICIPATION

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

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## COMPLAINTS GRIEVANCE POLICY

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### STUDENT COMPLAINTS/GREIVANCES:

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All Student Complaints shall be filed with the Chief Academic Officer. The core values of Jackson Theological Seminary embrace:

- Excellence
- Tolerance
- Servant Leadership
- Spiritual Formation, Growth and Transformation

These values are demonstrated by a passion for high standards, which include: respect, honesty, justice, integrity and accountability. Tolerance is demonstrated through an unreserved acceptance of the concepts of love, justice, forgiveness and a capacity for openness to difference. Further, Jackson believes in a servant leadership that is lived out through being a responsible steward who serves with care, humility and strength of boldness as he/she articulates his/her vision and inspires others. We are committed to an on-going process of spiritual formation, growth and transformation through honest self-reflection and prayer.

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

This policy covers all student grievances, except those infractions covered by law, such

as sexual harassment and gender and age discrimination, which apply to the whole community. These areas are covered in a different policy and will require a different process.

## **COMPLAINT/GRIEVANCE COMMITTEE:**

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A standing student grievance committee consists of the following representatives:

- Two student representatives
- One faculty representative
- One staff representative
- One administration representative

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

## **COMMITTEE MEMBERS' SELECTION TIME AND TERM OF OFFICE**

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

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

## **STUDENT COMPLAINT PROCESS**

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

### Step 1

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

### Step 2

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

### Step 3

The third section of the form will be completed by the aggrieved party: A Petition to the

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

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

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

## **STUDENTS FILING A COMPLAINT WITH TRACS:**

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Students may contact TRACS Accrediting Agency by completing the TRACS Complaint Form found on [http://tracs.org/TRACS\\_Publications.html](http://tracs.org/TRACS_Publications.html) and submitting it to: President Transnational Associations of Christian Colleges and Schools 15935 Forest Rd. Forest, VA 24551

### **1). Core values**

The core values of Jackson Theological Seminary embrace:

- Excellence
- Tolerance
- Servant Leadership
- Spiritual Formation, Growth and Transformation

These values are demonstrated by a passion for high standards, which includes: respect, honesty, justice, integrity and accountability. Tolerance is demonstrated through an unreserved acceptance of the concepts of love, justice, forgiveness and a capacity for openness to difference. Further, Jackson believes in a servant leadership that is lived out through being a responsible steward who serves with care, humility and strength of boldness as he/she articulates his/her vision and inspires others. We are committed to an on-going process of spiritual formation, growth and transformation through honest self-reflection and prayer.

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

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

## **FACULTY/STAFF (EMPLOYEE) COMPLAINT PROCESS:**

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

### Step 1

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

### Step 2

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

### Step 3

The third section of the form will be completed by the aggrieved party: A Petition to the

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

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

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

## **FACULTY/STAFF (EMPLOYEE) COMPLAINT/GRIEVANCE COMMITTEE:**

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A faculty staff grievance committee consists of the following:

Three to five members of the Board of Trustees appointed by the Chair of the Board

Once appointed by the Chair, the committee will organize to select the president, the secretary and the parliamentarian. The committee representatives will be selected by the groups they represent: for example, Board members will be selected by the Chairman of the Board.

## **FACULTY/STAFF (EMPLOYEE) FILING A COMPLAINT WITH TRACS:**

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Staff may also contact TRACS Accrediting Agency by completing the TRACS Complaint Form found on [https://www.tracs.org/documents/3.TRACSComplaintForm-AgainstInstitution\\_000.pdf](https://www.tracs.org/documents/3.TRACSComplaintForm-AgainstInstitution_000.pdf) and submitting it to: President Transnational Associations of Christian Colleges and Schools 15935 Forest Rd. Forest, VA 24551

### **GOVERNANCE / PARTICIPATION**

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

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## **TERMINATION OF EMPLOYMENT**

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Arkansas is a “Right-To-Work” State; therefore, the Seminary and the Employee recognize that either party may terminate the employment relationship at any time for any reason regardless of the date of final compensation or regardless of any language contained herein to the contrary. Neither is bound by any contractual agreement, except for Faculty/Staff member classified as “contract Faculty/Staff member”.

### **RESIGNATION:**

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Faculty/Staff member wishing to leave the Seminary’s service in good standing shall file with the Department Head a written resignation at least ten (10) working days prior to leaving the Seminary’s service. The Department Head may authorize the employee to leave sooner.

All resignations from Faculty/Staff member should contain the reasons for the resignation to assist the Seminary in meeting unemployment compensation restrictions.

Written notice of intent to resign should be given to the employee’s supervisor or Department Head. Proper notice generally allows enough time to calculate all accrued overtime (if applicable) as well as other monies to which the employee may be entitled and to include such monies except pension refunds in the final paycheck when possible.

### **TERMINATION:**

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The State of Arkansas is a “Right to Work State. This means employees may be terminate with or without reason. Contracted employee's terminations are based on the conditions included in their contract.

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# CODE OF CONDUCT/ETHICS

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## STUDENT CONDUCT/ETHICS:

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

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

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

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

## **FACULTY/STAFF (EMPLOYEE) CODE OF CONDUCT CODE OF ETHICS:**

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### 1. Gifts, Gratuities, Rewards

No employee will accept tips, gifts, rewards or other forms of remuneration (payment) in addition to regular compensation from any source for the performance of academic services for which one is regularly employed.

### 2. Employment and Political Activity

Seminary Faculty/Staff member shall not be hired, promoted, retained, reduced, suspended or discharged on the basis of their political activity. Faculty/Staff member are expected and encouraged to exercise their legal right to vote.

Faculty/Staff member shall ensure that all their activities with students of the Seminary are above board and proper. Fraternization with students is forbidden (Dating, Unaccompanied Social Events or any other activity that can be construed and or misconstrued to be improper).

No employee in any department shall engage in the solicitation of any subscription funds or assessments for contributions while at work. No employee may use seminary time or property for political purposes. Failure to follow the above policies may result in disciplinary action.

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## **ATTENDANCE**

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### **STUDENT ATTENDANCE REQUIREMENTS:**

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Students attendance requirements vary per course. Each course has a rubric that consistently lets the student and instructor know what the limitations are.

### **EMPLOYEE ATTENDANCE:**

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Staff/factuality is required to be at work on time and at all times scheduled, unless authorized or unless an emergency exists. Staff/factuality are required to attend designated training unless excused by the CEO.

### **EMPLOYEE ABANDONMENT OF JOB:**

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An employee remaining absent from the seminary for any reason for a period of three (3) consecutive workdays without notifying the seminary, is considered to have abandoned his or her job and the member shall be terminated.

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## **EMPLOYEE OFFICE HOURS**

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Each employee's office hours are set by the CAO and or times listed in employee contracts. Changes in hours can be made due to inclement weather and other emergency situations. These changes must be coordinated with the CAO.

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## **GRADES**

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In cases concerning grades, the student should discuss the situation with the faculty member. If the situation is unresolved then the student may make an appeal to the Chief Academic Officer. The decision of the Academic Officer shall be considered final in cases involving grades.

## INSTITUTIONAL GRADING SYSTEM:

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**Credit Hours** - To earn one **credit hour**, a student must attend a class for one classroom **hour** (usually 50 minutes) per week for the whole semester (usually 16 weeks). Classes are offered in 1 - 5 **credit hour** increments, and sometimes larger amounts.

Student proficiency is recorded in terms of the following symbols:

| GRADE | PERCENTAGE VALUE | CREDIT |
|-------|------------------|--------|
| A+    | 97-100           | 4.0    |
| A     | 93 - 96          | 4.0    |
| A-    | 90 - 92          | 3.7    |
| B+    | 87 - 89          | 3.3    |
| B     | 83 - 86          | 3.0    |
| B-    | 80 - 82          | 2.7    |
| C+    | 77 - 79          | 2.3    |
| C     | 73 - 76          | 2.0    |
| C-    | 70 - 72          | 1.7    |
| D+    | 67 - 69          | 1.3    |
| D     | 60 - 66          | 1.0    |
| F     | 59 and below     |        |

\*per 3 credit hour class

### Other Grades (do not affect GPA)

|          |   |
|----------|---|
| <b>P</b> | Pass (not counted toward grade point average) |
| <b>T</b> | Transfer Credit                               |
| <b>W</b> | Withdrawal                                    |
| <b>I</b> | Incomplete                                    |
| <b>X</b> | Audit   |

## RUBRIC:

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A scoring **rubric** is a method to communicate expectations of quality around a task. In many cases, scoring **rubrics** are **used to** delineate consistent criteria for grading. A scoring **rubric** allows teachers and students alike to evaluate criteria, which can be complex and subjective.

## INCOMPLETE WORK:

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In exceptional cases, such as illness or family emergency, a student may request an incomplete grade from an instructor no later than the last day of class. Thereafter, an incomplete must be requested from the Academic Dean. If approved, the instructor and Dean provide written acknowledgement and guidelines on an Incomplete Form and the form is sent to the Director of Administration and Records (DAR) to be entered in the official grading. Course work for an approved incomplete must be completed and submitted no later than 21 days after the last day of the session for the BABs/M.Div. and special students. Students who fail to submit required course work by the deadline will receive the earned grade for the course. The instructor is required to submit the grade change upon receiving and grading the completed work from the student, and no later than 10-days after receipt of said work. An Incomplete is not considered as completed credit hours which may affect the students financial aid status (when applicable). Students with at least one incomplete that are one

semester old are placed on Registration Hold until the incomplete is resolved. Students on Registration Hold will have limited access in the student information system (SIS), including the inability to register for upcoming courses. For intensive courses, such as those offered during the summer term, requests for an incomplete must be made directly to the instructor by the due date of the last class session for the course.

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## **DROP ADD POLICY**

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Classes may be dropped during the first two weeks of the session. Intensives may be dropped up to the day before the start of the class. BA students and MDIV students are eligible for refunds on funds paid to the school as follows:

### **DROP/WTIHDRAWAL PRIOR TO CLASS:**

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Drop/withdrawal prior to the student's attendance of classes in which they have registered.

### **DROP/WITHDRAWL WILE ATTENDING:**

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*Drop/withdrawal after midterms will not receive a refund.* The funds could be held over and credited for another course date with an agreed upon return date. If the student does not return within that agreed upon time frame, the offer will be forfeited, and the funds will not be made available for courses in the future.

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## **EMPLOYEE ACADEMIC ADVISING PROCEDURES**

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The CAO will serve as the primary Academic Advisor and due to the Seminary's size will authorize other instructors to advise students as well. The CAO or his or her designee, will ensure that all instructors provide an adequate amount of time to meet with the students on an as-need basis. The staff will provide enough time for students already enrolled in classes to receive adequate counsel for their stated academic goals while meeting school standards.

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## **PERFORMANCE APPRAISAL**

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Performance appraisals are used to document job performance, and successful completion of probationary periods (periodic performance appraisals). It should be noted that a performance evaluation does not necessarily mean a salary adjustment. It is important that an employee be recognized for good performance and that the member receives appropriate suggestions for improvement when necessary. Consistent with this goal, the member's performance, conduct and attendance will be observed, documented and evaluated by the supervisor on an ongoing basis. The member may also receive periodic written evaluations.

Annual performance appraisals shall be conducted on all full-time Faculty/Staff member members who have been employed as a full-time employee for three (3) months as of October each year.

If a member is transferred to a new position, he/she will receive a periodic evaluation after the member has been in the new job for three months, but this may also occur more frequently if the supervisor or department head feels it is necessary. The releasing supervisor will provide a complete performance appraisal. This appraisal will be averaged with the new position if the employee meets requirements for an annual appraisal.

All written performance reviews will be based on the employee's overall performance in relation to the job responsibilities and will also consider conduct, demeanor, and record of attendance and punctuality.

When a supervisor is aware of a problem concerning a subordinate member's job performance, conduct, attendance or other problems, it is the supervisor's responsibility to privately counsel the employee regarding the problem(s), advising the employee of the standards that must be met, setting time limits in which to meet them if necessary, and the consequences for not meeting them. Any members who refuse to, or otherwise does not, perform the duties of his or her assigned position, in a manner acceptable to the seminary is subject to disciplinary action, including termination. This applies to faculty/staff's conduct and attendance as well.

When a supervisor completes any type of an evaluation on an employee, the employee is asked to sign the form. The purpose for this is to assure the Chairman of the Board that the employee has been counseled, has been informed of the contents of the evaluation and that the employee has received a copy. The signature of the employee is in no way an indication of approval or disapproval of the contents of the evaluation.

**Periodically the Chairman of the Board will undertake specific, targeted instruction in such matters regarding equal employment. All training should be documented, and the original forwarded to DAR's office. All Faculty/Staff member should avail themselves to outside training opportunities. Job related training opportunities can be supplemented by the Seminary if they are job related and approved by the Board.**

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## COMPLYING WITH APPLICABLE INTELLECTUAL PROPER AND COPYRIGHTS

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### COPYRIGHT COMPLIANCE POLICY:

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

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

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

## **1. FAIR USE PROVISION**

Under the Fair Use Provision, a reproduction of someone else's copyright-protected work is likely to be considered fair if it is used for one of the following purposes: criticism, comment, news reporting, teaching, scholarship and research. If the reproduction is for one of these purposes, a determination as to whether the reproduction is fair use must be made based upon these four factors:

- Purpose and character of the use
- Nature of the copyright – protected work
- Amount and substantiality of work used
- Effect of the use on the market or potential market value of the work

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

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

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

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

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

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

## **PHOTOCOPYING IN JACKSON LIBRARY:**

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

- Library user requests one copy of an article from a periodical or short excerpt of any other work.
- The reproduction must become the property of the library user.
- The library staff must have no reason to believe that the reproduction will be used for purposes other than private study, scholarship and research.
- The library must display: The Copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproduction of copyright material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction not be “used for any purposes other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.
- Up to three reproductions of any unpublished work owned by the library may be made for preservation, security or for deposit for research use in another library or archives, including digital reproductions, of a published work that is lost, stolen, damaged, deteriorating or stored in an obsolete format.

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## **PROMOTION AND TENURE**

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The Board shall be responsible for developing and awarding promotions and Tenure. At present there are no opportunities available for any employees.

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## **PROCEDURE FOR PROCUREMENT OF EQUIPMENT AND SUPPLIES**

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All requests for Equipment and supplies shall be submitted in writing to the CEO. Purchases and or the promise to purchase items shall not be made without prior approval. Request for heavy ticket items should be submitted as a part of your annual budget.

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## **FACULTY WORKLOAD REQUIREMENTS AND RESTRICTIONS**

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Faculty and Staff’s workload will be conducted per each individual contract. JTS reserves the right to temporarily modify the workloads on as needed basis.

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## **POLICY ON ALCOHOL AND DRUGS**

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The following expectations of Students/Faculty/Staff member are intended to protect the health, safety and well-being of all individuals associated with the Seminary: the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol is prohibited on campus or at Seminary activities off-campus; the use of a controlled substance shall be permitted if use of the particular drug is permitted by law and has been authorized as a use for medicinal purposes; the Seminary prohibits the use of alcohol at all Seminary-sponsored student events, and on campus grounds, defined as Seminary-owned property and facilities, and including Seminary- owned student housing. The Seminary does not seek to regulate the personal use of alcohol or legal drugs off campus by faculty, students, and staff of legal drinking age. Violations of the alcohol/drug policy may result in judicial action by the Seminary and/or criminal prosecution.

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## **SMOKING/TOBACO PRODUCTS**

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In order to maintain a safe, clean, healthy and comfortable working environment for nonsmoking Students/Faculty/Staff member and to ensure their right to clean air and to comply with applicable Arkansas OSHA laws and city ordinances, the North Little Rock City Council enacted Ordinance 6288 dated 1/23/89. Smoking in the Seminary is prohibited.

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## **FALSE STATEMENTS**

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False statements made by any Seminary employee pertaining to obtaining employment, obtaining benefits, use of leave, absences or tardiness, or during any lawful, duly- authorized investigation of theft, wrong-doing or criminal activity relating to the workplace is prohibited.

Falsification of any Seminary document, computer tape, computer entry, or other record, written or taped, is prohibited.

Any student/employee found to have violated this policy shall be subject to disciplinary actions up to and including discharge.

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## **RESPONSIBLE USE OF TECHNOLOGY POLICY**

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

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

## **USERS OF THE SEMINARY’S TECHNOLOGY RESOURCES AGREE TO:**

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- Comply with all federal, state, other applicable laws, and Seminary policies and procedures
- Use resources responsibly
- Protect the integrity of the physical and software facilities
- Respect the rights and privacy of other users
- Respect data belonging to others
- Use only those technology resources that they are authorized to use and only in a manner and to the extent authorized
- Protect the integrity of their own user accounts

## **ILLIGAL ACTIVITIES SHALL NOT BE TOLERATED:**

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

## **FAILURE TO COMPLY:**

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

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# INTERNET AND ELECTRONIC RESOURCES POLICY

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## INSTITUTIONAL PURPOSES:

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

## ACCEPTABLE USES POLICY;

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

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

Throughout this policy, an "individual" refers to the Seminary's students, faculty and staff. "Network" refers to the entire online learning system of the Seminary.

## UNACCEPTABLE USE POLICY

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### 1. LEGAL USE

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

- i. Harassment of other users
- ii. Libeling or slandering other users

- iii. Destruction of or damage to equipment, software, or data belonging to the Seminary or other users
- iv. Disruption or unauthorized monitoring of electronic communications
- v. Unauthorized copying of copyright-protected material
- vi. Sending, receiving or viewing inappropriate communications, i.e. Pornography, profanity, vulgarity etc.
- vii. Concealing or misrepresenting your name or affiliation in e-mail messages.

## 2. ETHICAL USE

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

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

## 3. CONFIDENTIALITY

The right to privacy of all individuals is also to be upheld. Jackson Theological Seminary will do everything within its power to protect the confidentiality of the network and its users. However, individuals must also do their part to assist in this process. Electronic data of any type on the network, including e-mail, is not confidential. While the Seminary does everything in its power to keep data confidential, the Seminary cannot make guarantees. Individuals are expected to abide by the security restrictions on all systems and information to which they have access. All equipment and the data it contains are the property of Jackson Theological Seminary, but due to the nature of the Internet, no guarantees can be made.

## 4. COOPERATIVE USE

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

- i. Regular deletion of unneeded files from one's accounts on Computing resources and other electronic devices
- ii. Refraining from overuse of connect time, information storage space, printing, or processing capacity

- iii. Refraining from overuse of interactive network utilities (Chat)
- iv. Refraining from use of sounds and visuals which might be disruptive to others
- v. Refraining from use of any computing resource in an irresponsible manner
- vi. Refraining from initiating or forwarding e-mail “chain letters” or “broadcast” and spam messages.

## 5. CONSEQUENCES

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

## 6. DISCLAIMER

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

## 7. USE OF E-MAIL AND OTHER SOCIAL NETWORKS

- i. Access to and the responsible use of e-mail and other social networks is essential to the pursuit and achievement of excellence at the Seminary. The Seminary encourages social networks use to enhance productivity through the efficient exchange of information to further education and the expression of ideas. Use of these resources must be consistent with these goals. As a responsible member of the Seminary, the users are expected to act in accord with the following general guidelines based on common sense, common decency, and civility applied to the networked computing environment:
- ii. Messages sent as electronic mail should meet the same standards for distribution or display as if they were tangible documents.
- iii. The users should clearly and accurately identify themselves in all emails.
- iv. Concealing or misrepresenting names or affiliation to dissociate themselves from responsibility for their actions is never appropriate.
- v. Alteration of the source of electronic mail, message, or posting is unethical and possibly illegal.
- vi. All electronic files will be assumed to be directed to the student only.
- vii. Be sensitive to the inherent limitations of the network resources. No computer security system can absolutely prevent a determined person from accessing stored information that they are not authorized to access.
- viii. While the Seminary has no interest in regulating the content of electronic mail, it cannot guarantee the privacy or confidentiality of electronic documents.
- ix. Good judgment dictates the creation only of electronic documents that may become available to the public.
- x. Users should respect the rights of others.
- xi. Do not send abusive, threatening, or harassing materials.
- xii. Christian discourse is free of intimidation and harassment and based upon a respect for individuals as well as a desire to learn from others.
- xiii. While debate on controversial issues is inevitable and essential, it is the user’s responsibility to do so in a way that actually advances the cause of learning and mutual understanding.
- xiii. Users are expected to promote efficient use of network resources consistent with the instructional, public service and administrative goals of the Seminary.
- xiv. Users should show consideration for others and refrain from engaging in any use that would interfere with their work or disrupt the intended use of network resources.

- xv. Users should avoid wasteful and disruptive practices, such as sending “chain letters,” “broadcast” messages or unwanted material (spam).
- xvi. E-mail and other network resources may not be used for commercial purposes or personal financial gain.
- xvii. The same standards of conduct expected of students, faculty, and staff regarding the use of cell phones, and other resources also apply to the use of e-mail.
- xviii. Users will be held no less accountable for their actions in situations involving e-mail the same as with other media. xix. Users are expected to abide by the security policies on all systems and information with which they have access.

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

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

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## **HARASSMENT/BULLYING POLICY**

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The Seminary prohibits harassment/bullying for any reason [“protected class”] including, but not limited to: veteran status, uniform service member status or any other protected class under federal, state, or local law. Harassment of third parties by Jackson faculty/staff or students is also prohibited. Harassment/bullying thru all social forms of social media is also considered a part of this policy.

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

The purpose of this policy is not to regulate the morality of the Seminary. It is to ensure that in any environment, staff, student, or professors harassed for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form, including but not limited to e-mail, voicemail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures. While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes, and teasing.

Any member that feels he/she is a victim of such harassment should immediately report the matter to the following member of management who has been designated to receive such complaints: Rev. Dr. Robert Turner (501) 492.8395) [rturner@jtseminary.org](mailto:rturner@jtseminary.org) .

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

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## **SEXUAL HARASSMENT POLICY**

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Any type of sexual harassment is against Seminary policy and may be unlawful.

We firmly prohibit sexual harassment of any student by faculty/staff or faculty staff by students or third-party members. Harassment of a professor, employee or third party is also prohibited. This is to ensure that in the Seminary environment, no one party is subject to sexual harassment. While it is not easy to define precisely what sexual harassment is, it may include: unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature including, but not limited to sexually related drawings, pictures, jokes, teasing, uninvited touching or other sexually related comments. The conduct prohibited by this policy includes conduct in any form, including but not limited to e-mail, voicemail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures. Any student, professor or employee who feels he/she is a victim of sexual harassment should immediately report the matter to the following member of management who has been designated to receive such complaints: Human Resources or to the CAO Rev. Dr. Robert Turner. (501) 492.8395) [rturner@jtseminary.org](mailto:rturner@jtseminary.org)

The Seminary will investigate all such reports as confidentially as possible. Adverse Action will not be taken anyone reporting the incident in good faith, reports or participates in the investigation of a violation of this policy.

Sexual harassment will not be tolerated. Violations of this policy may result in disciplinary action, up to and including dismissal from the Seminary.

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## **DRESS CODE**

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The Board of Trustee's may require a, reasonable dress code for their Faculty/Staff members depending on the needs of the seminary for appropriate public image and safety.

Student/Faculty/Staff member are expected to obey the dress code set by the board. If no dress code is in place, the member is expected to use good judgment in grooming and in choosing the type of clothing appropriate for the job site and job duties they are required to perform (Business Casual).

Student/Faculty/Staff member are always expected to practice acceptable standards of personal hygiene. Failure to follow normal standards of hygiene or reporting to work in an unacceptable condition of personal hygiene may result in disciplinary actions.

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## **DISCIPLINARY ACTIONS**

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Facility/Staff members have the responsibility and the authority to instruct, counsel, correct and (if necessary) to take disciplinary action for any and all matters relating to the workplace. Disciplinary action is intended to be corrective, not punitive, and shall be administered in a fair, consistent, non-discriminatory manner.

Disciplinary action may consist of discharge, suspension without pay, demotion, reduction in pay, written warning, or oral warning, depending on the circumstances. Progressive disciplinary actions should be considered in most cases. However, certain offenses, events, incidents, or acts of incompetence considered

serious enough by the CEO shall result in immediate suspension or discharge and immediate removal from the workplace.

Full-time, regular Faculty/Staff members who have completed a six-month period of probation, in the case of promotion (after the initial six-month probationary period has been successfully completed), have the right to appeal reduction in pay, demotion or suspension to the Chairman of the Board within ten days from the date of receipt of such action. Appeals must be filed in writing, stating the reasons why the reduction in pay, demotion or suspension should not have been imposed. Such written appeal must be filed with the Chairman of the Board.

A Oral or Written Warning/Reprimand is not subject to appeal; however, the employee may attach a written rebuttal. Full-time, regular Faculty/Staff members who have not completed the required period of probation for appointment or promotion do not have appeal rights regarding the above matters.

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## **BOARD MEMBERS' SELECTION TIME AND TERM OF OFFICE**

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The Chair shall appoint all member of the Grievance committee on an annual basis.

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## **EMERGENCY CLOSINGS**

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

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## **EMERGENCY SAFETY AREAS ON CAMPUS**

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

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## **DISABILITY SERVICES**

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Jackson aspires to be an inclusive community. Striving for inclusion of all people is based upon Jackson's educational ideals. Our vision of good education involves community members learning about other members within an everyday context that mirrors the pluralistic world around us. This ideal applies equally to students of the Seminary who may have disabilities

requiring reasonable accommodations. To this end, Jackson Seminary is committed to providing reasonable accommodations to qualified students with disabilities, in accordance with the Americans with Disabilities Act. The Academic Services Office offers a variety of services to Jackson students who have documented physical, mental, or learning disabilities:

assistance with registration

academic advising/counseling

physical accommodations

assistance with notetaking

extended time

large print

testing accommodations

oral tests

distraction-free environment

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

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## LEAVE OF ABSENCE

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A Bachelors/M.Div. student may request a leave of absence due to extenuating circumstances. Students should return a completed Leave of Absence Request Form and copies of official documentation (if required) to the Registrar. If approved, the Registrar will then place the student on Leave Status.

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

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## VOLUNTARY WITHDRAWAL

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Voluntary Withdrawal from Jackson Theological Seminary requires the submission of an official Notice of Intent to Withdraw to the Registrar. Until an official withdrawal form has been submitted to the Registrar, the student is not considered officially withdrawn from the seminary, which may adversely affect the student's grade point average, academic standing, and financial aid or tuition refunds. A student who received financial aid funds at the Seminary and withdraws from the Seminary during the semester (for any reason) must consult the Financial Aid Officer to have a withdrawal calculation performed.



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## **INVOLUNTARY WITHDRAWAL**

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

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## **WEAPONS POLICY**

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It is the Policy of Jackson Theological Seminary that no weapons of any kind be allowed in the buildings of Jackson Theological Seminary premises except in the possession of law enforcement authorities, security officers specifically hired by Jackson Theological Seminary or Shorter College or others approved by the President. This policy covers all weapons whether concealed or unconcealed, and whether on the person of the possessor. Exceptions to this law is Arkansas Carry permits etc.

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