



***Student Handbook***  
***2021-2022***

Shepherds Theological Seminary  
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[www.shepherds.edu](http://www.shepherds.edu)

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## 2021-2022 Academic Calendar \*

*For the latest calendar information, please check the STS website ([www.shepherds.edu](http://www.shepherds.edu)) or call the office (919-573-5350).*

### Fall Semester 2021

August 5	Faculty Retreat
August 7	New Student Orientation – Cary, Georgia
August 7-8	Opening Weekend – Laramie
August 8	Convocation - Cary
August 9	Fall Classes Begin – Cary, Laramie, Texas, Georgia
September 6	No Monday Classes (Labor Day Weekend) – Makeup Nov. 22
September 17	Constitution Day observed
September 18	Fall Picnic
October 14	Last Day to Withdraw without Penalty
October 14-16	DMin Cohort
October 18	Day at Shepherds
October 18-20	Shepherds 360 National Church Leaders Conference
October 18-22	Reading Week
October 21-23	DMin Cohort
November 17-23	Evangelical Theological Society/Society of Biblical Literature
November 22	Last Day of Class Cary, Texas, Georgia Regular Schedule
December 5-16	Israel Trip
January 14	Last Day of Class Laramie, Texas One-Year Cohort

### Winter Session 2021-2022 - Cary

Nov. 29 – Jan. 21	Winter Session Modules/Intensives
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### Spring Semester 2022

January 17	Laramie Spring Classes Begin
January 22	New Student Orientation
January 24	Cary, Texas and Georgia Spring Classes Begin
March 7-11	Reading Week/DMin Cohort
March 31	Last Day to Withdraw without Penalty
April 11-17	Easter Recess
May 12	Last Day of Class – Cary, Texas, Georgia
May 15	Graduation
July 15	Last Day of Class – Laramie, Cary, Texas One-Year Cohort

### Summer Session 2022 – Cary

Classes scheduled May 16-July 29, 2022. See website announcements for specifics.

*\* In case of Severe Weather the Seminary decides when classes are cancelled and communicates the decision through several means: a recorded phone message at 919-573-5350; notices placed at Jackson Library and all Seminary offices; a message on WRAL Channel 5 under Universities/Colleges; and when possible by e-mails to the affected students.*

# 1. FOUNDATIONAL STATEMENTS

## 1.1. Distinctives

Shepherds Theological Seminary (STS) is committed to theologically conservative academic excellence. Our faculty members are not only academically minded, they are experienced shepherds committed to training men and women for ministry. Student education is enhanced by the intimate connection to a vibrant local church. STS is devoted to advanced academic training that is tested and refined through mentored relationships, allowing students to apply their studies in the laboratory of local church life and ministry.

## 1.2. Purpose Statement

Shepherds Theological Seminary exists to equip servant leaders for life and ministry by strategically shaping both intellect and character through biblical scholarship and personal mentoring.

## 1.3. Core Values

The STS purpose statement reflects the following three core values to which the Seminary is committed.

1. **SERVANT LEADERSHIP**—*“Shepherds Theological Seminary exists to equip servant leaders for life and ministry. . . .”*

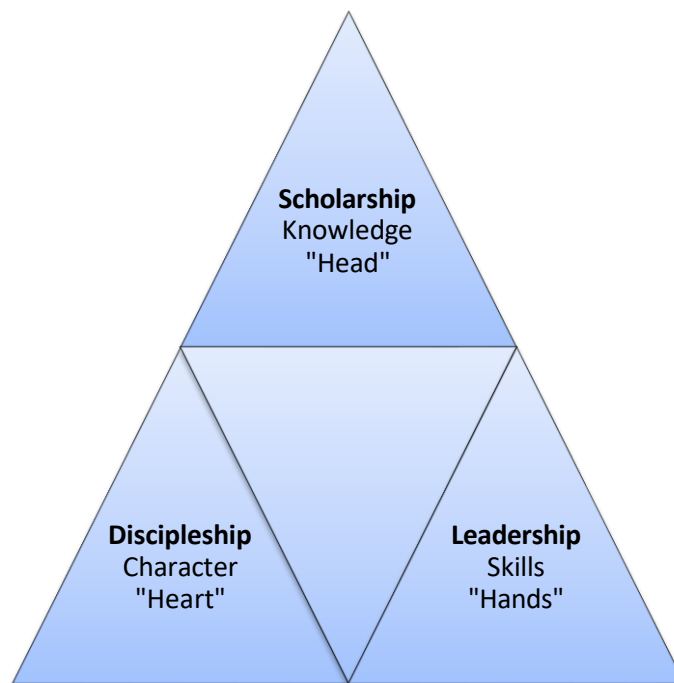
We are committed to a Spirit-led life and ministry modeled after the servant leadership of Jesus Christ.

2. **PERSONAL DISCIPLESHIP**—*“. . . by strategically shaping both intellect and character through biblical scholarship . . .”*

We are committed to a conservative biblical scholarship by interaction with the theological community.

3. **BIBLICAL SCHOLARSHIP**—*“. . . and personal mentoring.”*

We are committed to character development by means of Scripture and personal mentoring.



#### 1.4. Educational Philosophy

Shepherds Theological Seminary exists to glorify God and honor our Lord Jesus Christ. We base our philosophy of education on the theological certainty that the one true triune God has self-attestingly revealed Himself to mankind in the Christian Scriptures. This God of the Bible has many attributes—several of these are foundational for education.

God is the Creator of the universe, and everything that exists, including all knowledge, is ultimately sourced in God. God is able to communicate His knowledge to mankind because man is made in God's likeness. Though mankind rebelled against God, God has graciously provided redemption, including the regeneration of the mind, through the atoning work of Christ on the cross.

Thus, the omniscient God who knows all things shares some of what He knows with His creatures in human knowledge. What man as a creature can know never invades the sphere of knowledge of the Creator, but reflects God's knowledge analogically, even as man as a being made in God's image reflects God's being analogically. Moreover, a reasonable mind has been given to man so that he is able to receive knowledge from God, to apply the teaching of God to life and to communicate God's truth to others.

Furthermore, God is a God of truth in that His knowledge eternally conforms to His being. Truth for His creatures is therefore that which is an expression of the mind of God. Since all truth is sourced in the nature and mind of God, truth is absolute, eternal and unchangeable because God Himself is immutable.

God has revealed knowledge that is foundational for all of life and eternity in the Bible, and thus Scripture is the center and core of all learning at STS. Because God's Word is



truth, we believe that the content of Scripture must be enunciated clearly and authoritatively. All courses, including theology, church ministries, and counseling are understood and taught in relation to the infallible Word of God.

Theological education is not simply a transfer of biblical knowledge, but an ongoing transformation of the whole person. STS intentionally and strategically endeavors to shape Christian intellect, character and spiritual awareness according to the model of our Lord and Savior Jesus Christ. We prayerfully strive to equip students to communicate and to apply the Christian faith throughout their daily lives.

To express our educational philosophy to our students, STS offers courses in three main areas: (1) Exegetical Theology, composed of courses in Bible Exposition, Old Testament, Hebrew, New Testament, and Greek; (2) Theology, composed of courses in Systematic Theology and Historical Theology; and (3) Pastoral Theology, composed of courses in Practical Theology, Missions and Evangelism, and Biblical Counseling.

### 1.5. Servant Leadership

A servant leader is one who has built his life on a firm biblical foundation and has developed character traits and skills using Jesus as the model. As such, he seeks to understand the needs of others and to help them meet those needs as they also commit to imitate Jesus.

#### Key Scriptures

*But the greatest among you shall be your servant. Whoever exalts himself shall be humbled; and whoever humbles himself shall be exalted. (Matthew 23:11–12)*

*Therefore if there is any encouragement in Christ, if there is any consolation of love, if there is any fellowship of the Spirit, if any affection and compassion, make my joy complete by being of the same mind, maintaining the same love, united in spirit, intent on one purpose. Do nothing from selfishness or empty conceit, but with humility of mind regard one another as more important than yourselves; do not merely look out for your own personal interests, but also for the interests of others. Have this attitude in yourselves which was also in Christ Jesus, who, although He existed in the form of God, did not regard equality with God a thing to be grasped, but emptied Himself, taking the form of a bond-servant, and being made in the likeness of men. Being found in appearance as a man, He humbled Himself by becoming obedient to the point of death, even death on a cross. (Philippians 2:1–8)*

*So when He had washed their feet, and taken His garments and reclined at the table again, He said to them, “Do you know what I have done to you? You call Me Teacher and Lord; and you are right, for so I am. If I then, the Lord and the Teacher, washed your feet, you also ought to wash one another’s feet. For I gave you an example that you also should do as I did to you.*

*Truly, truly, I say to you, a slave is not greater than his master, nor is one who is sent greater than the one who sent him. If you know these things, you are blessed if you do them.” (John 13:12–17)*

Our conviction is that STS belongs to Jesus Christ. We believe that faculty members and all students, whether preparing for ministry in counseling, the pastorate, missions, or education, should seek to imitate our Lord’s model of servant leadership. Characteristics of servant leadership include:

- Respect for others
- Sensitive and careful communication
- Commitment both to truth and love
- Desire to give wise and helpful counsel
- Graciousness of actions

## 1.6. Accreditation Information

Shepherds Theological Seminary is accredited by the Commission on Accrediting of The **Association of Theological Schools** in the United States and Canada (ATS) [10 Summit Park Drive Pittsburgh, PA 15275, Telephone: 412–788–6505, Fax: 421–788–6510, Website: [www.ats.edu](http://www.ats.edu)]. The seminary has been accredited by ATS since June 2016, and the following degree programs are approved as specified: Master of Divinity (MDiv), Master of Arts in Christian Ministry with concentrations in Church Ministry (MACM in CM) and in Biblical Counseling (MACM in BC), Master of Arts (Biblical Literature and Languages) (MA(BLL)), and Master of Theological Studies (MTS). STS is approved for a Comprehensive Distance Education Program. The following ongoing extension sites are approved as specified:

Laramie Valley Chapel (4801 Quarter Horse Drive, Laramie, WY 82070) to offer the MTS degree.

Emmanuel Baptist Church (408 East 24th Street, Bryan, TX 77803) to offer the MTS degree.

Shepherds Theological Seminary is accredited by the **Evangelical Council for Financial Accountability** (EFCA) [440 West Jubal Early Ave., Winchester, VA 22601, Telephone: 800-323-9473, Website: <http://ww.efce.org>]. EFCA accreditation is based on the EFCA Seven Standards of Responsible Stewardship™ that include financial accountability, transparency, sound board governance, and ethical fundraising.

## 1.7. Doctrinal Statement

- Taken from 2019-2020 Catalog

### THE SCRIPTURES

We believe that all the words and all the parts of the thirty-nine books of the Old Testament and the twenty-seven books of the New Testament are the only inspired Word of God. The Bible is the product of men controlled by the Holy Spirit, and in the original manuscripts it is

truth without any mixture of error. God, in His providential care, has also kept these Scriptures authentic and trustworthy from the time of their composition until the present time. The Bible is the center of true Christian unity and the supreme standard by which all human life and conduct will be evaluated and judged. (2 Timothy 3:15–17; 2 Peter 1:19–21)

## **GOD**

We believe that there is one and only one living and true God, the Creator and Supreme Ruler of heaven and earth. God is inexpressibly glorious in holiness and worthy of all possible honor, confidence, and love. In the unity of the Godhead there are three persons: the Father, the Son, and the Holy Spirit, equal in every divine perfection and executing distinct but harmonious offices in the great work of redemption. (Exodus 20:2–3; 1 Corinthians 8:6; Revelation 4:11)

### **God the Father**

We believe that God the Father, the first Person of the Trinity, orders and accomplishes all things according to His own purpose and grace (Psalm 145:8–9; 1 Corinthians 8:6). As the only absolute and omnipotent Ruler in the universe, He is sovereign in creation, providence, and redemption (Psalm 103:19; Romans 11:36). His fatherhood involves both His designation within the Trinity and His relationship with mankind. As Creator, He is Father to all humanity (Ephesians 4:6), but He is spiritual Father only to believers (Romans 8:14; 2 Corinthians 6:18). He has decreed for His own glory all things that come to pass (Ephesians 1:11). He continually upholds, directs, and governs all creatures and events (1 Chronicles 29:11). He has graciously chosen from eternity past those whom He would have as His own (Ephesians 1:4–6). He saves from sin all who come to Him through Jesus Christ. He adopts as His own all those who come to Him, and He becomes, through adoption, Father to His own (John 1:12; Romans 8:15; Galatians 4:5; Hebrews 12:5–9).

### **God the Son**

We believe that Jesus Christ is the eternal Son of God. He was not created, but is the Second Person of the Trinity. He came into this world as foretold in the Scriptures to manifest God to mankind and to be the Redeemer of the sinful world. Jesus took upon Himself human flesh and a sinless human nature through the supernatural conception by the Holy Spirit in a virgin, Mary. Jesus was both fully God and fully man, and His earthly life sometimes functioned in the realm of the humanly and at other times in the realm of the divine. He came to die for the sin of the world—the just for the unjust. Jesus Christ alone is the full and complete propitiation for sin—the full satisfaction of the Father's justice regarding sin. He rose from the dead, according to the Scriptures, retaining the same body, though glorified. His bodily resurrection and ascension into heaven, where He now serves as the High Priest for the redeemed of God and head over the Church, gives proof to the fact that His sacrificial death was fully acceptable to the Father for sin. (Genesis 3:15; Isaiah 7:14; 9:6; 53:1ff; Micah 5:2; Luke 1:30–35; 24:34–39; John 1:1–2; 20:20; Acts 2:22–6; Romans 3:25–26; Col. 1:16–17; Hebrews 1:3; 2:17; 4:14–15; 7:25; 10:1–14)

## **God the Holy Spirit**

We believe that the Holy Spirit is a divine Person, equal with God the Father and God the Son and of the same nature. He was active in the creation. He restrains the evil one until God's purpose is fulfilled. He convicts of sin, of righteousness and of judgment. He bears witness to the truth of the Gospel in preaching and testimony, and He is the agent in the new birth. He seals, guides, teaches witnesses, sanctifies, and helps the believer (Genesis 1:1–3; Matthew 28:19; John 14:16–17, 26; 16:8–11; Hebrews 9:14). The Holy Spirit gives gifts to the Church through which the members serve one another and the world. Some of those gifts were temporary and are no longer given today. Some revelatory gifts such as word of knowledge, tongues, and interpretation were critical when the Church was without the written New Testament. Other foundational gifts, such as healing and raising from the dead, were used to confirm and validate the ministry of the apostles as the authentic founders of the Church (Hebrews 2:1–4; Acts 2:22; Mark 16:14–18; Matthew 10:8; 1 Corinthians 13:8).

## **CREATION**

We believe that the creation of the universe from nothing is neither allegory nor myth but a literal, historical event. The existence of all things is the result of the direct, immediate, creative acts of the triune God over six literal days (Genesis 1). Humanity—body and soul/spirit—was created by a direct work of God. Humans did not evolve from previously existing forms of life. The entire human race descended from the historical Adam and Eve, the first parents of the entire human race. (Genesis 1–2; John 1:3; Colossians 1:16–17)

## **SPIRIT BEINGS**

### **ANGELS**

We believe that God created an innumerable company of sinless spirit beings. Although they are a higher order of creation than humanity, they were created to serve God and to worship Him. (Luke 2:9–14; Hebrews 1:6–7, 14; 2:6–7; Revelation 5:11–14; 19:10; 22:9)

### **FALLEN ANGELS AND SATAN**

We believe that Satan is a created angel and the author of sin. He incurred the judgment of God by rebelling against his Creator, by taking numerous angels with him in his fall, and by introducing sin into the human race by his temptation of Eve. He is the open and declared enemy of God and mankind. He is the prince of this world, who was defeated through the death and resurrection of Jesus Christ, and he will be eternally punished in the lake of fire. (Genesis 3:1–15; Isaiah 14:12–17; Ezekiel 28:11–19; Matthew 4:1–11; 25:41; 2 Corinthians 4:3–4; Revelation 12:1–14; 20:10)

### **MANKIND**

We believe that Adam and Eve were created in innocence under the laws of their Maker, but by voluntary transgression, Adam fell from his sinless and happy estate. Adam represented

all humanity and all humanity sinned in Adam. As a result, all men and women are totally depraved, are partakers of Adam's fallen nature, and are sinners by nature and by conduct and, therefore, are under just condemnation without defense or excuse. (Genesis 3:1–6, 24; Romans 1:18–32; 3:10–19; 5:12, 19)

### **SALVATION**

We believe that, in order to be saved, sinners must be born again. The new birth is a new creation in Christ Jesus. Salvation is instantaneous and not a process. In the new birth, someone who is dead in trespasses and sins is made a partaker of the divine nature and receives eternal life. Salvation is the free gift of God's grace, based entirely on the merit of Christ's shed blood, and not on the basis of human merit or works. Faith alone in Jesus Christ alone is the only condition for salvation. (John 1:12; 3:3–7; Acts 16:30–33; Romans 6:23; 2 Corinthians 5:17; Ephesians 1:7; 2:1, 5, 8–10; 1 Peter 1:18–19; 2 Peter 1:4; 1 John 5:1)

### **REGENERATION**

We believe that regeneration is a supernatural work of the Holy Spirit by which the divine nature and divine life are given to men and women. It is instantaneous and is accomplished solely by the power of the Holy Spirit through the Word of God when the repentant sinner, as enabled by the Holy Spirit, responds in faith to the divine provision of salvation. (John 3:3–7; 5:24; Titus 3:5)

### **ELECTION**

We believe that election is the act of God by which, before the foundation of the world, He chose in Christ those whom He graciously regenerates, saves, and sanctifies (Romans 8:28–30; Ephesians 1:4–11; 2 Thessalonians 2:13; 2 Timothy 2:10; Titus 3:4–7; 1 Peter 1:1–2). Sovereign election does not contradict or negate the responsibility of men and women to repent and trust Christ as Savior and Lord (Ezekiel 18:23, 32; 33:11; John 3:18–19, 36; 5:40; Romans 9:22–23; 10:9–13; 2 Thessalonians 2:10–12; Revelation 22:17).

### **JUSTIFICATION**

We believe that justification is the legal act of God as He declares us to be righteous through faith in Christ Jesus. Justification includes the pardon of sin and the imputation of God's righteousness. It is bestowed, not in consideration of any works of righteousness which we have done, but solely through faith in the Redeemer. (Isaiah 53:11; Zechariah 13:1; Acts 13:39; Romans 5:1, 9; 8:1; 2 Corinthians 5:18–21) Thus, the righteousness of Christ that believers enjoy is given to us, not earned by us (Titus 3:5).

### **REPENTANCE**

We believe that repentance is a change of mind and purpose toward God prompted by the Holy Spirit. True repentance is inseparably related to true faith. (Luke 13:1–3; 15:7; Romans 2:4)

**ADOPTION**

We believe that adoption is the gracious act whereby the Father, for the sake of Christ, places new believers into the honored position of heirs. This is in contrast with regeneration whereby the believer receives the nature of God and becomes a child of God. The full benefit of the position of adoption awaits the glorification of the believers at the coming of the Lord. (Galatians 4:1–7; Ephesians 1:5, 13, 14; 1 John 3:1–2)

**SANCTIFICATION**

We believe that sanctification is the unfolding work of God: first, an eternal act of God, based upon redemption in Christ, establishing the believer in a position of holiness at the moment he or she trusts the Savior; second, a continuing process in the saint as the Holy Spirit applies the Word of God to his or her life; third, the final accomplishment of this process at the Lord's return. (John 17:17; 1 Corinthians 1:30; 2 Corinthians 3:18; Ephesians 5:25–26; 1 Thessalonians 4:3–4; Hebrews 3:1)

**ETERNAL SECURITY**

We believe that all who are truly born again are kept secure by God the Father for Jesus (Philippians 1:6) and will persevere to the end in faith and obedience by the power of the Holy Spirit (1 Peter 1:10; Ephesians 2:10; 1 John 2:19).

**THE CHURCH**

We believe in the unity of all true believers in the universal Church, which is the body of Christ and was formed on the Day of Pentecost. All believers, from Pentecost to the Rapture, both Jews and Gentiles, are added to this Church when they believe the Gospel and are spiritually immersed into Christ's body (Acts 2:41–42; 1 Corinthians 11:2; 12:12–13; Ephesians 3:1–6). The universal Church is revealed through local congregations of redeemed, baptized believers who commit to one another in their covenant of faith and fellowship of the Gospel. The Church observes the ordinances of Christ, is governed by His laws, and exercises the gifts, rights and privileges invested in them by His Word. The biblically designated offices are elders (also called bishops, pastors, and pastor-teachers) and deacons, whose qualifications and duties are revealed in the scriptural accounts of the early Church. The true mission of the Church is the faithful witnessing of Christ to all as we have opportunity. The local church has the absolute right of self-government free from the interference of any hierarchy of individuals or organizations. The one and only superintendent is Christ through the Holy Spirit. It is scriptural for biblical churches to cooperate with each other in contending for the faith and for the furtherance of the Gospel. Each local church is the sole judge of the measure and method of its cooperation. On all matters of membership, polity, government, discipline, and benevolence, the will of the local church is final. (Acts 15:13–18; 20:17–28; 1 Timothy 3:1–13; Titus 1:5–9; Ephesians 1:22, 23; 4:11; 5:23–24; Colossians 1:18; 1 Peter 5:1–5)

**ORDINANCES**

We believe that biblical baptism is the immersion of a believer in water. That is the only form of baptism revealed and commanded in the Scriptures. Baptism has no saving power, but is an act of obedience for those who are already saved. The Bible affirms that the Lord's Supper is the commemoration of His death until He comes and should be preceded by solemn self-examination. The elements themselves represent the body and blood of the Savior in symbol only. God does not extend His grace to us through the elements of communion. (Matthew 3:16; 28:19–20; John 3:23; Acts 2:38, 41; 8:36–39; 10:47–48; Romans 6:3–6; 1 Corinthians 11:23–28; Colossians 2:12) Water baptism is a one-time act of identification; communion is a repeated act of rededication.

**SEPARATION**

We believe that believers are to separate entirely from worldliness and ecclesiastical apostasy unto God (2 Corinthians 6:14–7:1).

**CIVIL GOVERNMENT**

We believe that civil government is ordained by God for the interests and good order of human society. Believers are to pray for and conscientiously honor and obey their civil authorities except when ordered to disobey Scripture and the will of God. (Exodus 18:21, 22; 2 Samuel 23:3; Acts 23:5; Romans 13:17)

**ISRAEL**

We believe that God sovereignly selected Israel as His eternal covenant people. Israel is now dispersed because of disobedience and rejection of their Messiah, Jesus Christ, but will be regathered in Israel during the Tribulation. According to God's grace and His eternal covenant with the Jewish nation, God will prepare their hearts in repentance for the second coming of Christ. (Genesis 13:14–17; Ezekiel 37; Romans 11:1–32)

**LAST THINGS****THE RAPTURE AND TRIBULATION**

We believe in the imminent, pretribulational, premillennial return of Christ for His Church. At that moment the dead in Christ shall be raised in glorified bodies, and the living in Christ shall be given glorified bodies without tasting death. All believers shall be caught up to meet the Lord in the air before the tribulation, the seventieth week of Daniel. (Daniel 9:25–27; Matthew 24:29–31; 1 Corinthians 15:51–52; 1 Thessalonians 4:13–17; Revelation 20:1–4, 6)

**THE MILLENNIAL KINGDOM AND SUBSEQUENT EVENTS**

We believe at the end of the tribulation Christ will return physically to earth to render judgment and inaugurate the one thousand year millennial kingdom. Christ will establish Himself as King, sitting on the throne of David, as the nation of Israel is saved and restored to their land. The millennium will be a time of peace, joy, righteousness, obedience, holiness, truth and fullness of the Holy Spirit. Satan will be bound during this time but released at the

end when he leads a rebellion against Christ, only to be defeated and judged. As the millennium concludes, the unsaved dead of all ages are resurrected and judged at the great white throne. Following this, God will create new heavens and a new earth. (Psalms 24; Isaiah 9:3–7; 11:1–10; 32; 35; 61:7–10; 65; 66; Daniel 12:2–3; Joel 2:28–29; Micah 4:1–4; Zechariah 12:10–14; 14:4–21; Matthew 25:31–46; Luke 1:32–33; Romans 11:25–27; 1 Corinthians 15:22–28; Revelation 19:11–21; 20–22)

### **THE SAVED AND THE LOST**

We believe that there is a radical and essential difference between those who are saved and those who are lost. Only those who are justified by faith in our Lord Jesus Christ and sanctified by the Spirit of our God are saved in God's sight. All who continue in unrepentant sin and unbelief are lost in God's sight and under His abiding curse. This distinction will remain eternally: in the everlasting joy in heaven for the saved and in the everlasting conscious suffering of the lost in the lake of fire. (Genesis 18:23; Malachi 3:18; Matthew 25:46; John 8:21; Romans 6:17–18, 23; 7:6; 1 John 5:19)

### **MORAL ISSUES**

#### **ABORTION**

We believe that human life begins at fertilization and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn God-given human life. God is the author of life and death. Therefore, abortion is murder. (Job 3:16; Psalms 51:5; 139:14–16; Isaiah 49:1, 5; Jeremiah 1:5; 20:15–18; Luke 1:44)

#### **EUTHANASIA**

We believe that God is the author of life and death. The direct taking of an innocent human life is a moral evil, regardless of intention. Life is a gift of God and must be respected from fertilization to natural death. (Exodus 20:13; 23:7; Matthew 5:21; Acts 17:28)

#### **HUMAN SEXUALITY**

We believe that sexual activity outside of a marriage between one man and one woman is sin. Any form of homosexuality, lesbianism, bisexuality, transgender, bestiality, incest, pedophilia, fornication, adultery, and pornography are sinful perversions of God's gift of sex. God has created us male and female, and He desires that we find joy and contentment in His design. (Genesis 2:24; Genesis 19:5, 13; Genesis 26:8–9; Leviticus 18:1–30; Romans 1: 26–29; 1 Corinthians 5:1; 6:9; 1 Thessalonians 4:1–8; Hebrews 13:4)

#### **MARRIAGE**

We believe that the term "marriage" has only one legitimate meaning, which comes from the Bible, and that is the joining of one man and one woman in a single, covenantal union. (Genesis 2:24; Mark 10:6–9; Romans 7:2; 1 Corinthians 7:10; Ephesians 5:22–23). Whenever there is a conflict between this institution's position and any new legal standard for marriage, the institution's Doctrinal Statement will govern our practices (Genesis 2:24; Mark 10:6–9; 1



Corinthians 7:10, Ephesians 5:22–23). We believe it is God’s intention that those who enter marriage shall seek in mutual love and respect, to live, one man and one woman, in Christian fidelity as long as both shall live (Genesis 1:27; 2:24; Mark 10:9; Luke 16:18).

We believe that sexual activity is to be exercised and enjoyed only within the covenant relationship of marriage between one man and one woman, and that God has expressly condemned sexual intercourse outside of the marriage covenant. Any form of homosexuality, lesbianism, bisexuality, transgender, bestiality, incest, pedophilia, fornication, adultery and pornography are sinful perversions of God’s gift of sex (Genesis 19:5, 13; 26:8–9; Leviticus 18:1–30; Romans 1:26–29; 1 Corinthians 5:1, 6:9; 1 Thessalonians 4:1–8; Hebrews 13:4).

### **Gender Relationships**

We believe that men and women are spiritually equal in position before God but that God has ordained distinct and separate functions for men and women in the home and the church. The husband is the head of his household, serving as a shepherd/leader in the home. Likewise, men are to hold the offices of authority in the church. Accordingly, only men are eligible for licensure and ordination by the church and qualified to exercise their authority by leading mixed adult worship services and adult Christian education classes. (Galatians 3:28; Colossians 3:18; 1 Timothy 2:8–15; 3:4–5, 12)

### **Biblical Manhood and Womanhood**

We believe that men and women were created in the image and likeness of God, equally blessed, and given dual responsibility over the created order (Genesis 1:26–28). We believe the Bible teaches that as part of the created order, distinctions in masculine and feminine roles were ordained by God, with Adam’s headship in marriage being established before the Fall (Genesis 2:16–18; 21–24; 3:1–13; 1 Corinthians 11:7–9). As such, we are dedicated to the biblical view of men and women and their relationship to each other in the home and church. Although men and women are spiritually equal in position before God, God has ordained distinct and separate functions for men and women in the church and home (1 Timothy 2:11–12). We affirm that God has honored women with many ministry opportunities within the church, parachurch organizations and ministries, educational institutions and mission agencies, but has appointed men and men only to the authoritative teaching role of the elder/pastor position within the local church.

### **Family Relationships**

We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the Church. The wife is to submit herself to the scriptural leadership of her husband as the Church submits to the headship of Christ. Children are a heritage from the Lord, and parents are responsible to oversee their children’s spiritual and moral instruction, which includes a consistent lifestyle example and appropriate discipline, including scriptural corporal correction. (Genesis 1:26–28; Exodus 20:12; Deuteronomy 6:4–9; Psalms 127:3–5; Proverbs 19:18; 22:15; 23:13–14; Mark 10:6–12; 1

Corinthians 7:1–16; Ephesians 5:21–33; 6:1–4; Colossians 3:18–21; Hebrews 13:4; 1 Peter 3:1–7)

### **Divorce and Remarriage**

We believe that God disapproves of and forbids divorce and intends marriage to last until the death of a spouse. Divorce and remarriage is regarded as adultery except on the grounds of fornication and spousal abandonment. Divorce is also permissible to end civil unions or legal marriages which violate Scriptural marriage as defined above (such as polygamous or homosexual unions). However, marriage to an unbeliever is not solely a legitimate ground for divorce. (Malachi 2:14–17; Matthew 19:3–12; Romans 7:1–3; 1 Corinthians 7:10–16; 1 Timothy 3:2, 12; Titus 1:6)

## **CHRISTIAN INTERACTIONS**

### **Christian Love**

We believe that we should demonstrate love for others, not only toward fellow believers, but also toward those who are not believers, those who oppose us, and those who engage in sinful actions. We are to deal with those who oppose us graciously, gently, patiently, prayerfully, and humbly. God forbids the stirring up of strife, the taking of revenge, or the threat of or use of violence as a means of resolving personal conflict or obtaining personal justice. Although God commands us to abhor sinful actions, we are to love and pray for any person who engages in such sinful actions. (Leviticus 19:18; Matthew 5:44–48; Luke 6:31; John 13:34–35; Romans 12:9–10; 17–21; 13:8–10; Philippians 2:2–4; 2 Timothy 2:24–26; Titus 3:2; 1 John 3:17–18)

### **Lawsuits between Believers**

We believe that scripture prohibits members from bringing civil lawsuits against other members of a church to resolve personal disputes. (1 Corinthians 6:1–8; Ephesians 4:31–32)

## **AUTHORITY OF STATEMENT OF FAITH**

This statement of faith does not exhaust the extent of our belief. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the foregoing statement of faith accurately represents the teaching of the Bible.

**Note:** This confession of faith is to be reaffirmed annually by each member of the Board of Directors, the resident faculty, and the seminary administration. Students are required to affirm they will honor and respect this confession.

## 2. STUDENT CODE OF CONDUCT

### 2.1. Introduction

As a representative of Jesus Christ, we are expected to be men or women of high moral character whose conduct is consistent with standards of Scripture. Certain exemplary standards of conduct and appearance govern the students, faculty and administrators of Shepherds Theological Seminary. Members of the Seminary are recognized as Christian leaders by people in the immediate church, residential and business community, as well as in the broader community of sister seminaries.

Shepherds Theological Seminary, as an institution dedicated to equipping servant leaders for life and ministry, necessarily requires the highest ethical standards for every one of us connected with it, whether a student, faculty member or staff member. All of us come under the instruction of Scripture to live as mature Christians under the leadership of the Holy Spirit and the clear teachings of Scripture. On the one hand, we are taught to be walking in the Spirit, and live so that the Holy Spirit is able to produce His fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (Gal. 5:22–23). On the other hand, the works of the flesh have no place in the lives of us who are striving to please Christ and glorify God: immorality, impurity, sensuality, idolatry, sorcery, enmities, strife, jealousy, outbursts of anger, disputes, dissensions, factions, envying, drunkenness, carousing and things like these (Gal. 5:19–21).

### 2.2. Christ-like Behavior

Our conviction is that STS belongs to Jesus Christ. We believe that all faculty members, staff members and students (whether preparing for ministry in counseling, the pastorate, missions or education) should seek to imitate our Lord's model of servant leadership. This includes:

1. Maintaining Christ-like attitudes and behavior towards those in our secular and Christian communities, including respect, courtesy, humility and caring (Eph. 5:15–17; Col. 4:5–6).
2. Maintaining conduct consistent with biblical principles, including refraining from gossip, cheating, stealing, vulgarity, dishonesty, slander, fraud and profanity (Eph. 4:25–32; 5:3–4).
3. Refraining from improper and pornographic involvement with the print, internet and broadcast media that are dangerous to one's life of godliness (Rom. 12:1–2; Jas. 1:21; Gal. 5:22–23).
4. Refraining from all types of illegal behavior, from enslavement to any activity or habit (1 Cor. 6:12), and from any activity that would cause a weaker brother to stumble (Rom. 14).
5. Upholding with priority one's family roles and responsibilities as detailed in the Scriptures (Eph. 5:22–33; 6:1–4).

6. Maintaining a biblical standard of sexual morality, as detailed in the following statement.

### 2.3. Personal Sexual Purity Statement

This statement is the logical out working of doctrinal beliefs as stated in the “Moral Issues” section of the Doctrinal Statement in this Catalog. STS believes it is important that it be clear that faculty, students and staff members are to uphold the highest standards of biblical purity in their interpersonal relationships. Without a clear understanding of sexual identity and consistent practice of sexual purity by these, STS cannot be an effective agent of the healing power of Jesus Christ to the advocates of sexual sin in our world.

We believe that God’s design for the gift of sexuality is that it is to be exercised and enjoyed only within the covenant relationship of marriage between one man and one woman. It is God’s intention that those who enter marriage shall seek in mutual love and respect, to live, one man and one woman, in Christian fidelity as long as both shall live (Genesis 1:27; 2:24; Mark 10:9; Luke 16:18).

We believe God has expressly condemned sexual intercourse outside of the marriage covenant. This prohibition applies to married persons committing adultery, unmarried heterosexual relationships, and any form of homosexual relationship. It is God’s expectation that the unmarried shall live pure and celibate lives, refraining from sexual intimacy (Leviticus 18:22; Deuteronomy 23:17; Romans 1:26–27; 1 Corinthians 6:9).

Because of the serious consequences unrepentant sexual sin can have on ministry, faculty, students and staff members who disagree with this policy or who do not conform their conduct to it are expected to resign their relationship with STS or they will be dismissed.

### 2.4. Permanence of Marriage

We believe that Scripture teaches us that marriage should be a permanent relationship and do not condone divorce as a desirable way of solving marital differences. A student who is experiencing marital difficulties is encouraged to meet with the dean or a faculty member for counsel immediately. If divorce becomes probable, the student must notify the dean. The student may be asked to drop out of school for a period of time to work on resolution and/or reconciliation.

Divorce does not necessarily bar a student from attending or graduating from Shepherds, although it may limit ministry recommendations and placement.

### 2.5. Dress Code

The appearance of STS students should reflect modesty and normally means shirts with collars and long pants for men and skirts or pants for women. ***No shorts or tank tops please.*** Exceptions can be made when it is a hardship to change from special work clothes prior to class.

## 2.6. Classroom Decorum

Students are expected to address faculty with traditional classroom respect that recognizes their academic standing. They are to be addressed as “Doctor,” “Professor,” “Mister,” “Miss,” or “Mrs.”

## 2.7. Sexual Harassment and Misconduct

STS will not tolerate sexual harassment or misconduct of any sort. This policy includes the following types of sexual misconduct: sexual discrimination; sexual harassment; sexual exploitation; hostile environment; sexual violence/assault; dating violence; and stalking.

This policy applies to all applicants for admission or employment, enrolled students (full-time or part-time, credit or audit), employees (full-time, part-time, resident faculty, adjunct faculty, and staff), volunteers and third parties who associate with the seminary either on the main campus in Cary, NC or at designated teaching sites.

This policy applies to conduct occurring within the context of providing an educational program or activity, either on or off seminary grounds.

Any sexual harassment or misconduct should be reported immediately to Mr. Ed Maness, Title IX Coordinator: 6051 Tryon Rd., Cary NC; 919-573-5350.

## 2.8. Code of Conduct Policy

As representatives of Jesus Christ, we are expected to be men and women of high moral character whose conduct is consistent with standards of Scripture. Certain exemplary standards of conduct and appearance govern STS students, faculty and administrators. Members of the seminary are recognized as Christian leaders by people in the immediate church, residential and business community, as well as in the broader community of sister seminaries.

1. A Code of Conduct and a policy against Academic Dishonesty are written by faculty for students, and approved by the faculty and Board.
2. Each student signs a statement on the STS application agreeing to adhere to the Code of Conduct and policy against Academic Dishonesty.
3. The student Code of Conduct and standards against Academic Dishonesty are distributed regularly to students.
4. A Faculty Code of Conduct is written for faculty by administration and approved by the faculty and Board.
5. Each faculty member signs the faculty Code of Conduct statement, indicating their intention to adhere to it.

## 2.9. Cheating and Plagiarism

All STS students must comply with the seminary's academic dishonesty policy (Adapted from "Academic Dishonesty," The Master's College, Santa Clarita, CA)

Ephesians 4:28—*He who steals must steal no longer; but rather he must labor, performing with his own hands what is good. . . .*

Seminary education is based upon certain shared values concerning the nature of learning and the pursuit of knowledge. One of the most basic assumptions is the respect for intellectual property and right of recognition for this pursuit of knowledge. Violation of this basic assumption includes such practices as cheating, plagiarism, and abuse of technology, falsification of research data, unapproved collaborative research, and other deceptive academic practices. Sometimes these abuses are unintentional, but much intentional abuse is found in higher educational institutions, even Christian seminaries.

### Policy Guidelines

In an attempt to clarify the problem and offer consequences for participation in such activities, the following materials are offered as both a warning and as a guideline to avoid unconscious participation in questionable practices. Of course, questions regarding the appropriateness of any debatable activity should be cleared in advance with an instructor. Certainly students preparing for the Lord's work need to make sure that truth and honesty pervade their lives.

### Definitions

Plagiarize—to steal and pass off (the ideas or words of another) as one's own; to use someone else's material without crediting the source (see Merriam-Webster Dictionary On-Line).

Cheat—to deprive of something valuable by the use of deceit or fraud; to violate rules of honesty as on an examination (see Merriam-Webster Dictionary on-Line).

### Unquestionable Violations of Academic Integrity

The faculty will generally approach the following cases with severe academic penalties.

Violation	Standard Consequence
<ul style="list-style-type: none"> <li>• Copying answers directly from another student.</li> <li>• “Cribbing” answers in any form to be accessed during the examination.</li> <li>• Usage of a substitute person for writing an exam or term paper.</li> <li>• Altering answers on a returned exam for re-submission.</li> <li>• Falsification of reading report</li> </ul>	F for the assignment, and probable F for the course
Unauthorized access to faculty files (electronic and or paper)	F for the course and probable expulsion
Unauthorized discussion of exam content	F for the course for both parties
Usage of purchased or pre-existing term paper	F for the assignment, probable F for the course, and possible expulsion

### **Questionable Violations of Academic Integrity**

The issues following are deemed unacceptable by most STS faculty members and will result in confrontation with the student over potential charges of academic dishonesty. In most cases, such unacceptable practices will result in at least a warning, and possibly an F for the assignment.

#### **Violations**

- Significant amount of continued writing after the conclusion of an exam.
- Multiple submission of the same assignment or paper without approval.
- Technological manipulation of electronic text by copy and paste without citation.
- Usage of a source without documentation or citation credit.
- Artificial additions and inflation of bibliographic sources.
- Deliberate alteration of time and date on late assignments.
- Exaggerated computer problems or technical problems due to procrastination.

## 2.10. Suspension or Dismissal

Attendance at STS is a privilege, and not a right. Students who in the opinion of Seminary faculty and administration violate these standards of conduct may be recommended for suspension or dismissal by the Vice-President of Academic Affairs or director of mentoring. The student can appeal this decision through the Provost. Readmission in the case of suspension would have to receive approval of the Faculty Council. A dismissal will require a student to go through the application for admission process.

## 2.11. Grievance Resolution Policy and Procedure

### Policy

Students have an opportunity to present their complaints and to appeal faculty or administrative decisions through a dispute resolution or grievance procedure. STS will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

### Procedures

An appropriate grievance is defined as a student's expressed feeling of dissatisfaction concerning any interpretation or application of a work/study-related policy by management, faculty or other employees.

Students must notify STS in a timely fashion of any grievance considered appropriate for handling under this policy. The grievance procedure is the exclusive remedy for students with appropriate grievances. As used in this policy, the terms "timely fashion," "reasonable time" and "promptly" will mean seven days.

Students will not be penalized for proper use of the grievance procedure. However, it is not considered proper if a student abuses the procedure by raising grievances in bad faith or solely for the purposes of delay or harassment, or by repeatedly raising grievances that a reasonable person would judge to have no merit.

Students who feel they have an appropriate grievance should proceed as follows:

Promptly bring the grievance to the attention of a faculty member. If the grievance involves a faculty member, then it is permissible to proceed directly to Step B. The faculty member is to investigate the grievance, attempt to resolve it and give a decision to the student within a reasonable time. The faculty member should prepare a written and dated summary of the grievance and proposed resolution for file purposes.

The student may appeal the decision to the Provost, if dissatisfied with the faculty decision, or initiate the procedure with the Provost if the grievance involves a faculty member. If the grievance involves the Provost, then it is permissible to proceed directly to Step C. An appeal or initial complaint must be made in a timely fashion in writing. The faculty member's version of the grievance and decision will then be submitted, also in writing. The Provost will, in a timely fashion, confer with the student, the faculty member and any other members of management considered appropriate; investigate the issues, and communicate a decision in writing to all the parties involved.



The student may appeal an unsatisfactory Provost decision to the chairman of the Board of Directors, or initiate the procedure with the chairman if the grievance involves the Provost. The timeliness requirement and procedures to be followed are similar to those in Step 2. The chairman will take the necessary steps to review and investigate the grievance and will then issue a written, final, and binding decision.

Final decision on grievances will not be precedent-setting or binding on future grievances unless they are officially stated as STS policy. When appropriate, the decision will be retroactive to the date of the student's original grievance.

Information concerning a student's grievance is to be held in strict confidence. The office of the Provost will collect, file and report all student complaints. Faculty members, department heads and other members of management who investigate a grievance are to discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information.

Students who feel that the administration or faculty are not dealing properly with their complaint may contact The Association of Theological Schools in the United States and Canada (ATS) [10 Summit Park Drive Pittsburgh, PA 15275, Telephone: 412-788-6505, Fax: 421-788-6510, E-mail: [tanner@ats.edu](mailto:tanner@ats.edu), Website: [www.ats.edu](http://www.ats.edu)].

In compliance with state regulations and the rules promulgated by the U.S. Department of Education, The University of North Carolina is committed to implementing a student complaint process that is fair, timely, and effective. This policy establishes a process by which students can initiate complaints against a post-secondary institution offering programs in the state of North Carolina when all other forums at the institutional level have been exhausted.

The University of North Carolina General Administration, serving as the clearinghouse for complaints concerning post-secondary institutions that are authorized to operate in North Carolina, will act upon those complaints within its purview and forward all other complaints to the appropriate agency.

### **Complaints against UNC Constituent Institutions**

The North Carolina General Assembly established the University of North Carolina Board of Governors as the body responsible for the oversight of the University of North Carolina, its constituent institutions and other post-secondary institutions licensed to operate in North Carolina.

The Board of Governors has formal and informal involvement with, and control over, the complaints and appeals that arise at its constituent institutions. In addition to direct involvement, the Board of Governors has also delegated authority to the constituent institutions and to the President of the University of North Carolina to receive complaints and to act on them accordingly.

Student complaints are routinely resolved at the institutional level. If there is no specific policy to appeal to the University of North Carolina Board of Governors, the President's staff at UNC General Administration maintains an open student complaint process "to review and appropriately act on complaints concerning the institution." Students from all constituent institutions may utilize the application form provided by the UNC General Administration Office of Post-Secondary Education Complaints to submit these complaints.

### **Complaints against Licensed Institutions, Independent Colleges and Universities, and State Community Colleges**

Complaints received against post-secondary institutions licensed in the state of North Carolina, state community colleges, and the 36 statutorily-recognized independent colleges and universities will be forwarded to the appropriate agency for action. Students may utilize the application form provided by the UNC General Administration Office of Post-Secondary Education Complaints to submit these complaints for processing.

### **Student Compliant Process**

Step 1. Have you filed a complaint at your institution? If yes, proceed to the next step. If no, please refer to your institution's student complaint process. You must exhaust all opportunities for resolution with the appropriate persons at your institution before filing a complaint with the Office of Post-Secondary Education Complaints.

Step 2. Using the student complaint form, submit all relevant information and supporting documentation regarding your complaint to the North Carolina Office of Post-Secondary Education Complaints, C/o Student Complaints, 910 Raleigh Rd., Chapel Hill, NC 27515-2688 or email your complaint to: [studentcomplaint@northcarolina.edu](mailto:studentcomplaint@northcarolina.edu).

Step 3. Once received by the Office of Post-Secondary Education Complaints, complaints will be forwarded to the appropriate staff or agency for investigation as follows:

- a. Complaints against any of the 17 UNC constituent institutions will be forwarded to the Office of Academic and Student Affairs at UNC General Administration
- b. Complaints against any of the 58 state community colleges will be forwarded to the North Carolina Community College System
- c. Complaints against any of the 36 independent colleges and universities will be forwarded to the North Carolina Independent Colleges and Universities
- d. Complaints against any licensed North Carolina institution will be forwarded to the Licensure Division of UNC General Administration
- e. Complaints against out-of-state institutions authorized to operate in the state of North Carolina will be forwarded to the Licensure Division of UNC General Administration

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Step 4. Students will be notified of the investigation results and/or resolution of the complaint.

## **2.12. Drug Awareness Program and Rehabilitation Counseling**

For policies and procedures for Drug Awareness, see the Security, Health, and Crisis Response Handbook. This handbook can be found on our website at [shepherds.edu](http://shepherds.edu) under Current Students/Forms & Downloads.

Shepherds Theological Seminary will refer a student who needs any drug and or alcohol counseling, treatment, or rehabilitation to the Care Department of The Shepherd's Church where trained counselors will assess, counsel, and if necessary, refer to ministries and or agencies that help with these specific kinds of issues.

### 3. STUDENT LIFE

STS is dedicated to meeting individual student needs while assisting the student in his or her growth and understanding of the Christian message and ministry.

#### 3.1. Required Events

STS students are required to be at the following annual events:

- Monday Chapels
- Fall Convocations
- Fall Picnic
- Shepherds 360° National Church Leader's Conference
- Graduation & Commencement
- New Student Orientation (new students only)

Details for these events are posted on the website and are available in the Seminary office. An unexcused absence from a convocation, picnic, Shepherds Conference, or graduation results in a \$50 donation to the Student Tuition Grant-in-Aid Fund.

#### 3.2. Chapel

During the fall and spring semesters the seminary community comes together on Mondays for a thirty-minute chapel service (11:40-12:15). The purpose of chapel is twofold: (1) worship, expressed in the proclamation of the Word, prayer, and music, and (2) exposure to current issues and ministries. Our speakers include pastors, missionaries, faculty members, and other Christian leaders.

Because the chapel is an important component in pastoral training, the student's spiritual formation, and the seminary educational experience, attendance is required. Students are asked to make every attempt to order their schedules in a way to adhere to chapel requirements. Students enrolled for Monday classes (daytime classes) are allowed two unexcused absences per semester. Students with extenuating circumstances may set up an appointment with the Dean to request permission to be excused from chapel and to listen to the recorded chapel messages.

#### 3.3. Ministry Opportunities

A wide range of ministry opportunities exists within The Shepherd's Church and the surrounding community. A patient search will usually be rewarded with a good match of the interests of the student and a ministry. In addition, STS keeps a list of students who are prepared and ready to supply short-term pulpit needs of churches. This list is kept in the Executive Vice President and Dean's office and is given to churches and ministries that call. If a student would like to be placed on this list, please contact the Registrar. Usually a student is expected to have completed Expository Preaching, but exceptions are made based on prior experience.

### **3.4. Employment**

Since classes are temporarily scheduled in the evenings, many students find work during the day. Opportunities for employment at STS are limited. We recommend that students attend the JobSeekers support group at The Shepherd's Church on Monday mornings as a means of developing contacts for employment. The Triangle area affords a wide range of employment opportunities in ministry, education, technology, and business. There are a wide range of sources found in the print media and on the internet.

### **3.5. Housing**

While STS does not provide on-campus housing, a student may submit the online student housing form found at [shepherds.edu](http://shepherds.edu) or contact the Admissions Office.

### **3.6. Voter Registration**

Voter Registration Forms can be found in Registrar's Office, or online at [www.ncsbe.gov](http://www.ncsbe.gov).

## 4. ACADEMIC LIFE

### 4.1. Overview

Shepherds Theological Seminary is dedicated to the development of the individual student and assisting the student in growth and understanding of the Christian message and ministry. In every area of STS curriculum, the highest possible standards of scholarship and practical application will be maintained. STS also aims to be the prime theological resource for the church by engaging in the full range of church life and activity. Through such interaction, STS will further clarify the church's theology and task in today's world.

### 4.2. Non-Discriminatory

It is the intention of STS to practice equal employment opportunity without regard to an individual's race, color, national origin, marital status, sex, disability, or age in the application of any policy, practice, rule, or regulation. Functioning as a seminary (a not-for-profit Christian ministry), we can and do discriminate on the basis of religion and sexual orientation (Genesis 1:27; Genesis 2:24; Mark 10:9; Luke 16:18). And, based on our interpretation of Biblical principle, only men can be employed to teach men (1 Cor. 14:34–35; 1 Tim. 2:11–12).

1. These statements are made available in the STS Catalog, Faculty Handbook, Student Handbook, Board Handbook, and on the STS website.
2. There is a written, systematic process to ensure this policy is reviewed periodically by a constituted group of faculty and administrators to assess whether any should be revised.
3. The Board of Directors approves any changes in this policy.

### 4.3. Confidentiality of Student Records

No information from a student's records, in a personally identifiable form, will be conveyed to any other party, agency, or organization other than STS officials, teachers, or other schools to which the student may wish to transfer, or authorized federal agencies, and, in connection with application or receipt of financial aid, without first obtaining written consent of the student. Students have the right of access to their personal academic records, correspondence with STS, and any other material in which they have been directly involved in the procurement of said material.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education. The statute is found at 20 U.S.C. § 1232g and the Department's regulations are found at 34 CFR Part 99.

Under FERPA, schools must generally afford students who are 18 years or over or attending a postsecondary institution:

1. Access to their education records.
2. An opportunity to seek to have the records amended.
3. Some control over the disclosure of information from the records.

A more detailed explanation of each of these points is available on the seminary website ([www.shepherds.edu](http://www.shepherds.edu)) Current Students, Forms and Downloads.

#### 4.4. Enrolling in a Class

After being admitted, a student is given access to the Seminary's online database and communication system (Populi) and is thereby able to enroll in classes. Each semester, the class schedule is published on the website ([www.shepherds.edu](http://www.shepherds.edu)), in Populi, and in the STS office. After meeting with an advisor, the student may register and pay online through Populi. A student must meet with the Director of Mentoring before enrolling in an Internship or Apprenticeship.

#### 4.5. Grading System

Academic credit is measured in semester hours. A semester hour represents the equivalent of at least one class period of 50 minutes per week for a minimum of 15 class periods. The grading system is as follows:

GRADE	GRADE DEFINITION
<b>A</b>	Indicates thorough mastery of material plus creative resourcefulness in the use of knowledge gained.
<b>B</b>	Indicates good mastery of subject material plus evidence of ability to use to good advantage the knowledge gained.
<b>C</b>	Indicates average mastery of subject material plus evidence of ability to use profitably the knowledge gained.
<b>D</b>	Indicates limited mastery of subject matter. It signifies work which in quality or quantity falls below the acceptable standard. It is, however, sufficient weight to be counted in the hours for graduation if balanced by superior work in other courses. This grade is not usually accepted by another institution in student transfer.
<b>F</b>	Failure
<b>I</b>	Incomplete. Indicates that the semester's work is incomplete, and the instructor has given the student a specified extension of time to complete the course requirements. No incomplete grade may be extended longer than the end of the semester following the semester in which the incomplete was received. Any incomplete not cleared up within this time will be replaced with an appropriate grade determined by the instructor's evaluation of the student's completed work.
<b>W</b>	Withdrawal before the 10 <sup>th</sup> class (before 2 <sup>nd</sup> day of Winter or Summer Session classes). This is not computed in the grade point average.
<b>WF</b>	Withdrawal after the 10 <sup>th</sup> class (after 2 <sup>nd</sup> day of Winter or Summer Session classes). If you register for a class and do not attend, you will receive a WF. This is computed as a 0 in the grade point average.
<b>AU</b>	Class audited. The course is not taken for credit and not included in the student's grade point average.

## 4.6. Grading Scale

STS has implemented a plus and minus system to further delineate a student's skill in a course. The table below shows the grading scale and how the plus and minus system this is reflected in the grade points.

LETTER GRADE	PERCENTILE	GRADE POINTS
A	96–100	4.0
A–	94–95	3.7
B+	92–93	3.3
B	88–91	3.0
B–	86–87	2.7
C+	84–85	2.3
C	80–83	2.0
C–	78–79	1.7
D+	76–77	1.3
D	72–75	1.0
D–	70–71	0.7
F	≤69	0

## 4.7. Grading and Reporting Policy

A faculty member's teaching responsibilities include providing grades in the manner and within the deadlines specified by the Registrar, doing so honestly, fairly, and without bias, using appropriate criteria and following stated procedures. Submitting grades on time prevents delays students may experience related to transcript requests, degree verifications by employers, conferral of degrees and mailing of diplomas.

1. Academic freedom includes the faculty member's right freely to evaluate student academic performance in his or her classes. The evaluation standards are specified in the course syllabus consistent with the general grading policies of the seminary.
2. Faculty must enter semester grades in Populi within fourteen calendar days after the last day of classes, or after the last assignment due date in the case of modules at Cary campus or at a teaching site. Meeting this requirement maintains fair treatment of students and meets an important accreditation standard.
3. Faculty who have failed to finalize grades within three weeks (21 calendar days) following the last day of class or last assignment, will have his pay check held in the Dean's office until grades are finalized.
4. The Registrar or Vice President for Academic Affairs may record administrative Fs when faculty members fail to turn in grades, to retroactively withdraw students from courses, and to convert letter grades when a course is taken pass/fail.
5. The grade submitted by a faculty member to the Registrar at the end of the course may be overruled only as the result of a student appeal through the Grievance Resolution policy.



#### **4.8. Incomplete**

When a semester's work is incomplete, students may request from the professor a specified extension of time to complete the course requirements. Students must complete the *Application for Incomplete Grade* and obtain the appropriate signatures. No incomplete grade may be extended longer than the end of the semester following the semester in which the Incomplete was received. Any Incomplete not resolved within this time will be replaced with an appropriate grade as determined by the instructor's evaluation of the student's completed work.

#### **4.9. Academic Warning and Probation**

Students whose grade point average (GPA) falls below 2.5 for a specific term will receive an academic warning. If a < 2.5 GPA continues for a second term, the student will be placed on probation. If the student raises his/her GPA within the next academic semester or year, he/she may be taken off of probation at the recommendation of the Registrar and with the approval of the faculty. If a < 2.5 GPA continues beyond two terms, the Registrar may place the student on suspension from STS within the context of overall GPA and extenuating circumstances. This decision can be appealed through the Dean.

#### **4.10. Satisfactory Academic Progress**

The qualitative measure of progress is the student's cumulative GPA. The quantitative measure of progress includes (1) the comparison of the total number of semester hours successfully completed and (2) comparison of the total number of hours attempted to the published length of the academic program. All of these calculations include transfer hours.

A GPA of 2.5 or C must be maintained for all degree programs. A student must pass 67% of the credit hours taken each semester.

The length of each academic program equals 1.5 times the full-time requirement to complete that program. For the Master of Divinity the length of the academic program is 8 years. The length of the academic program for the Masters of Arts degree is 4 years.

Procedures regarding SAP and Financial Aid can be found in the *Manual for Financial Aid Policies and Procedures*.

#### **4.11. Withdrawing from Class**

Students who choose to drop one or more classes in which they are registered, whether they have attended them or not, must officially withdraw by completing the *Withdraw From Class Form*, which is available from the Registrar's office or STS website.

A student who withdraws during the first 10 weeks of class (2<sup>nd</sup> class if a winter/summer course) receives a "W" (Withdraw). This is not computed in the student's grade point average. Withdrawing after the 10<sup>th</sup> class (2<sup>nd</sup> class in a winter/summer course) results in a grade of "WF" (Withdraw Fail). This is computed in the student's grade point average.

#### **4.12. Unofficial Withdrawal**

Failure to attend class or complete distance learning course work does not constitute withdrawal or dropping from the class. It results in an unofficial withdrawal. A student who does not withdraw officially will not be entitled to any refund (see the Financial section for refund information). Failure to withdraw officially from a class will result in a “WF” (Withdraw Fail) on the student’s transcript even though the student may never have attended the class. The date of the unofficial withdrawal is determined by the last date that the student attended the course. For a distance learning course, unofficial withdrawal is determined at the end of the semester in which the course was to be completed. For more information see the Section 7.15 entitled “Return of Title IV Funds.”

#### **4.13. Repeating Course Work**

Courses in which a grade of “D,” “F,” or “WF” were earned can be repeated for credit in an effort to gain a better understanding of the material presented. The failing grade remains on the transcript but only the higher grade of the two will be calculated into the grade point average. A student may repeat a course for audit for his own benefit.

#### **4.14. Class Hours and Attendance**

Three-hour courses meet for one 180-minute session each week, including breaks. Two-hour courses meet for one 120-minute session each week, including breaks. Attendance is expected at all class sessions, except in cases of emergency. Students should contact the professor prior to the class or as soon after as possible. During the course of a regular semester class, a student may miss up to 3 meetings of the class. If a student misses more than three classes, he/she will receive a grade of F for the course. For classes that do not meet the normal 14 weeks during the semester (such as modules), a student who misses more than 20% of the class will receive a grade of F.

In most cases, class lectures are recorded and a digital copy of the class can be made available as a means of covering the lecture material. The link for recordings can be found on the Syllabus Tab for the course or by contacting the Director of Distance Learning.

#### **4.15. Attendance at the Seminary**

Students should notify the Registrar’s office if they do not intend to enroll in courses for more than two consecutive terms (12 months). Those students who do not enroll in courses for more than two consecutive terms are considered officially withdrawn from STS. Students must follow the Re-entering the Institution guidelines.

#### **4.16. Withdrawal from Seminary**

If a student desires to withdraw officially from STS in order to remain in good standing with the school, he or she may direct a request to the Vice-President of Academic Affairs in writing. After withdrawing, the student must reapply in order to take classes at STS again.

#### **4.17. Re-entering the Seminary**

Students who have officially withdrawn from STS or who have otherwise become inactive for more than two consecutive terms may return to classes by requesting reinstatement. Upon review by the Registrar's office, the student may be requested to re-apply for admission.

#### **4.18. Graduation Policy**

Graduation is a special time in the life of the Seminary for students, faculty, staff, family and friends. It is the celebration of work completed and the granting of degrees to those students who have met all the requirements of their program. It is also recognition of the seminary carrying out its purpose "to equip servant leaders for life and ministry." All students are expected to attend the commencement service. The graduation service features a special speaker who brings a challenge to the graduates and to all who attend.

1. In order to graduate a student must be in good academic standing as defined in the STS Catalog. Some degree programs have higher standards which apply; these are described in the appropriate sections of the Catalog and in the STS Student Handbook.
2. Students are responsible for meeting the graduation requirements set forth in the Catalog published at the time of their matriculation for the degree which they are seeking. Students who change programs are responsible for meeting the graduation requirements in effect when they request the change.
3. It is also necessary for students to present a satisfactory clearance of financial accounts prior to graduation. Students who have not made satisfactory financial arrangements will not have access to any student services, including transcripts, degree checks, diploma, transfer, or enrollment for another degree program.
4. In order to ensure that a degree, when granted, represents education that is reasonably focused (not acquired a little at a time over an unreasonably long period of time) and current, requirements for a degree must normally represent credit earned within a certain period of time and includes credit earned elsewhere and applied to the degree at STS. For a M.Div. degree this limit is set at eight years.
5. Students anticipating graduation must complete an Application for Graduation. This should be completed no later than April 1 with approval of the advisor.
6. The Registrar ensures that candidates for graduation have satisfactorily completed the prescribed course of study as outlined in the curriculum for each degree program. The Faculty in congress review the academic records, evidence of biblical understanding, godly character, and readiness for ministry of candidates for graduation and approve those to recommend to the Board for approving of degrees.
7. The Board approves the date and location of Graduation and Commencement exercises as well as Shepherds granting of degrees to students who have completed degree requirements as recommended by the Faculty.
8. The Dean is responsible for arranging the Graduation and Commencement exercises, including setting, program, speakers, etc. All graduating students are expected to participate in the exercises.

9. Students are expected to complete the exit surveys conducted late in their final semester. These include 100% participation in the on-line Graduating Student Questionnaire, as well as those selected for personal interview by members of the board.
10. Students may seek placement assistance from the Director of Mentoring and Placement as well as his administrative assistant
11. Shepherds encourages Alumni to actively participate in the STS Alumni Association. The association develops a lifelong connection between the Seminary and its graduates by cultivating communication, sharing resources and fostering relationships.

#### **4.19. Distance Learning**

Shepherds Theological Seminary provides distance learning through our teaching sites and through our synchronous livestreaming courses. Part of the “Shepherds DNA” is the belief that theological education should be done in the context of local churches and under the shepherding and mentoring of faculty. In that regard, STS does not offer online programs as it is traditionally done (i.e. asynchronous access to courses from one’s home/office/etc.). All distance education at STS is intentional and faculty led, requiring substantive and regular faculty engagement. Courses delivered to teaching sites may be delivered by Shepherds Resident Faculty through livestreaming; other digital means; and faculty-taught intensives at each teaching site.

#### **4.20 Distance Education Policy**

Shepherds Theological Seminary does realize that not all prospective students can move to the campus or extension sites to pursue their theological education. In response to this need STS has integrated a live-streaming option for classes. All degree programs will be able to be completed with this methodology. However, since STS does believe theological education should be done in the context of local churches and under the shepherding and mentoring of the faculty, students will be required to start their program with a short time of residency and continue with residency-based options each year.

Fall semester start students will be required to be on campus for the New Student Orientation, Convocation, and the first session of classes for which they are registered. Orientation is the Saturday before the Monday start of classes. Convocation dates can vary but is typically the Saturday before the semester begins (Same day as orientation). Students are highly encouraged attend service at The Shepherd’s Church on Sunday. Students will attend their first session of classes scheduled between Monday and Thursday.

Winter start students will be required to attend the intensive module on campus.

Spring semester starts will be required to be on campus for the New Student Orientation and the first session of the registered classes. Orientation is the Saturday before the Monday start of classes. Students are highly encouraged to stay Sunday to attend service at The Shepherd’s Church.

Summer start students will be required to attend the intensive module on campus. Requests to use the Zoom option for a class must be made during the registration period. A

zoom request form is required. For students who live in the region of the school, in order to be approved there are three conditions that must be met:

1. The Technology for the location of the physical class is set up for livestreaming.
2. The Professor is willing/capable to live-stream the class.
3. There is sufficient reasoning for why the student is livestreaming rather than attending the physical classroom. Zoom requests will be reviewed by the Registrar and the Vice President of Academic Affairs for approval. Appeals of their decision will go to the full Academic Affairs committee. The committee decision is final. Live streaming of classes is primarily designed for those who cannot attend because of physical geography. It is not meant to be a replacement for the classroom experience. Local students are highly encouraged to attend the physical classes.
4. Distance students must complete at least 1 course per academic year at the main campus of Shepherds Theological Seminary in Cary, NC regardless of whether they have met the residency requirement for the degree. An academic year starts in Fall and ends with Summer. Since it is difficult for Distance students to complete an entire semester course in such a manner the prior mode of accomplishing this requirement is during the Winter or Summer Modules which are 1 week in length.

Each degree at Shepherds Theological Seminary has differing residency requirements to meet ATS standards. Please review the residency requirement in the degree section that pertains to you.

Students that request to zoom a class are responsible for having adequate working technology to do so. This means the system needs to be tested and working prior to each class session. Failures in technology will be recorded as an absence.

Residential students may not just assume they can choose to live-stream a class rather than attend. Prior approval may be granted by the professor for legitimate reasons. No more than 3 class sessions may be live-streamed by a residential student in place of regular attendance.

Proctoring exams: Some classes may call for exams that need a proctor. Such requirements will be listed in the syllabus for the classes. It is the student's responsibility to submit a responsible party able to act as the proctor (cannot be a family member). A professor or Pastor is desired if possible.

## 5. ADVISING AND MENTORING

### 5.1. Overview

Academic curriculum, ministry-practicing faculty, and field-based experience at STS provide not only excellent academic fundamentals, but also planned experience foundations upon which to build spiritual growth, character development, and practical skill development. This combination provides the opportunity for students to combine learning with practical experience to confirm their ministry direction and develop the level of confidence and capability to become effective in this work at an early stage. In certain degrees, an academic thesis is recommended in lieu of a mentored project.

### 5.2. Advising

After enrollment, each student will receive experienced and competent advice for development of a plan of work that includes the selection of academic classes required for degree completion as well as the practical experience that is expected. This process is important in order for students to bring the best balance between core course requirements and electives against the frequency and timing of course offerings. This planning will enable students to balance outside responsibilities with seminary work and complete degree requirements in a timely fashion.

### 5.3. Counseling

Our faculty is composed of academically qualified professors who are also practicing ministers, Christian professionals, and missionaries. This provides the wonderful opportunity for students to seek counseling about careers from people who are now having, or have had, direct experience in the appropriate field.

### 5.4. Thesis

A scholarly thesis may be elected for the M.A. in Christian Ministry. In addition, those M.Div. students who desire to pursue further study for an advanced degree are encouraged to write a thesis to sharpen their research and writing skills. The M.A. or M.Div. thesis demonstrates the student's ability to perform biblical and theological research at a scholarly level. It may involve the exegesis of Scripture, employing the original languages as appropriate. The thesis must also demonstrate breadth of research.

The scholarly thesis should be completed over one year (usually the final year). After gaining approval from a faculty member in the chosen field of study, the student will work with the professor in finding and articulating a topic of study. During the first semester, research will be conducted and reported. At the professor's discretion, the student may be asked to begin writing or to continue to research. At the beginning of the second semester, dates are set for first draft, second draft and final copy. The student will present this work in a seminar open to STS faculty and students to gain final approval of his or her faculty committee. A presentation copy of the thesis and any supporting materials will be prepared and presented for inclusion in the Jackson Library.

**NB** More information about requirements for theses, including form and schedule, may be found in the *Shepherds Theological Seminary Guidelines for Papers and Theses*.

## 5.5. Mentored Practice

STS employs the time-honored apprenticeship model of education as an experience-based program to enable students to gain confidence and competence in the practice of ministry and leadership. Mentored Practice is also an opportunity for students to confirm that their chosen ministry field is where God is leading them. The heart of the program centers upon building a mentoring relationship with a qualified mentor in a church or specialized ministry setting. The STS Mentored Practice unfolds for the student in two or three stages.

### *Preparation for Ministry Class*

In order to be more effective and deliberate in addressing key issues that the faculty and administration want to instill in every graduate of Shepherds, the faculty have redesigned the existing preparation for ministry class. Ministry Preparation is a two-credit class designed to aid students in their preparation for ministry with focus on personal discipleship, spiritual leadership, biblical priorities and key issues facing Christian ministry today. The student is encouraged to take the course during his first year of seminary.

### *Mentored Apprenticeship*

The Apprenticeship is usually conducted in the second or third year to meet requirements for the Master of Divinity. This involves working in a major role in an active ministry such as supplying the pulpit or serving as youth minister in a newly planted church. With guidance and feedback from the mentor, the student develops and practices ministry skills needed in future ministry work.

For more specific guidelines for each of these steps, the student should consult the *STS Mentoring Handbook*.

## 5.6. Student Services and Development Policy

STS provides student services and development appropriate for the student body and which effectively support the educational purpose of the seminary and enhances the social, spiritual, and moral development of the student.

1. The Director of Mentoring coordinates student services and development, including assessing the effectiveness of services, assessing satisfaction by students, and keeping written records of student complaints and seeking a resolution of any complaints.
2. A student government is organized and functioning.

3. The Director of Mentoring develops a Student Services Plan based on the studied needs of the current and emerging student body, and that is consistent with the STS Purpose and Objectives and Student Objectives.
4. The Student Services Plan is approved by the Executive Vice President and Dean as well as the Board of Directors. An annual report of progress will be made by the director. The plan will be incorporated into the STS Strategic Plan and be budgeted with funds consistent with other STS needs.

### **5.7. Student Mentoring and Spiritual Growth Policy**

Shepherds Theological Seminary is committed to mentoring students throughout their career at the seminary to grow in godliness so they may increasingly embody the character of Christ and the lifestyle of a mature Christian disciple. Shepherds faculty is composed of spiritually mature, experienced pastors and Bible teachers who provide the wonderful opportunity for the student to seek counseling and guidance under their seasoned tutelage.

1. While student mentoring is the responsibility of all STS faculty, leadership and coordination resides with the Director of Mentoring, who designs and conducts programs of direct interaction with students. Students must submit an Internship or Apprenticeship Proposal to the Director of Mentoring, who must give approval prior to the commencement of their field education.
2. The mentor plays a vital role in the student's practical education. Students choose an approved mentor or a mentor applicant who takes on the responsibility of cooperating with the student in the pursuit of ministerial skills, the development of a ministerial identity, and in bringing book knowledge into dialogue with the life of the community.
3. Mentoring is based on a heart-to-heart relationship between the student and mentor and can help deal with life issues that many students face in their seminary career that can impact commitment for and direction of ministry.
4. Through mentoring relationships, students should expect, and evidence, growth in: Increasing love for and growing accountability to God and the body of Christ; Demonstrating Christ-like character and personal integrity; Strengthening mental and emotional health; Upholding high moral and ethical standards in both personal and professional relationships.

For more information, the student should consult the *STS Mentoring Handbook*.



## **5.8 Student Spiritual and Leadership Growth Policy**

Shepherds Theological Seminary provides mentoring and placement programs with opportunities for spiritual development and for ministry and community service.

1. The Director of Mentoring is responsible for developing and maintaining a program of spiritual development and ministry service.
  - a. The Director of Mentoring provides objectives in his job description.
  - b. The Director of Mentoring includes the Spiritual Growth program in the Strategic Plan, including required funding and resources.
2. The seminary provides opportunities for spiritual development through chapel services, convocations, colloquia, family gatherings, faculty mentoring, Bible study and prayer groups, special seminars, and other programs appropriate to the purpose of the Seminary and studied needs of the student body.
  - a. Students are required to be regular attendees at a Bible-believing church.
  - b. Students who plan to serve in vocational ministry are required to participate in teaching adult Bible classes or similar ministries during their internship or apprenticeship.
  - c. Students are required to attend Monday chapel services, convocations, during the school year.
  - d. Each March, the faculty reviews the students' spiritual progress and makes appropriate interviews with those not evidencing spiritual growth.
3. The seminary provides through the Director of Placement information and assistance regarding opportunities for ministry and community service. Opportunities are emailed to appropriate students as they arise.
  - a. These opportunities are coordinated by the Director of Placement.
  - b. Applications for placement assistance are submitted to the Director of Placement.

## 6. ACADEMIC FACILITIES

### 6.1. Map of Facilities

A map of the Seminary facility and administrative offices, classrooms, and meeting rooms is shown at the end of this handbook. STS facilities are located within the larger campus of The Shepherd's Church.

### 6.2 Shepherds Theological Seminary Libraries

Shepherds Theological Seminary currently maintains libraries at two Campus locations.

The Paul K. Jackson Library, Cary Main Campus	21,869 volumes
Laramie Valley Chapel Teaching Site (TWI)	3,530 volumes

This handbook contains specific information for the operation and use of the Paul K. Jackson Library, located on the main campus of STS in Cary, NC (see Appendix A for map of The Shepherd's Church). The LVCTS library is located in the Laramie Valley Chapel, in Laramie, WY. Both sites fall under the supervision and direction of the STS Director of Library Services, and many of the policies and procedures are the same (e.g., circulation rules, cataloging standards).

### Student Access into the Library

Jackson Library is entered from within the CBC building, but does have a separate exit-only doorway from within the library. Students have access by an electronic proximity card provided by CBC. Access to the CBC building and to the library entrance is permitted between **7 a.m. and 9 p.m., seven days a week, year-round**. Please see the STS office staff to replace lost proximity cards. There is no overnight access. Alumni of STS may continue to retain access Jackson Library after graduation. Other individuals (e.g., CBC ABF leaders) may receive limited access (no weekends or evenings) upon an interview with the Director, and with CBC security approval. A self-checkout computer terminal is provided for students when no staff member is available.

### Librarian Assistance

The Librarian's office is located behind the circulation desk. The Director's office hours are in flux for FY 21-22, but the Director can be reached fastest via e-mail. For this fiscal year, appointments are recommended rather than relying on drop-in reference assistance. Limited volunteer staff assistance is available periodically during select weekdays. While students have full access during the above hours, please do keep in mind that there is no staff assistance or support during many of those hours (e.g., help with printing, finding resources, etc.).

### Contact Information for Jackson Library

Location: Main Floor, Administration Center, The Shepherd's Church

Librarian: William Coberly, Ph.D.

Phone: 919-390-1104 (office)

Email: [wcoberly@shepheds.edu](mailto:wcoberly@shepheds.edu)

School Web: <https://shepherds.edu/>

OPAC: <https://shepherdsjacksonlibrary.booksys.net/opac/shepherds/index.html#menuHome>

### **6.3. Classrooms**

Classes are typically held in the mornings and evenings in the following areas: (1) in the Administration Center in the Senior Pastor's Conference Room; (2) in the Student Center in the upstairs Conference Rooms; and (3) in the Children's Center in the upstairs Lecture and Conference Rooms. These rooms are equipped with two-person tables, digital and transparency projection and equipment, white boards, and connections for laptop power. The class schedule and room location can be found on the STS website and in fliers located in the The Shepherd's Church foyer.

### **6.4. Cancellation of Classes**

In case of severe weather, STS administration decides when classes are cancelled and communicates the decision through several means: (1) a recorded phone message at 919-573-5350; (2) notices placed at Jackson Library and all STS offices; (3) a message on WRAL TV Channel 5 under Universities/Colleges; and (4) when possible by emails to the affected students.

### **6.5. Safety and Security**

STS is located within the facilities of the The Shepherd's Church campus. All buildings are automatically locked at 6 p.m. Students will be admitted through a keyless access card that provides access to the building and classroom during the semester of enrollment. The parking lots are well lit at night, but students are advised to enter the parking lot with companions after classes are completed.

### **6.6. Health**

Students with health concerns that could potentially occur during classes should inform the professor and provide contact information in case of occurrence. Faculty and students may use 911 emergency services in case of an emergency medical event. Contacting 911 will result in one or more of the following responses: Swift Creek Fire and Rescue Unit, which is one-quarter mile from campus; Western WakeMed Hospital (ambulance and emergency room care) which is three miles from campus; and/or Cary 24-hour Emergency Medical Team Unit, which is four miles from campus.

### **6.7. Emergency and Crisis**

Emergency exit routes are posted at the exits in each classroom and in the Jackson library. Students are required to familiarize themselves with these diagrams and escape routes. The professor will provide guidance should the alarm sound or other emergency arise, and will account for all students enrolled in the course. Faculty members receive and are familiar with the procedures described in the STS Emergency Handbook. Copies are located in each classroom.

**7. FINANCIAL INFORMATION**

**7.1. Overview**

Shepherds Theological Seminary offers students a quality seminary education at a reasonable rate. Tuition charges paid by students cover approximately one-third of the cost of normal operating expenses. The continuing support of individuals and churches, particularly the members of The Shepherd’s Church, in providing financial gifts and facilities, enables STS to offer this exceptional professional preparation in ministry at a modest cost.

The fees and tuition charges shown below are for the next academic year. However, the seminary reserves the right to change these fees and it is possible that some increases will be necessary in succeeding years.

**7.2. Application Fees for All Students**

A one-time, non-refundable \$50 application fee is required for each application. An additional non-refundable \$40 *late* application fee is required if applying within one month of start of classes.

**7.3. Late Course Enrollment Fee**

A \$25 late fee is charged for continuing and entering students who enroll or make changes after the course enrollment period for each semester closes.

**7.4. Full-Time Status**

A full-time student is one who is enrolled in classes totaling 9 or more credit hours during a given semester. A student’s status as full-time or part-time is based upon the hours taken during the current semester. Thus, hours for modules are not counted toward this total. The tuition for a module is at the part-time rate. Also, hours for distance learning courses count toward the semester during which they were originally registered for. They count only toward hours taken during that semester.

**7.5. Tuition for All Students**

Full-time student (9+ hours) per semester hour.....	\$335/credit
Part-time student (<9 hours) per semester hour.....	\$360/credit
Winter and Summer Modules.....	\$305/credit
Audit student tuition per semester hour.....	\$ 50/credit

## 7.6. Student Fees

FEE TYPE	FEE (\$)
<b>APPLICATION FEES FOR ALL STUDENTS</b>	
One-time application fee (non-refundable)	50
<b>GRADUATION FEES</b>	
One-time Graduation fee	255
<b>OTHER FEES – All Students</b>	
Orientation Fee (credit students only)	25
Student Fee per semester (non-one-year cohort credit students only)	180
Late tuition payment fee per month	25
Logos Fee (waived if already have approve Bible Software)	275
<b>ONE-YEAR MTS COHORT (CARY, LARAMIE, TEXAS)</b>	
Bible Institute/Route 66 Fee	55
Fee per course*	260
Program Fee*	595
Outdoor equipment rental fees as needed	Varies
* For detailed breakdown of MTS one-year MTS cohort fees please visit <a href="http://shepherds.edu">shepherds.edu</a> or contact a teaching site director.	

**Note:** For list of discounts, please see Section 7.10.

## 7.7. Payment of Account

Shepherds Theological Seminary will invoice students for tuition and fees that are due and credit payments that are made to student accounts in a timely fashion. Students can track this process for their account via their Populi personal account.

### Procedures

#### Student Invoices

The student's personal Populi account provides an up-to-date summary of all transactions that have occurred in tuition and fees charged, payments made, balance owed, or balance in excess, if any. The Seminary Bursar will provide invoices on a timely basis for net balance owed.

**Student Account Payment**

Students are expected to maintain a diligent watch over their financial responsibilities to the seminary. Actions concerning financial matters, including how bills are paid, reflects on the student’s Christian testimony. *“Give everyone what you owe him: ‘If you owe taxes, pay taxes; if revenue, then revenue; if respect, then respect; if honor, then honor. Let no debt remain outstanding.’”* Romans 13:7–8a (NIV).

1. All tuition, fees and charges are due and expected to be paid at the start of class. Tuition can be paid by check through the mail, by check at the seminary Bursar’s office, or by online through the student’s Populi account.
2. Any tuition that is past due will incur a \$25 per month charge for each month that tuition remains unpaid.
3. Grades will not be given for a semester that has tuition outstanding.
4. Students will not be allowed to register for a new semester with an unpaid balance. You must contact the Registrar or Bursars Office to clear your account for registration.
5. Transcripts and diplomas will also be withheld.

Note: If a student’s tuition is being paid by another person or organization, it is the student’s responsibility to make sure their tuition is paid on time to avoid penalties. In some cases, this may mean they may have to personally pay the tuition balance and be reimbursed by the funding source.

**7.8. Extended Payment Plan**

If the student is unable to pay his entire semester charges at the start of class, he may use the Extended Payment Plan. If the student chooses this plan, semester tuition charges are scheduled over a four-month period, beginning on the first Monday of classes with the three remaining payments due on that date each of the next 3 months. A six month payment plan is available to our one-year cohort students. There is no payment plan available of Winter and Summer module courses.

Although no interest is charged in this plan, there is a \$25 per semester set-up fee and a charge of \$25 for each payment received after its due date. Each payment is due on the date of the first day of class or the first business day thereafter. Please remember that the student is responsible to contact the Registrar’s office if he wants to set-up this extended payment plan.

Set-up fee per semester .....	\$25
Late payment fee per month (payments due the first of the month).....	\$25

**7.9. Refund Policy**

Shepherds Theological Seminary will invoice students for tuition and fees that are due and credit payments that are made to student accounts in a timely fashion. Shepherds will make refunds to students of excess amounts in their account at the fifteenth day of each month, or upon request. Students can track this process for their account via their Populi personal account.

**The student will *not* receive a refund of tuition payments if a degree credit class is changed to an audit class.**

% OF TUITION REFUNDED	
SEMESTER SESSION REFUNDS	
After 1st class, before 2nd class	100
After 2nd class, before 3rd class	90
After 3rd class, before 4th class	80
After 4th class, before 5th class	70
After 5th class, before 6th class	60
After 6th class, before 7th class	50
After 7th class	0
WINTER/SUMMER SESSION REFUNDS	
1 <sup>st</sup> day of class	100
2 <sup>nd</sup> day of class to the end	0

## 7.10. Scholarships and Grants

Scholarships and tuition grants come through the endowment funds and sacrificial gifts provided by friends of STS. Since tuition covers only about one-third of the costs, all students are receiving, in effect, a 60-percent “scholarship” due to reduced tuition. A limited number of scholarship and tuition grant funds are available only for tuition expenses of degree-track, credit students.

Consideration for scholarships is given to those students who have completed at least one semester of seminary and are awarded on the basis of academic excellence, commitment to ministry, and financial need. Students should demonstrate that their home church has been approached for matching funds. Scholarship funding is rarely available for students in their first year at STS. Scholarships are funded through revenues generated from invested funds. Therefore, the amount and number of scholarships awarded is dependent on the size of the scholarship fund.

To be considered by the Scholarship Committee for a Student Tuition Grant-in-Aid, complete the application form and submit it as early as possible before classes begin each academic year. There will be an email solicitation with an application attached to all students prior to each fall semester. Students may also come by the STS administrative offices to obtain a form.

1. All funds in the Scholarship and Student Tuition Grants-in-Aid funds fall under the control of the Board of Directors for the disbursement to students and to student accounts based on recommendations by the Scholarship Committee.
2. The Dean has final responsibility for all affairs related to financial aid services, and coordination is made through the Registrar’s office with the Chief Financial Officer, the Scholarship Committee, and the Board of Directors.
3. All funds donated to STS for student scholarships and the Student Tuition Grant-in-Aid Fund are placed in and disbursed from restricted accounts meeting approved investment standards.

## 7.11. Discounts

*Member Churches* – Member of a church that includes the seminary in its yearly budget receives a 10% tuition discount.

*Missionary Discount* – Students who are involved in missions ministry that requires them to be full-time, or substantially full-time, outside the United States receive a 50% discount in tuition. Missionaries whose mission field is within the United States do not receive this discount.

*Active Military* – Students in full time active military will receive a 25% discount.

*Spouse of Current Student* – A spouse of a current student may audit one course per semester.

## 7.12. Home Church Assistance

Assistance from your home church does more than help meet the budget – it provides accountability for the student and a prayer commitment by the church. Consequently, students are encouraged to discuss financial assistance possibilities with their pastor and church leaders.

## 7.13. Federal Loans

STS is approved by the Department of Education to participate in Title IV federal direct loans. This approval also allows students to defer previously received federal student loans. Please call the Financial Aid office if you have questions regarding federal grants and loans. Also, specific policies and procedures can be found in the *Manual of Financial Aid Policies and Procedures*.

1. **Verification of Title IV Eligibility** – Shepherds undertakes a verification of the accuracy of student reported data on financial aid applications. Students are notified of the results of verification by receipt of an award letter.
2. **Title IV Loan Credits** - The Finance Office credits a student's account after receiving disbursement to the student. The Finance Office checks student's eligibility before disbursements are made. Once the credits have been made, any monies, in excess of charges, are disbursed via check to the student by the finance office within 14 days from the date the credit balance occurred on the student's account ledger.
3. **Refunds** - Shepherds Theological Seminary's refund policy conforms to the updated version (Section 668.22) of the Higher Education Amendments of 1998. In accordance with federal regulations, students who withdraw from the Shepherds and have Federal Title IV financial assistance (Federal direct loans) that has been credited or could have been credited to their account, will be subject to both federal policy regarding the possible return of Title IV funds awarded AND Shepherd Theological Seminary's policy regarding the possible return of institutional aid awarded.



4. **Return of Loans.** Title IV Funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of the Title IV disbursement. If a student earned more aid than was disbursed to him/her, STS owes the student a post-withdrawal disbursement which must be paid within 120 days of the date the institution determined that the student withdrew. Refunds are allocated in the following order:
  - Unsubsidized Federal Direct Loan
  - Private and institutional aid
  - The student

#### **7.14. Financial Aid Compliance Oversight**

The Financial Aid Administrator (FAA), along with the president and registrar, are responsible for establishing institutional policy development surrounding the delivery of financial assistance. Policy development adheres to federal and state laws and regulations as well as to the mission of the seminary. Financial aid policy is reported to and approved by the Faculty when appropriate. Major decisions go through the Board of Trustees and they are ultimately responsible.

The following operating policies are designed to assure that the FAA is effective in carrying out his/her responsibilities:

1. All students must apply for financial assistance by submitting appropriate application forms (i.e., FAFSA Free Application for Federal Student Aid, etc.).
2. All federal funds available to the seminary for financial assistance shall be administered through the FAO. The selection of students to receive certain designated scholarships shall be handled by the Scholarship Committee. When funds or awards for students are received from outside sources by other offices, such as the business office, that office will be required to notify the FAO
3. The FAO shall maintain adequate records to ensure proper administration of aid funds. This includes ensuring that aid given is not in excess of need and or the cost of attendance and that aggregate awards do not exceed total expenditures of funds under each program.
4. Selection of students to receive financial aid will be made without regard to age, sex, race, color, religion, sexual orientation, national origin, disability, or marital status.

#### **7.15 Division of Responsibility Between Financial Aid and Fiscal Offices**

There exists a clear and separate division of responsibility for the administration of financial aid programs which are divided between the Financial Aid Office (FAO), and the Business Office. In order to maintain this division, each office is accountable for the following responsibilities.

**The Financial Aid Office is responsible for the following:**

1. Collect supporting documentation for the determination of aid eligibility
2. Determine student eligibility for financial assistance
3. Award federal and seminary aid in compliance with laws, regulations, and policies
4. Notify students of aid eligibility
5. Notify Business Office of expected disbursement date of Title IV Funds
6. Compile and complete all institutional, state, and federal reports.

**The Business Office is responsible for the following:**

1. Maintain and disburse accurate bills
2. Collect payments for student accounts
3. Transfer Federal Fund Disbursements from designated checking account to student account within 3 business days of receipt of Federal Funds
4. Credit student accounts for Federal Funds and cut check for any excess for living expenses within 14 days
5. Print tuition statement showing activity
6. Submit check and tuition statement to FAA for distribution to student
7. Report scholarship donations to the FAO.

**7.16. Confidentiality of Records**

All records and conversations between an aid applicant, his/her family, and the staff of the FAO are confidential and entitled to the protection ordinarily given a counseling relationship. STS assures the confidentiality of student educational records in accordance with STS rules, state, and federal laws including the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment - whose primary intent is to provide students access to their educational records and to limit dissemination of personally identifiable information without the student's written consent) as amended. (For a copy of the Buckley Amendment see [www.shepherds.edu](http://www.shepherds.edu).) As a rule, all currently enrolled and former students have the right to review their records to determine their content and accuracy. A student who wishes to obtain access to his/her financial aid record is able to do so in the presence of the FAA.

Shepherds Theological Seminary (STS) has the accounts audited annually by an independent Certified Public Accountant. The audit of the FAP is a specific part of this complete audit.

STS has an audit committee of the board that meets with the external auditors at the end of the field audit to discuss findings and allow the institution an opportunity to clarify a response.

The only preparation for the audit is to cooperate with the auditor's requests. Typically, the auditor will randomly select a specific number of students from each of the Title IV programs. These files are pulled and given to the auditor. Any additional assistance requested is responded to promptly.

### **7.17. Return of Title IV Funds**

Title IV Funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of the Title IV disbursement.

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations. The calculation must be performed even if the student has completed 60% of the payment period to show that the school determined that the student withdrew.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the date the institution determined that the student withdrew.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loan
- Private and institutional aid
- The student

After calculation, funds must be returned to the Federal Government within 45 days. Our third party services, Weber and Associates, will help in the calculation and return of Title IV funds.

### **7.18. Disbursement of Title IV Credit Balances**

The Finance Office credits a student's account after receiving disbursement notification from the Financial Aid Office. The FAO checks student's eligibility before disbursements are made. Once the credits have been made, any monies, in excess of charges, are disbursed via check to the student by the finance office within 14 days from the date the credit balance occurred on the student's account ledger.

### **7.19. Verification of Title IV Eligibility**

Verification is the process of confirming the accuracy of student reported data on financial aid applications. The Financial Aid Administrator (FAA) verifies those applicants identified by the Department of Education (DOE). In addition, the FAA may select a student for verification if there is a discrepancy or a condition that is unusual and warrants investigation.

1. When a file is chosen for verification, the following documentation will be needed:
  - a. Signed copy of Federal 1040 for student and spouse
  - b. Copies of W-2's for student and spouse
2. All government chosen files, and any files with conflicting information need to be verified.
3. Verification exclusions

Listed below are certain circumstances where students do not have to complete verification. The FAA must identify and document in the student file why the student is not required to complete verification.

- a. An applicant who died during the award year
- b. A student who is incarcerated
- c. A student immigrant (however, the student must meet the citizenship requirements)
- d. A student who does not receive Title IV funds.

#### 4. Conflicting information for non-selected applicants

The Financial Aid Office (FAO) is required to resolve any discrepancies discovered in a student's file. Because need analysis information is only collected from the DOE, and additional information is typically not requested from students who are not selected for verification, conflicting information is systematically rare.

#### 5. Notification of verification to applicants

Students are notified that they are selected for verification on the Student Aid Report (SAR). If a verification is needed due to conflicting information, a letter will be issued to the applicant from the FAO. If the student does not respond within 30 days, a second notice will be sent. The verification process must be completed before Title IV Funds will be disbursed.

### **Interim disbursements**

Because the FAO is liable for disbursements made prior to verification, the FAO policy does not allow interim disbursements. Students must complete the verification process before aid is awarded or disbursed.

## **7.20. Military and Veterans Benefits**

STS is approved in both North Carolina, Wyoming, and Texas to certify students who are eligible to receive benefits through the Military and Veterans Benefits. Certification takes place through the Financial Aid Administrator's (FAA) office. VA Section 1018 personalized shopping sheets are available for review in the FAA office.

## **7.21. Title IX Administration**

Shepherds Theological Seminary is a Christ-centered institution of higher education which values the biblical principles of love and mutual respect. The purpose of this policy is to ensure the seminary takes appropriate steps to create and maintain an environment that allows for spiritual growth, work, and study free of all forms of sexual misconduct and to ensure compliance with regulations set forth in Title IX of the Education Amendments of 1972. As stated in the Title IX Resource Guide:

*Title IX prohibits sex-based harassment by peers, employees, or third parties that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the recipient's education programs and activities, (i.e. creates a hostile environment).*

In compliance with federal law, including the Provision of Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Americans with Disabilities Act of 1990, Shepherds Theological Seminary does not illegally discriminate against persons on the basis of race, religion, sex, color, national or ethnic origin, age, disability, or military service in the administration of educational policies, programs, or activities, its admissions policies, scholarship and loan programs, or other seminary administered programs, or employment. The school maintains its Christ-centered, biblically-based Christian character, but does not discriminate on the basis of religion, except to the extent that applicable law respects its right to act in furtherance of its religious objective.

Furthermore, Shepherds has strict sexual harassment policies against the following types of sexual misconduct: sexual harassment; hostile environment caused by sexual harassment; sexual violence; dating violence; stalking; and the like.

This policy applies to all enrolled students (full-time or part-time, credit or audit), employees (full-time, part-time, resident faculty, adjunct faculty, and staff), volunteers, and third parties who associate with the seminary either on the main campus in Cary, NC or at designated teaching sites. This policy applies to conduct which occurs on or off seminary grounds.

Questions regarding Shepherd's Title IX policies and its compliance with Title IX regulations may be directed to **Karen Fountaine**, Title IX Coordinator: 6051 Tryon Rd., Cary NC; 919-573-5350.

## 8. STUDENT POLICIES AND PROCEDURES

### 8.1. Student Learning Outcomes Policy

#### **Doctor of Ministry (DMin)**

- To exemplify Holy Spirit-controlled servant leadership following the model of Jesus Christ.
- To interpret Scriptures accurately from the perspective of historical-grammatical hermeneutics, understanding a text in relation to the teaching of Scripture in all of its parts.
- To apply theology as expressed in the seminary's doctrinal statement in teaching and preaching, discipling, counseling, and confronting with discernment contemporary issues that face the church.
- Increase their understanding of biblical, systematic, and pastoral theology, and relate this understanding to contemporary biblical, theological and ministerial issues.
- To exemplify Christ-like service in a variety of vocational and non-vocational ministry settings.

#### **Master of Theology (ThM)**

- To interpret Scriptures accurately from the perspective of historical-grammatical hermeneutics, understanding a text in relation to the teaching of Scripture in all of its parts.
- To articulate and defend the inerrancy, authority, and sufficiency of Scripture.
- To exemplify Holy Spirit-controlled servant leadership following the model of Jesus Christ.
- To exemplify Christ-like service in both private and public contexts.
- To evaluate for biblical accuracy the theological resources of the church, including the historic documents and contemporary works of biblical scholarship.

#### **Master of Divinity (MDiv)**

- To interpret Scriptures accurately from the perspective of historical-grammatical hermeneutics, understanding a text in relation to the teaching of Scripture in all of its parts.
- To articulate and defend the inerrancy, authority, and sufficiency of Scripture.
- To exemplify Holy Spirit-controlled servant leadership following the model of Jesus Christ.
- To exemplify Christ-like service in both private and public contexts.
- To apply theology as expressed in the seminary's doctrinal statement in vocational and non-vocational roles in teaching and preaching, discipling, counseling, etc.

**Master of Arts in (Biblical Literature and Languages) (MA(BLL))**

- To interpret Scriptures accurately from the perspective of historical-grammatical hermeneutics, understanding a text in relation to the teaching of Scripture in all of its parts.
- To articulate and defend the inerrancy, authority, and sufficiency of Scripture.
- To exemplify Holy Spirit-controlled servant leadership following the model of Jesus Christ.
- To exemplify Christ-like service in both private and public contexts.
- To demonstrate competency with the biblical languages.
- To serve both the body of Christ and society through scholarly contribution.

**Master of Arts in Biblical Studies (MABS)**

- To interpret Scriptures accurately from the perspective of historical-grammatical hermeneutics, understanding a text in relation to the teaching of Scripture in all of its parts.
- To articulate and defend the inerrancy, authority, and sufficiency of Scripture.
- To exemplify Holy Spirit-controlled servant leadership following the model of Jesus Christ.
- To exemplify Christ-like service in both private and public contexts.
- To serve both the body of Christ and society through scholarly contribution.
- Provide leadership in a variety of ministry contexts inside and outside of the local church

**Master of Arts in Christian Ministry (MACM )**

- To interpret Scriptures accurately from the perspective of historical-grammatical hermeneutics, understanding a text in relation to the teaching of Scripture in all of its parts.
- To articulate and defend the inerrancy, authority, and sufficiency of Scripture.
- To exemplify Holy Spirit-controlled servant leadership following the model of Jesus Christ.
- To exemplify Christ-like service in both private and public contexts.
- To serve both the body of Christ and society through contributions in ministry.

**Master of Theological Studies (MTS)**

- To interpret Scriptures accurately from the perspective of historical-grammatical hermeneutics, understanding a text in relation to the teaching of Scripture in all of its parts.
- To articulate and defend the inerrancy, authority, and sufficiency of Scripture.
- To exemplify Holy Spirit-controlled servant leadership following the model of Jesus Christ.
- To exemplify Christ-like service in both private and public contexts.
- To serve both the body of Christ and society through contributions in scholarship.

**8.2. Academic Freedom Policy**

Faculty members are free to teach, carry on research, and publish according to their conscience, subject to the adequate performance of their academic duties as agreed upon with STS, including their adherence to the seminary's purpose, mission, and published confessional positions, and their acknowledgment of the authority and truthfulness of Scripture. With this freedom comes the obligation of the responsible exercise of this privilege.



1. Prior to their consideration for faculty status, faculty members are asked whether they in agreement with the STS doctrinal statement. Only those who antecedently hold to such beliefs are recruited for faculty service, so that no one's conscience or convictions are coerced or changed.
2. By accepting a position at the STS, an incoming faculty member acknowledges the intent to teach in accordance with, and not contrary to, the STS doctrinal statement. Violation of this contractual agreement by a faculty member is seen as due cause to terminate employment at the seminary.
3. Faculty members are free to express and act upon their conscientious convictions as individual citizens, although they should realize that there is the tacit representation of the seminary in whatever is they say or do in either a public or a private forum.
4. Faculty members must take care lest they violate each other's academic freedom by covert interference with their colleagues' work or through bypassing the orderly process of full faculty discussion of curriculum, appointments, and other basic matters.
5. Faculty members have the right to determine which opposing views are relevant to their subject matter and to classroom discussion. Each faculty member's attitude, and the manner in which he presents his distinctive convictions, should reflect a healthy, holistic view of Scripture that emphasizes what the Bible teaches. Variant theories and views regarding less important issues are presented for the purpose of educating, informing, and inspire creativity—not for the purpose of engendering division.
6. A process that protects the faculty member's academic freedom and right to a fair hearing has been established by the Board of Directors.

### 8.3. Academic and Work Environment Policy

Shepherds Theological Seminary, as an institution dedicated to equipping servant leaders for life and ministry, necessarily requires the highest ethical standards for every one of us connected with it, whether a student, faculty member or staff member. All of us come under the instruction of Scripture to live as mature Christians under the leadership of the Holy Spirit and the clear teachings of Scripture. On the one hand, we are taught to be walking in the Spirit, and live so that the Holy Spirit is able to produce His fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. (Gal. 5:22–23) On the other hand, the works of the flesh have no place in the lives of us who are striving to please Christ and glorify God: immorality, impurity, sensuality, idolatry, sorcery, enmities, strife, jealousy, outbursts of anger, disputes, dissensions, factions, envying, drunkenness, carousing and things like these. (Gal. 5:19–21)

**Responsibility**—The Provost and Dean, with his administrative team, are responsible for preparing policies for Student Code of Conduct, Employee Code of Conduct, Seminary Non-discrimination, Harassment Free Environment, and Grievance Resolution. It is against Shepherds' policy to discriminate or retaliate against any person who has filed a report concerning intimidation, exploitation or harassment or has testified, assisted, or participated in any investigative proceeding or hearing concerning harassment.

**Code of Conduct**—As a representative of Jesus Christ, we are expected to be men or women of high moral character whose conduct is consistent with standards of Scripture. Certain exemplary standards of conduct and appearance govern the students, faculty and administrators of Shepherds Theological Seminary. Members of the Seminary are recognized as Christian leaders by people in the immediate church, residential and business community, as well as in the broader community of sister seminaries.

**Non-Discrimination**—STS is committed to practice equal opportunity for faculty, employees and students without regard to an individual's race, color, national origin, marital status, sex, disability, or age in application of any policy, practice, rule, or regulation.

**Harassment Free**—Shepherds Theological Seminary is committed to a working, learning and social community in which students, faculty, and administrative staff are free from harassment. We see such a policy to be an expression of our belief in the dignity of human beings made in the image of God, and their right to be treated accordingly. Any incidents of harassment will be regarded extremely seriously and can be grounds for disciplinary action which may include dismissal or expulsion.

**Grievance Resolution**—Shepherds Theological Seminary expects the work of the seminary to go forward in a collegial manner among students, faculty and staff. From time to time, differences in points of view or of actions may become so strong as to cause students to become dissatisfied with actions taken to resolve the matter.

**Alcohol, Drug and Weapons Free Campus**—In order to accomplish its mission of preparing servant leaders for life, the Seminary has adopted a zero tolerance policy for the use, consumption, possession, or distribution of alcohol, illicit drugs, medicinal marijuana, and lethal weapons on its campus. The Seminary will not tolerate any of the above activities by any student, and any such activities are cause for dismissal from the college.

#### **8.4. Curriculum Policy**

Responsibility for monitoring and developing STS curriculum resides with the faculty.

1. Faculty meetings are the appropriate forum to consider issues related to the evaluation and development of STS course curriculum.
2. All programs and degrees are assessed on a three- to five-year cycle according to the policy on course and program evaluations.

#### **8.5. Academic Performance and Progress Policy**

STS maintains uniform and standard student evaluations and reporting procedures that provide students with detailed and specific periodic reports of academic progress and degree completion.

1. The Registrar's office provides uniform and standard evaluation criteria and reporting procedures for academic courses and programs that are published in the Seminary Catalog, Student Handbook, and Faculty Handbook.
2. The Registrar's office provides detailed and specific reports at the end of each semester that contain courses completed, course grade, semester GPA, and cumulative GPA. A student or advisor can request a transcript of courses. Students must complete academic advising before course enrollment each semester.
3. When a student has completed at least 30 credit hours toward an M.A. (60 credit hours for M.Div.), the Registrar provides regular reports of courses completed against degree requirements for degree completion planning purposes.
4. The Registrar and faculty provide students with one-on-one advising for course and curriculum matters. Students must complete advising before course enrollment each semester.
5. A portfolio is created for each student which contains all entering application materials, for all reports of courses attempted and completed with grades earned, for reports of ministry and spiritual development and growth, and for general correspondence with the student. This portfolio is available to the student and to faculty upon request.

## 8.6. Safety, Security, and Health Policy

STS maintains facilities and prepares faculty and staff to provide an educational environment that is safe from injury, accommodates physical limitations, and is responsive to health emergency situations.

1. Shepherds will abide by the provisions in **The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** (or **Clery Act**) that require all colleges and universities participating in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.
2. STS facilities are designed and maintained to meet state and federal safety and health regulations.
3. Faculty, staff and students should contact 911 emergency services in case of a medical emergency, threat of fire, or severe weather event.
4. Students with health concerns that could potentially occur during classes or study should inform the professor and provide contact information in case of occurrence.
5. Employees and students should maintain alertness to conditions that are unsafe or threaten health.
6. The Safety, Health and Crisis Response Handbook is maintained and distributed that outlines procedures and processes for faculty and students in the event that a health emergency occurs. It is available at [www.shepherds.edu](http://www.shepherds.edu).
7. Students may bring a motor vehicle on campus. With this privilege, the vehicle owner assumes all responsibility for his or her vehicle with regard to registration, property damage, and compliance with all moving and parking regulations.

## 8.7. Emergency and Crisis Response Policy

STS endeavors to identify and respond to threats of persons that can cause harm to self or others, cause significant property damage, or interfere with the health, safety or well being of others.

1. **Clery Act**—Shepherds will abide by the provisions in **The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** that requires all colleges and universities participating in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.
2. **Planning**—The Director of Safety for The Shepherd's Church and the Provost are responsible for developing, publishing, communicating, and auditing emergency and crises procedures.
3. **Response**—When an emergency or crisis threat is understood to have developed, a systematic alert to fire and safety organizations and to the seminary community will be set in motion.

4. **Evacuation**—After the emergency or crisis has been communicated, an orderly evacuation of the threatened facility will be made.
5. **Reporting**—After the emergency or crisis has been resolved a report is prepared.
6. The Safety, Health and Crisis Response Handbook is maintained and distributed that outlines procedures and processes for faculty and students in the event that a health emergency occurs. It is available at [www.shepherds.edu](http://www.shepherds.edu).

## **8.8. Student Recruitment Policy**

Student recruitment is conducted in an open and professional manner using promotional materials that are accurate in describing STS requirements and the benefits of its educational programs.

1. The STS Catalog and recruitment materials provide potential students with a clear and accurate description of programs.
2. STS accreditation status is clearly and accurately stated in the catalog and associated recruiting materials.
3. Admissions and transfer standards are clearly and accurately stated in the catalog and associated recruiting materials.
4. Assessment is made of the effectiveness that recruiting practices have in attracting desired students.

## **8.9. Alumni Relations Policy**

STS maintains correspondence with its alumni and requests feedback on the value of the educational program received to meet professional goals.

1. The Development Office maintains up-to-date files of STS alumni to ensure that meaningful contact is maintained.
2. Assessment of alumni is used to guide seminary programs.
3. The STS Alumni Association is organized and supported through the Advancement Office.
4. The Director of Advancement for maintaining alumni relations.

## **8.10. Student Health Insurance Policy**

Shepherds Theological Seminary is invested in the health of students and their families, but does not maintain a healthcare facility nor provide medical insurance for students. STS encourages students to maintain health insurance for themselves and their families.

## **8.11. International Student Program Policy**

The purpose of the International Student Program for MTS, MACM, and MDiv candidates is to prepare men and women for leadership responsibilities in churches and schools of their home countries. The Seminary's purpose for existence is expanded by the opportunities to equip international students for ministry, student and faculty life at the Seminary is enriched, and missionary vision is enlarged by the presence of international students. International students are already engaged in ministry and are sponsored by churches and agencies inside and outside the U.S. A complete Policy and Procedure Manual for International Students is available in the Registrar's office.

## **Procedures**

### **1. Duration of the Degree Programs**

The length of the program is set at two (2) years of full-time study for the MACM degree and at four (4) years for the MDIV degree. Students may seek an extension of this time typically to complete their internship, apprenticeship or thesis requirements in their home country.

### **2. Educational Credentials**

International candidates must present a properly certified educational background that is typically a baccalaureate degree or its academic equivalent. The STS admission committee recognizes that educational systems are organized differently in different areas of the world. International applicants are encouraged to present an explanation of how their educational credentials meet these requirements.

### **3. Language Skills**

International scholars are admitted only upon evidence that they are sufficiently proficient in the English language to deal adequately with course material in oral and written form. Proficiency must be demonstrated by presenting the results of the Test of English as a Foreign Language (TOEFL), which is now computer-based in most parts of the world and administered by the Educational Testing Service, P.O. Box 955, Princeton, New Jersey 08540-6151, USA. STS requires a score of 20 or higher for each category with an overall score of 85 or higher for admittance into the master's level program. Results are to be sent to the Shepherds Theological Seminary Registrar's Office.

### **4. Financial Support**

US Government regulations require each international student to demonstrate in advance sufficient financial resources for him/herself and dependents, if any, for the first year of the masters program, as well as credible evidence of a funding plan for the remaining years.

### **5. Housing**

Shepherds does not maintain housing for single or married students. Shepherds does provide support in securing satisfactory housing through the Director of Mentoring Office. A number of students combine to rent apartments and to assist in transportation.

## 6. **Health Insurance**

Federal and state laws require that international students maintain adequate health insurance without a cap, to include medical evacuation up to \$50,000 and repatriation up to \$25,000 while attending Shepherds Theological Seminary. While many other countries bear the expense of health care for their residents, individuals in the United States are responsible for these expenses. A single day of hospitalization can cost thousands of dollars. A good insurance policy gives you access to excellent medical facilities and provides protection against the enormous costs of health care. Shepherds recommends seeking coverage from the Seminarian Plan of Guidestone Insurance. However, students may be able to find a more affordable plan elsewhere. For example, some countries' embassies offer affordable coverage to their citizens while in the United States.

## 7. **Work and Employment**

U.S. Immigration policies allow international students to work part-time (up to 20 hours per week) on-campus while they are enrolled as a full-time student during the semester. Students are also allowed to work full-time (40 hours per week) during summer vacation and between semesters provided he/she continues as a student the following semester. The student is required to obtain a US Social Security Number in order to work, and Shepherds must issue a work verification or authorization letter in order to obtain the social security number. Contact the Bursar's Office for more details on employment information for international students, including information on filing income taxes on wages earned.

## 8. **F-1 Student Classification**

F-1 Visa status is a narrowly defined, non-immigrant, full-time, student category. The actual visa is a label placed on a page of a student's passport by a Department of State (DOS) officer. The visa allows entry into the United States for Duration of Status by the Department of Homeland Security (DHS), the U.S government department responsible for administering regulations related to the stay of non-U.S. citizens. Under the terms of a Student Visa, one is required to pursue a full-time course of study during the academic year, September through May maintaining satisfactory academic progress. For immigration purposes, Shepherds Theological Seminary defines satisfactory academic progress as maintaining a 2.0 grade point average and maintaining full-time status of 12 credit hours per academic semester in order to complete the program in the timeframe.

## 9. **Registration for Classes**

International students are required to register for classes each semester through the Registrar's office to verify that they are in compliance with maintaining satisfactory academic progress. Any change in course schedule must also be done through the Registrar's office.

## 10. Payment of Accounts

All tuition, fees, and charges are due and payable at registration. International students are expected to make payment in full when classes start for each semester as well as for any classes taken during the winter and summer modules. Refunds for courses dropped are automatically credited to the student financial account according to the refund schedule found in the current Catalog. These funds typically will be used to offset tuition payment for the following semester or module.

## 11. New Student Orientation

All new students are required to attend New Student Orientation. In addition to the topics covered for all new incoming students, there will be an additional time spent with incoming International Students to cover the following items:

- Campus Safety
- Assimilation to STS
- Information on the community

## 8.12. Student Council Policy

The Student Council of Shepherds Theological Seminary exists to lead and serve the student body through new student integration, facilitating student events, spiritually encouraging students, bringing student ideas to the administration, and fostering seminary unity.

1. Each spring the Provost & Dean will ensure that the three Student Council Officers are nominated and elected by the Student Body for the upcoming academic year.
2. The Student Council president is responsible for leading the planning and executing appropriate activities in support of the Student Body.
3. The Student Council vice-president is responsible for planning and conducting the annual Fall Family picnic.
4. The Student Council secretary is responsible for recording minutes at Student Council meetings and delivering them to the Student Council members, Dean, VP of Academic Affairs and VP of Operations.
5. The Student Council officers are expected to provide a leadership presence at student gatherings and functions as well as serve as a leadership role in bringing to the attention of the seminary leadership student unmet requests, needs and interests.
6. Being mindful of students and their families who are experiencing physical difficulties.
7. By coordination with the Mentoring Director, Mentoring Administrative Assistant, and Shepherds Wives Fellowship, seek ways to identify and assist new students and families as they move and integrate into the Cary community, The Shepherd's Church and STS campus.



### **8.13. Social Media Policy**

Shepherds Theological Seminary uses social media to interact with and stay connected to prospective students, current students, alumni, and supporters of the seminary. By its very nature social media provides extensive public access to content and therefore requires continual monitoring to ensure that God is glorified and the purpose of the seminary is supported and advanced.

1. Social media sites are online social utilities, such as Facebook, Twitter, Youtube, LinkedIn, Flickr, that allow individuals or group of individuals to create a place for a group of people to come together online to post information, news, events, share thoughts, ideas, and experiences through discussions, postings, photos, and videos. The information contained on a sanctioned Shepherds Theological Seminary social media site does not take the place of the Seminary's website or any other marketing communications and is considered secondary information.
2. This policy is intended to outline proper use guidelines in order to ensure the most effective use of the pages and addresses the Seminary's official presence on social media sites. Because the technology that drives Web communication changes rapidly, this policy may be adjusted to reflect issues that may arise in the management and implementation of social media pages or for any other reason that supports STS's priorities for the pages.
3. Oversight of all STS-affiliated pages falls under the responsibility of the Web Site Coordinator under the Vice President of Advancement. The Coordinator will periodically review social media page links associated with the STS web site to ensure STS policies, including branding and logo practices, are followed and that the pages are being produced in accordance with the best interests of STS.
4. Donor Development, Recruiting, and Student Council have initial approval for establishing a social media page through Facebook and Twitter. Each STS group or organization that establishes a social media page is responsible for continual monitoring of the page to ensure that the pages are being produced in accordance with the best interests of STS and that STS policies are followed, including branding and logo practices.
5. In general, individual faculty or student pages are not included in this policy; however, if an employee or student group at the Seminary creates a page that could be affiliated with STS, the Web Site Coordinator should be notified. The Seminary does not take any responsibility for pages developed by others.

### **8.14. Records Security and Privacy Policy**

The Seminary maintains accurate student, faculty, and administration academic and personal records in the appropriate academic office that serves to maintain privacy and security from inappropriate disclosure, loss, theft, and fire.

1. The office of the Admissions/Registrar is responsible for maintaining the privacy, accuracy, and security of all student, faculty, and staff records.
2. Shepherds Theological Seminary will adhere to all provisions of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) that protects the privacy of student education records.

3. Appropriate student academic and personal records are maintained by the registrar/admissions officer including applications, transcripts, course enrollment, grades, and other correspondence and pertinent data.
  - a. These are kept as physical and digital files.
  - b. These files are reviewed periodically to ensure data entry accuracy.
  - c. These personal and academic records are kept in a fireproof file located in the Registrar's office with a duplicate set of digital files at another location.
4. With the exception of directory information, all student records are confidential and available only to the student. Eligible students (18 years of age or older) have the right to inspect and review their education records within 30 days of the day the Seminary receives a request for access submitted to the registrar.
5. Full-time and part-time faculty and administration employed by the Seminary have on file official personal and professional information in Provost and Dean's office including contracts, evaluations, transcripts, vitae/resume', development plans and data, and other pertinent data.
6. The Seminary uses up-to-date computers, software, and information technology to facilitate accurate data entry, reliability of data retrieval, ease of reports preparation, and consistent interrelationship between personal and financial records and with backup data storage.

### **18.15. Information and Publications Policy**

STS develops and publishes accurate and current information regarding faculty, students, academic programs, services, and activities in language that is accurate, supportable, clear, and in a manner which is not misleading. All publications, including the STS website, are mutually consistent.

1. Publications that reflect faculty, student, and seminary programs are the STS Catalog, Student Handbook, Faculty Handbook, Library Handbook, Personnel Handbook, Board Handbook, Policy and Procedures Manual, Strategic Plan, Assessment Plan, and STS website,.
2. Appropriate publications will accurately reflect the STS code of conduct, nondiscrimination policy based on Biblical standards, emergency and crisis procedures, and the accreditation status required by ATS.
3. The publications will be regularly reviewed for consistent, clear, factually accurate, and current information that is consistent with STS purpose and objectives.
4. All publications will be regularly approved by the Executive Vice President and Dean and, where appropriate, by the Board.

## **8.16. Other Student Services**

### Populi College Management

Shepherds Theological Seminary uses Populi college management software for student profiles, academics, billing, scheduling, communication with students, course syllabi, assignments, faculty evaluation, and other student interaction.

### Bulletin Board

The bulletin board in the student classroom hallway informs students about available jobs, items for sale, and housing. Other announcements of interest are placed there from time to time. Anything to be posted on the bulletin board must be approved by the seminary office.

### Faculty

Each faculty member has an office, and students can meet with faculty members by appointment during free hours in the morning or in the afternoon. Faculty are available to counsel or to talk with students about their classes or ministries.

### ID Cards

Student ID cards identify individuals as Shepherds Theological Seminary students, making them eligible to use other schools' libraries and to qualify for some student discounts.

### Key Cards

Key cards to the seminary wing of the building are available to students. They must be returned to the office when the student leaves Shepherds Theological Seminary. For security reasons, all lost keys must be reported to the office promptly. The charge for lost building keys is \$5.00.

### Library

The goal of the library is to provide access to information resources in an environment conducive to processing that information. See the Shepherds Theological Seminary Library Handbook for a complete description of library policies.

### Ministry Placement

Shepherds Theological Seminary's Placement Office is interested in helping our students secure employment opportunities in vocational ministry. The Placement Handbook is available in the Seminary Placement Office.

### Faculty Advising

Each student is assigned a Faculty Advisor. Students must meet with their advisor before registering for classes each semester to insure that the student is following the degree requirements for their degree program. Students are encouraged to consult their advisor to discuss any problems or questions regarding their seminary experience.

Area Opportunities

Students of Shepherds Theological Seminary have access to an abundance of unique opportunities due to the vibrant and diverse culture of the Research Triangle. These opportunities take many different forms and allow our students to become well rounded individuals.

Cultural

- North Carolina Museum of Art
- North Carolina Symphony
- North Carolina Opera
- Duke Energy Center of Performing Arts
- Raleigh Theatre in the Park

Educational

- Museum of Natural History
- North Carolina Museum of Natural Science
- Marbles Kids Museum
- Historic Tours of Raleigh

Religious

- Dozens of local Baptist churches
- Southeastern Baptist Theological Seminary
- Duke Divinity School

## DIRECTORY

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