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# BAPTIST



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# THEOLOGICAL

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# S E M I N A R Y

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# A T R I C H M O N D

## **STUDENT HANDBOOK**

## **2018-2019**

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## **BTSR COMMITTEES**

### **Academic Committee**

Chair: Tracy Hartman

Composition: Beth Newman, Tracy Hartman, Mark Biddle, Susan Blanchard, Art Wright, Rosa Crump.

Scope: All matters related to Academic concerns in the institution

### **Student Life Committee**

Chair: Rosa Crump

Composition: Lori Poston, Candi Brown, Chris Crowley, Justin Pierson, Meghan Engstran.

Scope: as determined by SLC Leadership

### **Community Life Committee**

Chair: Jim Peak

Composition: Mark Biddle, Susan Blanchard, Chris Crowley.

Scope: matters related to the routine of life together: social events, calendaring matters, chapel worship, Convocation, Graduation, etc.

This committee might create sub-committees as needed.

### **Institutional Events Committee**

Chair:

Composition: Mark Biddle, Beth Newman.

Scope: all special events out of the routine activity of the school: Lectures, trustee events, hosting individual groups, etc.

This committee might create sub-committees as needed.

## STUDENT LIFE INFORMATION

### ACADEMIC FREEDOM

BTSR holds to the principles and guidelines on academic freedom as defined, adopted and promulgated by the Association of Theological Schools. Academic freedom is to be observed and respected by both faculty and students. It is both a right that each person grants to others and accepts for him or herself and a responsibility: a right in that each person's viewpoint based on sound academic thought and reflection can be spoken without harassment or disrespect; a responsibility in that each person will not only allow others their freedom, but will exercise his or her own. The BTSR faculty agrees to certain applied principles to academic freedom, and its full document on Academic Freedom is held within the Faculty Manual.

### ACCREDITATION & ACCREDITING STANDARDS

BTSR is accredited through the Association of Theological Schools—ATS. ATS publishes guidelines and standards to which all ATS accredited schools must comply. The standards cover all aspects of an academic institution—purpose, institutional integrity, curriculum, faculty, resources, governance, student life and services. Concerns of students regarding the seminary's compliance to any of the standards should be expressed as the following statement in the Trustees Manual so indicates:

The seminary commits itself to work within the guidelines set forth in ATS Standards and will strive in all its efforts to represent the ideals stated in the Mission Statement of the school. The Executive Committee of the Board of Trustees shall regularly consider the seminary's fidelity to its Mission Statement and to the standards of the school's accrediting agencies. The concerns of persons within the seminary community concerning the school's fidelity to these public documents may be addressed to the Executive Committee for their consideration through the office of the President or Chair of the Board of Trustees. The President and Chair shall report to the Board all such concerns which have been addressed to them.

ATS standards are contained in the "Accreditation Procedures and Standards" and in the Handbook of Accreditation.

### AUTOMOBILES

**Parking:** BTSR-owned Kraemer Hall residents may park in the Lamont parking lot directly behind Kraemer Hall.

**Registration:** Kraemer residents are to register their vehicles each year with the Maintenance Coordinator, Villa Park Campus 204-1234.

**Security:** Precautions to limit possibilities of vandalism and theft should be taken—such as parking your vehicle in well-traveled, well-lit areas; locking your car at all times; not leaving valuables in your car; and paying attention to people who appear to be out of place or whom you do not recognize. It is a good idea to check with your insurance company to find out what coverage you may or may not have regarding theft. **Security can be contacted by calling 278-HELP or 911. In case of emergency, dial 911 first.**

## **BANKING**

(See Yellow Pages for complete listing of banks with locations near you). Several banks have branches located near the campus. They are:

- Union First Market Bank (Located in Martin's Grocery Store), 5700 Brook Rd., 553-4233
- Bank of America, 8097 Villa Park Drive, 264-5700
- Wells Fargo Bank, 8101 Brook Road, 264-4100

**The school's business office does not keep money on hand for cashing checks.**

## **BUILDING HOURS**

The seminary's main building is open each weekday from 8:30-5:00. On evenings of night classes, the main door is unlocked thirty minutes prior to class. If access to the building is needed additionally—for meetings, study groups, etc. please contact front desk (204-1200) or the Director of Information Technology. During chapel services, although the buildings remain opened, all B TSR administrative offices will close from 11:40am-12:15 pm.

**CHAPEL** (See "Worship")

## **COMPUTERS**

B TSR has a computer lab where one computer is in operation. It is located in room 160 and is open from 8:30 a.m. to 5:00 p.m. Monday through Friday. For assistance, please see the Director of Information Technology (204-1232), Room 129.

## **COPY MACHINE/PRINTER**

A copy machine/ hot spot printer is available to students and is located by the student mailboxes. Students are welcome to use the hot spot printer/copier for free for school purposes only

## **COUNSELING**

The Registrar (204-1218) works with students who request personal or vocational counseling. The seminary has made arrangements to refer students to the Virginia Institute for Pastoral Care, VIPCare. Students may contact the center directly and/or work through the Registrar to make an appointment. **VIP Care's phone number is (804) 282-8332.**

Faculty members may also be available for counseling. They may refer students to the Registrar or to other faculty members who have training and/or expertise in certain types of counseling or to a pastoral or psychiatric counselor in the area. **The Counseling Policy regarding financial assistance is included in detail with other seminary policies.**

## **DEFERMENT FOR STUDENT LOANS**

Students wishing to defer repayment on federal student loans should obtain a

deferral form from their lender and present this form to the Registrar/Director of Financial Aid.

### **DRIVER AND VEHICLE LICENSING REQUIREMENTS**

If you are a student from outside of Virginia and you take a job for pay in Virginia you are then considered a Virginia resident because you are paying state income taxes. Therefore, within 30 days of starting work, you must have:

- Car insurance
- Valid Virginia driver's license
- VA Title and tag
- Annual vehicle safety inspection
- City or county decal for your city or county of residence

The Department of Motor Vehicles (DMV) can provide you with details and costs. The closest DMV office to the seminary is at 8191 Brook Rd. (about 4 miles north), **367-0538**.

### **EMERGENCY ASSISTANCE—STUDENT EMERGENCY FUND**

The seminary has a limited amount of funds available to students in times of emergency need. This would include such things as, but not limited to, car trouble, food, medical costs, utility bills, emergency travel home, or assistance in times of job loss. These funds are administered by the Registrar (204-1218) at the individual request of currently enrolled full-time students. All requests are confidential.

### **FINANCIAL AID**

There are four types of financial aid available to BTSR students:

1. Outside scholarships
2. BTSR Aid
3. Recruitment Scholarships
4. Federal loans

All students should educate themselves on the various ways to fund their theological education. Below are the policies for each component of financial aid at BTSR.

#### **OUTSIDE SCHOLARSHIPS**

Each scholarship has different requirements and qualifications listed on their application. Please read each application carefully to ensure you are able to complete the requirements to maintain your award status with the organization. The Financial Aid Manager is responsible for reporting accurate information to each organization throughout the course of the year regarding student status, enrollment and funds usage.

Most applications are available beginning in January prior to the academic year the scholarship will be awarded. Deadlines vary and the student is responsible for requesting any additional materials for their applications as necessary from the Registrar and Business Office. Transcripts needed for scholarship applications will be provided at no charge for students. Please request transcripts for scholarship applications from the Registrar at least three weeks prior to the submission deadline.



The Financial Aid Manager will be responsible for updating and maintaining information on outside scholarships on the school's website and the bulletin board outside the Business Office.

Unless otherwise stipulated, scholarships are intended for use toward tuition, fees, books and other miscellaneous educational expenses. Refunds will be granted on applicable scholarship monies once all charges on your student account have been paid in full.

### **BTSR AID**

Awards granted from BTSR Aid are generously donated by individuals and organizations that wish to supplement a student's ability to pay for his/her education through scholarships. BTSR Aid is awarded to degree seeking students enrolled in three (3) semester hours or more per term.

BTSR Aid is a need-based program and all applicants must complete a current Free Application for Federal Student Aid (FAFSA) to be eligible for aid. Applications are accepted each Fall and Spring term. First-year students who receive Recruitment Scholarships during their first year are not eligible for BTSR Aid until the following academic year.

Aid determination is made by using the FAFSA score and enrollment hours. All awards from BTSR Aid will be applied to BTSR tuition and fees only. Refunds are not granted on BTSR Aid. Should a student withdraw during a term, they will forfeit any BTSR Aid funds awarded for that particular term. After graduation, any unused funds of BTSR Aid will be returned to a designated BTSR fund.

### **RECRUITMENT SCHOLARSHIPS**

Recruitment scholarships are awarded by the Admissions Office. Funds from Recruitment Scholarships are dependent upon the number of courses in which the student is enrolled. Determination of award will be made by a committee that includes: the Director of Recruitment and Admissions, the President, the Director of Business Affairs and the Financial Aid Manager. Students must maintain a specific course load agreed upon before acceptance of the Scholarship throughout their first year of study. The student's scholarship amount will be re-negotiated or terminated should the student drop below their required amount of credit hours for the year.

Recruitment Scholarship funds are for use toward BTSR tuition and fees only. No refunds are given on Recruitment Scholarship funds. At the end of a student's first year, any unused funds in your account will roll over to the second year of study.

### **FEDERAL LOANS**

Federal loans are available for M.T.S, M.Div., M.C.M. and D.Min. students enrolled in 6.0 semester hours or more per term. All graduate student loans are unsubsidized, meaning interest is accrued beginning on the date of disbursement to the school. Students are encouraged to only take out the amount of loans needed to cover the cost of their tuition and fees not covered by scholarships.

All expenses on the student's account (tuition, fees, rent, etc.) will be paid before refunds are distributed. It is strongly suggested that a calculation of ongoing future expenses, such as monthly rent and additional tuition (Winter/May), be deducted from the federal loan balance before a refund is made.

Refunds are granted to students on or after the last day to withdraw from classes with a full refund. This usually falls within three weeks after the first day of classes. Students must fill out the appropriate request form with the Business Office to receive a refund check.

If a student withdraws from the seminary after a term begins, or drops classes to below "less than half time" before the last drop period, refunds will be given according to federal guidelines. If a student does not complete 60% of a term, that student will be responsible for repaying the loan in the terms stipulated in their Master Promissory Note. Should BTSR be responsible for sending funds back, they will bill the student for any monies lost. The student will be considered not in "good standing" and will be unable to enroll in future terms until their account is cleared. Failure to establish a payment plan with BTSR to repay tuition within six (6) months will result in the student's account being sent to a collections agency.

### **STUDENT REFUNDS**

Students with credit balances may submit a Student Refund Request Form, provided that all charges for current semester have been billed. Forms must be turned in to the Student Accounting Manager by Monday at noon to receive a refund that week. Refund requests are limited to one per month.

### **FITNESS & RECREATION**

Tennis courts owned by Union Presbyterian Seminary are located near Kraemer Hall (across Westwood Avenue) and are available to all persons in the Richmond Theological Consortium—RTC (which includes BTSR, School of Theology at Virginia Union, and Union-PSCE).

A one-half mile exercise trail is located in the small park two blocks west of Kraemer Hall on Westwood Avenue. A labyrinth is also available at this location, for those interested in this form of walking meditation.

### **GRADUATION**

It is the student's responsibility to monitor progress toward meeting requirements for graduation. It is advisable to check with the Registrar a year before the planned date of graduation to assure that all requirements are being and will be met.

### **HEALTH INSURANCE**

For information on options for health insurance coverage, please contact the Registrar (204-1218).

### **HOUSING**

Kraemer Hall is the BTSR residential apartment building located on Palmyra

Avenue. It consists of two studio apartments (unfurnished), six one-bedroom apartments (unfurnished), four one-bedroom with additional study apartments (unfurnished) and four two-bedroom apartments (unfurnished). Rent is subject to change annually. Utilities are included in rent for all BTR housing; cable, telephone, and internet service are not included. Applications for housing may be obtained in January for the upcoming year. The Vice President of Administration and the Student Accounting and Housing Manager oversee housing.

### **INCLEMENT WEATHER**

In the event that inclement weather necessitates the closing of the seminary and the cancellation of classes, **SEND WORD NOW**, an emergency messaging system, will publish a text message announcing the closing or delay to the seminary community. Additionally, students may call the seminary at **(804) 355-8135** and receive notification via recorded message and check for an announcement that will be posted on the BTR social media pages **(by 6:30 a.m.)**.

### **LEARNING DISABILITIES**

BTR is sensitive and responsive to students with learning disabilities, and is committed to helping such students receive the fullest learning experience possible. In cases where there is a proven learning disability, the student is responsible to identify him/herself with a letter from their doctor stating recommended accommodations to the Vice President of Academic Affairs and Dean. The Dean will provide a letter to the student's professors indicating the kinds of accommodations to be granted. Students who have not been previously diagnosed, but have reason to believe they should be, are encouraged to seek assistance through the Registrar who will help arrange testing procedures. The findings of such testing will be made available to the seminary (Academic Dean and Registrar). The student will then obtain the above letter from their doctor with the recommended accommodations. Professors and other instructors will work within the recommendations provided by the Dean without compromising academic expectation and integrity. [revised 11/2015]

### **LIBRARY**

The William Smith Morton Library serves the Richmond Theological Consortium and is located on the Union Presbyterian Seminary campus at the corner of Westwood and Chamberlayne. The library is open during the fall and spring terms on Monday – Thursday from 8:00 a.m. – 10:00 p.m., on Friday from 8:00 a.m. – 6:00 p.m., and on Saturday from 1:00 p.m. – 6:00 p.m. Hours during summer, short-terms, and holidays are adjusted, and will be listed on the library website [library.upsem.edu](http://library.upsem.edu). The Director is Christopher Richardson; the Administrative Assistant is Fran Eagan. Note: A library card is required for all students, staff, and faculty in order to gain entrance into the library as well as to check out library books, research material, and other resources. For information on obtaining a library card, please see the Registrar. **Library Phone Number: 278-4310; fax: 278-4375.**

**Loans:** Books and media materials except videos are checked out for a three week period at the circulation desk by computer or by cards. Videos circulate for one week. Specific information regarding check out procedures can be obtained directly from the library.

**Reserves:** Reserve books may be used in the Reserve Reading Room. Media reserves are held in the Media Resource Center on the second floor. Overnight reserves may be checked out, and books may be reserved, under specific requirements and conditions. Students should check with the circulation desk regarding procedures.

**Fines:** On regular loans ten cents a day is charged for each day overdue. Reserve books are charged fifty cents per book for each hour, or part thereof, overdue. Students are required to have all library fines paid in full before graduation.

**Carrels:** An unassigned carrel may be used by any student for study or reading.

**The Department of Media Resources:** The Department of Media Resources (MRC), located on the second floor of the library in the North-East wing, houses a large and growing selection of videos, audiocassettes, 16mm films, curriculum materials, compact discs, filmstrips, slides, kits, games, posters, maps and banners. Two private rooms are available for video and audio usage. Multiple listening stations are located throughout the MRC. In addition, more than 18,000 audio cassette tapes are available for loan from the Reigner Recording Library. Students should check with the MRC staff regarding check out procedures and access to other media resources in the area. The staff of the MRC is available to help students and faculty between 8:30 a.m. and 5:00 p.m. Monday through Friday; materials may be left at the circulation desk for pick-up after staff hours if prior arrangements are made.

## **MAIL SERVICE**

**Mail boxes** are located near the restrooms.

**Incoming Mail:** Students are assigned a mailbox when they enter the seminary. The mailing address for the seminary is 8040 Villa Park Drive, Ste 250, Henrico, Virginia 23228.

**Outgoing Mail:** U.S. Mail may be placed in the white mail bin located by the faculty/staff mailboxes in the main entrance foyer. Mail will go out daily at approximately 11:30am Monday through Friday.

**Full postal service** (including stamps and airmail letters) is available at the main post office at 1801 Brook Road or at the Bellevue branch office at Chamberlayne and Wilmer Ave. **BTSR Offices do not sell stamps.**

## **MEETING ROOMS**

Groups of students, committees, or organizations have access to meeting or conference rooms in various locations on campus. In order to reserve a room, make arrangements with Susan Blanchard, Room 149, 204-1218.

## **POLICIES OF THE SEMINARY**

Policies and procedures relevant to student life are contained either within this section of the Student Handbook or within the separate section indicated for policies. Primary governing policies include: The Code of Ethics, Harassment and Discrimination Policy, Campus Security Policy, Drug and Alcohol Abuse Prevention Policy, Access to Student Records Policy, and Counseling Policy. **Distribution of policies occurs annually through this publication, and students are to be aware of and know such policies.**

## **PROFILES OF MINISTRY**

Profiles of Ministry is a program of ministry assessment produced by the Association of Theological Schools—ATS. ATS developed this program in consultation with seminary professors, seniors, and alumni/a as well as denominational officials and laypersons.

The Profiles of Ministry (POM) helps students examine attitudes, sensitivities, and skills that may be either helpful or detrimental in ministry. Stage I—a casebook and an interview—are administered to entering students. Seniors complete Stage II—a casebook, an interview, and field observations—within their final year, allowing them to see areas of changes and growth, as well as areas of further challenge. For each stage, a written profile is prepared for students, and interpretive sessions are offered.

Students involved in either stage of the POM pay for the cost of the assessment. The fee usually is assessed during the term in which the POM is administered. Currently those student fees are \$60 for Stage I and \$60 for Stage II. For more information, please contact Dr. Tracy Hartman (204-1214).

## **REFERENCE AND REFERRAL**

The staff of CBF Virginia assists students and spouses of students with locating full or part-time ministry placements. Please contact the CBFVA Field Coordinator for instruction on the reference and referral process.

## **REFRESHMENTS**

Drink and Coffee machines are located in the seminary lounge. Please report problems with drink and coffee machines to the Vice President of Administration (204-1230). Coffee drinkers are asked to keep coffee areas clean. A refrigerator is also available in the lounge for students to store lunches or beverages.

## **RICHMOND THEOLOGICAL CONSORTIUM—RTC**

The RTC is comprised of BTSR and Union Presbyterian Seminary. The RTC cooperates in the planning of programs and activities—such as intramural sports—and support many campus necessities—like the bookstore and library. Students should check the BTSR Catalog for academic benefits (cross-registration) offered through the RTC. For additional questions regarding cross-registration, please contact the Registrar (204-1218).

## **SECURITY**

BTSR experiences several security incidents annually—such as thefts from offices, vandalized buildings or cars, and stolen property. Students are encouraged to take precautions against such incidents, especially when traveling on in the evening. Please inform BTSR personnel if there are situations causing concern or suspicion. Security reports are completed and filed annually with the United States Department of Education. For additional information, please refer to the Campus Security Policy included in the policy section of this handbook.

## **SLC—STUDENT LIFE COMMITTEE**

Every student is considered a member of the SLC. The SLC has a three-fold purpose: to promote the general welfare of students; to determine the process for involvement of students in the governance of student affairs; and to provide the structure for representing and giving a voice to students in matters affecting the seminary community. The primary work of the SLC is carried out by the SLC Committee, which is made up of elected officers per the SLC Constitution and BTSR Committees (see related portions elsewhere within this handbook). Election of officers is held during spring semester, through the SLC. Funding of projects, social occasions, and other events are provided through the Student Activity Fee.

## **SOCIAL EVENTS**

Social events and activities are planned and scheduled by the SLC (Social Chairpersons.) The SLC and the Registrar welcome advice and suggestions from the student body as to social needs and interests.

## **SOLICITATION**

There is to be no on-campus solicitation for financial contribution by or on the behalf of any off-campus, non-seminary affiliated individual, group, or organization. Exceptions for any special, one-time offerings to be collected at a regularly scheduled Chapel service must be proposed to and approved by the Administrative Committee. This application must be made in writing at least two weeks before the proposed date of the offering itself. If approved, the seminary will provide advance notice of that offering through *Theological Thursdays*.

## **SUPPORT & INTEREST GROUPS**

BTSR does not formally sanction any group or groups as campus affiliates, chapters, or organizations, although groups to offer support to others or to meet regarding issues or similar interests do form. Some of the support and interest opportunities which seem to arise fairly regularly are: Women in Ministry Support Groups, 2<sup>nd</sup> Career Student Groups, Bible Study or Groups, Youth Ministry Leaderships Groups, etc. as well as students who gather for prayer support or spiritual development. BTSR encourages students to initiate support and interest groups as needed. The Registrar will be happy to meet with students to address the forming of such groups.

## **BTSR COMMUNITY LOUNGE**

BTSR has a lounge located near the student entrance to the seminary. The lounge is available for all students, staff and faculty. The lounge includes: bistro tables, a refrigerator, a microwave, a coffee machine, a drink machine, a television and comfortable sofas. Students are welcome to study, participate in small group discussion, enjoy lunch, and relax.

## **TABLE TALK:**

On scheduled Tuesdays and Wednesdays during Fall & Spring Semesters from 11:45a.m.-12:45 p.m. in the lounge, the seminary community gathers for a time of lunch and dialogue —giving the opportunity to raise questions or concerns, and to share joys or information important to our community. Table Talks are facilitated by the SLC Moderator and the President. BTSR staff and faculty attend to help address

relevant questions.

### **TELEPHONES**

Students who wish to have land line in their Kraemer Hall apartment are responsible for making their own arrangements. If you have questions about options for a provider, please contact the Director of Business Affairs & Facilities (204-1230).

### **TRANSCRIPTS**

Questions regarding transcripts should be directed to the Registrar (204-1218). By federal law, the request for transcripts must be made in writing. Transcripts can be ordered online at [btsr.edu/academics/transcript-request/](http://btsr.edu/academics/transcript-request/). Transcripts are normally sent within three business days. Transcripts are \$10.00 each and will not be released for any student who has an outstanding balance on his/her account.

### **TRUSTEES**

The B TSR Board of Trustees meets twice a year—in mid-October and mid-March—on the B TSR campus. Plenary sessions of the Trustees Meetings are open for attendance; committee meetings, however, are typically closed.

### **TUITION PAYMENT**

Tuition is charged on a per credit basis. A tuition statement for each term may be found on Populi. If you are not able to pay the full amount by the due date, please go to the Student Accounting and Housing Manager's office (152) to request a payment plan for the fall and/or spring terms. The Business Office accepts MasterCard, Visa, Discover and debit cards. B TSR does not store or save credit card primary account numbers (PAN's). All credit card PAN's received via telephone are destroyed. You are not advised to submit your PAN via email or text messaging.

Checks should be made payable to B TSR. For proper crediting, please note on the check that it is for tuition. If your name is not printed on the check, please write it in the memo section.

If your scholarships for a term exceed tuition due, please contact the Student Accounting and Housing Manager's office (Room 152) for information on refunds and/or holding funds for a future term.

### **WORSHIP**

During fall and spring terms, worship is held in the Chapel on Tuesday mornings from 11:45 a.m.—12:20 p.m. **Seminary offices are closed** during this time in observance of Chapel. Chapel services are led by staff, faculty, guest speakers, and students, and are coordinated by the Chapel Assistant and the Community Life Committee (which includes one SLC Representative).

# CONSTITUTION OF THE STUDENT LIFE COMMITTEE BAPTIST THEOLOGICAL SEMINARY AT RICHMOND

## NAME

The name of this organization shall be the Student Life Committee of Baptist Theological Seminary at Richmond.

## MEMBERSHIP

Membership to the Student Life Committee (SLC) shall include all students officially enrolled in six semester hours or more per term. Students meeting this criteria will be charged a Student Activity Fee each Fall and Spring term.

## STUDENT LIFE COMMITTEE

The purpose of the Student Life Committee (SLC) shall be:

- To promote the general welfare of all students.
- To provide opportunities for service and fellowship for the BTSR community.
- To provide the primary structure for representing all students and giving all students a voice in matters affecting the seminary community.
- Serve on seminary-wide councils as assigned below to represent the student body in seminary matters.

The SLC Leadership shall consist of the following:

- Moderator
- Associate Moderator
- Secretary/Treasurer
- Social Committee (2)
- Service Committee (2)
- Community Life Representative

### Criteria and Areas of Responsibility for SLC Positions:

#### *Criteria*

- As elected representatives to SLC, members are required to attend SLC meetings. Attendance is defined as not missing more than two meetings within the academic year.
- Failure to comply with this policy may be subject to forfeiture of the representative's position in the SLC. The SLC may implement this forfeiture.
- The SLC Moderator should be notified prior to any absences.
- Each committee will be responsible for advertising the events that correspond to their committee.
- All members of SLC are expected to attend, participate in, set up and clean up in all SLC sponsored events as available.

#### *Areas of Responsibility*

##### **Moderator**



- The Moderator shall be a returning student.
- Schedule and facilitate SLC meetings, including room reservation and agenda.
- Plan and coordinate full day meeting prior to the start of the academic year for planning and visioning. Schedule, location and agenda are at the discretion of the Moderator.
- Serve as ex-officio member of all committees.
- Represent student body as needed at various events/meetings.
- Facilitate Table Talks.
- Moderator-Elect will participate in Commencement exercises as requested by the Registrar

### **Associate Moderator**

- The Associate Moderator shall be a returning student.
- Coordinate and manage nominations and elections.
- Serve as RTC representative, maintaining open lines of communication with the consortium.
- Assume the duties of Moderator as necessary.

### **Secretary/Treasurer**

- The Secretary/Treasurer shall be a returning student.
- Take attendance and minutes at each SLC meeting and Table Talk (including a report of the current financial status of the SLC).
  - Provide minutes following each meeting via e-mail.
- Provide written report as requested to Administrative team and/or Board of Trustees.
- Serve as SLC Historian.
- Handle and disperse monies of the Student Activities Fund, with approval from Moderator or Associate Moderator noted with their initials in the memo line.
- Maintain accurate and complete records for the Student Activities Fund.

### **Social Committee**

- The Committee shall consist of one returning student and one first-year student.
- Provide opportunities for fellowship and fun through various activities and events (Family Fun Day, Table Talk, etc).
- Although planned and coordinated by the Social Committee, each member of the SLC is expected to attend and assist before, during and/or after as directed by the Social Committee.

### **Service Committee**

- The Committee shall consist of one returning student and one first-year student.

- Plan and coordinate opportunities for the seminary community to participate in service projects with global or local significance.

### **Academic Representatives**

- If two representatives are needed, both representatives shall be returning students and already serving on SLC.
- Attend Academic Committee meetings as scheduled.
- Become familiar with materials provided by the Dean to the Academic Committee before meetings.
- Represent the needs and concerns of the student body to the Academic Committee.
- Participate in any activities, meetings, or discussions outside of normally scheduled Academic Committee meetings as necessary.

### **Community Life Representative**

- This representative shall be a returning student.
- Serve as liaison between SLC and the Community Life Committee (CLC)

### **ELECTIONS**

- Elections will occur in the Spring term for all positions except first-year representatives from the entering class. The first-year representative election will be held in the following Fall term and the positions will be Service and Social.
- All students who pay the Seminary's student activity fee for the semester are eligible to vote.

### **Nomination Process**

- All students who pay the Seminary's student activity fee for the semester that the election will be held are eligible for nomination.
- A student who is nominated for more than one position may only accept one of the nominations.
- Students who enter during the January or Spring terms are eligible for nominations during the next election held in the Spring and are thus ineligible to run as a new student in the subsequent Fall election.
- If nominated the candidate must confirm acceptance of nomination within 48 hours of the close of the nomination period. If candidate does not respond within the allotted amount of time, he/she forfeits nomination.
- Students may nominate themselves for open positions.

### **Voting Process**

- Any student who receives a simple majority vote will be elected to their nominated position.
- In the event of a tie, a run-off election will be held within the next two weeks. The run-off ballot will include the names of the nominees who tied.
- There may be no campaigning for oneself or on behalf of a candidate.

- Students may only vote one time.
- SLC officers will determine method of voting based on available technology and needs of student body.

#### Position Vacancies

- In the event of a vacancy, the Student Life Committee will accept nominations for one week from any student who is eligible to vote. If the Student Life Committee receives no nominations, they will nominate an eligible student of their choice.
- If there is more than one nominee for the vacant position an election will be held to decide who fills the position.

#### **STUDENT ACTIVITY FUND**

- The SLC recommends to the Administration any changes to the Student Activity Fee, which a portion of funds the SLC annual budget.
- Check requests are made to the Accounts Payable Manager at the beginning of the fall and spring terms to replenish the SLC's budget.

#### **AMENDMENTS**

- The SLC may propose changes to this constitution in the form of amendments. Amendment is defined as a change made by correction, addition, or deletion. SLC will maintain a hard copy and electronic record of amendments made.
- Changes will become effective upon a two-thirds affirmative vote of the members of the student body who choose to vote.
- The Student Life Committee may establish additional committees as needed.

#### **ADOPTION**

The Constitution shall become effective upon a two-thirds affirmative vote by those in the student body who choose to vote.

# **SEMINARY POLICIES**

## **THE CODE OF ETHICS**

We, the members of the Baptist Theological Seminary at Richmond community, abide by a Code of Ethics (“Code”). Under this Code, we accept responsibility for maintaining the highest standard of conduct in the academic as well as personal areas of our life together. We will strive for relationships that exhibit honesty, integrity, and decency which are characterized by honor, respect, and love. Therefore, moral delinquency and a lack of academic integrity are deemed inappropriate. Examples of conduct which constitute a breach of the Code include, but are not limited to, plagiarism, cheating, violence and lawlessness. Sexual promiscuity, whether homosexual or heterosexual, is not an acceptable lifestyle for any member of the seminary community. Falsely accusing any other member of the Seminary community of violating the Code and providing false testimony against any person accused of such a violation are considered to be breaches of the Code as well. Any individual who personally knows a violation of the Code has occurred, but who fails to report such information, breaches the Code; the sole exclusion to this requirement is information obtained in confidential faculty and staff counseling relationships with students. This exclusion is intended to provide a redemptive mechanism to assist students in integrating theology and practice and in no way is designed to excuse behavior that breaches the Code. Those found guilty of violating the Code of Ethics will be subject to disciplinary action up to and including expulsion for students or termination for faculty and staff.

Any individual who believes that a violation of the Code has taken place has a responsibility as a member of the Seminary community to report such concerns in writing to the Seminary President. Anyone who needs further clarification on the Code or needs to discuss whether a violation of the Code has occurred should meet with the President and discuss his/her questions and concerns.

Once the President is on notice of a potential violation, the President shall convene the Committee as soon as practicable for the purpose of investigating the allegation. The Committee may implement any procedure it believes best serves the situation, including calling witnesses and conducting an independent investigation. The Committee shall be charged with making a determination of whether a violation of the Code has occurred.

The Shared Life Committee (the “Committee”) will investigate and hear all allegations regarding violations of the Code. When considering Code violations, the Committee shall be comprised of two staff members, two faculty members and two students.

After the Committee has made its recommendation as to what action, if any, should be taken by the Seminary, the recommendation shall be given to the President. The Committee’s written recommendation shall include the Committee’s findings of fact, conclusions and basis for its conclusions.

The President shall review the Committee's recommendations and shall conduct any additional fact finding he deems necessary to make a final determination as to what disciplinary action, if any, is appropriate. The President shall then make and implement a final determination.

## **HARASSMENT AND DISCRIMINATION POLICY (including Sexual Harassment)**

The mission of Baptist Theological Seminary at Richmond is to prepare called and committed men and women for Christian ministry. As members of the Seminary community, we welcome these men and women and affirm their ministry as we seek to create and nurture an environment and quality of life that will sustain faculty, staff, students and members of their families. At Baptist Theological Seminary at Richmond, we are a Christian community, where individuals seek to relate to each other, family members, congregations, and the world in a manner true to biblical principles and guidelines. As members of this community, we endeavor to share our lives openly, speak the truth to one another in love, cherish our distinctions while honoring our diversity, and encourage one another's fulfillment, all the while seeking and following the guidance of the Holy Spirit.

To this end, every Seminary staff member, faculty member and student has the right to work and study in an environment free from discrimination and harassment and should be treated with dignity and respect. Through this Harassment and Discrimination Policy (the "Policy"), the Seminary prohibits discrimination and harassment based on race, sex, religion,<sup>1</sup> national origin, age, disability and any other classification protected by local, state or federal law.<sup>2</sup> Any individual whose conduct violates the Policy will be subject to disciplinary action up to and including termination for faculty and staff and expulsion for students.

Harassment is the creation of a hostile or intimidating environment, in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual's work or education, or affect adversely an individual's living conditions on campus. Illegal and improper harassment may include, for example:

- Use of offensive nicknames or terms of endearment;
- Making unwelcome comments about a person's clothing, body or personal life;
- Offensive jokes or unwelcome innuendoes;
- Displaying offensive objects or pictures;
- Offensive or abusive physical contact;
- Sending offensive or abusive letters or e-mails;
- Any suggestion that sexual favors, race, gender, religion, national origin, age, disability or any other protected classification would affect one's job, promotion, performance evaluations, grades or working or educational conditions; or
- Other conduct that, even if not objectionable to some individuals, creates a

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<sup>1</sup> As a Baptist educational institution, the Seminary reserves the right to give preference in employment to those individuals who hold the same Christian Baptist beliefs as that recognized at the Seminary.

<sup>2</sup> This Policy also applies to complaints of harassment or discrimination involving applicants for admission or employment, or persons aggrieved by third parties such as contractors or vendors serving the Seminary.

working or learning environment that may be considered by others to be offensive or hostile.

Sexual harassment, in particular, may consist of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when one or more of the following occur:

- Submission to or rejection of such conduct is made a term or condition of an individual's employment or academic success;
- Submission to or rejection of such conduct is used as the basis for employment or academic decisions; or
- Such conduct has the purpose or effect of interfering with an individual's work or academic performance or creates a hostile, intimidating or offensive work or educational environment.

### **Complaint Resolution Procedure<sup>3</sup>**

The Seminary will endeavor to respond to and resolve all complaints quickly and effectively. The Seminary is guided by the principles of Matthew 18:15-20<sup>4</sup> which provides, in part, the framework for our conflict resolution procedures. Individuals who believe they have been harassed or discriminated against in violation of the Policy or who witness conduct which is believed to violate the Policy are strongly encouraged and responsible to take action in any of the ways described in this Complaint Resolution Procedure.<sup>5</sup>

Through this Complaint Resolution Procedure, the Seminary will take necessary steps to prevent recurrence of any harassment and/or discrimination determined to have occurred, and will take necessary steps to correct the discriminatory effects of the conduct on the Complainant and others, if appropriate. During all stages of the Complaint Resolution Procedure, every effort will be made to insure fundamental fairness to all parties involved in the complaint process. The Seminary will make good faith efforts to protect the confidentiality of those involved in the Complaint Resolution Procedure, to the extent permitted by law and to the extent that continued protection does not interfere with the Seminary's ability to investigate allegations or to take corrective action.

BTSR provides students the opportunity to share their questions, concerns or grievances with ATS standards which are not met by the student's perspective. Students may put their concerns in writing, submit them to the Academic Dean for review and possible consultation with the Administrative Committee. The concern

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<sup>3</sup> For ease in identifying individuals, the person making the complaint is referred to as the "Complainant," and the person about whom the complaint is being made is referred to as the "Respondent."

<sup>4</sup> Which reads in part, "If your brother (sister) sins against you, go and show him (her) his (her) fault, just between the two of you . . . ."

<sup>5</sup> Except as expressly provided herein, the Complaint Resolution Procedure is the only grievance procedure available to staff, faculty, students or other parties for violations of the Policy.

will be recorded by the Academic Dean and the student will receive a written response in a timely manner.

The Seminary prohibits retaliation against any individual who makes a complaint in good faith or participates in a harassment or discrimination inquiry. Disciplinary action will be taken against any individual who retaliates against a Complainant or participant in a harassment or discrimination inquiry.

### **The Complaint Resolution Procedure — Options for Resolution**

1. *Discussion with Respondent:* Prior to the involvement of other parties or Seminary officials, the Complainant or person witnessing the conduct may choose to discuss his or her concerns directly with the Respondent. The Respondent may not realize that his or her conduct is offensive or unwelcome. Many disputes can be resolved quickly and effectively with such direct communication. A complaint brought to the attention of the Respondent shortly after the allegedly offensive behavior occurs (i.e., immediately or in a few days) will usually result in more effective resolution.

2. *Reporting to Seminary Officials:*<sup>6</sup> If the Complainant or witness is not comfortable with talking to the Respondent or if talking to that individual does not result in a satisfactory resolution, the Complainant and/or witness is strongly encouraged and obligated to contact the applicable Seminary official listed below:

#### **Students should contact the Vice President of Administration:**

Name: Jim Peak  
Office Phone: 204-1230  
Office: Room 150  
Email: [jpeak@btsr.edu](mailto:jpeak@btsr.edu)

#### **Faculty and staff should contact the Vice President of Academic Affairs and Dean:**

Name: Tracy Hartman  
Office Phone: 204-1214  
Office: Room 139  
Email: [thartman@btsr.edu](mailto:thartman@btsr.edu)

Complaints may be brought to the attention of Seminary officials at any time. However, immediate reporting usually enables the Seminary to conduct a more thorough and complete investigation which results in more effective and prompt

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<sup>6</sup> If the complaint is against one of the designated Seminary officials or if you are uncertain about who you should contact, the Complainant or person witnessing the behavior should contact the President of the Seminary, who will designate a representative of the Seminary to handle the matter. If the complaint is against the President of the Seminary, the Complainant or witness should contact the applicable Seminary official who will ask the Chair of the Board of Trustees to handle the complaint.



resolution. The Seminary thus encourages immediate reporting so that it can promptly and completely handle the complaint.

The role of the Seminary official will be to assist with any or all of the following:

- Assisting the Complainant to determine if the behavior violates the Policy, or to learn more about the Policy generally;
- Meeting with the individual whose behavior is offensive or unwelcome, discussing the situation, and making it clear that the behavior is offensive or unwelcome and should cease;
- Contacting the supervisor of the person whose behavior is offensive or unwelcome and requesting assistance to stop the behavior;
- Conducting an investigation with the effect and goal of ending the behavior in an effective and expeditious manner;
- Taking prompt, effective remedial action to end the behavior.

After conducting an investigation, the Seminary official will assess what additional action, if any, is necessary. This action can include disciplinary action up to and including expulsion for students and termination for members of faculty and staff if any person is found to have violated the Policy. The Seminary official shall meet individually with the Complainant and Respondent to apprise them of his recommendations.

3. *Appeal from Decision of the Seminary Official:* Either the Complainant or Respondent can appeal the Seminary official's decision to the Community Life Committee. This committee shall be comprised of two staff members, two faculty members and two students. The Registrar shall also serve on the committee for all non-disciplinary proceedings.

The appeal to the Community Life Committee should be made within ten business days from the date that the appellant is on notice of the Seminary official's decision. The appeal should be in writing and should state the basis for the appeal. It should be delivered to the Chairperson of the Community Life Committee.

As soon as practical thereafter, the Community Life Committee will convene for the purpose of reviewing the decision by the Seminary official. The Community Life Committee can implement the structure it believes best serves the situation, including calling witnesses and conducting its own independent investigation.

After the Community Life Committee has made its findings, it shall prepare a written recommendation to be given to the President of the Seminary. The written recommendation shall include the Community Life Committee's findings of fact, conclusions and basis for its conclusions.

The President shall review the recommendations of the Community Life Committee or the recommendations of the Seminary official if no appeal was lodged, and shall conduct any additional fact finding he deems necessary and make a determination. The President shall then make and implement a final determination, except in the

case of the dismissal of a tenured faculty member. In such a case, the President will present his recommendation to the Board of Trustees for the dismissal of the tenured faculty member and the Board of Trustees shall vote on whether to accept or reject the President's recommendation. The Board of Trustees may also impose any other alternative disciplinary measures on the faculty member. The decision of the Board of Trustees will be final.

## **CAMPUS SECURITY POLICY**

Baptist Theological Seminary at Richmond complies with Public Law 101-542, The Student Right to Know Campus Security Act of 1991. This law requires BTSR to collect and report certain information related to campus security matters. The annual campus security report is available on the website at [www.btsr.edu](http://www.btsr.edu).

All BTSR students and employees are required to report as soon as possible certain alleged criminal offenses occurring on the seminary campus to seminary security personnel, the Director of Business Affairs & Facilities. The alleged offenses which must be reported are: murder, rape, manslaughter, arson, hate crimes, aggravated assault, robbery, burglary, and motor vehicle theft.

The office of the Vice President of Administration will keep a record of all such reported offenses. The record of specific crimes will be available only to the President, the Vice President of Academic Affairs and Dean, the Vice President of Administration, the Registrar and persons named in a particular allegation. A comprehensive statistical record will also be kept.

Annually, the Vice President of Administration will compile this statistical information. The required statistical report will be reviewed by the President and transmitted to the office of the United States Department of Education. A statistical report of alleged criminal activity on campus will be prepared, published, and distributed to all current students and employees in September of each year. This report will also be made available to prospective students and employees upon request.

Everyone is urged to report suspected criminal offenses or emergencies occurring on the campus.

# **DRUG AND ALCOHOL ABUSE PREVENTION POLICY**

To comply with Public Law 101-226, the Drug-Free Schools and Communities Act Amendments 1989, Baptist Theological Seminary at Richmond is hereby notifying its students and employees of the seminary's policies regarding the illicit use of drugs and alcohol:

## **I. STANDARDS OF CONDUCT**

BTSR prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on the seminary's property, including the campus grounds, buildings and residences, or during any seminary authorized or sponsored activity. Any such illegal conduct by a student should be reported to the Student Services Manager or the Academic Dean. Any such conduct by an employee should be reported to the President.

## **II. HEALTH RISKS**

Medical research has shown that the abuse and misuse of drugs and alcohol can lead to severe and/or chronic physical, social, and emotional impairment. In addition, the abuse and misuse of drugs and alcohol is inconsistent with the mission of the seminary and preparation for ministry.

## **III. TREATMENT PROGRAMS**

Counseling and treatment for substance abuse, by qualified practitioners, is covered by the health insurance plan offered through BTSR, as well as other companies. Coverage offered varies from company to company; consult your policy for details. If you believe that you have a substance abuse problem you are encouraged to seek treatment. In the event that your treatment will affect your study or work at the seminary, you are encouraged to discuss your treatment with your supervisor, the Student Services Manager, the Academic Dean, or the President.

## **IV. LEGAL SANCTIONS**

Violations of Virginia's alcoholic beverage laws are misdemeanors subject to fine up to \$1,000, a jail term of up to twelve months, and possible loss of driver's license.

Violations of Virginia's drug control laws constitute misdemeanors or felonies, depending upon the nature of the offense involved, and can result in imprisonment of up to ten years and fines up to \$2,500.

## **V. THE SEMINARY'S SANCTIONS**

Consistent with local, state and federal law, BTSR will impose appropriate sanctions against students or employees violating the seminary's policy against unlawful possession, use or distribution of drugs or alcohol on BTSR's property or as a part of its activities. Such sanctions may include reprimand, suspension, expulsion in the case of students, or termination in the case of employees. In addition, BTSR may refer suspected violations to civil authorities for investigation and possible prosecution.

## ACCESS TO STUDENT RECORDS

The Family Educational Rights and Privacy Act affords students certain rights with respect to their educational records. The Act provides that:

1. The student has the right to inspect and review his or her educational record.
2. The student has the right to challenge a record that the student believes is inaccurate or misleading.
3. The educational institution must have written permission from the student to release personally identifiable data to persons other than school officials who have a legitimate educational interest.
4. The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of this Act.

The seminary maintains a permanent file and a financial aid file on students.

The permanent file is kept in the seminary's file room. It is begun when the student makes application for enrollment. Prior to matriculation it contains the application for admission, transcripts from previous institutions, personal references, personal statement, church recommendation, correspondence related to admission, and any immigration documents.

Thirty days after matriculation, personal references and miscellaneous correspondence related to admission are removed from the file and destroyed. Students who indicated on the reference form that they did not waive their right of review may have access to the form within the first month after matriculation by making a written request to the Registrar.

Once the student enrolls a permanent academic record is begun. In addition to the transcript, other documents contained in the permanent file might include correspondence from the student and memos from faculty or administrators related to such matters as academic probation, special enrollment requests, and withdrawal from a course or from the seminary.

The financial aid file is kept by the Director of Financial Aid and includes application materials submitted by the student requesting aid as well as records of aid the student received from the school and from outside sources, if any.

Both of these files are open for the student's inspection, and where necessary, correction. Access to files is limited to those seminary administrators maintaining the files and to other seminary officials as appropriate to their professional responsibilities. No other persons will have access unless the student gives written permission.

Upon graduation or withdrawal from the seminary, routine correspondence and documents of incidental importance in the permanent file are destroyed. Financial aid records are maintained for several years as required by federal law. Student

account information is maintained as required for audit purposes.

A student wishing to review his or her file should send a written request to the administrator who maintains the file. In most cases, access will be granted within three business days. If because of the work schedule there is a delay, access will be granted as soon as possible and in not more than 45 days. If the student challenges the accuracy of the record and the administrator does not agree, the student may make a written request for review of the decision to the President. If the student continues to challenge the accuracy of the record, he or she may appeal to the Board of Trustees. The decision of the Trustees shall be final.

Persons not admitted to the seminary are not granted access to their admission file.

The seminary releases certain personal information it considers "directory information." Included are the student's name and picture, student's spouse, campus address and phone number, permanent address and phone number, home state, previous institutions attended and degrees earned, degree program and year in school. Information on graduates and those who have withdrawn include dates of attendance and any degrees earned. Students who do not want directory information released may submit their request in writing to the Registrar within one week of matriculation for their first academic year, and within the first week of fall classes each subsequent year.

## COUNSELING POLICY FOR STUDENTS

Baptist Theological Seminary at Richmond provides and monitors a financial assistance program for students who request counseling services. The policy requires that a student who needs financial assistance for counseling services initially contact the Registrar or Professor of Pastoral Care.

Once the student receives a referral for counseling from the Registrar or the Professor of Pastoral Care, the student has the responsibility of making an appointment with a counselor at The Virginia Institute for Pastoral Care (VIPCare). The student also has the responsibility of informing the counselor that he/she is a student at BTSR. The student has the additional responsibility of researching his/her personal health insurance to determine what his/her insurance will pay. (The counselor may also be able to provide other information regarding insurance coverage; the counselor can also determine the fee for individual counseling using a sliding scale based on income.)

If insurance will not pay or will only pay a portion for counseling services, BTSR will assist the student with \$44.00 per session for a total of 3 sessions, but no more than a total of \$132.00 for the entire time a student is enrolled at BTSR.

If you need to continue with counseling following the three sessions or after you have been charged \$132.00, you will need to pay for counseling services personally.

***In the case of extreme circumstances, please contact the Registrar for an extension of financial assistance.***

## **Federal Americans with Disabilities Act**

Baptist Theological Seminary at Richmond complies with the Federal Americans with Disabilities Act and the Virginia Disability Act. The seminary provides equal access to all educational programs of the seminary to every qualified student without regard to educationally-unrelated disabilities. Students requiring special individual services or equipment will be responsible for the expenses thereof, including the expense of providing tutors, personal attendants, medical technicians, aides, certified signers and so forth. The faculty and administration of the school will do all within reason to assist such students in communicating with the proper community or government agency to secure available assistance to meet the student's need.



## ACCEPTABLE USE POLICY FOR btsr.edu E-MAIL ADDRESSES

### Guidelines for @btsr.edu e-mail addresses

- @btsr.edu e-mail address should be used for the purpose of education and communication with BTSR faculty, staff, and other students.
- User names are assigned by the Registrar and IT Departments and cannot be modified.
- If there are questions concerning a security breach, users may be required to change their password before logging into their account.
- @btsr.edu e-mail addresses will be deactivated if it is found that a student has:
  - Violated copyright laws
  - Threatened or suggested harm to any individual or organization
  - Sent messages that are intimidating, harassing, or contains inappropriate/offensive language
  - Sent information that is proprietary to BTSR and is not public knowledge
  - Sent information that is considered personal or private without permission
  - Distributed illegal images, information, or instructions
  - Spammed other BTSR and/or Non-BTSR e-mail accounts (i.e. sending unsolicited message)
  - Violated the Google Apps for Education Acceptable Use Policy
  - Posed as someone other than herself/himself
  - Used in the theft of digital data whether it be identity or information pertaining to events, purchases, and/or financial information
  - Created a false identity
  - Knowingly created/sent viruses, Trojan horses, and/or any malicious attachment that would harm/damage/jeopardize another person's computing equipment
  - Violated BTSR's Code of Ethics
- @btsr.edu addresses can be used for discounts that require a .edu e-mail address but should not be used for casual online shopping, the receipt of non-educational newsletters, or sending/forwarding of chain letters
- Google Apps for Education's tools cannot be used in any way that violates Google Apps' or BTSR's AUP agreement.

### Responsibilities for the account

- Users are responsible for their own Spam filter. Any message that is not received due to being blocked by Google's filtering system is not the responsibility of the IT department.
- Passwords must be kept secret and known only to the specified user of the account.

- The IT Department does not keep passwords. Should you lose/forget your password the IT Department can only reset it for you.
  - IF a new password is needed the IT Department will set it as the initial password and then require the change of the password within Google's systems before you can log onto the account.
- Users are responsible for the information contained in their account. The IT Department is not responsible for documentation, e-mail, downloads, the creation of backups, or e-mail message retrieval.
- Please note that accounts may be deactivated after the student has graduated.

By logging on to your @btsr.edu e-mail account you agree to abide by this Acceptable Use Policy.

## ACCEPTABLE USE POLICY FOR COMPUTING DEVICES

To ensure the acceptable use of any system that is or will be connected to any aspect of BTSR's network, whether wireless access, Blackboard, Electronic Mail, and audio visual systems.

### POLICY

BTSR is responsible for any Windows® based desktop, laptop, and/or other technological equipment that belongs to a faculty or staff member, as purchased by BTSR, or is a part of the BTSR student computer lab (PCs provided by BTSR for use in the lab). BTSR is not responsible for document backups or lost documentation due to viruses, hardware failure, and/or user misuse. BTSR is not responsible for faculty/staff/student personal computing equipment (including Macintosh®, PC, PDA, Blackberry®, iPhones, iPads, and other audio visual /voice equipment) with the only exception being personal faculty or staff computers that are Intel® or Microsoft®-based and used for business/academic in-office or in-class purposes.

Note: Macintosh® and Windows® based computers are acceptable for connection to BTSR's internal, non-public network, **only after** they have been examined by a member of the Information Technology (I.T.) Department. IF a device/devices have not been vetted by the IT Department and are discovered to be on the network without permission, the IT Department reserves the right to remove the illegal device and restrict/terminate the internal network access. This process is in line with the Family Educational Rights and Privacy Act (FERPA) and is in place to ensure the IT Department provides the appropriate security for BTSR's networking system. The IT Department is unable to handle Macintosh® technical questions at this time (date 8/2013). The I.T. office reserves the right to validate the type of treatment, use, and maintenance of all BTSR computer, audio visual, and communication equipment. The I.T. Department is not responsible for individual/departmental documentation that resides on the network (otherwise known as the K: drive).

### Section I:

Acceptable Use Policy (purpose for audio/visual and computing equipment):

- a) Use for faculty and staff: Using computing/audio visual/communication resources to conduct Seminary business including but not limited to activities that benefit the school comprised of academic preparation, seminary publication(s), and presentations.
- b) Use for students: Using computing/audio visual/communication resources for research, electronic mail, course paper preparation, sermon preparation, and limited "chat" communications (examples include AIM®, MSN Messenger®, Yahoo Messenger®, Facebook®, MySpace®, and Gmail® chat) that does not require a microphone, camera, or some type of video transmitting equipment.
- c) Use of Wireless Internet connection: Use of the wireless Internet connection for research, e-mail, web 2.0 and additional types of communications is limited to students, faculty, staff and other designated individuals who are associated with BTSR in a professional or academic capacity.

## Section II:

Violations of BTSR's IT Acceptable Use Policy include but are not limited to:

- a) Use of the equipment in a manner that does not reflect BTSR's mission statement or Code of Ethics.
- b) The installation of a device that has not been examined and/or secured by the IT Department (in accordance with FERPA regulations).
- c) Transmission of material including but not limited to text, images, and/or code that is considered by BTSR's Code of Ethics and/or State and Federal law as sexual harassment.
- d) The viewing of images that is considered by a reasonable person as offensive, sexually revealing, and/or can be qualified as sexual harassment.
- e) Use by individuals not specifically authorized to operate computing devices including friends, guests, and/or any individual that does not have a recognized immediate family connection with a BTSR student or employee. The "family guest(s)" of the student, faculty, or staff member is responsible for any damage to BTSR equipment.
- f) Transmission of materials that have been illegally produced or reproduced.
- g) Operation of file or print sharing, web server or other interactive services not authorized by the I.T. Department at BTSR.
- h) Running peer-to-peer, music sharing, file sharing or similar software, including but not limited to programs like Kazaa<sup>®</sup>, Morpheus<sup>®</sup>, Grokster<sup>®</sup>, and/or Napster<sup>®</sup>, and persistent connections to outside facilities. (see Section II b for further definition)
- i) Attempts to access internal BTSR information systems that the individual is not specifically authorized to access, or attempts to access a peer's computer without their consent over the local area network.
- j) Use of the computing device, network, or other facilities for financial gain, pyramid schemes, chain letters, propagation of SPAM (unsolicited email) or inflammatory political commentary.
- k) Altering wiring, router, or physical locations of connection ports for personal use without expressed permission from BTSR's I.T. Department (in accordance with FERPA regulations).

## Section III:

Violation of Wireless Acceptable Use Policy:

- a) Illegal Use, specifically, but not limited to: Transmission or reception of material, files, or text that intentionally violates any Local, State, Federal, National, or International Laws, Copyrights, Trademarks, Rules or Regulations.
- b) Use by individuals NOT specifically authorized to utilize the Wireless facilities.
- c) Operation of file or print sharing, web server, or other interactive services not authorized by the I.T. Department at BTSR.
- d) Running peer-to-peer, music sharing, file sharing or similar software, including but not limited to programs like Kazaa<sup>®</sup>, Morpheus<sup>®</sup>, Napster<sup>®</sup>, Grokster<sup>®</sup> or others, and persistent connections to outside facilities.
- e) Attempts to access internal BTSR information systems that the individual is not specifically authorized to access.

- f) Use of the facilities for financial gain, pyramid schemes, chain letters, propagation of SPAM (unsolicited email) or inflammatory political commentary.
- g) Altering provided connections for personal use without expressed permission obtained by BTSR's I.T. Department.

#### Section IV:

Expectations for the stewardship of BTSR-owned computing devices and infrastructure components:

- a) No unauthorized software is to be installed on any BTSR-owned computer without the consent of the I.T. Department
  - exception to this includes PDA or Blackberry® communication software
- b) Giving information to individuals outside the institution concerning BTSR's computing infrastructure, data contained on workstations or servers, network design or other technical information is strictly prohibited. All requests of this nature should be directed to the I.T. Department.
- c) Stewardship of data on individual computers is the responsibility of the end user. All BTSR-owned equipment is provided with appropriate hardware data backup. Only server data is backed up on a regular basis.
- d) Reasonable care for the physical condition of BTSR-owned computers is the responsibility of the user, especially in the case of laptop or other portable equipment.

#### Section V:

Other information and understandings regarding wired and wireless connections:

- a) Individual users understand that BTSR computing equipment (when used on the Internet), may expose the user to written and pictorial information which may be offensive or harmful. BTSR cannot effectively filter all information displayed on a user's browser or electronic mailbox.
- b) Users of computing devices release BTSR from all liabilities associated with their viewing of, use of, or exposure to any information, machine-readable file, picture, graphical representation, or illustration maybe encounter while using the provided Internet/Intranet connections.
- c) Users of the provide Internet/Intranet connection release BTSR from all liabilities related to the viewing (accidental or purposeful) of images and/or video/sound clips that can be considered pornography.
- d) Users will not harm or harass any other BTSR student, employee or member of the general public using equipment that belongs to BTSR equipment or Internet facilities.
- e) Users shall not violate any state or federal statute including those regarding obscenity, pornography, or delivery to minors, material deemed harmful to them. BTSR reserves the right to determine what is considered harmful.
- f) BTSR reserves the right to modify these policies or any section of this document at any time and will publish any subsequent revisions.
- g) Please note that BTSR's I.T. Department tries to identify and remove any images that are not an accurate representation of the seminary and its values; however, not everything can be addressed as soon as it "appears" on school-provided equipment. Once a school-provided PC has been identified as containing images that violate this Acceptable Use Policy it will be removed from public access. The system will remain "out of order" until such

time that the images can be removed and the system restored to its previous state.

## Section VI

Results for violating BTSR acceptable use policy:

- a) For a student: violation of BTSR's Acceptable Use Policy requires the intervention of the Dean at the direction of BTSR's Code of Ethics.
- b) For faculty and staff: violation of BTSR's Acceptable Use Policy requires the intervention of either the Dean or appropriate supervisor and involves disciplinary action in accordance with the Employee Handbook which may include employment termination.
- c) For BTSR partners: violation of BTSR's Acceptable Use Policy will result in the immediate removal of phone and internet access via a wired connection to BTSR's internal network.

## Computing Device Requirements

- PC or Mac with latest version of the appropriate Operating System
  - o Mac OSX 10.6 or higher
  - o Windows XP or higher
  - o Linux OS is not recommended
- Microsoft Office Suite for Mac and/or PC
  - o OpenOffice
  - o Libre Office
  - o Word Processing that can save files an .rtf
- Wireless Network Card
- Network Card
- Antivirus
  - o Norton
  - o MacAfee
  - o TrendMicro
  - o Kypersky
  - o Webroot
  - o AVG
- DSL, Cable, FiOS internet connection
- Internet Browser
  - o Internet Explorer
  - o Google Chrome
  - o Mozilla Firefox

# PLAGIARISM POLICY

Definition: Plagiarism

Plagiarism is the use in writing of wording or ideas produced by others without crediting the author and/or source from which the material was taken. Plagiarism is a serious offense that undermines academic integrity and the witness and integrity of the Christian community. Plagiarism is considered a violation of the seminary Code of Ethics.

Intentionally unattributed use of the words and/or ideas of others fails to give recognition of their gifts, efforts, and contributions of research and study. Plagiarism creates an atmosphere of falsehood in the community's life of study and scholarship.

BTSSR adheres to the following general requirements for the acknowledgement of sources of academic work. These requirements apply to both print and electronic media.

1. Quotations. Any sentence or phrase that a student uses from another source must be placed in quotation marks or, in the case of longer quotations, clearly indented beyond the regular margin. Any quotation must be accompanied (either within the text or in a note) by a precise indication of the source.
2. Paraphrasing. Any material that is paraphrased or summarized must also be specifically acknowledged in a note or in the text.
3. Ideas. Specific ideas that are borrowed should be acknowledged in a note or in the text, even if the idea has been further elaborated by the student.
4. Bibliography. All the sources consulted in the preparation of an assignment (research paper, essay, project, or report) shall be listed in a bibliography.

In addition to plagiarism, the following related practices are also unacceptable compromises of the truth requisite to a free community:

1. Multiple submission. Failure to obtain prior written permission of instructors to submit work which has been submitted in identical or similar form in fulfillment of any other academic requirement at any institution.
2. False citation. The deliberate attribution to, or citation of, a source from which the material in question was not, in fact, obtained.
3. Submission of work done by someone else, either with or without that person's knowledge. Neither ignorance of the regulations concerning academic violations nor personal extenuating circumstances are an adequate defense against charges of plagiarism. The Seminary's provisions for "due process" apply in cases of alleged plagiarism.

## Procedure for Cases of Plagiarism



Instances of plagiarism shall be considered “documented” when the instructor is able to produce documentary evidence that plagiarism has occurred, and when the instructor has reason to believe that the plagiarism was motivated by a deliberate attempt to receive credit for ideas or work not the student’s own. Where such plagiarism involves the theft of the academic work of another student, whether at BTSR or any other institution, it shall be designated “documented theft of another student’s work.” The Dean shall maintain a record of reported instances of plagiarism.

The instructor involved, in consultation with the Dean, may recommend measures deemed appropriate. In cases of documented plagiarism or documented theft of another student’s work, the offending student may automatically receive any of the following penalties:

- Failure of the assignment for which plagiarism is charged
- Failure of the course(s) in which plagiarized or stolen work is submitted
- Dismissal from the Seminary for a minimum of one semester, or, dismissal from the seminary
- Forfeiture of the right to tuition refunds during the semester(s) affected.

Before such penalties are imposed, the case shall be referred to the Community Life Committee. The Dean shall inform the student in writing that the case has been referred to the Committee. The Dean shall inform the student’s faculty advisor of the referral. The Faculty Chair of the Committee shall convene a called meeting to review the case as called for by seminary policies and procedures outlined for such cases. Members of the Committee must agree that the penalties are appropriate to the case. Appeals in such cases may be made only to the President of BTSR and must be made in writing.

Any individual who believes that a violation of the Code of Ethics has taken place has a responsibility as a member of the Seminary community to report such concerns in writing to the Seminary President, Dean, or Director of Community Life. Anyone who needs further clarification on the Code or needs to discuss whether a violation of the Code has occurred should meet with the Dean or the Director of Community Life and discuss his/her questions and concerns.

After the Committee has made its recommendation as to what action, if any, should be taken by the Seminary, the recommendation shall be given to the President. The Committee’s written recommendation shall include the Committee’s findings of fact, conclusions and basis for its conclusions.

The President shall review the Committee’s recommendations and shall conduct any additional fact finding deemed necessary to make a final determination as to what disciplinary action is appropriate. The President shall then make and implement a final determination. The decisions of the Committee and the President shall be communicated to the student as soon as possible.

*[Adopted by Faculty 11/8/12]*

*Adapted, with permission, from a shared template on policies on plagiarism from ATS-accredited seminaries and schools, including The Lutheran Theological Seminary at Philadelphia; Erskine Seminary, Due West, SC; and Princeton University and Seminary, Princeton, New Jersey, from "Princeton University Rights, Rules and Responsibilities," 1990 Edition. Princeton University, Princeton, New Jersey. 11/5/12 IG*

## **Incomplete Policy**

Due to extraordinary circumstances, students may petition the Academic Council for an extension of time to complete the work for the course. The petition must be submitted before the last day of classes in the term. Work must be finished and the appropriate grade entered by the end of the eighth week following the last day of Exam Week, or the "I" automatically becomes "F."

## **Withdrawal from the Seminary Policy**

A student wishing to withdraw from the seminary must obtain a "Withdrawal from School" form from the Registrar and complete the following withdrawal process:

- Student must sign the form, indicating reasons for withdrawal.
- Confer with and secure the Registrar's signature on the form, ensuring that the student has no outstanding academic obligations.
- Confer with and secure signature from Student Services Manager in the Business Office, ensuring that the student has no outstanding financial obligations.
- Return all materials to the Library and settle account with Library.
- Return form to Registrar.
- Registrar secures signature from the Vice President of Academic Affairs and Dean to complete official withdrawal process.

Students who withdraw from Baptist Theological Seminary at Richmond with outstanding balances due to the institution for tuition, fees, rent, or an outstanding balance at William Smith Morton Library, will not be entitled to academic transcripts from the Registrar's office until all financial obligations are settled through the Business Office. No student account will be cleared by the seminary Business Office until all bills are paid by the respective student.

## **Academic Grievance Policy**

Academic grades for work submitted as requirements in coursework are assigned at the full discretion of the Faculty, including adjunct and Affiliate. Syllabi identify clearly the expectations of work, standards of performance and assessment rubrics. In the event a student has a dispute about grades for assigned work or for a course the student should consult with the Professor and seek to resolve the matter one on one. In the event a resolution is not reached, the following procedure may be pursued.

The student may present a grievance about assigned grades to the Vice President of Academic Affairs and Dean. The Vice President of Academic Affairs and Dean

will, as a matter of course, encourage the student to continue to seek resolution with the Professor. Should no resolution be reached the Vice President of Academic Affairs and Dean will request that the student submit a letter describing the grievance related to the grade and/or academic work to the Academic Committee through the Vice President of Academic Affairs and Dean's office.

The letter should accompany a copy of the academic work for which the grade is being challenged. The student shall submit any assessment rubrics or description of the assignment received from the professor.

The Vice President of Academic Affairs and Dean will solicit documentation from the professor related to the particular case and will submit all documentation to the Academic Committee with a formal call to begin the grievance resolution process.

The Academic Committee Faculty shall (1) consider the merit of the case and determine whether the grievance resolution process will proceed; (2) render a decision on the case. The decision of the Academic Committee will be final. Student members of the Academic Committee shall not participate in grievance review. A sitting Faculty on the Academic Committee who is involved in the grievance case shall recuse him- or herself from the process and the Vice President of Academic Affairs and Dean will recruit a faculty member to serve ad hoc in the process. The scope of the Academic Committee's review shall not extend to personnel matters or personal issues.

## **BTSR Zoom Policy**

The following policy and procedures govern Zoom access:

1. Per regulations from our accrediting agency, the Association of Theological Schools, courses taken via Zoom are considered online courses. For D.Min., M.Div., and MCM degrees, students can take no more than 2/3 of coursework online. Students must monitor their degree audits carefully to assure that they meet the 1/3 residency requirement for the D.Min., M.Div., and MCM degrees.
2. Students must request and receive permission to use Zoom technology for class attendance at least two weeks before the first day of class. Exceptions to this policy, such as a mid-semester injury or illness that keeps a student homebound, will be evaluated on a case-by-case basis by the Academic Dean.
3. Students must have access to computer hardware and software that meet the Zoom requirements found at <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>.
4. Please submit your request to the course professor at least two weeks prior to start of term, who will then forward it to the Academic Dean.
5. The course professor reserves the right to limit the number of students joining a given class via Zoom technology.

6. First priority will be given to students with ADA accommodations.
7. Students living one hundred or more miles from the BTSR Villa Park campus are eligible to apply for Zoom access for coursework.
8. Students may only participate in two courses via Zoom per semester.

Students should download the Zoom Policy Application from our website, [www.btsr.edu](http://www.btsr.edu)

## **BTSR FERPA Notice to Students**

As an educational institution, all BTSR staff, faculty and students are held accountable to the FERPA policies set forth by The Family Educational Rights and Privacy Act of 1974.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Baptist Theological Seminary at Richmond trains staff, faculty and student employees in compliance with FERPA regulations.

FERPA guidelines regarding access privileges to student educational records are as follows:

1. Students' educational records (other than directory information) are considered confidential and may not be released without written consent of the student. Faculty and staff members are aware of their legal responsibility to protect the confidentiality of student educational records in their possession.
2. Students may inspect their own educational records in the Office of the Registrar by appointment during business hours. Non-residential students may contact the registrar's office at (804) 204-1218 to make alternative arrangements.
3. Faculty and staff have access to student educational records in the legitimate completion of their responsibilities as employees of the institution. Such responsibilities may include routine administrative duties; evaluation of previous academic work in view of a request to by-pass a course; or the need to render care in case of physical injury or other emergency.
4. Persons presenting a judicial order or subpoena may have access to student educational records. Unless the subpoena is issued by a federal grand jury or a law enforcement agency, the institution will make a reasonable effort to notify the student of the order or subpoena in advance of compliance.

FERPA allows student directory information to be released without student consent. Students are given the opportunity every year to opt out of having directory information released to third parties without prior consent. Students may contact the

Registrar to opt out. Directory information is defined as:

- Name and in-session address;
- telephone number;
- campus e-mail address;
- home town;
- college, curriculum, year in school;
- enrollment status (registered, on leave, student-in-ministry);
- degrees earned.

*Note: directory information does not include denominational affiliation*

For more information, please visit:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

*Adapted from UPSem FERPA Policy*

## WHERE TO GO FOR HELP

**BTSR offices & phone numbers frequently referred to in the section following:**

<i>Registrar and Director of Financial Aid</i>	<b>Susan Blanchard</b>	Room 149	204-1218
<i>Dean</i>	<b>Tracy Hartman</b>	Room 139	204-1214
<i>Vice President of Administration Student Accounting and Housing Manager</i>	<b>Jim Peak</b>	Room 150	204-1230
<i>Director of Admissions And Recruitment</i>	<b>Ivy Haga</b>	Room 152	204-1229
<i>Communications Manager</i>	<b>Melissa Fallen</b>	Room 113	204-1208
	<b>Beth Jones</b>	Room 104	204-1235

<b>MAINTENANCE</b>	204-1234
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<u><b>CONCERNING</b></u>	<u><b>CONTACT</b></u>
<b>ABSENCES</b>	
From Class	Professor of class (See Faculty listing for phone #s)
Extended Absences	Academic Dean, Room 148, or Registrar, Room 149
<b>ACADEMIC ADVISEMENT</b>	Academic Dean, Room 139, or Registrar, Room 149, or Faculty <b>as assigned by Registrar</b>
<b>ACCIDENTS</b>	See "Security."
<b>ACTIVITIES</b>	
Organizational & Support Groups	Registrar, Room 149
SGA Social Events	SCL Social Chairs
Reserving Meeting Rooms	See "Meeting Rooms"
<b>ALUMNI AFFAIRS</b>	Communications Manager, Room 104
<b>AUTOMOBILE</b>	
BTSR Registration	Maintenance, Room 117
VA Licensing	Department of Motor Vehicles, 367-0538
<b>BANKING</b>	See "Banking" in Student Life Information Section, or Yellow Pages
<b>BILLS &amp; BTSR PAYMENTS</b>	Student Accounting and Housing Manager Room 152
<b>CHAPEL SERVICES</b>	Vice President of Administration, Room 150
<b>COUNSELING</b>	

Academic Personal	Registrar or Dean Registrar or faculty of choice
<b>DRIVER'S LICENSE</b>	Department of Motor Vehicles, 367-0538 (8191 Brook Rd.)
<b>EMERGENCIES</b>	
Health related	MCV Hospital, 828-9000 Ambulance, Fire, Police, 911 Poison Control, 1-800-222-1222 See separate "Security" listing
Financial Emergency	Registrar, Room 151
<b>FINANCIAL AID</b>	
Primary (Academic) Emergency (Personal)	Director of Financial Aid, Room 149
<b>HOUSING</b>	Student Accounting and Housing Manager, Room 152
<b>INSURANCE</b>	
Information	Registrar, Room 149
<b>LIBRARY, MORTON</b>	278-4310
<b>MEETING ROOMS</b>	Registrar, Room 149
<b>POLICE</b>	Richmond City, 646-5100 Henrico County, 501-5000 Chesterfield County, 748-1251 VA State Police, 553-3445
<b>REGISTRATION</b>	Registrar, Room 149
<b>STUDENT SUPPORT</b>	Registrar, Room 149
<b>SLC</b>	SLC Moderator or Registrar, Room 149
<b>TRANSCRIPTS</b>	Registrar, Room 149

## Baptist Theological Seminary at Richmond Emergency Procedure Manual

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 Please note that it is not possible to plan for every conceivable emergency that BTSR's student/faculty/staff could face on the BTSR campus. Knowledge of the information in this manual and using common sense is the best defense you have to stay safe in an emergency situation.  
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## **BTSR's Responsibility**

In an emergency situation, BTSR will take steps to notify students/faculty/staff as soon as possible. This notification will come via SendWordNow emergency communication, Web Page updates, and BTSR's voice messaging system. BTSR will coordinate its efforts in handling/resolving any non-weather related emergency situation with local police, fire, and rescue departments. Normal business and academic operations will resume as soon as we are given an "all clear" by the law enforcement/fire/rescue officials.

### Numbers to know

Weather announcements: (804) 355-8135 option 9.

## **Your Responsibility**

As a member of the BTSR community, the safety and security of the school depends on your observation and accurate reporting. You are responsible for your own safety:

- BE AWARE OF YOUR ENVIRONMENT
  
- Report situations that could put your or someone else's safety at risk as soon as possible
  
- Do not delay in taking the appropriate steps for your safety and informing the appropriate person as soon as possible. Time is vital!

## **Contact Information**

During Business hours:

Facilities: (804) 204-1230

Student Services: (804) 204-1202

Maintenance: (804) 204-1234

Henrico County Police Department: 911 FOR EMERGENCIES ONLY or  
(804) 501-5000 for non-emergencies

After Business hours:

For any emergency call 911

For Bomb threat: call 911 then contact Dr. James Peak (804) 402-3332 or Ivy Haga  
(732) 843-6488

For Building related emergencies: call Maintenance at (804) 204-1234 or email at  
[maintenance@btsr.edu](mailto:maintenance@btsr.edu)

## **"Emergency Situation" Defined**

For BTSR, an "Emergency Situation" is defined as an event or prospect of an event that could cause harm to the community or affect the community's normal activity in a way that has little to no notice.

## **Emergency Evacuation (Fire Safety)**

Should you discover a fire, pull the nearest fire alarm and then call the Facilities Department (804-204-1230). Exit the building and proceed to the assembly point (page 13).

- Signs are posted around the buildings showing the location of emergency exits and how to proceed from the building exit to the Assembly Point (Page 13).
- Upon hearing the alarm, *everyone (including your guests)* within the building, must leave *immediately* and proceed to the Assembly Point.
- Failure to evacuate from a building during an emergency alarm may result in a personal fine from Henrico County Fire Department, as well as disciplinary action being undertaken by BTR.
- Teaching staff will ensure that those present in their classroom leave in an orderly manner and head for proceed to the nearest available exit. Resident Advisors' shall ensure that all residents are out of their building.

Any disabled or injured persons shall await rescue by the Fire Department. For those in Kraemer hall: if possible, disabled and injured persons should make their way to the nearest smoke free stairwell and await rescue in the stairwell after it has cleared of people. Anyone unable to make their way to a stairwell should ensure the door to their room is closed, but not locked, and await rescue there by the Fire Department. For those at Villa Park: please exit the building and gather in the grassy area across the main street.

Designated Fire Marshalls will take charge of the evacuation until the Fire Department arrives. At this point they will advise the Fire Personnel in charge of any missing persons along with any other information about the cause of the alarm.

## **Suspicious Person/Active Shooter**

### **What does a “suspicious person” look like?**

The definition of a “suspicious person” varies; however, the following characteristics should help provide basis for this understanding:

- Suspicious looking – this person seems to be looking around to see if someone is watching her/him.
- Out of the normal – this person or her/his actions are out of place or are unexpected
- Odd body posture or threatening your personal space – this person may seem to be following you or casing the area
- Unsteady on their feet – this person seems to be under the influence of narcotics or alcohol
- Clothing is inappropriate for the season or conceals her/his identity
- Out of place – this person’s demeanor is not appropriate or unexplainable for the time of day, activity, or place.
- Items in her/his possession do not appear normal for the environment.

### **What do I do if I see a suspicious person?**

Do not immediately assume that any person who looks like they “do not belong” is a suspicious person. However, if you are uncomfortable in a situation, the best option is to get to a safe place in a building or with a group of people. Please call the Facilities Department (x230) or a faculty/staff member as soon as possible.

### **What do I do if I see an Active Shooter?**

- Immediately get to a safe area (either by evacuation or by entering a lockable room)
- Call 911 and give the following information
  - o Address: 8040 Villa Park Dr. Suite 250, Richmond 23228
  - o Description of individual (physical appearance, relevant information pertaining to the person’s state of mind, if she/he has a gun, type of weapon [if known], direction she/he is heading)
  - o Location of the person (Graves Hall, Virginia Hall, Kraemer Hall, front quad, back parking lot, etc.)
- Call the Facilities Department (802-204-1230, 804-204-1232, 804-204-1234)

**\*\*There are three things that you must decide during an active shooter event: 1) Do you hide, 2) Do you evacuate, or 3) Do you fight. When you decided what you are going to do, make a commitment to that decision and follow through to better than the best of your ability. You may have to make this decision more than once – always be observant of your surroundings and make the choices that will ultimately protect yourself and those around you.\*\***

## **Lockdown**

### **Situations that would necessitate a lockdown**

- A report of a threatening person or suspicious activity in the area that could put the BTSR community at risk
- A suspicious or threatening person walking in/around campus.

A lockdown will be directed by a member of the Administrative Team and notification will be sent out through BTSR’s SendWordNow emergency communication features (also note communication avenues on page 3 under BTSR’s Responsibility).

### **What to do in a lockdown?**

- If you are in a hallway and can exit the building safely, do so
- If you are in a hallway and cannot exit the building safely, get inside a classroom and then lock **and** barricade the door.
- All classroom doors will be closed, locked, **and** barricaded (use tables, podiums, chairs, etc. to provide the barricade)
- All windows will be closed and locked
- Turn all cell phone ringers to silent and use the phone only to communicate with emergency officials
- All persons will remain inside a locked classroom unless evacuated by Henrico County Police Department
- If you are injured in anyway, contact emergency services immediately. Please note that while people who are injured are a priority to rescuers, they will not be able to respond to your location until the school is secured.

### **What do I take with me if I'm evacuated?**

The only thing that you should have with you in an evacuation is what is on your person – **LEAVE EVERYTHING ELSE BEHIND!** DO NOT LOOK FOR OR GRAB ITEMS IN YOUR BAG(S), OUT OF YOUR JACKET, OR OFF OF THE TABLE.

### **What to do once Henrico County Police Department is on campus?**

- Henrico County Police Department will have control of the scene when they arrive on campus.
- FOLLOW ALL ORDERS FROM THE HCPD AS SOON AS THEY ARE GIVEN.
- If you are not told to evacuate – STAY PUT!

**\*\*Failure to comply with the directions given could result in serious personal injury or death to you or another member of the BTSR community. \*\***

### **When is it safe to move around/re-enter the building?**

The only time it will be safe to either move about or re-enter the building is after the all clear is given by the Henrico County Police Department concerning BTSR's buildings.

## **Threatening/Prank Phone Calls**

### **What should you do if you receive a threatening/prank phone call?**

Prank phone calls are often made by “kids” just trying to have a little bit of “fun”; however, since this is a place of business, a prank phone call could give rise to concern especially if a threatening message is given.

### **How should you respond and who should you inform?**

Should you receive a threatening or prank phone call, follow the process illustrated below.

- 1) Write down as much information as you can remember– include what the caller says, how the caller “acts” during the phone call (does the caller: breathe heavily, slur words, seem coherent and direct, make threats or demands, etc.).

- 2) If the call is received via the BTSR phone system and you cannot get the phone number from the caller id, call the IT Department (x232) to see about getting the phone number traced as soon as you get off of the phone.
- 3) Call the Facilities department (x230) to report the call as well as any important information concerning the call. If you are unable to reach a person at this extension, inform the nearest staff member.
- 4) If you feel your safety is in jeopardy because of the call, please make sure you have spoken to a staff member and exit the building.

#### **When should a member of BTSR's staff be informed?**

Calling the Facilities department or another member of the Administrative Team (the President, Director of Admissions, CFO, Dean, and/or Vice President of Advancement) should be done immediately so that the appropriate steps can be taken to ensure everyone's safety.

#### **When to evacuate because of a prank or threatening phone call?**

The Emergency Evacuation Plan should be followed at the direction of the Facilities personnel, the Administrative Team, and/or when you are informed of the evacuation.

### **Bomb Threat**

#### **What should I do if I see a suspicious package?**

If you see a package that is out of place or suspect a potential bomb DO NOT HANDLE IT! Clear the area and call 911 or Campus Security at xxx-xxx-xxxx. Then call the Facilities/Maintenance Department to inform them of the suspicious package and to initiate an evacuation (804-204-1230 or 804-204-1234).

#### **What should I do if I've been made aware of a bomb threat?**

- 1) Write down as much information as you can – include what the caller says, how the caller “acts” during the phone call (does the caller: breathe heavily, slur words, seem coherent and direct, make threats or demands, etc.).
- 2) If the call is received via the BTSR phone system and you cannot get the phone number from the caller id, call extension 232 to see about getting the phone number traced as soon as you get off of the phone.
- 3) Call the Facilities department (x230) to report the call as well as any important information concerning the call. If you are unable to reach a person at this extension, inform the nearest staff member.
- 4) If you feel your safety is in jeopardy because of the call, please make sure you have spoken to a staff member and exit the building.

If you are a staff member, and have been made aware of the bomb threat, please let James Peak, Ron Crawford, Susan Blanchard, or Tim Gilbert know immediately. If you are a student who lives on campus and you receive the call after business hours, call James Peak and then, if the call seems legitimate, and follow the instructions given.

#### **What should I do if I see something suspicious?**

If you see something suspicious on or inside the building (wires hanging out of an area that is unusual, wires connected to a device, a protrusion on the building that is not

normal, etc.) please report this information immediately to the closest faculty or staff member.

## **Assault**

### **What is an assault?**

A physical assault, as defined by the Virginia Code and common law, encompasses an intentional act committed to cause harm to someone else, whether or not a person was hurt. Battery is defined as the actual damage caused by someone's assault on a person. Sexual assault is an assault that is sexual in nature and is committed either by force, threat of physical violence, ignoring objections of another person, or causing intoxication/incapacitation or removing the ability to consent. Please refer to Virginia Code §18.2-57 for further definitions for assault and battery and Virginia Code §18.2-16, §18.2-67.1 thru §18.2-67.5:3 for further definitions regarding sexual assault/rape.

### **What do I do if I've been assaulted?**

Call emergency services (911) first. Whether the assault was sexual or physical (beating, stabbing, etc) in nature, emergency services will know how to assist you and advocate on your behalf. Then contact a member of the faculty/staff that you feel comfortable with regarding the incident and include any information pertinent to campus safety (description of the individual, location of the assault, etc). If you are unsure of who to speak with contact either Susan Blanchard or Dean Gilbert.

### **Who do I contact if the perpetrator is still on campus?**

If you feel the person is still on campus and you have called 911, then call James Peak and inform him of the situation. If you are uncomfortable speaking with Dr. Peak, please contact Susan Blanchard with any information you wish to relay. Please make sure that you are always with a group of people.

### **What resources do I have post-event?**

Please refer to the Student Handbook for options and resources you have after the assault. Information regarding the services that BTSR provides through VIPCare can be found here. Arrangements can be made through the Student Services Department.

## **Hate Crime**

### **What is a hate crime?**

VA Code §52.8-5c defines a hate crime as a criminal act that is provoked only because of a person's race, religion or ethnic origin OR is an act of restraining a person from exercising her/his rights under the Constitution or laws of the Commonwealth of Virginia.

### **What do I do if I see a victim of a hate crime?**

If you see a hate crime in progress call 911 or BTSR's campus security at (804) 278-4357 (HELP) immediately. Then call the Director of Student Life (x209) or to the Facilities Department (x230) to report the incident.

### **What do I do if I am a victim of a hate crime?**

If you feel that you are a victim of a hate crime and have not received a physical injury, contact the Director of Student Life or a member of BTSR's Administrative Team as soon as possible. If you have been physically injured due to the hate crime, call 911 or BTSR's campus security at (804) 278-4357 (HELP).

What do I do if the perpetrator is still on campus?

**Please contact BTSR's campus security after business hours if you feel the**

**perpetrator is still on campus. If this is during business hours, contact a member of the staff as soon as possible or contact the Facilities Department (x230)**

What are my resources post-event?

Please refer to the Student Handbook for options and resources you have after the assault.

## **Missing Person**

What should I do if I suspect a person is missing?

Since BTSR is a commuter campus, it is hard to tell if a person is missing or if they have left the area voluntarily. To determine if a person is missing, first try to contact them using all available communication means (cell phone, text, facebook, home phone, e-mail, etc.). If you are unable to contact them please inform the Associate Vice President, Advancement and Community Life. This office has all the information pertaining to each student, including who to contact in the event of an emergency.

What information does BTSR keep as contact information?

- Name
- Address
- Contact numbers (home, work, cell)
- Email Address
- Place of Employment
- If Married, Spouse's Name
- Spouse's Place of Employment
- Spouse's contact numbers (home, work, cell)
- Emergency Contact Person if not a spouse, or if spouse cannot be reached

## **Hurricane**

### **What should I do if I know a hurricane is coming?**

In the event of a hurricane, each member of the BTSR community will be responsible for determining the appropriate actions to insure his/her own safety. BTSR will post information on its website regarding school schedule changes, evacuation notices, and other vital campus community information.

What should I do if the Richmond Metro Area is evacuated?

**If there is an evacuation notice sent out to the public, BTSR STRONGLY recommends that you heed this notice and leave the area moving as far west as possible. During this time, remain calm and take only essentials items with you.**

What should I do if I choose to stay after an evacuation notice is given?

If you choose to stay, get to a safe area and stay in this area until the storm has passed. Stay away from windows, do not attempt to go outside during the storm, prepare for heavy wind/rain and flooding. Below are some provisions to make before the storm hits:

- Drinking Water – suggested amount is 1 Gallon per day per person
- Non perishable food items – preferably items that do not need to be heated in order to eat
  - o Breakfast bars
  - o Dried fruit
  - o Bread



- Canned goods (make sure to have a can opener)
  - Canned meat (chicken, turkey, tuna, etc)
- Gum
- Mints
- Sanitary wipes
- Paper products (plastic utensils, cups, toilet paper, paper towels, etc.)
- Flashlights
- Non-electronic entertainment (books, cards, board games, etc)
- Extra batteries
- Battery powered/windup radio
- A list of contact information for BTSR.

#### Pre-hurricane recommendations

- Do your grocery shopping as soon as the possible path of the storm is announced.
- Make sure your cell phone is fully charged.
- Establish a safe place in your apartment or room that is away from windows and/or is protected from shattering glass.
- Make sure all vital documents (proof of insurance, contact information, birth certificates, passports, driver's licenses, car/house keys, etc.) are secure and easily accessible after the storm.

Please see Virginia's Hurricane Preparedness Guide (<http://www.readyvirginia.gov/makeaplan/index.cfm>) for additional information.

Who will contact us for re-opening the school?

Information will be made available concerning the school through the primary communication methods (see page 3).

### **Tornado**

What should I do if I know a tornado is coming?

If you are made aware that a tornado is coming (via environmental indicators, the media, or contact via SendWordNow) your immediate reaction should be to find safe location.

- For Villa Park: The map on page 14 of this document notes designated "safe zones" with purple lines; however, the safest locations, in the event of a tornado, are the bathrooms.
- For Kraemer Residents: First floor residents should seek shelter in their apartment's bathroom and second/third floor residents should seek shelter in the corridor. Please stay in this location until you are evacuated or the all clear is given.

What should I do if there is a county wide evacuation due to tornado damage?  
Follow evacuation procedures as you are made aware of them by BTSR, the media, or by the Henrico County Police Department.  
Who will contact us for re-opening the school?  
Information will be made available concerning the school through the primary communication methods (see page 3).

## **Earthquake**

What should I do during an earthquake?

When an earthquake strong enough to cause structural damage occurs in Richmond area, the primary thing you need to do is keep yourself safe. Safe places within the building are areas either inside a doorway or in the triangle of a room. If you are inside, FEMA recommends getting under a sturdy table or piece of furniture, laying in a fetal position, covering your face and head with your arms, and staying away from windows, outside or load bearing walls. Remain here until the shaking stops. If you are outside when this happens, move away from tall buildings, utility wires, and streetlights – DO NOT go inside a building during an earthquake.

After the earthquake, if you are able to safely exit the BTSR campus, go to the fire/bomb threat evacuation point stated on page 13.

What should I do if there is a county wide evacuation due to an earthquake?

Please follow the instructions given by the Henrico County Police Department regarding evacuation procedures for the county.

What should I do if I smell a natural gas/fuel?

Report a possible gas leak to any BTSR staff member or a law enforcement officer as soon as possible by calling (804) 644-3000 and move away from the area as quickly and as safely as possible.

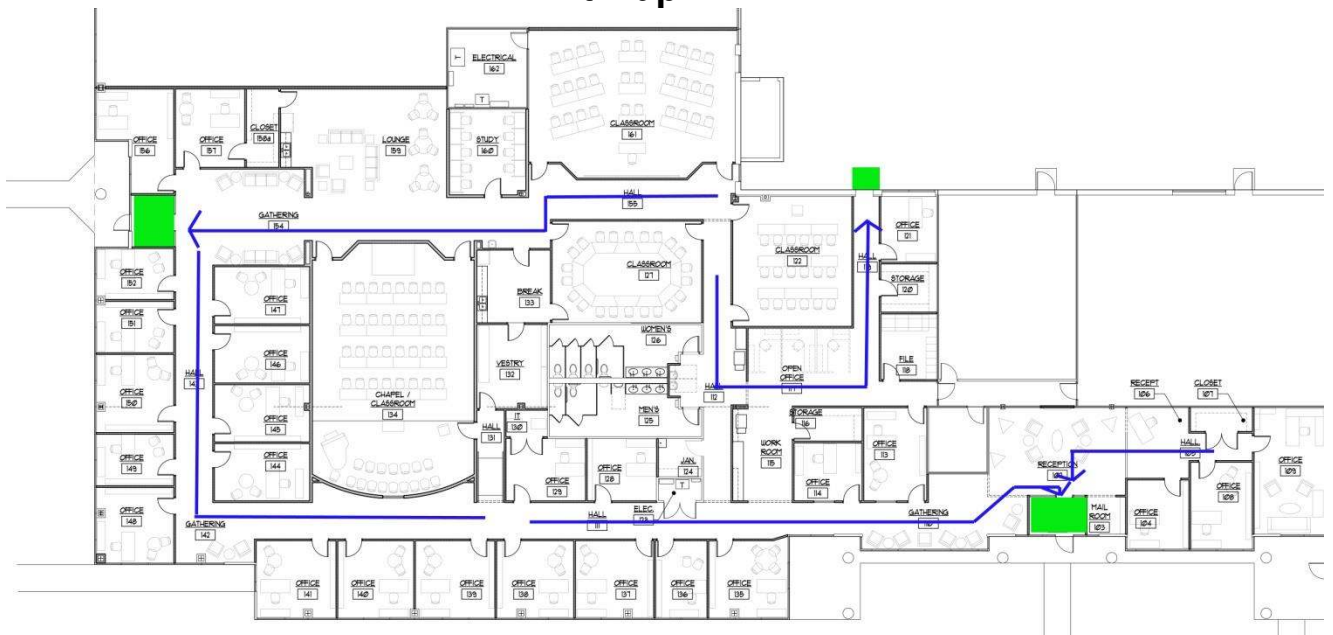
Who will contact us for re-opening the school?

Information will be made available concerning the school through the primary communication methods (see page 3).

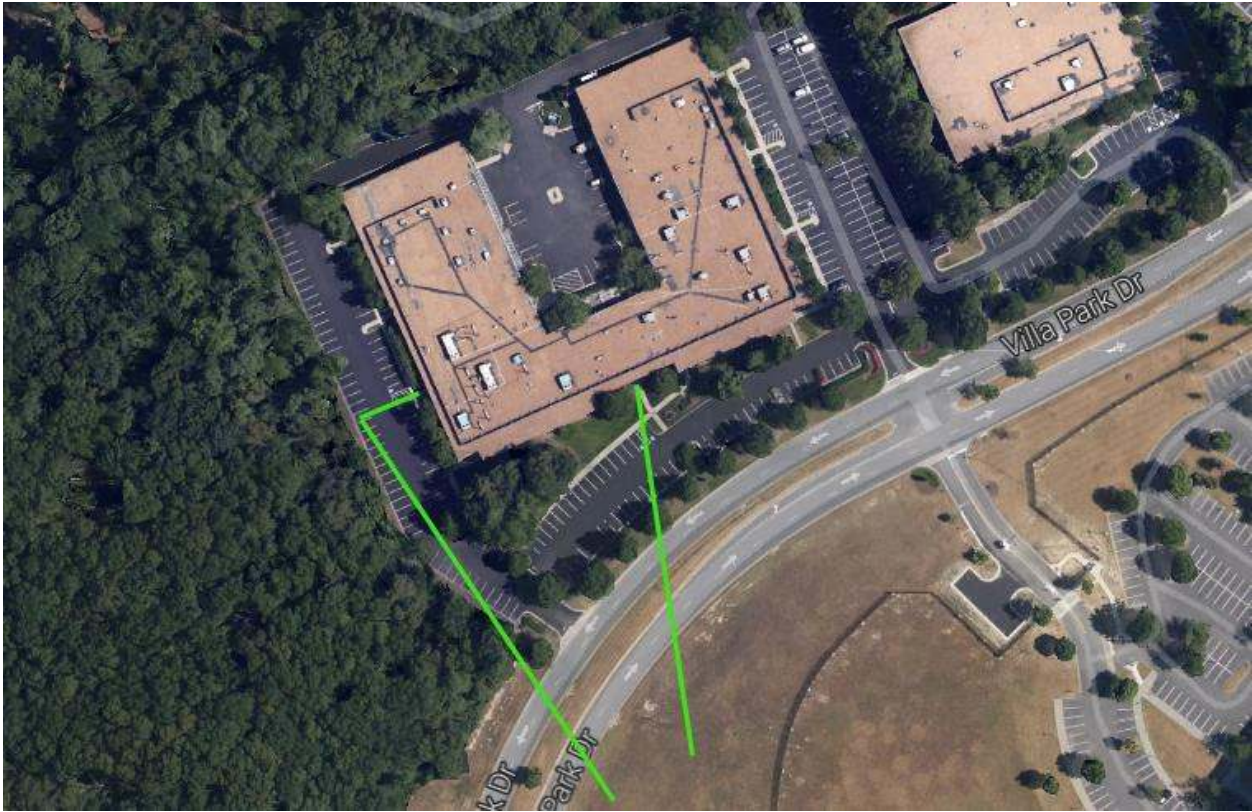
What should I do post-event?

Please wait for directions post-event. These instructions will either come from Henrico County Police Department or BTSR's Administrative Committee.

## Exit Map



## Fire Evacuation Map



# Weather Related Safe Zones

