



Doctor of Ministry Student Handbook

2010-2011

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General Introduction

Mission Statement – Carolina Evangelical Divinity School is a Friends divinity school positioned to provide graduate theological education for men and women from multi-denominational backgrounds. The mission of Carolina Evangelical Divinity School is to cooperate with the Holy Spirit as he forms students spiritually, intellectually, and vocationally to shepherd God’s people with integrity of heart and lead them with skillful hands (Psalm 78:70-72).

In pursuit of its mission, Carolina Evangelical Divinity School is committed to the following purposes:

- **Exploring** life in the Spirit.
- **Equipping** students with the tools they need to interact with biblical and theological literature.
- **Enhancing** the ministry skills of those God has called to shepherd his people in the twenty-first century.

Core Values – The core values of Carolina Evangelical Divinity School are:

- **Christ as Teacher** – We believe that the teacher who has come from God continues in that role today as he reveals the Father and opens the Scriptures to us through the Spirit.
- **Scripture as Trustworthy** – We have the Scriptures at the center of our curriculum because they are a totally trustworthy revelation of God’s will and redemptive activity.
- **Discipleship as Transformation** – We understand discipleship as transformation into the image of Christ which enables us to love him with the totality of our being and to obey his commands.
- **Scholarship as Rigorous** – We hold that preparation for ministry should be rigorous in the development of the required theological and professional competencies.
- **Ministry as Servanthood** – We choose the model for ministry given by Jesus who came to serve, not be served.
- **Evangelicalism as Multi-denominational** – We cherish the multi-denominational nature of evangelicalism and respect theological differences among Christ-centered Christians.
- **Mission as Global** – We anticipate the day when the entire earth will be filled with the glory of God and commit ourselves to participating in the global mission given by the risen Lord.

Educational Objectives – The educational program at Carolina Evangelical Divinity School is designed to assist the student in developing four ministry-related competencies:

- **Spiritual Competence** will enable the student to demonstrate growth in the life of the Spirit.
- **Biblical Competence** will enable the student to summarize the development and content of the two testaments and to interpret their texts using the methodological approaches available to expositors and scholars.
- **Theological Competence** will enable the student to outline the theological teachings of the Scriptures and to identify key persons and periods in the development of Christian theology.
- **Vocational Competence** will enable the student to select a ministry discipline, learn its theories, and develop the skills required by the discipline.

Statement of Faith – As a Friends divinity school, Carolina Evangelical Divinity School affirms those core beliefs held by Christians throughout the church’s history.

- **God** – We believe there is one true and living God (Isa. 45:5) who created (John 1:1-3) and preserves all things (Col. 1:15-17). He is one in essence (John 10:30) but exists eternally as Father, Son, and Holy Spirit (2 Cor. 13:14). As the source of all truth (John 14:6, 17), God has revealed himself through his creation (Ps. 19:1), the Scriptures (Luke 24:17), the person and work of Jesus Christ (Heb. 1:1-3), and the continuing work of the Holy Spirit in the heart of the Christian (John 16:13-15).
- **Jesus Christ** – We believe that Jesus Christ is God's Son (2 Pet. 1:17), conceived by the Holy Spirit (Matt. 1:18), born of the virgin Mary (Luke 1:26-38), crucified at the hand of Pilate as the only atonement for the sin of the world (1 John 2:2), raised from the dead by God the Father (Acts 2:24), and now seated at his right hand in heaven (Eph. 1:20) where he serves as our High Priest (Heb. 4:14-16) while awaiting his return to earth to judge the righteous and unrighteous (Acts 17:31).
- **Holy Spirit** – We believe the Holy Spirit was sent by the Father (John 14:25) to glorify the Son (John 16:14), convict the world of its sin (John 16:8), regenerate those who believe (Titus 3:5), indwell the Christian (Rom. 8:9-11), guide into all truth (John 16:13), and equip the saints for the work of ministry (Eph. 4:7-13).
- **Scriptures** – We believe that the Old and New Testament Scriptures, inspired by the Holy Spirit (2 Tim. 3:16-17), are a totally trustworthy record of divine revelation (2 Pet. 1:21) and, therefore, the final authority in all matters of faith and practice.
- **Sin** – We believe sin entered the human race through our original parents (Rom. 5:12) who were created in the image of God (Gen. 1:26), enjoyed an intimate relationship with him but chose to reject his will (Gen. 2:15-17; 3:1-7), leaving descendants of Adam estranged from God (Eph. 2:1), and enslaved to the power of sin through their own

disobedience (John 8:34).

- **Salvation** – We believe God reaches out in grace (Titus 2:11) and justifies those who respond in faith to his offer of salvation in Christ (Rom. 4:23-25).
- **Mission** – We believe the mission given to the church is to penetrate the many cultures and people groups of the world with the gospel, to make disciples (Matt. 28:19), and to plant local churches which will themselves be faithful to the mission.

Doctoral Program

The doctor of ministry is an advanced degree program designed to equip the student for ministry at a high level of professional competence.

Participants in the doctoral program in preaching will be enriched as they...

- Study with resident and visiting professors who have demonstrated excellence in pastoral leadership.
- Engage contemporary resources designed to facilitate ministry that is biblically rooted and culturally relevant.
- Interact with the biblical text and experience personal transformation through growth in the spiritual disciplines.

Admissions – CEDS does not discriminate on the basis of race, gender, handicap, age, class, veteran status, or national/ethnic origin in the administration of any of the policies of the divinity school, including admissions, educational programs, and financial aid.

In order to achieve its stated mission, the divinity school has established the following general requirements for students who will be admitted to its degree programs:

- Testimony to a relationship with Christ and growth in the spiritual life.
- Clear call to ministry or the desire to explore a perceived call.
- Spiritual gifts and abilities necessary for public ministry and/or leadership.
- Willingness to be formed by the Holy Spirit.
- Access to adequate financial resources so as not to jeopardize family obligations and personal reputations.

In addition to the general admission requirements stated above, doctor of ministry applicants must also:

- Hold the master of divinity or its equivalent from an accredited theological seminary. **CEDS** defines equivalency as...
 - The completion of seventy-two (72) graduate hours in theological studies which has culminated in the awarding of at least one (1) master's degree. Deficiencies must be satisfied prior to matriculation into the doctoral program.
 - The completion of two (2) graduate theological degrees with one (1) of the degrees having a concentration in Christian ministry.

- The completion of a graduate theological degree and sufficient units of supervised Clinical Pastoral Education at a site accredited by the *Association for Clinical Pastoral Education* to total seventy-two (72) graduate hours.
- Demonstrate the ability to do doctoral work by earning a 3.0 or higher grade point average on all previous graduate study.
- Have three (3) years of ministry experience subsequent to the completion of the first theological degree.
- Take the Miller Analogies Test (MAT) if the applicant's grade point average is below 3.5 for all previous graduate study.
- Engage in a recognized ministry at the time of application and throughout his/her studies at the divinity school.

Limitations – Requirements for the doctor of ministry degree are met over four (4) years so the student has sufficient time to integrate theory and practice within the context of his/her ministry setting. Six (6) years is the maximum time allowed for the completion of all degree requirements. Under extreme circumstances (ministry relocation, surgery requiring an extended recovery, death in the immediate family), the student may petition the Doctor of Ministry Committee for an extension up to two (2) years.

Modules – Each doctor of ministry module is comprised of three (3) separate but integrated components:

- **Pre-residency** – Preliminary reading (2,000 pages per course) and other assignments chosen by the professor. Syllabi will be made available to students via the postal service and/or email approximately ninety (90) days prior to the week on campus so the student will have sufficient time to order the required textbooks and complete all assignments.
- **Residency** – One (1) week interactive teaching module on campus or a site chosen by the Director of Professional Doctoral Studies.
- **Post-residency** – Integrative ministry and/or writing project which draws from assigned readings, classroom presentations and interaction, as well as additional research. Post-residency projects are due sixty (60) days from the final day of the residency component.

Objectives – The doctor of ministry program at Carolina Divinity School is designed to assist the student upgrade four (4) pastoral related competencies:

- **Homiletical competence** will enable the student to understand the text as it was intended by the original author and present a message understood and applied by a congregation in the 21st century.

- **Formational competence** will encourage the student to deepen personal commitment to the spiritual disciplines and to serve as spiritual guide for those learning to live in the Spirit.
- **Congregational competence** will equip the student to assess the health of a local congregation and provide leadership which stimulates vibrant ministry throughout the congregation.
- **Global competence** will engage the student in the growth of the church around the world and provide opportunities for his/her congregation to immerse itself in that growth.

Professional Doctoral Project – The Professional Doctoral Project allows the student three options from which to choose: 1) the development of program to eliminate a personal weakness in pastoral leadership, 2) the teaching of a leadership course in a structured setting, or 3) the production of a publishable quality book. The Professional Doctoral Project will require approximately two hundred fifty (250) clock hours to complete, resulting in a writing project of one hundred twenty-five (125) pages. See *Professional Doctoral Project Handbook*.

Requirements – DMin Students will complete five (5) required and five (5) elective modules.

Required Modules	15 Hours
DM 815: Biblical Principles That Shape Ministry	3
DM 825: The Art of Transforming Text into Sermon	3
DM 830: Disciplines That Revitalize the Pastor	3
DM 845: The Pastor as Leader of Worship	3
DM 850: Professional Doctoral Project	3

Elective Modules	15 Hours
DM 910: Preaching through a Book of the Bible	3
DM 915: Pastoral Lead. in the Culturally Engaged Church	3
DM 925: Equipping Servant Leadership	3
DM 935: The Pastor as Spiritual Director	3
DM 940: Crafting Illustrations and Applications	3
DM 945: Creating a Global Vision in the Local Church	3
DM 955: Strategies for Long-term Ministry Effectiveness	3
DM 985: Selected Topics in Pastoral Leadership	3
DM 990: Faculty Directed Research	3

Course Descriptions – Carolina Evangelical Divinity School courses earn three (3) semester hours of credit unless otherwise noted in () adjacent to course title.

DM 815 Biblical Principles That Shape Ministry

An in-depth look at those principles found in scripture which provide the foundation for a theology of ministry. As the orientation course for the D.Min program, students will also receive instruction in the writing of doctoral papers as well as the Professional Doctoral Project.

DM 825 The Art of Transforming Text into Sermon

An investigation of the process through which a text moves from the pages of Scripture into the lives of God's people. Students will sharpen their skills in the science of biblical interpretation and strengthen their ability to develop sermons built upon sound exegetical observations which also interest and challenge the hearers.

DM 830 Disciplines That Revitalize the Pastor

An experiential course that immerses the student in the spiritual disciplines practiced by Christians through the centuries. This course will provide guidance as the student practices each of the disciplines, reflects on personal transformation, and invites members of the congregation to experience their own renovation of the heart.

DM 845 The Pastor as Worship Leader

An examination of the pastor's unique role as he/she leads the congregation into the presence of God. Students will develop a theology of worship, study historical models, identify the contribution of the sermon to worship, and enhance their skills as worship leaders.

DM 850 Professional Doctoral Project

A summative project which allows the student three options from which to choose: 1) the development of program to eliminate a personal weakness in pastoral leadership, 2) the teaching of a leadership course in a structured setting, or 3) the production of a publishable quality book. The Professional Doctoral Project will require approximately two hundred fifty (250) clock hours to complete, resulting in a report of one hundred twenty-five (125) pages.

DM 910 Preaching through a Book of the Bible

An exploration of the value of expository preaching which introduces the congregation to the spiritual riches of an entire book of the Bible. In addition to methods for grasping the message of the book as a whole, students will learn to unpack its smaller sections in light of the book's purposes. Strategies for maintaining long-term congregational interest will also be developed.

DM 915 Pastoral Leadership in the Culturally Engaged Church

A study of cultural trends encountered by the church in the twenty-first century, appropriate strategies for turning the trends into opportunities for expanding the kingdom of God, and the pastor's role in the implementation

of the strategies in his/her local church.

DM 925 Equipping Servant Leadership

A course designed to help pastors develop leadership within their congregations. This course explores the stages of development, the needs at the various stages, and biblical examples and training that coordinate with the developmental process.

DM 935 The Pastor as Spiritual Director

An exploration of the use of spiritual direction as a means of counseling individuals within the congregation. Students will learn practical skills for helping people apply biblical and spiritual insight to the problems which disrupt their lives.

DM 940 Crafting Illustrations and Applications

An investigation into the transforming power of illustration and application. This course will provide strategies and resources for a lifetime of preaching that connects with audiences in ways that can be used by the Holy Spirit to change lives.

DM 945 Creating a Global Vision in the Local Church

A module designed to help the local church see beyond its own community and develop a global perspective of God's activity. This course covers culturally sensitive strategies for members to become involved with believers from other parts of the world through tactical support and enrichment projects as well as short-term mission trips.

DM 955 Strategies for Long-term Ministry Effectiveness

A course that examines the issues which cause a pastor to lose his/her cutting edge and strategies for maintaining effectiveness over a lifetime of ministry. Students will develop and implement a personal plan for continued growth in ministry.

DM 985 Selected Topics in Pastoral Leadership

The selection and exploration of a topic having contemporary relevance to the practice of ministry. This module will be taught by noted pastoral leaders.

DM 990 Faculty Directed Research

Student research on a specific topic or issue in Pastoral Leadership under the supervision of a selected faculty member with expertise in that area. This course is available only to advanced students in good standing who have demonstrated the ability to work independently. *On Request.*

Residency Week – Residency week begins at nine o'clock on Tuesday morning and concludes at five o'clock on Friday afternoon. This allows students the

opportunity to fulfill whatever ministry responsibilities they might have on Sunday evening and still arrive on time for the Tuesday class, as well as return home with time for final preparation for the following Sunday.

Daily schedules for residency week are:

Tuesday	9:00 a.m. until 5:00 p.m.
Wednesday	9:00 a.m. until 5:00 p.m.
Thursday	9:00 a.m. until 5:00 p.m.
Friday	9:00 a.m. until 5:00 p.m.

Academic Policies

Academic Standing – A student must maintain a cumulative grade point average of 3.0 or higher to remain in the program. While a course for which the student earned below a “B” will be computed into the cumulative grade point average, it will not count toward the number of hours required for the degree.

Appeal of Grades – Students may appeal a decision believed to be unfair. Every effort will be made by the divinity school faculty and administration to resolve the concern. The proper procedure for an appeal is: 1) the concern must be put in writing and given to the faculty or staff member involved, 2) the concern, if not resolved to the student’s satisfaction, may be appealed to the Vice President of Academics, and 3) the Vice President of Academics may, should he/she deem it necessary, take the concern to the President whose decision will be final. Failure to follow these steps will negate the appeal. An appeal of a grade must be made in writing within thirty (30) days after the grade has been issued to the student via a Progress Report.

Candidacy – Degree candidacy is established when the student has:

- Completed the required courses (12 semester hours) with a cumulative grade point average of 3.0 or higher.
- Submitted a Professional Doctoral Project proposal which has been approved by the Doctor of Ministry Committee.
- Filed a Petition for Candidacy Form with the Doctor of Ministry Committee through the Director of Doctoral Studies.
- Demonstrated to the satisfaction of the Doctor of Ministry Committee substantial integration of course work and professional ministry.
- Received written notification from the Director of Doctoral Studies that candidacy has been approved by the Doctor of Ministry Committee.
- Paid the Doctoral Project Advisor Fee.

Commencement – Commencement ceremonies are held on the Saturday morning of the third weekend in May. Students receiving diplomas who live within two hundred (200) miles of Greensboro are required to participate and other students are encouraged to attend. See **Graduation** below.

Course Cancellation – The divinity school reserves the right to cancel courses that have fewer than five (5) students pre-registered.

Course Load – The normal course load for doctoral students is nine (9) semester hours or three (3) modules per academic year.

Course Withdrawal – Students must complete the appropriate form when

dropping a module. The withdrawal is not official until the Director of Student Records has signed the form. Modules may not be dropped after the first full day of classes (Tuesday). Students who withdraw by Tuesday afternoon will still be charged fifty percent (50%) of the tuition for the module.

Extensions – Students have thirty (30) days to complete work for which they were given an extension by the Director of Student Records. When course requirements are not met in that thirty (30) day period the final grade will be converted to an “F” and counted as hours attempted in computing the grade point average for the semester. The request for an extension must be made in writing and include the reasons for which additional time is needed. A fee will be charged for the extension if granted.

Faculty Directed Research – Students may register for one (1) Faculty Directed Research during their doctoral studies at the divinity school. Approval of the Faculty Directed Research will be determined by: 1) the submission of a well-developed petition requesting Faculty Directed Research, 2) the student’s ability to do independent research as demonstrated by his/her academic record, and 3) the availability of a research advisor.

Normal tuition fees apply in addition to a Faculty Directed Research Fee. Petitions for Faculty Directed Research should be submitted to the Director of Professional Doctoral Studies.

Grade Point Average – Grade point averages are computed as follows:

	B+ = 3.3	C+ = 2.3	D+ = 1.3
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7

Grades – Grades are determined as follows:

	B+ 93 - 94	C+ 83 - 84	D+ 74	
A 97 - 100	B 87 - 92	C 77 - 82	D 71 - 73	F 0 - 69
A- 95 - 96	B- 85 - 86	C- 75 - 76	D- 70	

WP = Withdraw Passing

INC = Incomplete

WF = Withdrew Failing

Graduation – Graduation from the doctor of ministry program requires:

- Completion of all coursework (27 semester hours) with a cumulative grade point average of 3.0 or higher (4.0 scale).
- Acceptance of the student's Professional Doctoral Project (3 semester hours) by the Doctor of Ministry Committee after a successful defense of the project by the student.
- Recommendation for graduation by the faculty to the Board of Trustees.
- Removal of all financial obligations to the divinity school. Students who have outstanding account balances will not be considered for graduation by the Doctor of Ministry Committee.
- Participation in the commencement ceremonies by candidates living within a two hundred (200) mile radius of the divinity school.

Leave of Absence/Withdrawal – A student may petition for a leave of absence for one (1) calendar year. An approved leave of absence secures the student's standing in the program during the leave of absence. A leave of absence is granted only to students in good standing. Students who do not enroll for two (2) consecutive semesters without prior approval will be considered to have withdrawn from their degree program. Students considering withdrawal from the divinity school, regardless of reason, should meet with the Vice President for Academics to begin a formal withdrawal process.

Library – **CEDS** is privileged to offer the resources of its own library and the libraries of major educational institutions across North Carolina to its students. For an up-to-date comprehensive listing of the various libraries and digital resources, please see the divinity school's website.

Papers – Students are required to use the latest edition of the **CEDS Research Paper Handbook** and Kate Turabian's, *A Manual for Writers of Term Papers, Theses, and Dissertations*. Professors will not accept papers which do not comply with this policy. Proper format, grammar, and spelling will factor into the grade the student receives for the paper. Papers are expected to be submitted on-time, as scheduled by the course professor. All papers are expected to be new work and cannot be submitted twice at **CEDS**.

Plagiarism – For written work to demonstrate scholarship and integrity, documentation must be given for borrowed ideas, paraphrasing, and quotations. Failure to do so a very serious offense. Any assignment containing plagiarized material will be graded "F" and placed in the student's file. A future occurrence, if determined to be deliberate, will result in dismissal from the divinity school. Cheating in any form will be treated in the same manner as plagiarism.

Progress Reports – Grades will be mailed to students within thirty (30) days of their final work submission for the course.

Registration – Currently enrolled students must register for the next doctoral module at least ninety (90) calendar days before the module begins. A \$100 non-refundable deposit is required at registration. Because class rosters must be established, late registrations will be assessed a \$25 charge.

Residency – At least twenty-seven (27) hours of a student’s DMin coursework must be completed at Carolina Evangelical Divinity School. Courses taken by students at other seminaries or graduate schools while enrolled at **CEDS** must have prior approval from the Director of Student Records.

Rights – Students have the right to review all files and data comprising their permanent records at the divinity school and the right to a hearing for the purpose of challenging the contents of those records if corrections and amendments are not made to their satisfaction. The only information that will be given out concerning students will be directory information as defined in the *Family Educational Rights and Privacy Act of 1994* unless an individual student has specifically waived his or her rights. Students with questions about their rights within this Act are urged to contact the President.

Status Changes – The Director of Student Records’ Office should be notified immediately when a student changes his/her name, marital status, local or permanent address, telephone number, or email address.

Textbooks – Students are expected to order their textbooks from ChristianBooks.com, Amazon.com, or a nearby Christian bookstore as soon as they receive course syllabi from the divinity school. **CEDS** does not order textbooks for doctoral students.

Transcripts – Transcripts will be provided when requested in writing. Requests should be sent to the **CEDS** Director of Student Records.

Transfer Credit – Students transferring to Carolina Evangelical Divinity School must request transfer of previously earned doctoral credits. To qualify for consideration, courses...

- Must have been taken at schools accredited by associations recognized by the *United States Department of Education* and/or the *Council on Higher Education Accreditation*.
- Must parallel divinity school courses.
- Must have been taken within five (5) years of enrollment at **CEDS**.
- Must have earned a grade of “B” (3.0) or higher.

Transfer credit will not exceed six (6) semester hours of doctoral work. Students in the doctor of ministry program are required to complete at least twenty-seven (27) semester hours at **CEDS**. If six (6) semester hours of credit are transferred by the divinity school, the student is ineligible to register for a Faculty Directed Study during his/her studies at **CEDS**.

Campus Policies

Alumni Association – The **CEEDS** Alumni Association is composed of all persons who have received degrees from the divinity school (and the former Houston Graduate School of Theology, High Point Campus). The association seeks to maintain relationships between alumni and the divinity school. Also, the association serves to promote fellowship between alumni in close geographical areas.

Bulletin Board – A bulletin board with information of interest is located adjacent to the library.

Canteen – Soft drinks and snacks are available in the student lounge across from the large classroom.

Cell Phones – Because of their disruptive nature, students must turn off cell phones during class.

Closing – Students who have email addresses will be notified by the President as soon as a decision to cancel classes has been made. An announcement of cancellation or delay will also be issued by the divinity school to the following television stations by 7 a.m.: Channel 2 (WMFY), Channel 8 (WGHP), and Channel 12 (WXII).

Code of Conduct – Carolina Evangelical Divinity School desires to create an educational community which reflects the kind of community called for in Scripture, upholding the highest moral and ethical values. Students are to conduct themselves in accordance with the highest Christian ethical standards at all times, which includes treatment of all persons with absolute equality in value and dignity, regardless of gender, race, or social status. Students or employees who feel this statement is being violated are urged to discuss their concerns with the individual they believe is violating the statement. An individual with ongoing concerns should speak to the course professor or with the Director of Student Life.

Community and Cultural Opportunities – The Piedmont-Triad area of North Carolina has numerous attractions. The internet links below list many points of interest including restaurants, historical sites, places of worship, businesses, community activities, local events, etc.

- **Greensboro** – Visitor’s Bureau, www.greensboronc.org; Official Government site, www.ci.greensboro.nc.us; and Chamber of Commerce site, www.greensboro.com.
- **Winston-Salem** – Official Government site, www.ci.winston-salem.nc.us; Chamber of Commerce site, www.winstonsalem.com; Visitor’s Bureau,

www.hickory.nc.us/ncnetworks/ws-intr.html; and Old Salem site, www.oldsalem.org.

- **High Point** – Chamber of Commerce site, www.highpointchamber.org; Visitor's Bureau, www.highpoint.org; and Official Government site, www.high-point.net.
- **Burlington** – Official Government site, www.ci.burlington.nc.us; and Visitor's Bureau, www.burlington-area-nc.org.
- **North Carolina** – Visit www.visitnc.com for a list of attractions, activities, and events across North Carolina.

Crime Reporting – Any criminal activity on the □□□□ campus should be reported to the Director of Student Life or to the President. Call 911 to report criminal activities requiring immediate police attention.

Dress Policy – Students are expected to dress in good taste and modesty while on campus. Although **CEDS** does not have a dress code, clothing should be neat, clean, and inoffensive.

Drug and Alcohol Abuse Policy – Carolina Evangelical Divinity School is a tobacco-free, alcohol-free, and drug-free divinity school. As required by federal regulations (*Drug Free School and Community Act Amendments of 1989*), **CEDS** maintains the following policies regarding a drug-free workplace:

The unlawful possession, use, or distribution of a controlled substance is prohibited on divinity school property or as part of any divinity school activity. Employees or students found to be in violation of a drug-free workplace will be subject to appropriate action, including termination or dismissal. Any employee or student who becomes aware of a violation of this policy should report it immediately to the Vice President of Administration or the President so the matter can be investigated.

An employee or student who voluntarily seeks assistance to correct a drug or alcohol abuse problem will not be subject to disciplinary action as a consequence of such abuse. Even though voluntary assistance has been sought, the employee or student becomes subject to disciplinary action if the abuse continues. The divinity school will schedule forums as needed to address issues in this area which they believe are pertinent to divinity school students, faculty, and staff. **CEDS** will cooperate to the fullest extent with the enforcement of local, state, and federal laws regarding those who unlawfully possess, use, or distribute illicit drugs and alcohol on campus.

Emergencies – A first-aid kit is available at any of the administrative offices for minor injuries. In case of an emergency (health or fire), call 911. Wesley Long Hospital (Friendly Ave. at Wendover Ave. is approximately ten minutes (10)

minutes from the campus. In case of a fire, pull the fire alarm, dial 911, and use a fire extinguisher to put out the fire if your safety is not in jeopardy. Otherwise, evacuate the building.

Evacuation – If the fire alarm sounds, students and faculty members must evacuate the building immediately at the nearest exit and remain outside until proper authorization to return is given. North Carolina Criminal Law dictates a fine and/or imprisonment for persons found willfully misusing or abusing fire fighting equipment or giving false fire alarms.

Firearms – It is a felony under North Carolina law (G.S. 14-269.2) to bring a firearm onto the campus. The possession of other weapons, fireworks, and explosive devices is also strictly prohibited by the divinity school.

Food and Drink – Food and drink are allowed in the classrooms and in the research room. Students and faculty are expected to clean up after themselves and properly dispose of their trash. The use of food or drink will not be allowed to interfere with classroom activities.

Grievance Policy and Procedure (Due Process) – Students are protected against unjust and arbitrary penalties or dismissal under the provisions of the *Grievance Policy and Procedure* (Due Process). Students who feel they have received unjustified or arbitrary penalties from a faculty or staff member or have received improper, inappropriate, or unwarranted treatment from a fellow student, have the right to grievance proceedings. The student should take action as listed below:

- Informal discussions should be undertaken with the faculty or student involved as the first course of action to resolve any grievance.
- All parties involved shall be guided by Christian principles and conduct themselves at the highest level of courtesy and respect.
- If informal actions do not solve the grievance, then one should submit a written complaint to the Director of Student Life. The Director of Student Life will acknowledge receipt of the complaint in writing within ten (10) working days. Depending upon the nature and severity of the grievance, the Director of Student Life will either:
 - Personally investigate and arbitrate the grievance.
 - Establish an ad hoc committee of uninvolved parties to investigate and recommend appropriate action, or
 - Refer the case to the Board of Trustees for investigation.
- If the parties involved are not satisfied with the decision of the Director of Student Life, he/she may appeal to the President and then, if again not satisfied, to the Board of Trustees. Decisions made by the Board of

- Trustees are final.
- A written response to the grievance will be made within thirty (30) days of receipt of a written grievance.

Inclusive Language – Recognizing that God calls men and women to ministry, the divinity school requests all members of the community to use language that is respectful and inclusive in the classroom, in academic papers, and in personal conversations.

Insurance – Carolina Evangelical Divinity School encourages all students to obtain hospitalization insurance for their own protection. **CEDS** insurance does not cover the loss of personal property or damage to personal items on campus.

Mailboxes – Student mailboxes are located in the student lounge. Mailboxes should be checked weekly for returned papers and exams, grade reports, announcements, and other items of importance to the divinity school family.

Ministry Opportunities – Being located in the heart of the Piedmont-Triad, Carolina Evangelical Divinity School is surrounded by a plethora of churches of various denominations as well as many para-church organizations. This proximity makes it possible for many **CEDS** students to serve in a ministry setting while pursuing their theological education if they so choose.

Non-discrimination – Carolina Evangelical Divinity School complies with applicable laws regarding non-discrimination based on factors such as race, sex, national origin, age, or disability in its educational and employment policies. As a religious organization, **CEDS** does consider religious faith, practice, and character to be relevant criteria in many educational or employment decisions. Any questions about these policies should be directed to the President.

Parking – Fees and decals are not required for parking on the campus. Students are expected to observe the various signs around campus that govern parking spaces. Campus speed limit is 15 mph. All North Carolina Traffic Statutes apply on campus.

Photocopier – The divinity school is unable at this time to provide a photocopier for student use. Students should refrain from asking to use other copiers located throughout the building.

Sexual Harassment – Sexual harassment is a form of sex discrimination that violates *Title VII of the Civil Rights Act of 1964*. Carolina Evangelical Divinity School believes each student, staff, or faculty member should be able to work in an atmosphere free of discriminatory intimidation based on sex, as well as

intimidation based on race, color, age, national origin, or disability. Sexual harassment or discrimination of students, staff, or faculty by any member of the divinity school community will not be tolerated. Sexual harassment includes any repeated or unwanted verbal or sexual advances, sexually explicit derogatory remarks, or offensive statements made by someone in the workplace when: 1) submission to the conduct is either explicitly or implicitly a condition of employment, grades, or good will; or 2) submission to or rejection of the conduct is used as a basis for grading or relational decisions affecting any person; or 3) the conduct has the purpose or effect of substantially interfering with student, staff, or faculty performance, or of creating an intimidating, hostile, or offensive work or learning environment. Due process of a complaint is as follows:

- Any student, staff, or faculty member experiencing or observing sexual harassment or discrimination as described in any of the above categories should report the incident immediately to the Director of Student Life. An individual has up to ninety (90) days to file a complaint.
- A sincere attempt will be made to thoroughly investigate all complaints and to assure preservation of reputation and integrity of the involved individuals. Names, facts, and any written information regarding an investigation will be kept confidential.
- One should try to resolve the issue between individuals involved if possible. If informal efforts fail to solve the issue, formal procedures exist so that an individual has an opportunity to pursue their allegations without fear of retribution and seek relief from harassment. Alleged offenders will have an opportunity to defend themselves and clear themselves of the complaint. Proven offenders will be subject to disciplinary actions which may include dismissal from the divinity school.

The process for investigating a complaint is as follows:

- The complaint shall be reported to the Director of Student Life. If the complaint can be resolved at this level, then the Director of Student Life shall file a report to the President so that the divinity school will be aware of any pattern of harassment by a particular individual and also be aware of all complaints concerning harassment or discrimination. The report shall detail the complaint and the resolution.
- If the complaint cannot be resolved informally, then the Director of Student Life will file a report within ten working days of when the incident was first reported to him/her. A sexual harassment committee will be appointed to formally investigate and resolve the complaint. The committee will include, but is not limited to, a faculty member chosen by the President and a student chosen by the Director of Student Life. The committee will confirm the name and position of parties involved,

thoroughly ascertain all the facts, and determine the type of alleged harassment, dates and location(s) when the incident occurred, and identify any witnesses to the event, and report their findings to the President.

- The investigation will begin within fifteen (15) working days from the time the complaint is referred to the committee. The committee will report its conclusions within thirty (30) working days of its reception of the complaint.
- Any disciplinary action deemed necessary will be taken immediately upon receiving the committee's report by the President.

Student Identification Cards – ID cards are issued to students at the beginning of their first half-semester during the academic year. ID cards are required to check books out of the library.

Student Leadership Team – Student activities at the divinity school are coordinated by the Student Leadership Team (SLT). The SLT, comprised of the Director of Student Life and three (3) students chosen from the student body, is responsible for: 1) organizing events for social interaction, 2) planning opportunities which focus on spiritual formation (chapel, small groups, prayer chains, retreats, etc.), 3) developing lines of communication between faculty and students, and 4) presenting student concerns to appropriate members of the administration and/or board.

Telephone – Students should refrain from asking to use faculty and staff telephones.

Veterans – The divinity school has designated the Vice President for Academics to assist veterans with their needs and the securing of their educational benefits.