



Student Handbook

2010-2011

Table of Contents

| | |
|-----------------------------|----------|
| General Introduction | 5 |
| Mission | 5 |
| Educational Objectives | 5 |
| Core Values | 5 |
| Statement of Faith | 6 |
| Academic Policies | 8 |
| Academic Standing | 8 |
| Advising | 8 |
| Appeal of Grades | 8 |
| Assignments | 8 |
| Attendance | 8 |
| Audit | 8 |
| Calendar | 8 |
| Commencement | 8 |
| Course Addition | 8 |
| Course Cancellation | 9 |
| Course Load | 9 |
| Course Sequence | 9 |
| Course Withdrawal | 9 |
| Credit | 9 |
| Dismissal | 9 |
| Examinations | 9 |
| Faculty Directed Study | 9 |
| Grade Point Average | 10 |
| Grades | 10 |
| Graduation | 10 |
| Honors | 10 |
| Incomplete | 10 |
| Leave of Absence/Withdrawal | 10 |
| Library | 11 |
| Limitations | 11 |
| Papers | 11 |
| Plagiarism | 11 |
| Pre-Registration | 11 |
| Probation | 11 |
| Progress Reports | 11 |
| Registration | 11 |
| Repetition | 11 |

| | |
|---|-----------|
| Residency | 12 |
| Rights | 12 |
| Status Changes | 12 |
| Tardiness | 12 |
| Textbooks | 12 |
| Transcripts | 12 |
| Transfer Credit | 12 |
| Financial Information | 13 |
| Tuition and Fees | 13 |
| Payment | 13 |
| Refunds | 14 |
| Financial Aid | 14 |
| Tuition Discounts | 15 |
| Veterans Educational Benefits | 15 |
| Campus Life | 16 |
| Alumni Association | 16 |
| Bulletin Boards | 16 |
| Canteen | 16 |
| Cell Phones | 16 |
| Closing | 16 |
| Code of Conduct | 16 |
| Community and Cultural Opportunities | 16 |
| Crime Reporting | 17 |
| Dress Policy | 17 |
| Drug and Alcohol Abuse Policy | 17 |
| Emergencies | 17 |
| Evacuation | 17 |
| Firearms | 17 |
| Food and Drink | 18 |
| Grievance Policy and Procedures (Due Process) | 18 |
| Inclusive Language | 18 |
| Insurance | 18 |
| Lost and Found | 18 |
| Mailboxes | 18 |
| Ministry Opportunities | 18 |
| Non-Discrimination | 19 |
| Parking | 19 |
| Photocopier | 19 |
| Sexual Harassment | 19 |
| Student Identification Cards | 20 |
| Student Leadership Team | 20 |

| | |
|-----------|----|
| Telephone | 20 |
| Veterans | 20 |

Administration and Faculty **21**

| | |
|------------------------------------|----|
| Administration and Faculty Listing | 21 |
| Office Hours | 21 |
| Student Advising | 22 |

General Introduction

Mission

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.

Educational Objectives

Educational programs at Carolina Evangelical Divinity School are designed to assist the student develop 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.

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.

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. 1:19) 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.

Academic Policies

Academic Standing – A student must have a grade point average of 2.0 or higher to be considered in good standing. Students whose grade point average drops below 2.0 will be placed on academic probation. See **Probation** below.

Advising – Students will be provided progress sheets at the end of each half-semester and should consult the Director of Student Records or the Vice President for Academics as they plan their remaining studies. Courses that are “passed over” will not be offered as Faculty Directed Research. The student will have to delay graduation until the divinity school offers the course again.

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 for Academics, and 3) the Vice President for 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.

Assignments – Research papers, projects, and other assignments are to be turned in to the professor by the due date. All written work must be submitted before the final week of the half-semester. Examinations will not be taken if all course requirements have not been satisfied.

Attendance – Regular attendance is expected at all classes. Students will be allowed one (1) absence, without penalty, per course. Additional absences will lower the student’s final grade for the course. Professors will not accept assignments which are missed due to an absence and will repeat an examination only when the absence was due to an emergency.

Audit – A student may audit a course but must register for the course as an auditor (not for credit). Normal attendance requirements must be met in order to receive transcript notation. An auditor is expected to be a regular participant in the course though written assignments and examinations are not required.

Calendar – The academic year is divided into semesters: Fall (A & B), Spring (A & B), and Summer.

Commencement – Commencement ceremonies are held 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 Addition – A student may add a course up to one (1) week after the first day of the course.

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 is nine (9) to twelve (12) hours per semester (9 hrs. = full time, 6 hrs. = 1/2 time, and 3 hrs. = less than half time). Students who are employed twenty (20) or more hours per week should not take more than nine (9) hours per semester.

Course Sequence – Students should enroll in required courses prior to selecting courses that will comprise their concentration.

Course Withdrawal – Students must complete the appropriate form when dropping a course. The withdrawal is not official until the Director of Student Records has signed the form. Courses may not be dropped after the fourth full week of classes.

Credit – Courses are valued in semester hours, with most courses being three (3) semester hours. One (1) semester hour equals approximately fifteen (15) contact hours. Each contact hour is fifty (50) minutes in length. Typical classes at **CEEDS** are four (4) clock hours in length, which is roughly equivalent to five (5) contact hours. Students are expected to spend two (2) clock hours preparing for each contact hour.

Dismissal – Students who fail to achieve a cumulative grade point average of 2.00 for two (2) consecutive probationary semesters will be dismissed from school. Ordinarily, students dismissed from school because of unsatisfactory academic progress will not be readmitted. Students who apply for readmission must present evidence that the cause or condition which led to the dismissal has been remedied. The evidence must be satisfactory in the judgment of the chief academic officer, who will work with appropriate admissions and/or administrative committees in determining whether to readmit the student.

Examinations – Examinations are to be taken at the times scheduled in the syllabus. Postponement of an examination must be requested in writing. Professors may reschedule the examination for a student if the stated reasons for the request are valid.

Faculty Directed Research – Students may gain permission to enroll in a regular course through Faculty Directed Research. Because students lose the benefits of classroom interaction with the professor and other students, Faculty Directed Research is granted only for extenuating circumstances. Consideration is given to the student's academic record, availability of a course supervisor, and the student's reasons for requesting Faculty Directed Research. Normal tuition fees apply in addition to a Faculty Directed Research Fee. Petitions for Faculty Directed Research must be submitted to the Director of Student Records.

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 = Withdraw Failing

Graduation – The minimum grade point averages for graduation are 2.50 (M.Div.) and 3.00 (M.A.). Applications for graduation are available from the Director of Student Records and are due in the Director of Student Records’ Office by January 15th. Applications must be submitted with the Graduation Fee in order to be considered for recommendation by the faculty to the Board of Trustees. Students will not be allowed to participate in commencement ceremonies until they have completed all coursework and met all financial obligations to the divinity school. Those students who complete their coursework during the Fall Semester will have their diplomas and transcripts so dated and will participate in the May commencement ceremonies.

Honors – Three (3) academic achievements will be recognized during commencement ceremonies: Summa Cum Laude (3.90 to 4.00), Magna Cum Laude (3.70 to 3.89), and Cum Laude (3.50 to 3.69).

Incomplete – Students have thirty (30) days from the end of the half-semester 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 half-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.

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 – See *Library Handbook* for information concerning hours, resources, and policies. The divinity school has also arranged for students to have access to libraries near where they live and/or work. A listing of those libraries can be found in the handbook and on the website.

Limitations – All requirements for the Master of Arts degree must be completed within four (4) years of the student's first course with the divinity school. The Master of Divinity degree must be finished within six (6) years of the initial enrollment.

Papers – Students are required to use the latest editions 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 all ideas, paraphrasing, and quotations. Failure to do so is viewed as 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.

Pre-registration – Currently enrolled students must register for the next half-semester at least thirty (30) calendar days before the half-semester begins. Because class rosters must be established and textbooks secured, late registrations will be assessed a \$25 charge.

Probation – Students who fail to achieve a cumulative grade point average of 2.00 will be placed on probation for one (1) semester. Students who achieve a grade point average of 2.00 or better during the probationary semester, but have not achieved the required cumulative grade point average of 2.00, may continue on probation for one (1) more semester.

Progress Reports (Grades) – Progress reports are placed in student mailboxes within two (2) weeks of the end of each half-semester. The Progress Report will contain the final grade for each class the student completed during the prior half-semester.

Registration – Registration for incoming students must be completed on the first day of class. A late fee (\$25) will be assessed thereafter.

Repetition – Students are permitted to repeat courses they have failed. Both the "F" and the subsequent grade will stand in the student's permanent record and be computed in the grade point average.

Residency – The final thirty (30) hours of a student’s degree program must be completed at Carolina Evangelical Divinity School. Courses taken at other seminaries or graduate schools after enrollment in **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.

Tardiness – Classes will begin at the announced time. Because tardiness is disruptive and deprives the professor of valuable teaching time, three (3) late arrivals will be considered an unexcused absence.

Textbooks – The divinity school will publish a list of textbooks for the courses scheduled thirty (30) days prior to the start of each half-semester. Students are responsible for purchasing their own textbooks via bookstores or online sources prior to the first class.

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 graduate 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 ten (10) years of enrollment at **CEDS**.
- Must have earned a grade of “C” (2.0) or higher.

Transfer credit will not exceed fifty percent (50%) of the Master of Divinity requirements at **CEDS**. Applicants to the Master of Arts program will be required to complete at least thirty (30) semester hours at the divinity school. No more than fifty percent (50%) of the credits from a previously earned degree will be accepted for transfer.

CEDS cannot guarantee that course credit earned at the divinity school will transfer to other educational institutions. However, the divinity school is a member of HETA (*Higher Education Transfer Alliance*). Information concerning the alliance and the transferability of credits between members can be found on the web at www.chea.org/heta

Financial Information

| Charge | Amount | Explanation |
|-----------------------------------|--------------|---|
| Application Fee | \$35 | due when a prospective student applies for admission to the divinity school. This fee is not refundable. |
| Tuition | \$325 | charged for each semester hour taken. |
| Faculty Directed Study Fee | \$25 | charged for each independent study approved by the Vice President for Academics and Director of Student Records. |
| Audit Fee | \$150 | charged for each course a student takes for continuing education or personal enrichment. Graduates of the divinity school may audit classes for \$100 . |
| Student Services Fee | \$50 | due at the beginning of each half-semester. This fee covers the use of the divinity school library and the other libraries comprising the consortium, the computer lab, a limited number of sessions with our school counselor, and the cost of copying materials for use in the classroom. |
| Installment Fee | \$20 | charged each half-semester the student opts for the Monthly Payment Plan. Students will be assessed \$25 each month tuition payments are not made within three (3) days of the due date. |
| Late Fee | \$25 | charged when a current student does not register at least thirty (30) days before the next half-semester. charged when a student has not finalized registration within seven (7) days of the first day of a class. charged when all required application materials are not completed by the end of the second full week of classes. |
| Drop/Add Fee | \$25 | charged each time the student's enrollment is altered subsequent to registration. |
| Extension Fee | \$25 | charged when the Director of Student Records grants an additional thirty (30) days to a student to complete course work. |
| Change of Program Fee | \$25 | charged when a student petitions the faculty to switch degree programs. |
| Graduation Fee | \$205 | charged when the student applies for graduation. This fee covers the purchase of the cap and gown and other costs associated with graduation. |
| Returned Check Fee | \$45 | charged each time the divinity school has to redeposit a check. |
| Transcript Fee | \$5 | charged for each transcript after the first one. |

Payment – Tuition and fees are due on or before the first day of the semester. If a payment plan has been approved by the Business Manager and the Vice President for Financial Affairs, the student is expected to pay all fees, book costs, and 1/3 of his or her total tuition at registration, 1/3 of his or her remaining tuition by first day of the second month of the semester session, and the remaining balance by the first day of the third month of the semester session.

Account balances must be paid before the final week of the semester. Unpaid balances will prevent: 1) the student from taking final exams, 2) the release of grades and transcripts, and 3) the student from enrolling in future courses.

Refunds – Tuition will be refunded to students who withdraw from a class on the following scale:

| | |
|------------|---|
| 90% | during the first week of the semester. |
| 75% | during the second week of the semester. |
| 50% | during the third week of the semester. |
| 0% | after the third week of the semester. |

As a matter of personal integrity, students who withdraw from a course with a balance due larger than their refund must pay the difference. Until paid, the difference will remain on the student’s account and prevent the future release of grades and transcripts.

Financial Aid

Carolina Evangelical Divinity School recognizes that preparation for ministry is costly. Students must work their schedules around family and financial needs. In order to assist those entrusting their preparation to **CEDS**, the divinity school has compiled the following scholarship information. It is the student’s responsibility, however, to request the necessary forms, complete, and submit them to the appropriate scholarship sources.

Students affiliated with the Friends Church are eligible to apply for these scholarships:

- **The Christian Vocations Scholarship**, established by North Carolina Yearly Meeting of Friends and administered through its Christian Vocations Committee, provides financial assistance to members of the yearly meeting preparing for ministry among Friends in North Carolina. Grants are repaid through ministry in the yearly meeting subsequent to graduation. Additional information and forms can be obtained from: Friends Yearly Meeting Office, 4811 Hilltop Rd., Greensboro, NC 27407. 1-800-371-8896.
- **The Evangelical Friends–Eastern Region Scholarship**, administered by the yearly meeting’s EP & P Board, provides financial assistance to members of EFC–ER preparing for ministry. Scholarships up to \$1,500 per year are available. Additional information and forms can be obtained from the student’s district superintendent.
- **The David M. Leach Leadership Fund**, administered by the Graduate Scholarship Committee of Mid-America Yearly Meeting, provides financial assistance to students preparing for ministry among Friends. Applications are due by June 1st for the following academic year. Additional information and forms can be obtained from: Mid-America

Yearly Meeting of Friends, Graduate Scholarship Committee, 2018 Maple, Wichita, KS 67193.

- **The John Sarrin Scholarship**, administrated by the United Society of Friends Women International, provides financial assistance for Friends preparing for ministry as pastors, missionaries, or other forms of full-time Christian service. Additional information and forms can be obtained from: Friends United Meeting, 101 Quaker Hill Dr., Richmond, IN 47374. 1-765-962-7573.

Students who do not qualify for the above scholarships will find many others available at *The Fund for Theological Education, Inc.*, at www.thefund.org. This website provides extensive information concerning financial assistance and includes scholarships for women, minorities, international, and doctoral students.

Tuition Discounts – Carolina Evangelical Divinity School offers tuition discounts of fifty percent (50%) to spouses of full-time students (at least six semester hours each half-semester) and to students over sixty-five (65) years of age. Fees are not discounted.

Veterans Educational Benefits – The divinity school has been approved by the North Carolina State Approving Agency to enroll students who are entitled to educational benefits under *Titles 38 and 10, United States Code*.

Campus Life

Alumni Association – The **CEDS** 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 **CEDS** 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.

Administration and Faculty

| Name | Title | Email Address |
|-----------------------|--|--------------------|
| Jerry Barber | Professor of New Testament | jbarber@ceds.edu |
| Cindy Bodie | Director of Student Records | cbodie@ceds.edu |
| Darryl Bodie | Director of Professional Doctoral Studies Professor of Ministry | dbodie@ceds.edu |
| Rosalie Carr | Director of Finances | rcarr@ceds.edu |
| Shirley Carter | Director of Financial Aid | scarter@ceds.edu |
| James Colt | Professor of Research Director of Library Services | jcolt@ceds.edu |
| Terry Eddinger | Vice President for Academics Professor of Old Testament | teddinger@ceds.edu |
| Joey Faucette | Professor of Leadership | jfaucette@ceds.edu |
| Karl Luff | Associate Professor of Missiology | kluff@ceds.edu |
| John McMurphy | Associate Professor of Christian Education | jmcmurphy@ceds.edu |
| Mark Nickens | Associate Professor of Church History | mnickens@ceds.edu |
| Randal Quate | Assistant Professor of Spiritual Formation | rquate@ceds.edu |
| David Robinson | Professor of Ministry | drobinson@ceds.edu |
| Frank Scurry | President Professor of Ministry | fscurry@ceds.edu |
| Ronald Selleck | Professor of Theology | rselleck@ceds.edu |
| Alexis Smith | Assistant Professor of Ministry | asmith@ceds.edu |
| Jon Smith | Assistant Professor of Ministry | jsmith@ceds.edu |
| James Wagner | Professor of Theology | jwagner@ceds.edu |
| J. L. Williams | Professor of Missiology | jwilliams@ceds.edu |
| William Wilson | Distinguished Professor of Counseling | wwilson@ceds.edu |

Office Hours – Faculty members are available for appointments with students during the following office hours. Please email the professor for an appointment.

| Name | Day | Hours |
|-----------------------|-------------------|------------------------|
| Jerry Barber | Monday – Tuesday | By Appointment |
| Darryl Bodie | Monday – Thursday | By Appointment |
| James Colt | Monday – Tuesday | 9:00 A.M. to 5:00 P.M. |
| Terry Eddinger | Monday – Thursday | 9:00 A.M. to 5:00 P.M. |
| Joey Faucette | Monday – Tuesday | By Appointment |
| John McMurphy | | By Appointment |
| Mark Nickens | Monday – Tuesday | By Appointment |
| Randal Quate | Monday – Tuesday | By Appointment |
| Frank Scurry | Monday – Thursday | 9:00 A.M. to 5:00 P.M. |
| Ronald Selleck | Monday – Thursday | By Appointment |
| Alexis Smith | Monday | By Appointment |
| Jon Smith | Monday – Tuesday | By Appointment |
| James Wagner | Monday – Tuesday | By Appointment |
| J. L. Williams | | By Appointment |
| William Wilson | Monday | By Appointment |

Student Advising – The following responsibilities have been assigned to faculty members during the 2010-2011 school year:

| | |
|-------------------|-------------------------------------|
| Academic | Barber, Bodie, Eddinger, Scurry |
| Spiritual | Nickens, Selleck, Wagner |
| Ministry | Faucette, J. Smith, Quate, Williams |
| Counseling | A. Smith, Wilson |
| Thesis | Colt, Eddinger |