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Welcome to

Southeastern Baptist Theological Seminary

and

The College at Southeastern
The College at Southeastern Nash Correctional Extension Center (NCEC) Student Handbook

This edition of the North Carolina Field Minister Program (NCFMP) Student Handbook is a reflection of the most current policies and procedures of the college; it should be adhered to throughout the course of a student’s enrollment at The College at Southeastern (C@SE). The Director of Prison Programs reserves the right to make changes to this Handbook at any time when such changes are deemed necessary.

Purpose for the Student Handbook

The Southeastern Baptist Theological Seminary – The College at Southeastern – NCEC NCFMP is located within the Nash Correctional Institution in Nash County, North Carolina. The students are incarcerated in the North Carolina Department of Public Safety (NCDPS). This creates a unique situation requiring two entities to function together toward the goal of operating a college program within a medium-security prison.

The NCFMP Student Handbook is intended to describe the NCFMP and college program, its curriculum, as well as the policies and procedures required for selection of prospective students, registration, and the daily activities of the students enrolled in the NCEC.

NCDPS is required to maintain a safe and orderly institution for those who are incarcerated, employees, and guests of the prison. There are specific Departmental Regulations and Institutional Policies in place to accomplish the daily operation of the prison. SEBTS Faculty and students are required to conduct themselves within these rules, regulations, and procedures.

It is the desire of the college to identify and resolve any conflicts in policies and procedures to the satisfaction of all parties concerned without compromising the security of the prison or the mission of SEBTS.

In order to blend the objectives of the college and the prison, all participants must be aware of the conduct required of them. The Student Handbook views the SEBTS requirements and expectations within the parameters of the NCDPS.

The Student Handbook is not intended to interrupt the orderly operation of the prison. It is intended to help provide structure and organization for the students, employees, and faculty, as well as a framework within which all parties can function to achieve the missions of both entities.

*December 2019*
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Welcome from the Director of Prison Programs

On behalf of Prison Programs, welcome to Southeastern!

We are so glad that you have chosen to participate in the North Carolina Field Minister Program. Though the program is unapologetically Christian, it is inclusive, accepting applicants from different faith traditions. The mission of the NCFMP is to equip and educate incarcerated men of faith to serve the North Carolina prison population within their own faith tradition.

It is our hope that you will grow in your educational and spiritual life during your time in our four-year program. This education will equip you to become a field minister, serving the NC prison system in various capacities and fulfilling your personal calling to ministry. Our desire is that you will thrive in the absorption of knowledge and personal growth, feeling accomplished and prepared for the Field Minister position when you graduate.

Seeking to create change in our communities, our prisons, and, ultimately, in our society, we aspire to train and send out field ministers who are serving from their own faith tradition doing ministry, counseling, and mentoring at each state prison in North Carolina. We are so excited that you are included in this dream!

Please know that our staff is available and willing to serve you in whatever capacities we can as you venture through your time with Southeastern. Once again, we are so glad that you have chosen to participate in this program!

Dr. Seth A. Bible
Director of Prison Programs
Adjunct Professor of Ethics and History of Ideas
Southeastern Baptist Theological Seminary
Southeastern Baptist Theological Seminary & The College at Southeastern

History of Southeastern

Southeastern Baptist Theological Seminary (SEBTS) came into existence by a vote of the Southern Baptist Convention in 1950. Student matriculation began in 1951. In 1995, Southeastern Baptist Theological Seminary added an undergraduate division known as Southeastern Baptist Theological College. The name was changed to Southeastern College at Wake Forest by Trustee action in their Spring 2000 meeting. In Spring 2008, the Trustees approved a name change to The College at Southeastern. Through May 2019, SEBTS has awarded 17,222 degrees.

College Statements

Mission

Southeastern Baptist Theological Seminary seeks to glorify the Lord Jesus Christ by equipping students to serve the Church and fulfill the Great Commission (Matthew 28:18–20).

Identity

Southeastern Baptist Theological Seminary is an institution of higher learning and a Cooperative Program ministry of the Southern Baptist Convention.

Core Competencies

In order to equip students to serve the Church and fulfill the Great Commission, the Southeastern Faculty builds curricula and courses, drawing upon the great tradition of Christian orthodoxy and our Baptist heritage, to develop these five core competencies in Southeastern (SEBTS) graduates:

Spiritual Formation

SEBTS graduates demonstrate the knowledge and skills necessary to pursue an authentically Christian way of life, manifested by trust in God, obedience to Christ’s commands, and love of God and neighbor.

Biblical Exposition

SEBTS graduates demonstrate the ability to properly and effectively interpret, apply, and communicate the Scriptures.

Theological Integration

SEBTS graduates demonstrate the ability to understand and apply the doctrines of Christianity to life and ministry.
Ministry Preparation
SEBTS graduates demonstrate the knowledge, skills, and Christian disposition necessary for ministry and leadership in the church and the world.

Critical Thinking & Communication
SEBTS graduates demonstrate the ability to think critically, argue persuasively, and communicate clearly.

These core competencies define the desired learning outcomes for SEBTS students, and thus guide faculty in forming their syllabi, delivering lectures, guiding classroom discussions, and evaluating students.

Confession and Articles of Faith
Southeastern Baptist Theological Seminary and The College at Southeastern (SEBTS) affirms the Bible as the authoritative Word of God and operates under the authority of Scripture as a covenant community.

The articles of faith that set forth the doctrinal positions with which the school is identified and which characterize the beliefs and commitments of the faculty are: The Abstract of Principles and the Baptist Faith & Message 2000.

The Abstract of Principles has served as a guiding document since the founding of SEBTS, and in April 2001, Trustees revised the bylaws to include the 2000 revision of the Baptist Faith and Message along with the Abstract of Principles as the official articles of faith of the school. Trustees stated, and the Faculty concurred, that they did not consider the two documents to be in any essential conflict. In May 2001, the existing Faculty voluntarily and publically signed the Baptist Faith and Message in chapel. New faculty members sign both documents at the first convocation following their election.

In addition to the Articles of Faith, SEBTS further subscribes to documents that clarify beliefs on critical issues of the day. The Chicago Statement on Biblical Inerrancy reflects SEBTS’s commitment to biblical authority. The Danvers Statement addresses the issue of biblical manhood and womanhood.

These statements were affirmed under the leadership of President Paige Patterson and in April 2004, the Trustees voted officially to affirm them, not as additional articles of faith to be signed by faculty, but as faculty guidelines, as a testimony to SEBTS’s constituency, and as an additional set of identity statements. Professors believe and teach in accord with these confessional articles of faith and affirmed statements; students are not required to affirm them.

Affiliations

Southern Baptist Convention
The Seminary was voted into existence by the Southern Baptist Convention at its annual session held in Chicago, Illinois, in May 1950, and exists as a Cooperative Program ministry of the SBC.

Accreditations
Association of Theological Schools (ATS):
Southeastern Baptist Theological Seminary (SEBTS) is accredited by The Association of Theological Schools in the United States and Canada (10 Summit Park Drive, Pittsburgh, PA 15275-1103; Telephone 412-788-6505) to award masters and doctoral degrees.

SEBTS has been accredited by ATS since 1958.

Southern Association of Colleges and Schools (SACS):
Southeastern Baptist Theological Seminary (SEBTS) is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award associates, bachelors, masters, and doctoral degrees.

SEBTS has been accredited by SACS since 1978.

**Board of Trustees**

Seminary trustees are elected by the Southern Baptist Convention. Articles I through IV of the Seminary Bylaws address the organization, meetings, officers, and committees of the Board of Trustees.
Cabinet Members

Mr. Ryan Hutchinson
Executive VP for Operations

Dr. Art Rainer
VP for Institutional Advancement

Dr. Mark Liederbach
VP for Student Life
Dean of Students

Dr. Keith Whitfield
Dean of Graduate Studies
& VP for Academic Administration

Dr. Danny Akin
President

Dr. Chuck Lawless
VP for Spiritual Formation
& Ministry Centers

Dr. Scott Pace
Dean of The College at Southeastern

Dr. Bruce Ashford
Provost

Dr. Danny Akin
Dean of The College at Southeastern

Dr. Bruce Ashford
President

Dr. Chuck Lawless
Provost

Dr. Scott Pace
Dean of The College at Southeastern

Dr. Danny Akin
Dean of The College at Southeastern

Dr. Bruce Ashford
President

Dr. Chuck Lawless
Provost

Dr. Scott Pace
Dean of The College at Southeastern
NCEC NCFMP Honor Code of Ethics

The mission of the North Carolina Field Minister Program (NCFMP) is to equip and educate incarcerated men of faith to serve the North Carolina prison population within their own faith tradition. This honor code of ethics functions as the student conduct expectations articulated by the Dean of the College and Director of Prison Programs. It is agreed to by every student in the program.

1. I will strive to show respect for order, morality, personal honor, and the rights of others as is demanded of good citizens. I understand that failure to do this will be sufficient cause for removal from the program.

2. As a person of faith seeking to serve others, I will strive to live at the highest ethical standard, holding myself accountable to my fellow students, the NCFMP Prison Program staff and faculty, and Department of Public Safety (DPS) officers and staff with integrity and honesty in accordance with a life of service toward others.

3. I will do my best in my academic work in order to grow in knowledge and mature in my personal life and faith.

4. I will adhere to the following standards which are representative of the college policies:
   a. I will treat people with grace and kindness.
   b. I will participate in either a Christian discipleship group or the interfaith unity group during my freshman academic year.
   c. I will tell the truth, and my academic work will be my own.
   d. I will keep my mind and body free from any sexual misconduct that is contrary to PREA or other DPS policies.
   e. I will abstain from any substance that are contrary DPS policies.

5. I will adhere to the highest ethical conduct and avoid any of the following behaviors:
   a. Giving false or incomplete statements to the college or Nash Correctional Institution orally or in writing including, but not limited to, one's application for admission, registration, or the altering of record(s).
   b. Financial irresponsibility.
   c. Fighting, abusive or vulgar language.
   d. Theft of college, institutional, or personal property.
   e. Conduct contrary to the college's academic regulations and policies.
   f. Neglect, disregard, or breach of established policies that govern the use of any property, College, DPS, or otherwise.
   g. Behavior—verbal, physical, or emotional—which is demeaning, harassing, or abusive of another person; and behavior that is profane or vulgar.
h. Disrespect or abuse directed toward any faculty member, Prison Program staff, or DPS staff or officer.

6. Students involved in conduct contrary to the DPS rules and policies are accountable to Nash Correctional Institution authorities, but may also be subject to counsel by the College. Both DPS and Prison Programs retain the right to counsel or remove students from the NCFMP independently of the other agency’s conduct decisions.

7. It is the intent of student success orientation plans to exercise genuine concern in dealings with students and create occasions for learning, personal growth, and professional development. The welfare of the student and of the NCFMP is the primary concern.

8. In the attempt to make this a truly responsible community of integrity, it is expected that students, faculty, administration, and DPS staff will jointly accept the responsibility of reporting conduct that may be unacceptable or unethical to an academic community or to those they serve. All apparent conduct contrary to this honor code of ethics are to be reported to the Director of Prison Programs for timely inquiry and such actions as may be necessary.

I enter this honor code freely and with no reservations or compulsion.

______________________________________Printed Name
______________________________________Signed Name
NCEC NCFMP History and Mission

The NCFMP offers the Bachelor of Arts in Pastoral Ministry degree with a secondary emphasis on counseling. This degree is the same degree offered at the main campus in Wake Forest, NC. The College at Southeastern began offering this degree in August 2017 at the newly established NCEC.

In order to facilitate this program, Southeastern partners with the North Carolina Department of Public Safety (NCDPS), NCI, and Game Plan for Life (GPL). Game Plan for Life is the non-profit organization started and funded in part by Joe Gibbs, owner of Joe Gibbs Racing in Huntersville, NC.

The mission of the NCFMP is to equip and educate incarcerated men of faith to serve the North Carolina prison population within their own faith tradition.
Admissions Guidelines

Admissions Policy:

This program is unique to the NCEC on the campus of NCI and will only accept students in a cohort model on a yearly basis. As the program is unique and developed in conjunction with the NCDPS, there will be unique admission policies developed and employed. The admission policies developed and employed by this program will only be applicable to the NCEC and for only cohort students attending at this extension center. The admission policies developed and employed will never be used for the general public or those outside the NCEC.

- Applicant must have completed a GED or High School Diploma.
- Applicant must have at least 12 years of sentence remaining before parole eligibility.
- Applicant must be in regular population with either minimum or medium custody designation.
- Applicant must be 21 years or older.
- Applicant must have minimum 2A or acute 2A/B medical care.
- Applicant may have a religious affiliation or none at all.
- Applicant understands that The Bachelor of Arts in Pastoral Ministry is a totally voluntary program at the NCI.
- The College at Southeastern in conjunction with the NCDPS will conduct an admissions committee that will consist of 3 representatives from the College at Southeastern and 2 representatives from the NCDPS.
  - The representatives from the College at Southeastern will be appointed yearly by the Director of Prison Programs.
- The Admissions Committee will accept up to 30 students per year into the student cohort.
- Application requirements:
  - Personal information, including faith testimony
    - 1 Recommendation from your Case Manager or Prison Representative
    - 1 Recommendation from a Chaplain or Volunteer/Outside Community Representative
  - (2) Essays describing interest in the program

Admissions Procedure:

- NCDPS pre-screens eligible prospective students based on criteria agreed upon by NCDPS and the College at Southeastern.
- Application is disseminated by NCDPS to pre-screened prospective students.
- Application submission window opens and applications received by NCDPS and submitted to the College at Southeastern.
- Application window closes with no late applications accepted.
- Application material review begins by the College at Southeastern Prison Program staff.
- Complete applications submitted to the College at Southeastern admissions committee.
• The College at Southeastern and NCDPS admissions committee members meet to evaluate applications.

• The College at Southeastern and NCDPS admissions committee members hold personal admissions interviews. The top 50 applicants chosen will be personally interviewed by the Academic Affairs Committee at Nash Correctional Institution (NCI). Applicants will be temporarily transferred to NCI during the summer for a period of approximately one week. Applicants will also undergo a TABE test during this time to determine academic eligibility. Once interview and testing are complete, the applicant will be transferred back to their originating facility until final determination is made.

• Application decisions made and students notified of committee decisions.

• Selected candidates will be notified by in writing via their currently assigned facility staff. Students will elect to enroll in the NCFMP or decline (See appendix A and B).

• NCDPS begins transfer procedures.

• The College at Southeastern provides new cohort student orientation.

Transfer to Nash Correctional Institute:

Applicants who are accepted as students into the program will be transferred to the Nash Correctional Institute. Studies will commence according to the program schedule.

Extension Center Cohort Structure:

Students will move through their college studies as a cohort. For the duration of their studies, students will occupy class and other learning areas with the same group of students. The College at Southeastern will admit up to 30 students per year to the Nash Correctional Institute extension program. Transfer credits will not be accepted for admitted students.

Recruitment and Application Timeline:

January  Recruitment and dissemination of application materials
March    Application deadline
April    Applicant pool narrowed and prospective students transferred to NC for testing and interviews
May      Final admission decision made and communicated
June     Permanent transfer to NCI
July     First courses begin
NCFMP Degree Plan

GENERAL EDUCATION AND CHRISTIAN STUDIES REQUIREMENTS: 76 Semester Hours

- GEN 1000 - Introduction to the College Experience 1 semester hr(s).
- GEN 1100 – Vocation and Calling 3 semester hr(s).
- HUM 1110 - The History of Ideas I: Introduction to the History of Ideas 3 semester hr(s).
- HUM 1120 - The History of Ideas II 3 semester hr(s).
- HUM 2110 - The History of Ideas III 3 semester hr(s).
- HUM 2120 - The History of Ideas IV 3 semester hr(s).
- HIS 1110 - Western Civilization I 3 semester hr(s).
- HIS 1120 - Western Civilization II 3 semester hr(s).
- ENG 1110 - English Composition I 3 semester hr(s).
- ENG 1120 - English Composition II 3 semester hr(s).
- ENG 2110 - Survey of British Literature 3 semester hr(s).
- ENG 2120 - Survey of American Literature 3 semester hr(s).
- CIS 1100 - Introduction to Computers 3 semester hr(s).
- COM 1100 - Communication 3 semester hr(s).
- PHI 1100 - Introduction to Philosophy: Faith, Reason, and the Christian Mind 3 semester hr(s).
- SCI 1620 - Neuroscience of Behavior 3 semester hr(s).
- BTL 1100 - Hermeneutics 3 semester hr(s).
- NTS 1100 - New Testament Survey 3 semester hr(s).
- OTS 1100 - Old Testament Survey 3 semester hr(s).
- HIS 3100 - Church History Survey 3 semester hr(s).
- THE 3110 - Christian Theology I 3 semester hr(s).
- THE 3120 - Christian Theology II 3 semester hr(s).
- EVA 1100 - Evangelism: Nature and Practice 3 semester hr(s).
- OTS 3800 - Old Testament Book Study 3 semester hr(s).
- GRK 2610 - Biblical Greek for Ministry I 3 semester hr(s).
- GRK 2620 - Biblical Greek for Ministry II 3 semester hr(s).

PASTORAL MINISTRY MAJOR: 30 Semester Hours

- MIN 3610 - Pastoral Ministry and Leadership 3 semester hr(s).
- MIN 4620 - Biblical Counseling 3 semester hr(s).
- PHI 3510 - Logic 3 semester hr(s).
- PHI 3520 - Rhetoric 3 semester hr(s).
- COM 3610 - Bible Exposition I 3 semester hr(s).
- COM 3620 - Bible Exposition II 3 semester hr(s).
- HEB 2610 - Biblical Hebrew for Ministry I 3 semester hr(s).
- HEB 2620 - Biblical Hebrew for Ministry II 3 semester hr(s).
- ETH 3600 – Introduction to Christian Ethics
- ETH 4660 – Social Justice and Race Relations

COUNSELING MINOR: 21 Semester Hours

- PSY 2600 – Introduction to Psychology 3 semester hr(s).
- MIS 3510 – Cross Cultural Communication 3 semester hr(s).
- MIN 2551 – Counseling Individuals with Problematic Emotions 3 semester hr(s).
- MIN 2590– Crisis Intervention 3 semester hr(s).
- MIN 2552 – Counseling Individuals and Families with Addictions 3 semester hr(s).
- MIN 4690 – Counseling Practicum
- MIS 4990 – Context in Mission: Prison Context

TOTAL REQUIRED FOR DEGREE

- 127
Schedule of Courses Offered

Four-Year Rotation (Freshman, Sophomore, Junior, Senior)

Summer Session 1
HIS 1110    Western Civilization 1
ENG 2110    Survey of Brit Lit
MIN 2551    Counseling Individuals with Problematic Emotions

Summer Session 2
HIS 1120    Western Civilization 2
ENG 2120    Survey of American Lit
MIN 2590    Crisis Intervention

Fall Semester
CIS 1100    Introduction to Computers
GEN 1000    Intro. To Fresh Experience

ENG 1110    English Comp 1
PHI 1100    Introduction to Philosophy
OTS 1100    Old Testament Survey
HOI 1110    History of Ideas 1

THE 3110    Christian Theology 1
HIS 3100    Church History Survey
HOI 2110    History of Ideas 3
HEB 2610    Biblical Hebrew 1

MIN 4620    Introduction to Biblical Counseling
MIN 3610    Pastoral Ministries
COM 3610    Bible Exposition 1
GRK 2610    New Testament Greek 1

ETH 3000    Ethics Elective
PHI 3510    Logic
MIS 4510    Context in Mission: Prison Context
OTS 3800    OT Book Study
January Term
COM 1100   Communications
PSY 2600   Intro. To Psychology
MIN 2551   Counseling Individuals and Families with Addictions

Spring Semester
BTI 1100   Hermeneutics
HOI 1120   History of Ideas 2
ENG 1120   English Comp 2
NTS 1100   New Testament Survey
THE 3120   Christian Theology 2
HOI 2120   History of Ideas 4
EVA 1100   Personal Evangelism
HEB 2620   Biblical Hebrew 2
MIS 3510   Cross-Cultural Communication
COM 3620   Bible Exposition 2
GRK 2620   New Testament Greek 2
ETH 3600   Introduction to Christian Ethics
GEN 1100   Vocation and Calling
PHI 3520   Rhetoric
SCI 1620   Neuroscience of Behavior
MIN 4690   Counseling Practicum 1
Student Life

Schedule

- Classes generally convene over fall, winter, spring, and summer terms, but are subject to change according to space and time allowances.
- Students will take four courses in the fall and spring terms. During January term, students will take one course, and two courses in the summer terms.
- Class is held Monday-Thursday from 8:15 am to 11:15 am during the fall and spring terms.
- The January term course is held Monday through Friday from 8:15 am to 3:15 pm.
- There are two summer terms and students will attend class one day a week from 8:15 am to 3:15 pm for a period of six weeks total, per term.
- Study hall is offered Monday through Thursday from 12:15 pm to 3:15 pm during each semester term. Additionally, study hall is offered all day on Friday, one night a week according to NCDPS program staff, and once during the weekend according to NCDPS program staff. Other study hall periods will be provided as needed during holiday breaks as is fitting with the NCI program staffing requirements.
- Study hall is mandatory for all freshman students and will become optional at the beginning of the sophomore year.

Final Grade Reporting

- Final grades will be reported both in Moodle and in the on-campus reporting system no later than two weeks following the final class of the semester.
- The Student Success Coordinator will address any grade discrepancies between the listed Moodle grade and final transcript report.

Student Events

- Several student events are planned throughout the academic year.
  - Freshman Class welcome at Convocation.
  - Weekly Wednesday Chapel messages in the afternoon.
  - Fall Break Celebration - October
  - Thanksgiving Week Movie Day – November during Thanksgiving break
  - End of Semester and Christmas Celebration – December before break
  - Easter Break Movie Day – April during Easter break
  - Easter Celebration – April
  - Graduation and End of Semester Spring Celebration – May

Proposals for Student Life Additions

- Students are encouraged to make suggestions to Prison Programs for new offerings for student life.
- If a student would like to make suggestions, students should submit a written proposal for the event to the Director of Prison Programs. Include all pertinent logistical information.
• Submitted proposals will be reviewed by NCDPS and Student Life for denial or acceptance. Submitting a proposal does not guarantee automatic approval.

**Moodle Use**

• Students will receive computer internet access to the college learning software called Moodle. During Introduction to the College Experience and Introduction to Computers, students will be trained on the use of Moodle.
• Technology guidelines are provided for appropriate usage.
• Students will be given access to Moodle communication forums for each class and for specific functions such as the Writing Center and General Student Life announcements. Students should follow the guidelines for appropriate posting for each forum. One-on-one or private communication on any forum at any time is not authorized. General Student Life announcements should pertain to matters that affect the student body as a whole or an individual class group. Moodle is monitored by the system administration and any violations of technology use with either the laptops or on Moodle may result in disciplinary action (See Appendix A).

**Student Advisory Council**

The purpose of the Student Advisory Council (SAC) is to operate as a bridge of communication between students, Prison Programs staff, and NCI DPS staff regarding student life and academics. The SAC will bring matters of importance for the academic success and well-being of the students to the attention of Prison Programs and NCI DPS staff.

• At the end of each semester (fall and spring), each cohort will vote and nominate two students to be on the SAC for the upcoming semester.
• The students nominated will serve on the SAC for one semester only and can only serve once in their four years as a student.
• The SAC will meet together during the first week of classes of the semester and the week immediately following each semester to brainstorm and create a list of student body needs/issues/challenges etc.
• The second week of classes and the week following the SAC end of semester meeting, the SAC will meet with the Director of NCFMP, the Student Success Coordinator, and DPS representatives to present the list and work together on solutions.

**Transcripts**

• Students may request a copy of their unofficial transcript from the Student Success Coordinator at the end of each academic year.
• One official transcript will be provided to each student upon graduation and further information will be provided for additional official copies.
Seminary Duties, Student Privileges and Responsibilities

1.) Southeastern Baptist Theological Seminary and The College at Southeastern (SEBTS) has the duty to offer equitable and consistent academic policies, and students have the privilege to be enrolled in classes and responsibility to meet all academic requirements as specified by SEBTS policies.

2.) SEBTS has the duty to prepare students to become field ministers in an environment that is free from sexual or racial bias and free from sexual harassment. Students have the privilege and responsibility to live in this community and treat other students and SEBTS’s staff with respect and courtesy.

3.) SEBTS has the duty to set and maintain behavioral standards among students and staff that encourage God’s glory, provide a vibrant witness to the surrounding community, and which are also consistent with the best elements of Christian ethics as understood by Southern Baptist Convention churches and articulated in the articles of faith that set forth the doctrinal positions with which the school is identified and which characterize the beliefs and commitments of the faculty: The Abstract of Principles and the Baptist Faith & Message 2000.

4.) SEBTS has the duty to allow students to hold different theological positions than those expressed in SEBTS’s confessional documents. Students have the privilege to learn and study all aspects of these theological positions and they also have the responsibility to express personal convictions courteously, respectfully, and in accord with class decorum established by each professor.

5.) SEBTS has the duty to provide students with the opportunity to participate in appropriate student groups, and students have the privilege to participate in these various groups as well as have the responsibility to follow the rules and honor the stated purposes of the student groups.

6.) SEBTS has the duty to make the college’s principles, policies, and procedures that are relevant to student life explicit and readily available to appropriate persons. Students have the responsibility to abide by SEBTS’s policies and procedures.

7.) SEBTS has the duty to allow students to express disagreement with SEBTS’s policies and the application of those policies through established channels. Student complaints may be registered with the Director of Prison Programs. Students have the responsibility to accept and abide by SEBTS’s decisions regarding student complaints.

8.) SEBTS faculty and staff have the duty to demonstrate appropriate levels of confidentiality with students and each other, but this duty does not prohibit them from contacting the Director of Prison Programs when the honor code of ethics is breached and/or a student’s safety is at risk. Students also have the responsibility to alert the Prison Programs staff or DPS staff of conduct contrary to the honor code of ethics for themselves and others.

Student Privacy

Under law, SEBTS abides by all of the requirements of the Family Educational Rights and Privacy Act (FERPA). We are committed to protecting the privacy of a student’s educational record regardless of delivery method. The Director of Prison Programs is the point of contact for all FERPA related issues,
and all employees are informed and trained of their responsibilities of unauthorized release of confidential records or information. Because an online environment creates a record of student activity, it is subject to FERPA privacy rights, unlike verbal exchanges in a physical classroom.

**Disability Statement**

Southeastern Baptist Theological Seminary and The College at Southeastern comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who need special accommodations must make their requests and submit documentation to the Student Success Coordinator.

**Faculty Responsibility**

Faculty and staff understand and carry out a commitment to confidentiality, integrity, and security to protect the privacy of students who participate in distance learning activities. Students’ records are kept private by the instructor, except in cases where academic staff or administration accesses the course, with legitimate educational interest under FERPA guidelines.

In order to maintain course security and protect student privacy, faculty do not access or attempt to access another employee’s or student’s account without authorization as described in the SEBTS Technology Acceptable Use Policy and the Faculty Handbook.

**Student Responsibility**

In order to maintain confidentiality, Moodle login passwords are generated by the student and any password reset is completed through secure means. It is the student’s responsibility to keep their password confidential.

Students have the responsibility to abide by SEBTS’s conduct standards as set in the honor code of ethics.

Only work submitted to open forums, like discussion boards, can be accessed by other students; other assignments, grades, and correspondence are not viewable by other students. Students will not participate in personal or private interactions on Moodle forums intended for public use.

**Intellectual Property Rights**

SEBTS recognizes the right of personal ownership of intellectual property. If a student has produced personal materials worthy of publication, the college would encourage the student to seek publication. However, let it be known that the use of those materials in the context of the life of the school, whether in the classroom, chapel, or in other locations or formats will not financially obligate the college in any way. SEBTS will not pay royalties to any student for the use of their intellectual property in the context of the life of the college.

**Conduct Subject to Academic Advisory Council**

If a student is involved in conduct which is contrary to the honor code of ethics, the student will be required to attend an Academic Advisory Council meeting with the Director of Prison Programs and DPS staff to address the conduct. A determination will be made whether the student will be withdrawn from the NCFMP or whether the student will continue toward building a success orientation plan for continuation in the NCFMP. (Note of clarity regarding matriculation: A matriculated student is under the honor code of ethics from the moment he is accepted until he
graduates or officially withdraws from the program. This includes all break periods—fall, winter, spring, summer, etc.)

Actions Related to Program Status

Counsel
Counsel may be private in conjunction with Prison Programs staff and NCDPS staff if the conduct is private and affects only a few individuals. If the action affected many people publicly, then the counsel may occur publicly. This action may or may not require a success orientation period. Records will be retained during a student’s enrollment. Decisions containing conditions of success orientation periods for continued or future enrollment may be held in a student’s academic record until such conditions are met.

Student Success Semester
This action may be enacted by the Director of Prison Programs in consultation with NCDPS staff for a student who experiences other academic challenges. The student development semester allows students to build a plan of success with the Student Success Coordinator with additional tutoring support. The student will remain in the student success semester for the remainder of the semester or until all agreed upon actions have been completed.

Requested Withdrawal
Requested withdrawal is suitable in instances where students exhibit concern about remaining in the NCFMP for personal reasons. The Director of Prison Programs will work in conjunction with NCDPS regarding requested withdrawal cases. In cases of these types of requested withdrawal, if a student becomes DPS eligible again, they must follow normal NCFMP application procedures and requirements for admission consideration. Eligibility and re-admission does not assume automatic reentry into the NCFMP.

Required Withdrawal
Required withdrawal is the right of the NCFMP or NCDPS to require that a student be separated from the program until the time that the student may become DPS eligible for continued participation in the NCFMP. Required withdrawal is suitable in instances where conduct inhibits the development of the student as a potential field minister or prevents community fellowship. In cases of these types of required withdrawal, if a student becomes DPS eligible again, they must follow normal NCFMP application procedures and requirements for admission consideration. Eligibility and re-admission does not assume automatic reentry into the NCFMP. The Director of Prison Programs will work in consultation with NCDPS regarding required withdrawal.

Final Program Removal
Final program removal is the right of the NCFMP or NCDPS to remove a student from the program where there have been repeated periods of success orientation periods, deliberate conduct contrary to the honor code of ethics, or where the conduct is contrary to the NCDPS standards and require immediate and final program removal. In the case where a student is removed from the program, the decision is considered both permanent and final and will also become a part of the student’s permanent record and the student may not reapply for admission to the NCFMP. The
Director of Prison Programs will work in consultation with NCDPS regarding cases of final program removal.

**DPS Actions**

DPS retains the right to dismiss a student of the NCFMP at any time as necessary for conduct that is contrary to DPS procedures.

**Witnesses to Honor Code of Ethics Contrary Conduct**

Anyone witnessing what they believe to be conduct contrary to the honor code of ethics has a responsibility to inform the appropriate SEBTS personnel (Prison Program staff, faculty member, DPS staff, etc.). The witness and/or the appropriate SEBTS personnel also has the responsibility to inform the Director of Prison Programs so that the appropriate policies and procedures can be carried out (See Honor Code of Ethics and Appendix C).
Plagiarism & Cheating

Students in attendance at SEBTS are expected to maintain high academic standards. Plagiarism and cheating in any form will not be tolerated. Integrity requires that the student conduct himself according to the highest academic standards. Plagiarism is a very serious offense because it is a form of stealing and usually some form of defrauding a neighbor. Not only does plagiarism steal from the original author, it also takes away from the student the opportunity to learn and grow in the way the assignment was intended to provide.

What is plagiarism?

Plagiarism is a failure to distinguish between the work of the student and the work of others, either intentionally or unintentionally. Unintentional forms of plagiarism are subject to the same standards of intentional plagiarism. The responsibility is on the student to learn and carefully avoid any form of plagiarism. Plagiarism can be committed in a number of ways, five of which are highlighted here:

1.) Quoting one or more sentences verbatim without proper citation. This is the most obvious form of plagiarism. In addition, using unattributed direct quotations is a violation of US copyright law. Electronically cutting and pasting is easy to do, so it presents a definite temptation—especially if a deadline for an assignment is looming. Copying and pasting from electronic sources is acceptable, however, ONLY if the source’s work is clearly cited and the entire section copied is identified.

2.) Presenting the thoughts or ideas of another without proper attribution. Many students fail to realize that this practice is also plagiarism even if a student writes the summary himself. If one paraphrases the work of another, then they must give a proper citation.

3.) Borrowing without proper citation such things as an outline, an idea, or an approach to dealing with a problem that is unique to an author. This type of plagiarism often results from poor note-taking on the part of the student.

4.) Using improper methods of citation. The student is responsible for learning the appropriate rules for citing sources and for following those rules throughout the paper. Ignorance of the rules of citation is not an excuse.

5.) Self-plagiarism: In no case may a student merely copy and paste any material from one paper to another [including their own previously submitted work] without the prior written permission of the instructor. [This means that a student may not “recycle” a previously submitted paper or any portions thereof.] In the rare case when a student is given permission to use their own scholarly work in subsequent research, the student must still cite their previous coursework as an unpublished paper. Failure to follow these guidelines constitutes plagiarism, and all appropriate penalties apply.

What are the consequences for plagiarism and cheating?

The professor has complete discretion to fail the student for the assignment or the entire class, and will then notify the Director of Prison Programs or Student Success Coordinator along with submitting copies of the documents in question. The Director of Prison Programs or Student Success Coordinator will then take action, which may range from counsel, a success orientation period, required withdrawal, or final program removal as deemed appropriate to each case. If the student is not removed from the program, they will remain on a success orientation period for both the remainder of the current semester and the entire following semester as a minimum. If
plagiarism or any other form of cheating, the student will be notified by in writing that they are required to filter all subsequent writing assignments (the entire assignment) that require research and citations through the NCEC Writing Center before turning them in for a grade. This policy remains effective for as long as the student remains in a success orientation period.

Visitation to the Writing Center must be in person and is confirmed by an official “stamp” on the student's paper before turning it in to the professor. Students that incur the Writing Center requirement should be certain to give themselves and the Writing Center appropriate time to review the paper (usually one to two weeks or more before the paper is due). Should another form of plagiarism or cheating occur, the student in question will immediately fail the class and face a minimum six-month success orientation period, with a strong possibility of final program removal.

**Plagiarism & Cheating Petitions:**

In cases where a student desires to petition against the incident of cheating or plagiarism, the student has seven (7) business days (from the date) to discuss the issue with the Director of Prison Programs and/or the professor. The professor and Director of Prison Programs will review the petition and inform the student of a final decision.

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**Academic Integrity**

All students enrolled in the NCFMP will experience varying levels of stress as they undergo their course work. This stress is multi-faceted, developing from environmental factors, self-esteem, the foreignness of the collegiate world, and the unique nature of the life of an incarcerated individual. As an unapologetic Christian college, personal integrity in all walks of an individual’s life is revealing of one’s spiritual stasis. Regardless of the semantical interplays, cheating is a dishonest act of gaining an edge or providing such to other students. It is understood (as much as it can be) that any and all acts of dishonesty or honor violations are of the upmost seriousness and will be dealt with accordingly. The following are examples of dishonesty related to academic integrity.

1.) Aiding or abetting cheating, a failure to report others cheating or plagiarizing, and gaining access to pertinent material from another student, spouse, or other source. These are serious academic infractions and will be recorded in the student’s permanent record.

2.) Unauthorized possession of or distributing of academic materials, which encompasses the unauthorized possession of or provision of papers, quizzes, examinations, and/or any other academic work. This includes providing or accepting any information from completed assignments, papers, quizzes, and/or exams that a faculty member did not authorize for the student to release.

3.) Dishonesty includes lying, whether by omission or commission, in written or verbal interactions and assignments, in dealings with SEBTS staff, and in a student’s academic work.
   a. Feigned illness to avoid an exam
   b. Any use of notes or book during a closed-note/book quiz/exam
   c. Providing another student answers during an exam or providing information and/or materials to another student prior to his make-up quiz or exam
   d. Copying from another student’s exam
   e. Providing or accepting information on assignments, quizzes, or exam to or from another student when not authorized by SEBTS
   f. Illicit collaboration on homework, assignments, quizzes and/or take-home exams
   g. Submission of the same paper to another class without permission
h. Writing papers or completing assignments in any form for other students
i. Submitting a tutor’s or other resource’s work as one’s own
j. Any other behavior that would generally be considered dishonest by reasonable individuals
Student Complaints & Petitions

Southeastern Baptist Theological Seminary and The College at Southeastern (SEBTS) equips students to serve the church and to fulfill the Great Commission. Essential to accomplishing its mission is the fair application of its policies and a campus culture that is transparent, promoting personal formation and positive interpersonal relationships. To this end, SEBTS provides a mechanism for students to raise concerns and grievances.

Any student that wishes to appeal a grade or present an academic-related concern should speak directly with the relevant faculty member in order to seek clarification or help with the matter. If an issue cannot be resolved directly with the faculty member, the student may raise an informal complaint to the Director of Prison Programs. The Director of Prison Programs may discuss the case with the faculty member to seek resolution. If the matter remains unresolved, the student may petition to the Director of Prison Programs. If the matter remains unresolved in any of the above cases, the Director of Prison Programs.

If the issue is not directly related to a class or faculty member but has to do with general academic policy, students may seek counsel from the Student Success Coordinator. If the issue is not resolved by speaking with the Student Success Coordinator, students may request to speak with the Director of Prison Programs to raise an informal complaint. If the matter remains unresolved, the Director of Prison Programs may carry the issue to the Dean of the College who may elect to carry it forward to the Provost.

In most cases, the above stated procedures should resolve the grievance by either clarifying the established policy in question or facilitating a resolution for the problem. However, if a resolution to the problem has not been reached via these procedures, any student(s) who so desires may file a formal written complaint with the Provost via the Dean of the College.

Depending on the issue, the Provost may act to resolve the problem and inform the student(s) of the decision, or he may carry the issue to the President’s Cabinet to seek advice for the resolution and then communicate the decision to the student in an appropriate manner. Any decision made by the Provost, President, or Cabinet in these matters is final. The President’s Cabinet acts under the authority of the college’s Board of Trustees.

Other Complaints & Petitions

When a student has a complaint about something that is not specifically academic in nature, he is encouraged to speak directly with the Student Success Coordinator. Administrators are expected to act according to the established policies and procedures of the school and with concern for the welfare of all students. Usually, a direct conversation (preferably face-to-face) with the Director of Prison Programs will lead to resolution of the issue.

At any time, however, students may file a complaint with the Director of Prison Programs. If a resolution to the complaint has not been reached according to the above procedures, students may file a formal written complaint with the Dean of Students Office via the Director of Prison Programs. The Dean of Students may act to resolve the issue and inform the student(s) of the decision, or he may carry the issue to the President’s Cabinet for advice and/or resolution. The decision will then be communicated to the student(s) in a manner appropriate to the complaint. Any decision from the Cabinet is final.
Action & Status Petitions

Any student who feels they have been unjustly issued a decision and letter of action related to student status (e.g., success orientation period, required withdrawal, etc.) has a maximum of 15 business days from the date to petition the decision to the college. The petition must be made in writing and must be submitted directly to the Director of Prison Programs by the end of the 15th business day following the date of decision.

If the Director of Prison Programs issued the decision, or if the student is not satisfied with the original decision, the student may then petition in writing to the Dean of Students (per the 15-day policy above). (1) The President himself may then make a decision regarding the matter; (2) he may also seek the advice of the Cabinet; or (3) appoint a committee (refer to below) to hear the petition of the student. In any of these three avenues of decision, the President has full authority to act as he deems most appropriate. Any decision made by the President, Cabinet, or appointed committee at this level is final.

Student Council Committee

If the President chooses to appoint a Student Council Committee, it will be comprised of the Director of Prison Programs (who will serve as Chairman), two faculty members, two staff members, and two students. The committee will listen to the petition of the student and the program administration. After considering the facts and the welfare of the student, the committee will recommend to the President whether to uphold previous decisions or to propose a new course of action. The Prison Programs staff will consider the committee’s recommendation, plus any new facts that may have come to light, and the President and/or Director of Prison Programs will notify the student and the committee in writing of the administration’s final decision.

Complaints Against the College to Accreditors

For Southern Association of Colleges and Schools, students may also file a grievance against Southeastern Baptist Theological Seminary regarding a possible violation of the Principles of Accreditation, the Core Requirements, and Policies or Procedures, as well as to address possible violations of the college’s own policies and procedures. To file a grievance, students should read the latest edition of Complaint Procedures Against the Commission or its Accredited Institutions, available in Appendix D. Complaints against SEBTS, regarding issues related to the Principles of Accreditation, filed in accordance with the SACSCOC procedure, are filed with the Director of Prison Programs which will then be filed with the Office of Institutional Effectiveness.

If students are unable to resolve a complaint through the college’s grievance procedures, they may review the Student Complaint Policy and submit the complaint. Please make these requests through the Student Success Coordinator who will help facilitate the complaint process.
Appendix A:

NCEC DPS Technology Acceptable Use Policy

North Carolina Department of Public Safety
Rehabilitative Programs and Services

Field Minister Program

Computer Classroom/Lab Rules

You have been selected for assignment to the Field Minister Program that will require you to have access to a North Carolina Department of Public Safety (NCDPS), Division of Adult Correction (DAC) computer. Your assignment requires that you agree to read, understand, and comply with the approved use policy for computer access:

- All students will report to the computer classroom and/or lab as assigned.
- Only school related items are allowed in the classroom/lab.
- Students will not plug their laptops by USB into the printer at any time.
- All printing requests should be submitted to the Moodle printing forum.
- No printing is authorized during the evening study hall.
- TA’s may print documents related to the educational program that are no longer than 4 pages.
- All students are required to follow the dress code established by Nash Correctional Institution.
- Liquids of any type are not allowed at computer work stations.
- No students will enter or leave the computer classroom unless authorized personnel are present.
- Students may not download and/or store on their laptop or “P” drive any Include music or images unrelated to classroom assignments.
- Students are not authorized to hold personal conversations on Moodle including but not limited to: communications with professors or graders that violate PREA regulations, one-on-one private communications with other students unrelated to the NCFMP.
- Forum communications should occur in the appropriate forum in the following manner:
  - Course forums may be used to interact with professors/graders on issues related to the course.
  - The announcement forum may be used for general announcements to everyone in the program or to a specific class.
  - Printing forums may be used to request documents to be printed either by the TA or the Student Success Coordinator.

All computers are the property of the North Carolina Department of Public Safety and are at no time for personal use. Personal use can include, but is not limited to the following:

- Internet: Accessing or attempting to access any unauthorized websites, social media sites, or any web addresses (example: personal email accounts) that are not on the approved list for the class in which you are currently assigned.
• Writing letters to family, friends, attorneys, North Carolina Administrative Office of the Courts, any other business associates, legal contacts, or North Carolina Department of Public Safety Officials.
• Writing letters to any Community Volunteer with the North Carolina Department of public Safety, to any employee of Southeastern Baptist Theological Seminary, Game Plan for Life, or Nash Correctional Institution.
• Altering or adding to the programs placed on the computer, including the addition of games, desktop themes, wallpaper, or music.
• Removal of any programs placed on the North Carolina Department of Public Safety computer or altering the operating system of the computer in any manner.
• Creating documents for any business purposes, letterhead, or personal resumes not part of the educational curriculum.
• Altering North Carolina Department of Public Safety or Division of Adult Correction forms or creating false Department or Division forms.
• Creation of any document with the intent of fraudulent or illegal use that could result in a violation of State or Federal laws.
• Any other activity that is not mandatory for the completion of classroom work or functions directly related to the curriculum of the educational programs.

The staff of North Carolina Department of Public Safety, Division of Adult Correction, Southeastern Baptist Theological Seminary and/or Nash Correctional Institution have the right to access any computer assigned for student use AT ANY TIME and are required by Policy to immediately report and address violations of this agreement (work supervisors will maintain all student passwords).

The use of a North Carolina Department of Public Safety, Division of Adult Correction computer is a privilege. Violation of the use policy can and may result in termination of access, removal from assignment, and DISCIPLINARY ACTION for the first offense. The use of a NCDPS, Division of Adult Correction, or Southeastern Baptist Theological Seminary computer to violate any State or Federal laws will result in the above, in addition to prosecution.

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Signature

STAFF USE – Assignment Code

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CC: Field Jacket, Student, File
Created 9/9/2017
Appendix B:  
Sample Admissions Letter

Date:

Full Name  
OPUS Number  
Institution Name

Dear ,

Greetings from Southeastern Baptist Theological Seminary and The College at Southeastern!

It is my pleasure to inform you that the North Carolina Field Minister Program Admissions Committee has selected you as one of thirty men to receive a Participation Agreement in lieu of acceptance into the North Carolina Field Minister Program.

You are being considered for admission for the XXXX semester. If you accept the terms of the Participation Agreement, you will be admitted as a full time student of The College at Southeastern and will begin classes on XXXX.

If your desire is to join this program, simply return the Participation Agreement to your facility head with your signature on the appropriate line. You will then receive an official acceptance letter from myself and the Director of Enrollment.

If you have any questions, please refer to your facility head.

Sincerely,

Dr. Seth A. Bible  
Director of Prison Programs  
Adjunct Professor of Ethics and History of Ideas  
Southeastern Baptist Theological Seminary
Appendix C: Sample Participation Agreement

This document shall serve as an agreement between the North Carolina Department of Public Safety, the Southeastern Baptist Theological Seminary and the Inmate student named below for the North Carolina Field Minister Program.

The North Carolina Field Minister Program is a collaborative effort between the North Carolina Department of Public Safety and the Southeastern Baptist Theological Seminary wherein selected inmates shall be enrolled in a four-year educational program. Upon successful completion, the Inmate student shall earn a Bachelor of Arts in Pastoral Ministry with emphasis on Counseling and Psychology. Successful completion of the education portion of the program shall allow the inmate to function as a Field Minister within the North Carolina Department of Public Safety, Division of Adult Correction, Prisons.

I, ______________________________, DECLINE participation in the North Carolina Field Minister Program.

(Please Print)

I, ______________________________, AGREE to participate in the North Carolina Field Minister Program.

(Please Print)

By agreeing to participate in the North Carolina Field Minister Program, I agree to abide by all terms and conditions associated with my participation in the program. These conditions include but may not be limited to the following:

1. I agree to vigorously pursue my academic work during the education portion of the program. I will do this by completing all assignments to the best of my ability and attending all relevant classes or related events in a manner satisfactory to the standards set forth by the Southeastern Baptist Theological Seminary.

2. I agree to demonstrate positive behavior during my participation in the Field Minister program by adhering to all standards required of me as an inmate student within the Department of Public Safety as well as all other standards required of me as a participant in the program.
3. Upon successful completion of the academic portion of the program I agree to serve in the capacity of a Field Minister for the duration of my incarceration with said capacity to be determined by both the Department of Public Safety and Southeastern Baptist Theological Seminary.

4. I understand that should I not uphold the standards set by either the Department of Public Safety or the Southeastern Baptist Theological Seminary, I will be subject to removal from the academic portion of the program or the relinquishment of the title of Field Minister.

Inmate Student Name: ___________________________ Witness Name: ___________________________

(Please Print) (Please Print)

OPUS Number: ___________________________ Position: ___________________________

Signature: ___________________________ Signature: ___________________________

Date: ___________________________ Date: ___________________________

Once Completed: Please Scan & Email This Form to Seth Bible at sbible@sebts.edu. Then mail original to Seth Bible, Director of Prison Programs at 120 South Wingate Avenue, Wake Forest, NC 27587.
Appendix D: SACSCOC Procedure

Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097

COMPLAINT PROCEDURES
AGAINST SACSCOC OR ITS ACCREDITED INSTITUTIONS Policy Statement

- In the event a student desires to file a SACSCOC complaint, the formal procedures and complaint form should be requested from the Director of Prison Programs.

Statement of Purpose
The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) recognizes the value of information provided by students, employees, and others in determining whether an institution’s performance is consistent with SACSCOC standards for obtaining or maintaining accreditation. The Commission’s interest also is in ensuring that member institutions maintain appropriate grievance procedures and standards of procedural fairness and that the procedures are applied appropriately and consistently.

The procedures for the review of complaints involving member institutions enable SACSCOC to address possible violations of its Principles of Accreditation, the Core Requirements, and policies or procedures, as well as to address possible violations of an institution’s own policies and procedures, if related to the Principles.

Because SACSCOC’s complaint procedures are for the purpose of addressing any significant non-compliance with SACSCOC’s standards, policies, or procedures, the procedures are not intended to be used to involve SACSCOC in disputes between individuals and member institutions, or cause SACSCOC to interpose itself as a reviewing authority in individual matters of admission, grades, granting or transferability of credits, application of academic policies, fees or other financial matters, disciplinary matters or other contractual rights and obligations. Nor does SACSCOC seek redress on an individual’s behalf. Under no circumstances does SACSCOC respond to, or take action on, any complaint or any allegation that contains defamatory statements. Further, SACSCOC will not serve as a grievance panel when the outcome of institutional grievance or appeal processes is unsatisfactory to the complainant.

SACSCOC expects individuals to attempt to resolve the issue through all means available to the complainant, including following the institution’s own published grievance procedures, before submitting a complaint to SACSCOC. Therefore, SACSCOC is under no obligation to consider additional information submitted by the complainant subsequent to the receipt of the formal
complaint. SACSCOC’s usual practice is not to consider a complaint that is currently in administrative proceedings, including institutional proceedings, or in litigation. However, if there is substantial, credible evidence that indicates systemic problems with an accredited institution, SACSCOC may, at its discretion, choose to proceed with the review.

In order to be considered, a formal complaint must be submitted in writing using the SACSCOC “Complaint against Institutions: Information Sheet and Form,” signed, with two copies. SACSCOC will entertain neither complaints that are not in writing or which are anonymous, nor will it consider complaints sent electronically or through facsimile transmission. In addition, SACSCOC will not act on complaints submitted on behalf of another individual or complaints forwarded to SACSCOC.

Responsibilities of Institutions

The Principles of Accreditation states:

The institution (a) publishes appropriate and clear procedures for addressing written student complaints, (b) demonstrates that it follows the procedures when resolving them, and (c) maintains a record of student complaints that can be accessed upon request by SACSCOC. (Standard 12.4; Student complaints)

Each institution is required to have in place student complaint policies and procedures that are reasonable, fairly administered, and well publicized. SACSCOC also requires, in accord with federal regulations, that each institution maintains a record of complaints received by the institution. This record is made available to SACSCOC upon request. This record will be reviewed and evaluated by SACSCOC as part of the institution’s decennial evaluation.

Procedures for Filing a Complaint against an Institution

An individual may make an inquiry regarding complaint procedures or about issues and concerns that could be considered complaints; however, the Commission’s response and its obligations to meet the specific timetables outlined in these procedures will begin only after the complainant submits a formal written complaint.

A formal complaint is one that is (1) submitted in writing using the SACSCOC “Complaint against Institutions: Information Sheet and Form,” (2) signed, and (3) sent to the attention of the President of SACSCOC by the complainant(s). SACSCOC will neither entertain complaints that are not in writing or which are anonymous, nor will it consider complaints sent electronically or through facsimile transmission. In addition, SACSCOC does not accept voice recordings, such as recordings of meetings and conversations, as evidence in support of a complainant’s allegations. To submit information from the voice recordings, the complainant should have the tape transcribed, provide a signature page for the complainant to attest to the accuracy of the transcription, and have the signature page notarized. If a complainant has a demonstrated disability that prevents submission of a formal complaint in accord with the guidelines above, he or she should contact the SACSCOC Coordinator of Communications and External Affairs for assistance.

The “Information Sheet and Form” includes:

a. A statement describing the complaint in the clearest possible terms.

b. The section(s) of the Principles of Accreditation alleged to have been violated and the time frame in which the significant lack of compliance is alleged to have occurred.
c. A clear and concise written description of the evidence upon which the allegation is based. (Materials and documentation used to support a complainant’s allegations should be limited to and directly related to the reported case.) The evidence should state relevant facts and document and support the allegation that the institution is in significant violation of the standards referenced in the complaint.

d. A description of the action taken by the institution to date and a copy of the institution’s response to the complainant as a result of prescribed procedures.

c. An acknowledgment that SACSCOC staff may send a copy of the complaint to the president of the institution.

f. Full disclosure about any other external channels the complainant is pursuing, including legal action.

Once the formal written complaint is submitted, SACSCOC and the complainant are responsible for the following:

1. SACSCOC will acknowledge a formal written complaint within 15 business days of its receipt.

2. Within 60 calendar days after acknowledging receipt of the complaint, SACSCOC staff will review the complaint and its documentation and determine (1) whether it is within the scope of SACSCOC policies and is accreditation related, (2) if there is adequate documentation in support of the allegations, and (3) whether the complaint raises significant questions about the institution’s compliance with SACSCOC standards. Normally, SACSCOC considers reviewing a formal complaint if the circumstances leading to it occurred within one year of the formal filing of the complaint or one year within completion of the complaint process at the institution. SACSCOC will inform the complainant regarding the disposition of the complaint to include one of the following:

   a. The complaint will not be processed further because it is not within the scope of SACSCOC policies and jurisdiction or there is inadequate documentation to raise questions concerning the institution’s compliance with SACSCOC standards.

   b. Where appropriate, a resolution is suggested to the complainant and/or the institution.

   c. The complaint has sufficient substance to warrant further review. In this case, SACSCOC will make every effort to expedite the investigation; however, the time required to conduct the investigation may vary considerably depending on the circumstances and nature of the complaint. When a complaint is further investigated, a copy of the complaint will be forwarded to the institution’s chief executive officer who will be asked to respond to SACSCOC within 20 business days. Following the review, the complainant and institution involved will be notified regarding one of the following:

      (1) The complaint will not be processed further because there is insufficient evidence of significant non-compliance. The decision of the President of SACSCOC is final.

      (2) If there appears to be sufficient evidence of significant non-compliance or if SACSCOC staff are unable to determine compliance, then one of the following actions may be taken by the President of SACSCOC:
(a) Authorize a Special Committee to visit the institution. The Special Committee will examine documents and interview institutional personnel to analyze and make a judgment about compliance, and prepare a report. The report of the committee will be forwarded to the SACCOC Board of Trustees, or one of its standing committees, for review and action at the next meeting of the Board. Following that meeting, the complainant and institution involved will be notified of the decision of the Board.

(b) Forward the case directly to the Board of Trustees and its standing committees for review and action.

(c) Include the case in an upcoming scheduled visit to the institution.

(d) Request additional information. After reviewing the additional information, the President of SACSCOC may decide to take any of the actions as described in (1), (2)(a), (2)(b), or (2)(c) above.

For items (2)(a), (2)(b), or (2)(c) above, the decision of the SACSCOC Board of Trustees is final unless the disposition is one that is otherwise appealable as stated in the SACSCOC policy “Appeals Procedures of the College Delegate Assembly.”

3. If there is a change of staff during the disposition of a formal complaint, the President of SACSCOC will notify the complainant(s) regarding the change, provide the name of the staff member assigned to the institution, and outline a modified schedule for the review of the complaint.

4. Individual complaints will be retained in the SACSCOC files for a period of one year following final formal notification to the complainant regarding the resolution of the complaint. Based on complaints submitted during this period of time and/or on a series of notification letters to previous complainants that suggest a pattern of concern which may evidence a significant lack of compliance with the Principles that was not evident from any one individual complaint, SACSCOC may renew its consideration of the matter for whatever action may be appropriate.

Complaints against SACSCOC Board of Trustees or its Staff

Complaints against SACSCOC are limited to complaints regarding the agency’s standards, procedures, and SACSCOC staff or any other SACSCOC representative. In order to be considered a formal complaint against SACSCOC, a complaint must involve issues broader than a concern about a specific institutional action.

The procedures for filing a complaint are as follows:

1. If the complaint is against a SACSCOC staff member or an agency representative, such as an off-site or on-site visiting team member, the following procedure applies. Examples might include: evidence that a staff member failed to follow SACSCOC policy, evidence of an on-site committee member exhibiting bias against an institution, evidence that a staff member or committee member has a conflict of interest in working with an institutional case, etc.
• The individual should submit a written complaint to the President of SACSCOC that includes a description of the specific complaint accompanied by documentation supporting the allegation.

• The President will acknowledge the complaint within 10 working days of its receipt.

• Following review, the President will inform the complainant of action within 30 days of receipt of the complaint.

2. If the complaint is against the President of SACSCOC, the following procedure applies. Examples might include: evidence of failure to follow SACSCOC policy, evidence of failure to attend to allegations of unfair treatment by a staff member against an institution, etc.

• The individual should submit a written complaint to the Chair of the SACSCOC Board of Trustees that includes a description of the specific complaint. It should be addressed to “SACSCOC Chair of the Board of Trustees” at SACSCOC’s Decatur, Georgia, address.

• The Chair of the Board of Trustees will acknowledge the complaint within 20 working days of its receipt and will designate a committee composed of members of the Executive Council to investigate the complaint and recommend action to the Chair. The investigation may include review of the complaint with the SACSCOC President as well as with the complainant.

• The Chair of the SACSCOC Board of Trustees will review the Council’s action and inform the complainant and the SACSCOC President of action within 45 days of receipt of the complaint.

• Concern that a SACSCOC action was not in accord with the complainant’s expectations is not in and of itself cause for review of the complaint.

3. If the complaint is against SACSCOC or a member of its Board of Trustees, the following procedure applies. Examples might include: evidence that a Board member failed to recuse him or herself from the discussion and vote of an accreditation case where a conflict of interest existed, evidence that SACSCOC failed to apply policy, etc.

• The individual should submit a written complaint to the Chair of SACSCOC Board of Trustees that includes a description of the specific complaint. It should be addressed to “SACSCOC Chair of the Board of Trustees” at SACSCOC’s Decatur, Georgia, address.

• The Chair of the Board of Trustees will acknowledge the complaint within 20 working days of its receipt and will designate a committee composed of members of the Executive Council to investigate the complaint and recommend action to the Chair. The investigation may include review of the complaint with SACSCOC President, the Board of Trustees member, as well as with the complainant.

• The Chair of the Board of Trustees will review the Council’s action and inform the complainant and SACSCOC President of action within 45 days of receipt of the complaint.

• Concern that a SACSCOC action was not in accord with the complainant’s expectations is not in and of itself cause for review of the complaint.
Distinction between Submitting Third-Party Comments and Filing Formal Complaints

SACSCOC is interested in ensuring that member institutions maintain ongoing compliance with SACSCOC standards and policies outside the institution’s scheduled formal review and that member institutions maintain appropriate grievance procedures and standards of procedural fairness that are applied consistently. Therefore, if an individual has evidence of an institution’s significant non-compliance with SACSCOC standards, policies, or procedures, the individual should inform SACSCOC using these procedures.

Third-party comments are submitted by the public at the time of an institution’s formal, scheduled review for the purpose of informing SACSCOC regarding the institution’s ongoing commitment to compliance with SACSCOC standards and policies. Therefore, if an individual wishes to address an institution’s compliance with the Principles of Accreditation at the time of the institution’s formal committee review, he/she should use the policy “Third-Party Comment by the Public.”

Document History

Approved: Commission on Colleges, December 1999
Revised and Approved: Commission on Colleges: June 2003
Revised and Approved: Commission on Colleges, December 2006
Revised: Executive Council, November 2007
Revised and Approved: Commission on Colleges, December 2007
Revised: Board of Trustees, June 2011
Revised: SACSCOC Executive Council, March 2012
Revised: Board of Trustees, June 2012, December 2012, December 2013
Revised: Executive Council, March 2016
Edited for the 2018 Edition of the Principles of Accreditation: August 2018
Updates and Revisions to the Student Handbook

Changes and updates may be suggested by students, faculty, or staff but are initiated by the Direction of Prison Programs upon review by the leadership team of the Prison Programs. The policy updates/changes (not edits or proceed rules) must be approved by the Director of Prison Programs. Once the policies are voted into effect, they apply to all current students at the time the policy is approved and communicated to the student body unless otherwise indicated. Updates/changes not affecting policies will not be communicated to the entire student body.

The Student Handbook will be provided at the beginning of each new academic calendar year.

Note: Students are always accountable to the most current edition of the Student Handbook.

This handbook was last updated on December 1, 2019 by Prison Programs, SEBTS.
Our Mission:
Southeastern Baptist Theological Seminary seeks to glorify the Lord Jesus Christ by equipping students to serve the Church and fulfill the Great Commission.

The Great Commission:
Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age.” – Matt 28:19-20