



# STUDENT HANDBOOK

**FOR A PREPARED  
MINISTRY**

Turner Theological Seminary  
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[www.turnerseminary.org](http://www.turnerseminary.org)

## Student Handbook 2025–2026

### Purpose

The Turner Theological Seminary Student Handbook serves as a comprehensive guide to the policies, procedures, and expectations that govern student life. It reflects the Seminary's commitment to faith, scholarship, and service by supporting a learning environment that fosters spiritual formation, academic excellence, and community engagement.

### Administration

This Student Handbook is prepared and maintained by the Office of Student Affairs. All policies and procedures are subject to change, and any updates will be communicated to students, faculty, and staff in a timely manner. In the absence of the Associate VP of Student Affairs and Enrollment Management, a designated administrator will oversee implementation and compliance. All students are responsible for adhering to the policies contained in this handbook.

### Annual Review, Revision, and Approval Process

The editing and revision of publications are conducted annually to ensure accuracy, compliance, and alignment with Turner Theological Seminary's mission and standards.

- **Submission Deadline:** Proposed changes must be submitted in writing using the following form ([Institutional Publication Change Form](#)) by administrative units by the end of the third quarter (March 31st) each year.
- **Internal Review:** Revisions are reviewed by the appropriate office for clarity, consistency, and compliance. The Faculty Senate reviews academic-related policies.
- **Executive and Board Review:** Final drafts are reviewed by the President, relevant personnel, and any respective Board Committees (as needed).
- **Approval:** All changes must be approved by the Board of Trustees before publication.
- **Publication:** Approved revisions are published electronically by July 1 and replace all previous versions unless otherwise noted.

**Note:** Any ad hoc changes can be submitted throughout the year using the following institutional change form referenced above.

### Compliance Statement

Turner Theological Seminary upholds a community of respect, equity, and ethical conduct. In alignment with its mission and applicable laws, the Seminary prohibits discrimination, harassment, and sexual misconduct in all programs and activities. Turner does not discriminate based on race, color, national origin, age, sex, gender identity or expression, sexual orientation, marital or parental status, disability, veteran status, citizenship, genetic information, or any other legally protected status.

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## 1.0 HISTORICAL OVERVIEW OF TURNER THEOLOGICAL SEMINARY

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### **Turner Theological Seminary: A Legacy of Excellence and Leadership: Founding and Early History (1894 - 1957)**

Turner Theological Seminary, affiliated with the African Methodist Episcopal Church, was established as a Department of Theology in Fountain Hall on the campus of Morris Brown College in 1894. In 1900, the seminary was officially named in honor of Bishop Henry McNeal Turner, the resident and senior bishop of the denomination at the time. Bishop Turner, a pioneering leader, became the first African American to serve as a U.S. Army Chaplain in 1863, embodying the seminary's commitment to breaking barriers and promoting leadership.

Alfred Steward, D.D., a former U.S. Army chaplain, was elected as the first dean of theology. Though the Rev. E. L. Chew was elected in the interim, the Rev. E. W. Lee, a former principal and later president of Morris Brown College, became the first to serve as dean of theology. The inaugural student body comprised twelve individuals.

In 1957, Turner Theological Seminary moved from the Morris Brown College campus to a newly acquired building at 557 Mitchell Street, marking a new chapter in its history. Dr. George A. Sewell was appointed as Director/Dean, guiding Turner into this collaborative theological consortium.

A charter for Turner Theological Seminary was obtained in 1975, and a separate Board of Trustees was elected under the leadership of Bishop Richard Allen Hildebrand. The role of dean was later held by distinguished leaders, including Dr. Josephus R. Coan, Dr. Cecil W. Cone, Dr. George L. Champion, and Dr. Clayton D. Wilkerson.

### **Breaking Barriers: Honoring Pioneers and Milestones (1974 - 1985)**

In 1974, Chaplain Alice Henderson, a Turner Theological Seminary graduate, became the first woman of color to serve as a chaplain in any branch of the U.S. military. This achievement continued the seminary's legacy of groundbreaking leadership initiated by Bishop Henry McNeal Turner. Turner maintained a strong commitment to preparing clergy and leaders for effective ministry through a rigorous Afrocentric theological education. The seminary's dedication to academic excellence, spiritual formation, and community engagement prepared its students to address contemporary challenges while promoting social justice and transformative leadership within the church and beyond.

### **Expansion and Growth Under Dr. Daniel W. Jacobs Sr. (1985 - 2008)**

Reverend Daniel W. Jacobs Sr, DMin, became dean in 1985, serving until 2008. Dr. Jacobs was elected to serve as the 6th Administrative Dean of Turner Theological Seminary at the Interdenominational Theological Center under the Chairmanship of Bishop Frederick Hilborn Talbot. Construction of the Frederick Hilborn Talbot Hall began within a year of his appointment, with a budget of \$2.8 million. In 2004, Dr. Jacobs assumed the title "President-Dean" and retired from his academic career in 2008. During his tenure, Turner experienced significant growth, nearly tripling the institution's enrollment from 40 students to 105 in a single year.

- Completed construction in October 1987, the facility featured offices, a chapel, a laundromat, a concession area, thirty-two dormitory rooms, twenty efficiencies, and five one-bedroom apartments.
- He initiated multiple capital improvements, including the erection of F.H. Talbot Hall, installing a computer lab, and increasing the institution's budget from \$300,000 to \$1.2 million.
- The enrollment at Turner more than doubled under Dr. Jacobs' leadership, showcasing the institution's expanding influence. Over 300 persons received Master and Doctorate degrees from Turner Theological Seminary

## **Innovative Programming and Institutional Advancement Under Dr. John F. Green '84 (2008 - 2021)**

Turner alumnus Reverend John F. Green, DMin, succeeded Dr. Jacobs as President-Dean. The Reverend Dr. John Frank Green was elected to serve as the 7th President-Dean of Turner Theological Seminary. Dr. Green's tenure was marked by innovative programming and a unique vision to enhance Turner's reputation as a leading institution for Christian ministry education. His initiatives included:

- Annual Founders' Observance: Expanded from a traditional Convocation to include an Alumni Symposium, a Pastors Conference, and the Turner Alumni Hall of Fame.
- Recognition and Fundraising: Highlighted alumni achievements and created additional platforms for fundraising to support the growing student body and curriculum development.

Dr. Green transitioned to the role of Executive Director of Global Ministries for the African Methodist Episcopal Church, leaving a legacy of excellence and institutional growth.

## **A New Chapter: Leadership of Dr. Ammie L. Davis '04 (2021 - Present)**

On December 15, 2021, Turner Theological Seminary made history by confirming the selection of The Reverend Ammie L. Davis, Ph.D., an alumna, as the first woman to lead the institution as the 8th President-Dean. Dr. Davis launched transformative initiatives, including:

- Renovation Projects: Undertook significant upgrades.
- New Certificate Programs: Expanded academic offerings to global districts.
- Strategic Independence: Initiated the process of becoming a stand-alone accredited institution.
- Growth in Enrollment and Revenue: Achieved notable increases, demonstrating effective leadership.

On June 17, 2024, the Board of Trustees reaffirmed its confidence in Dr. Davis by extending her contract for an additional five years and elevating her title to President and CEO. This decision highlighted her exceptional vision and leadership, positioning Turner for a promising future.

## **Pursuing Independent Accreditation: A Bold Step Forward (2023 -Present)**

On October 2, 2023, under the leadership of Bishop Reginald T. Jackson, the Turner Theological Seminary Board of Trustees voted to pursue independent accreditation as a stand-alone institution. This historic decision underscored Turner's vision of achieving autonomy and expanding its academic impact.

In March 2024, Turner officially notified the Interdenominational Theological Center of its decision to pursue independent accreditation. The seminary reached another significant milestone in April 2024, receiving approval from the Georgia Nonpublic Postsecondary Education Commission (GNPEC), further advancing its journey toward full accreditation.

Turner Theological Seminary is actively pursuing full accreditation through the Transnational Association of Christian Colleges and Schools (TRACS), the Association of Theological Schools (ATS), and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Achieving these accreditations will affirm Turner's commitment to academic excellence, institutional integrity, and its mission of preparing transformative leaders for the church and community.

## **Steadfast in Its Motto: "For a Prepared Ministry"**

Turner remains steadfast in its commitment to its motto, "For a Prepared Ministry," honoring the vision of its founders to cultivate an institution dedicated to equipping young men and women for every aspect of Christian service. Turner graduates continue to make a profound impact, serving as chaplains, college and seminary professors, presidents, pastors, presiding elders, and leaders across various sectors, including civic and political arenas.

Among our notable alumni and alumnae now serving in the African Methodist Episcopal Church as bishops, pastors, professors, and chaplains include but are not limited to: Bishops: Adam Jefferson Richardson, Jr. (Retired), James Levert Davis, E. Earl McCloud, Samuel L. Green, Sr., Julius H. McAllister Sr. (Retired), Ronnie E. Brailsford, Reginald T. Jackson, Michael L. Mitchell, Stafford J.N. Wicker, Frederick Wright Sr., John F. White (Retired), Marvin C. Zanders II, Julius H. McAllister Jr., Gregory V. Eason, and Preston W. Williams, II (Retired). Academicians and Clergy: Drs. William Whatley, George Moore, Deborah Grant, Jacquelyn Grant, Terence Gray, Vincent Mitchell, Wesley Reid, David Green, Carolyn McCrary, John F. Green, Masod Evans, Ronald Slaughter, Kimberly Russaw, Anton Elwood, Tar-U-Way Bright, Robert Turner, Susan Buckson, and Robert Shaw. Chaplains: Monica Lawson, Maurice Buford, Regina Samuel, Addison Burgess, Dr. G. Diane Lewis, Dr. John Black and Autumn Wilson. The current President & CEO, Dr. Ammie L. Davis.

### **Turner Today: Continuing the Legacy**

Today, Turner Theological Seminary stands as a beacon of Afrocentric theological education, continuing its mission to prepare clergy and leaders for effective ministry. With a firm commitment to academic excellence, spiritual development, and community impact, Turner remains dedicated to addressing contemporary challenges while promoting social justice and transformative leadership in the church and beyond. Today, Turner Theological Seminary stands as a beacon of Afrocentric theological education, continuing its mission to prepare clergy and leaders for effective ministry. With a firm commitment to academic excellence, spiritual development, and community impact, Turner remains dedicated to addressing contemporary challenges while promoting social justice and transformative leadership in the church and beyond.

## **2.0 MISSION, VISION, & INSTITUTIONAL OBJECTIVES**

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### **2.1 *Our Faith Statement***

Turner Theological Seminary (TTS) hereby affirms its historical affiliation with the African Methodist Episcopal Church (AME). In fulfillment of its mission as an institution of higher education, steeped in the foundational beliefs of The AME Church, Turner Theological Seminary is committed to the motto of “God Our Father, Christ Our Redeemer, the Holy Spirit Our Comforter, Humankind, Our Family”.

### **2.2 *Our Mission***

Turner Theological Seminary (TTS) is African Methodist Episcopal in origin and affiliation and multid denominational in spirit. TTS prepares men and women for ecclesial leadership in the African-American tradition of theological reflection, liberation, evangelism, justice, and reconciliation and transforms a diverse community of learners into future global leaders who impact the church and the world.

### **2.3 *Our Vision***

Turner Theological Seminary (TTS) is to be the seminary of choice for people who desire to pursue excellence through theological perspectives with an emphasis on social justice as a transformational seminary in the world.



## 2.4 *Our Motto*

Turner Theological Seminary remains committed to its motto “For a Prepared Ministry” in keeping with the aim of its founders to be an institution for the preparation of men and women for every aspect of Christian Education.

## 2.5 *Our Colors*

The official colors of Turner Theological Seminary are **purple** and **white**.

**Purple** symbolizes spiritual authority, wisdom, and transformation—reflecting the Seminary’s mission to prepare visionary leaders for service in the church and the world.

**White** represents purity, clarity, and divine purpose—reminding our community of the sacred call to integrity, justice, and holiness in ministry and scholarship.

## 2.6 *Our Values*

Our core values bind us together. They are deeply held beliefs that we translate into consistent standards of behavior when working with our students and each other.

- **Integrity and Respect:** The Seminary manifests an unwavering adherence to strict moral and ethical character and shows an authentic regard for others while practicing civility and supporting all dimensions of the human as being.
- **Diversity and Inclusiveness:** We celebrate individual differences and recognize that the inclusion of all is vital for the success of the institution and its ability to support a global agenda.
- **Quality Teaching and Learning:** We are committed to imparting and gaining knowledge to promote intellectual curiosity in a success-driven environment
- **Excellence:** We strive for excellence in all we do. We are committed to providing excellent teaching and service to our students and staff.
- **Service to Community:** Throughout Turner, we support and recognize service that contributes to the benefit of Turner's student body and its workforce, the State of Georgia, the nation, and the world.
- **Innovation and discovery:** We take the lead and adopt a spirit of innovation and creativity in our work. We are committed to building a robust culture of ingenuity through habits of mind and championing opportunities to improve our educational landscape.
- **Collaboration:** Through collaboration, we multiply our contribution. Together, we are stronger, contributing more with a shared sense of goals and mutual support that lead to greater success than isolated work and individual focus. We operate as one cohesive and collegial unit with a unified and student-centered culture.
- **Christian Faith:** As a practice, our faith is a vehicle of expression of best interest and intentionality. We are consciously dedicated to the purposeful and intentional expression of God's revealed truth.

## 2.7 *Institutional Objectives*

Inherited from the work in the Interdenominational Theological Center consortium, these institutional goals reflect Turner's commitment to excellence and innovation in Theological Education TTS' Institutional Goals are the responsibility of the Board of Trustees and are part of its strategic plan development.

- To educate men and women for leadership in Christ’s Church and the world.
- To demonstrate academic excellence in teaching and research.
- To attract, support, and retain qualified students capable of fulfilling the mission of the institution, who will foster and advocate diversity; promote integrity and competence in Christian leadership; and encourage justice, reconciliation, liberation, and peace.

- To provide a critique, informed by the perspectives of African American and other global interpretations, of Western, male-dominated theological education.
- To encourage scholarly research and publications related to Africa and the Diaspora African religious experience, the African American Church, and the church universal.
- To attract, develop, and retain competent faculty, staff, and administrators.
- To ensure that the learning, working, and living environment is healthy, safe, and secure through strong administrative practices.
- To develop and sustain partnerships that enhance the education of students, provide opportunities for community service, and foster interreligious dialogue.
- To maintain fiscal stability and to strengthen the financial vitality of Turner Theological Seminary.

### 3.0 ABOUT TURNER

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Turner Theological Seminary is an applicant for accreditation with the Transnational Association of Christian Colleges and Schools (TRACS) to award master's and certificate degrees. Contact TRACS at 15935 Forest Road, Forest, Virginia 24551, or call (434) 525-9539.

All policies, requirements, processes, and general information included in this catalog are official. Following sound educational and fiscal practices, Turner Theological Seminary reserves the right to change any policies, regulations, procedures, and fees. TTS will notify impacted parties of changes. The most current and comprehensive information regarding the institution's academic and non-degree programs, faculty, staff, campus settings, location, resources, facilities, and student services is available on the Turner Theological Seminary website at [www.turnerseminary.org](http://www.turnerseminary.org).

Turner Theological Seminary does not discriminate among applicants to, or participants in, its degree programs based on gender, sexual orientation, race, religion, ethnicity, national origin, or physical disability.

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## 4.0 CODE OF ETHICS

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Turner Theological Seminary is committed to developing transformative leaders equipped to serve with integrity, excellence, and compassion. With a focus on justice, reconciliation, and spiritual formation, we affirm the following ethical covenant as a reflection of our shared values and responsibilities:

- We uphold integrity in academic, professional, and administrative settings by stewarding our time, talents, and resources—physical, intellectual, and financial—with excellence and accountability.
- We foster a culture of mutual respect by engaging one another with appropriate language, conduct, and regard for the dignity of every individual and the community.
- We affirm our commitment to gender inclusivity in all aspects of seminary life.
- We support the holistic well-being of individuals and the community, promoting environments that nurture healthy and effective engagement.
- We honor the diverse theological, ideological, ecumenical, and personal expressions within our seminary community.
- We celebrate and build upon the richness of African cultural heritage as an essential part of our shared identity and mission.
- We encourage intellectual excellence through open dialogue, critical reflection, and the respectful exchange of ideas and perspectives.
- We ensure a safe and inclusive physical and psychological environment for all, regardless of race, color, religion, sex, national origin, age, sexual orientation, ability, or any other characteristic protected by law.
- We preserve and manage institutional resources in ways that support our mission, affirm the contributions of others, and uphold fiscal responsibility.
- We hold ourselves and one another accountable to these ethical commitments, recognizing our collective responsibility in sustaining the integrity of our community.

## **5.0 COMMUNITY STANDARDS – FEDERAL LAW COMPLIANCE**

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Turner Theological Seminary upholds a firm commitment to ethical leadership, legal accountability, and institutional integrity. In alignment with federal and state regulations, the Seminary affirms its responsibility to provide a safe, inclusive, and respectful environment for all members of the campus community. The following standards reflect our dedication to ensuring compliance with laws that protect individual rights and guide our educational, operational, and employment practices.

### **5.1 *Statement of Non-discrimination***

Turner Theological Seminary (TTS) does not discriminate based on gender, race, age, color, disability, gender identity or expression, genetic information, sexual orientation, religion, veteran status or national origin in the execution of its educational programs, activities, employment, daily operations or admission policies. “No person shall on the basis of sex be excluded from, participation in, or be denied the benefits of, or be subjected to discrimination from any of the TTS programs or activities.” (Title IX, part 86, Title VI, and Title VII)

### **5.2 *Disability Accommodations***

The TTS is committed to complying fully with the Americans with Disabilities Act (ADA) for students and employees. Doing so examples an environment that delivers equal opportunity in matriculation for our students and employment for qualified persons with disabilities. All associated matriculation and employment practices and activities are conducted on a non- discriminatory basis. Contact the Office of Human Resources for further information on associated policies and guidelines.

### **5.3 *Health Appreciation Directive***

Health Insurance Portability and Accountability Act of 1996 (HIPAA), initiated by the US Department of Health and Human Services establishes standards, principally the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) for all institutions and/or entities subject to this standard as they engage in the access and review of medical information for persons receiving their services. The Privacy Rule standards addresses the use and disclosure of individuals’ health information as well as standards for individual privacy rights to understand and control the use of their health information.

### **5.4 *Equal Employment Opportunity***

In further support of the academic environment for the TTS student, the institution seeks to provide equal employment and advancement opportunities to all individual employees.

Associated decisions at the TTS will be based on merits, qualifications, and abilities. The TTS does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, or any other characteristic protected by law.

The TTS will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any discrimination in the workplace among personnel and students are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Office. Employees can raise concerns and make reports without fear of reprisal. Anyone engaging in any unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## **5.5        *Statements of Confidentiality (FERPA)***

The Family Educational Rights and Privacy Act of 1974 (“the Act”, often referred to as FERPA or the “Buckley Amendment”) is designed to protect the confidentiality of the records that educational institutions maintain on their students and to give students access to their records to assure the accuracy of their contents. The Act affords you certain rights with respect to your education records. They are:

- The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, academic department chair, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected within 45 days from receiving the request. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment or correction of the student’s educational records that the student believes are inaccurate or misleading or in violation of the student’s privacy or other rights.
- Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
- If the College decides not to amend the records as requested by the student, the College will notify the student of the decision and advise the student of his right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosures without consent.
- It is the intent of this institution to limit the disclosure of information contained in students’ educational records to those instances when prior written consent has been given for the disclosure.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

Inspection provides students opportunities to resolve challenges correct, delete, or update the content of maintained education records to ensure that they are not misleading, inaccurate, or include inappropriate information. To file a complaint with the U.S. Department of Education concerning alleged failures by the TTS to comply with the requirements of FERPA, students may contact:

Family Policy Compliance Office U.S. Department of Education 600 Independence Avenue, S.W.  
Washington, DC 20202-4605

**More information regarding FERPA can be found at <https://studentprivacy.ed.gov/>**

All services provided to students are confidential. A confidential medical record is established and maintained for every student receiving ADA accommodations via the Admissions, Data Specialist, and Student Relations Manager. The confidentiality of a student's record of academic support via ADA is protected under the federal (FERPA), Georgia state law, and/or TTS Policy, as applicable.

The policy of TTS is that information can only be released or received with the student's written permission if otherwise permitted under FERPA.

## 6.0 STUDENTS' RIGHTS & RESPONSIBILITIES

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Turner Theological Seminary, rooted in its African Methodist Episcopal heritage and guided by a multidenominational spirit, prepares men and women for ecclesial leadership through the lens of African-American theological reflection, liberation, evangelism, justice, and reconciliation. TTS fosters a diverse learning community committed to shaping global leaders who impact the church and the world.

This vision is realized through a culture of inquiry, free expression, and academic excellence grounded in social justice. As a transformational seminary, TTS affirms that with rights and freedoms come shared responsibilities.

TTS upholds individual liberty and expects students, faculty, and staff to:

- Honor the Seminary's primary academic mission,
- Respect the rights and freedoms of others,
- Resolve disputes through reason and dialogue, and
- Embody faithful, responsible praxis.

Students are regarded as adults capable of making informed decisions and are expected to take responsibility for their actions. With self-governance comes the duty to support a learning environment that protects individual rights, promotes safety, and ensures the orderly functioning of the Seminary.

These principles guide TTS in creating an academic community where education, formation, and service flourish in alignment with its mission.

### 6.1 *Student Rights*

Student rights are civil, constitutional, contractual, and consumer privileges regulating student freedoms to use their educational investment best.

- Right to basic institutional facts before admission. Qualified persons and information sharing that meet the needs of prospective students and expressed availability for answering questions that arise during inquiring, finalization of admission, maintenance of matriculation, and graduation.
- Right to TTS follow its regulations, policies, procedures, and directives. This means that students have at their disposal persons who are knowledgeable and qualified to ensure the accurate and appropriate development and disposal of regulations, policies, procedures, and directives. These are in place for the institution's operation and to protect all TTS students.
- Right to access Center policy, regulations, and statistical data are published and readily available. Students can locate institutional statistics via appropriate websites (DOE) and electronic bulletin boards that report significant institutional data for public sharing for the purposes of informed decision-making by prospective and continuing matriculants. This information can include but is not limited to tuition, fees, net price of attendance, tuition plans, statistics including sex, ability, ethnicity, transfer student ratios, degrees offered, enrolled and awarded, and transfer credits.
- Right to privacy in higher education. This privacy would be the same rights extended to the community at large. Students have the right to access their records, dispute record keeping, and have limited control over the release of documents to third parties.
- Right to a continuous tract during a period of constant enrollment; therefore, the student has the right to graduate so long as they fulfill the requirements as they were initially communicated, subsequently being notified of degree changes and impact upon her or him as a current matriculant.



- Right to learn from the instruction as instructor acts within departmental and institutional guidelines. This includes the right to an accurate course syllabus for each course. They reflect what was advertised. Accuracy is reflected in the following markers: there is a description of the course and level of instruction, appointments for managing and covering course content at sufficient depth, policy statements that facilitate adherence to institutional mission, directives for achieving learning outcomes, uniformity across class sections, fair grading as referenced in institutional resources and procedures for resolving student concerns and complaints.
- Right to affirmative action, which protects students from discrimination of any type. Students can also expect freedom from discrimination/harassment in the exercise of affirmative action, the right not to be discriminated against based upon national origin, age, equal treatment of student groups, ability discrimination, and/or dismissal. This is the right to due process in disciplinary action. Students have the right to protection from sex discrimination/harassment in higher education and the right to sex equality in providing and participating in student services and activities.
- Right to protection from injury on campus includes but is not limited to physical, mental, or emotional experiences or engagement. Students have the right to expect limited fiduciary care in ways that demonstrate institutional care in service of the student's best interest; consideration regarding the safety of students; right to grievance filing process; and right to protection from foreseeable crime on campus; protection from injury caused by other students.
- Right to protection from unwarranted search and seizure.
- Right to constitutional freedoms and protections in higher education; this includes the right to free speech and association, the right to free religious and unaccepted speech.

## 6.2 *Student Responsibilities*

Students are responsible for maintaining an active TTS email account, as it is the primary mode of institutional communication. They must also ensure their contact information—including address, phone number, and backup email—is current across all relevant offices (Registrar, Business and Finance, and Student Affairs).

Students are expected to understand and follow all institutional policies related to enrollment, grading, and academic performance. Concerns about unfair or discriminatory grading should first be addressed with the instructor. If unresolved, students must follow the appropriate procedures for filing and resolving academic complaints.

- **Communication and Records**

Students are responsible for maintaining an active TTS email account, as it is the primary mode of institutional communication. They must also ensure their contact information—including address, phone number, and backup email—is current across all relevant offices (Registrar, Business and Finance, and Student Affairs).

- **Academic Responsibility**

Students are expected to understand and follow all institutional policies related to enrollment, grading, and academic performance. Concerns about unfair or discriminatory grading should first be addressed with the instructor. If unresolved, students must follow the appropriate procedures for filing and resolving academic complaints.

- **Expression and Dialogue**  
TTS students and student organizations are encouraged to engage in open dialogue and express ideas responsibly. All public communications should reflect accountability and integrity; anonymous expressions are discouraged, as they hinder constructive exchange.
- **Guest Speakers and Events**  
Student organizations must use discernment when inviting guest speakers, ensuring their contributions align with the Seminary's academic and faith-based mission. All events must follow institutional policies for scheduling and publicity. Sponsoring groups must be clearly identified, and speaker participation does not imply TTS endorsement.
- **Brand Identity and Representation**  
TTS branding, including the use of the logo, must be handled with care and in accordance with Seminary policies. Proper use signals institutional support for students' academic, ministerial, and civic engagement and reflects the Seminary's values.
- **Institutional Engagement**  
Students are expected to contribute to the Seminary's governance by participating in student government and campus committees. This involvement reflects their shared responsibility for the institution's development and community life.
- **Civic Awareness and Legal Accountability**  
TTS encourages students to know and exercise their civil rights both within the Seminary and the public sphere. While students are free to express themselves and engage in civic discourse, they are fully accountable under federal, state, and local laws—student status offers no immunity.
- **Graduation and Alumni Preparedness**  
Students are responsible for tracking their academic progress, meeting all graduation requirements, and preparing to serve as active alumni who represent TTS with excellence.

## 7.0 GENERAL POLICIES

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### 7.1 *Admission*

The TTS is open to qualified women and men endorsed by their respective constituent denomination or other religious organizations and those who meet the academic standards. The prospective student's acceptance through the admissions process for enrollment into courses means that they have met all the requirements for being a TTS student and completed Orientation for new students. Students returning after one semester must reapply through the Admissions, Data Specialist, and Student Relations Manager. (See the TTS Catalog for policies on matriculation and graduation.)

#### 7.1.1 *New Student Orientation*

All admitted students are required to attend **New Student Orientation**, held each Fall and Spring semester. This orientation experience is designed to welcome students into the Turner Theological Seminary community and prepare them for academic, spiritual, and communal life at TTS. Orientation offers a vital introduction to Seminary life—providing opportunities to meet faculty, connect with fellow students, and gain insight into academic expectations, student services, and the Seminary's mission. Participation ensures that new students are equipped to thrive both personally and professionally throughout their journey at Turner.

### 7.2 *Affirmative Action – Equal Opportunity*

Turner Theological Seminary is committed to providing equal opportunity in all aspects of student admission, academic engagement, and employment practices—regardless of race, color, national origin, sex, age, or disability. This policy aligns with all applicable federal and state laws and affirms our commitment to nondiscrimination and civil rights.

Affirmative action supports this commitment through fair recruitment, enrollment, instructional practices, hiring, promotions, compensation, training, and employment decisions based on qualifications and job-related standards.

TTS prohibits any action—intentional or otherwise—that discourages or penalizes students or employees from asserting their rights under civil rights laws. Violations of this policy will result in disciplinary action. Regular reviews ensure accountability and continued compliance.

### 7.3 *Inclusive Language*

Turner Theological Seminary is committed to eliminating oppressive language and promoting inclusivity in all forms of communication. The exclusive use of masculine language is no longer acceptable. Spoken, written, and visual expressions should:

- Reflect the fullness of God's image across the Trinity;
- Affirm the dignity of all people, inclusive of age, race, gender, nationality, and ability;

- Support academic excellence in ministry preparation;
- Honor diverse traditions while offering a prophetic vision for the future.

TTS encourages all students, faculty, and staff to use language that avoids bias or assumptions related to race, gender, ethnicity, culture, ability, family structure, sexual orientation, or identity. This standard applies across academic, worship, and public settings, including all individuals leading or participating in TTS programs and events.

#### **7.4      *Smoke-Free Environment***

The TTS is a smoke-free environment. Smoking is prohibited on the campus. As a smoke-free environment, all TTS living spaces and public areas, buildings, and facilities, as well as sponsored activities and events, are expected to be appropriately smoke-free by all students.

#### **7.5      *Permit to Carry Firearms***

No firearms are allowed on campus, and no student or guest has permission to carry a firearm on their person or in their domicile of any type on campus. Exceptions are certified security officers bringing in service to the campus and on-duty police officers.

#### **7.6      *Student Records***

Turner Theological Seminary is committed to safeguarding the integrity, privacy, and accessibility of student records in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. Students have the right to access, review, and request corrections to their records, and the Seminary is responsible for ensuring proper maintenance, disclosure, and protection of student information.

##### **7.6.1      *Academic/Financial and Personal Records***

Students are responsible for providing up-to-date contact and emergency information to the Office of Registrar. Permanent academic, financial, and personal records are maintained by the Offices of Registrar, Financial Aid, and Financial Services in accordance with federal guidelines. Students may request access to their records in writing through the Registrar, who will coordinate a time for review.

##### **7.6.2      *Directory Information***

FERPA permits the release of certain “directory information” without student consent. This includes a student’s name, contact details, date and place of birth, field of study, enrollment status, attendance dates, degrees and honors received, and participation in official activities.

Students may opt out of directory information disclosure by submitting written notification to the Registrar within ten (10) business days from the start of the term. Unless this request is made, TTS assumes consent for release.

### **7.6.3            *Release of Educational Records***

Student records may be released without prior consent under the following conditions:

- To federal or state officials as required for financial aid or compliance with statutes;
- To organizations conducting approved educational research;
- To accrediting agencies for institutional review;
- To comply with legal orders or subpoenas;
- In emergencies where the information is necessary to protect health or safety.

### 8.1 *Student Leadership*

Turner Theological Seminary welcomes students from diverse backgrounds who seek to prepare for leadership in the church and broader community. Each student brings unique theological perspectives and practices, but the seminary experience invites personal and communal transformation through academic rigor, spiritual growth, and community life.

Students are encouraged to build collegial relationships and maintain balance between academic demands, family responsibilities, and congregational commitments. Mentorship from faculty and administrators supports professional development and fosters ethical and spiritual leadership.

Student life integrates academic learning with daily living, creating space for spiritual formation and leadership practice. Chapel services, held regularly, offer opportunities to engage in diverse worship traditions and explore the intersection of faith and practice.

Student leadership plays an active role in building campus culture through participation in orientation, registration, and institutional ceremonies. Students also organize and lead campus-wide events such as:

- Campus events and family fun days
- Homecoming week
- Gospel concerts
- Collaborative events with local seminaries and partners

Students also participate in public events, commemorate denominational and institutional milestones, and address social and theological issues that impact diverse communities. Each denomination represented at TTS hosts tailored events, worship services, and support gatherings. These are coordinated by the dean and fellowship officers to ensure students are spiritually nourished and connected to their denominational heritage while engaging in the broader seminary community.

### 8.2 *Student Government*

Students are encouraged to participate in student life activities as part of their community service. Among these are the religion-civic and academic excellence student organizations listed below:

#### 8.2.1 *Turner Student Fellowship (TSF)*

The Turner Student Fellowship (TSF) is the official student organization at Turner Theological Seminary, representing the interests and concerns of the student body. TSF is led by an eight-member board elected by students each academic year. Serving as a vital link between the administration and the student community, TSF includes elected officers, denominational fellowship leaders, and at-large student representatives. The organization fosters school spirit, promotes positive leadership, and supports students and student-led organizations in addressing issues or concerns. TSF also facilitates opportunities for student engagement with campus leadership and broader institutional initiatives through cross-campus events and programming. The organization advocates for improvements that enrich student life and supports policies that advance both academic and institutional goals. Elections for TSF officers are held during the Spring semester. The TSF board is responsible for submitting an annual operating budget to the Admissions and Data Specialist, the Student Relations Manager, the TSF Advisor, the Seminary's Chief Financial Officer, and the student body.

## **8.2.2        *Student Internet and Social Media Presence***

The TSF manages resources for students' internet and social media presence. These resources are consistently refreshed to cultivate an engaged student community, covering institutional activities, events, public issues, and student participation in TTS.

## **8.3        *Student Organizations***

### **8.3.1        *Women in Ministry (WIM)***

The purpose of WIM at Turner Theological Seminary is to provide spiritual, educational, and professional support for women called to ministry. The organization shall advocate for women clergy, promote theological education, and engage in activities supporting women's growth and leadership in the church. Membership shall be open to all female students enrolled at Turner Theological Seminary pursuing ministerial careers. Associate membership shall be open to male allies, faculty, and staff who support the mission and purpose of WIM.

## **8.4        *Forming a Student Organization Procedure***

- Special interest groups may wish to organize themselves into student organizations. Persons wishing to establish such organizations must submit a proposal for recognition to the TSF Executive Committee.
- The proposal is then forwarded to the TSF Advisor for final approval. Such organizations must operate within the general guidelines of TSF and the TTS.
- The TTS fully recognizes denominational fellowship groups as organizations for promoting fellowship, worship, and the spirit of unity. While officially recognized and encouraged, denominational connections operate within the broad provision of the TSF.

## **8.5        *Scheduling Student Activities***

All student activities housed on campus must be scheduled with the Admissions, Data Specialist, and Student Relations Manager. In some instances, the nature of the activity must also be approved by the Associate VP of Administration, Special Programs, and Institutional Engagement.

## **8.6        *Non-Campus Student Activity Speakers***

When organizing student activities, such as inviting speakers and non-institutionally affiliated members of the TTS community, it is essential to seek approval from the Admissions, Data Specialist, and Student Relations Manager before extending official invitations.

The guidelines outlined below will govern these invitations:

- Sponsorship must be by a recognized campus student organization.
- All arrangements for space must be completed per the established procedures in Administrative Services.



### 9.1 *The Office Student Affairs*

The Office of Student Affairs at Turner Theological Seminary is dedicated to fostering a supportive, inclusive, and faith-centered environment that promotes the holistic development of every student. Grounded in the Seminary's mission of faith, scholarship, and service, this office provides resources, programming, and advocacy to enrich student life and ensure success both inside and outside the classroom.

Student support includes:

- Academic advising and student success coaching
- Spiritual formation and chapel coordination
- Counseling referrals and wellness resources
- Student housing and residential life oversight
- Leadership development and student engagement opportunities
- Accessibility and disability accommodations
- Conflict resolution and student conduct guidance
- Orientation and transitional support for new students

### 9.2 *Chapel*

Turner Theological Seminary is committed to the spiritual formation and well-being of every student. Chapel life and spiritual wellness programs provide sacred spaces for communal worship, personal reflection, and theological exploration. Through diverse worship experiences, pastoral care, and spiritual practices, students are invited to deepen their faith, strengthen their call, and engage in transformative ministry rooted in justice, service, and wholeness.

Chapel is held every Wednesday at 12:00 PM, offering a sacred space for collective prayer, praise, and proclamation. In addition, students are invited to participate in **Mid-Week Pause** at 12:00 PM and **Mid-Week Recharge** at 6:00 PM—designed to restore, reflect, and reconnect amidst the demands of seminary life. These experiences cultivate spiritual wellness, deepen vocational clarity, and encourage faithful engagement in ministry.

The Chapel Calendar outlines the schedule of worship services, communions, convocations, assemblies, and student enrichment sessions. These gatherings celebrate the life of faith and bring together students, faculty, staff, and administration in shared spiritual practice. The calendar reflects Turner's commitment to community, academic integration, and spiritual formation within campus life.

#### 9.2.1 *Spiritual Wellness & Counseling Services*

Turner Theological Seminary is committed to supporting the mental, emotional, and spiritual well-being of its students. **Led by our Chaplain**, the Seminary's wellness initiatives promote holistic care rooted in faith and community. Through a partnership with **CHRIS 180: Mental Health & Family Services** in Atlanta, students have access to professional counseling services, including face-to-face sessions, life skills coaching, group counseling, and wellness education. Licensed therapists are available through secure, confidential platforms.

For immediate support, students can contact the **National Crisis Line – 988 Lifeline** via call, text, or chat. All interactions are confidential and focused on compassionate, life-saving care. Additional crisis and grief support resources can be found at [www.turnerseminary.org](http://www.turnerseminary.org).

### **9.3      *Disability Services***

Turner Theological Seminary is committed to providing equal access to education for individuals with disabilities, in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and applicable laws.

Students seeking accommodations should contact the **Chief Academic Officer (CAO)** as early as possible—ideally before enrollment. If accommodations are needed after enrollment, students must notify the CAO immediately and submit appropriate documentation within the first two weeks of the academic term. All accommodation requests are reviewed and approved by the CAO.

Approved students must provide faculty with an updated, signed 504/ADA Letter of Accommodations each term.

Academic accommodations ensure equal access but do not guarantee specific outcomes. Accommodations must be reasonable and may not fundamentally alter course content or impose undue hardship on the institution. Personal aids or services (e.g., personal attendants or privately prescribed devices) are not covered under this policy.

### **9.4      *Veterans Affairs and Services***

Turner Theological Seminary is committed to supporting veterans and active-duty military personnel in achieving their academic and vocational goals. We proudly assist students pursuing military chaplaincy, as well as discharged and retired service members transitioning to civilian life.

The **Registrar** oversees procedures for veterans seeking educational benefits. Students must submit all required documentation to the Registrar, who verifies eligibility and coordinates with the Office of Veterans Affairs regarding benefit timelines and application processes.

Veteran services are coordinated through the **Registrar, Financial Services, and Student Services**. The Registrar manages service record documentation for enrollment, Financial Services processes benefit applications, and Student Services provides advising and support for the transition to academic life. TTS recognizes the unique challenges veterans face and is committed to offering accessible, responsive services that support their success in seminary and beyond.

### **9.5      *Career Counseling Services***

The Office of Student Affairs is committed to supporting students as they discern their vocational calling. Career Counseling Services are offered through a series of in-person and virtual workshops that explore diverse career paths in ministry and faith-based leadership. These workshops feature experienced professionals who share insights into roles such as Chaplaincy, Information Technology, Non-Profit Leadership, Pastoral Ministry, and more. While not exhaustive, these sessions provide students with a broad understanding of opportunities available within and beyond traditional church settings. Through these offerings, Turner Theological Seminary equips students to pursue meaningful and impactful careers grounded in faith, service, and purpose.

## **9.6        *Student Health and Wellbeing***

### **9.6.1        *Health***

Although TTS does not provide direct physical health care, students are encouraged to have their own source of medical insurance and/or primary care physician. In the event of an emergency, students can find medical care through Grady Health System whose main campus is located at:

***Main Campus  
80 Jesse Hill Jr Drive SE Atlanta, GA 30303  
(404) 616-1000***

Grady Health System offers an array of care including mental health options and provides charity care for those who could not otherwise afford access to care for little to no cost at all.

Additionally, TTS provides a Chaplain and Mental Health Counseling at no cost to all students, faculty, and staff. Appointments can be made by directly contacting the chaplain at [chaplain@turnerseminary.org](mailto:chaplain@turnerseminary.org).

### **9.6.2        *Confidentiality***

The Admissions, Data Specialist, and Student Relations Manager will only share information with other TTS officials appropriately. They will carefully consider a student's confidentiality request alongside the need for additional relevant information. The Health Insurance Portability and Accountability Act (HIPPA) and Family Educational Rights Privacy Act (FERPA) govern the disclosure of health and disability documentation by the Admissions, Data Specialist, and Student Relations Manager. This information is not part of the student's permanent academic record. According to these federal laws, the student must provide prior written consent before the Director can disclose health and disability documentation or records. Confidentiality is maintained within the boundaries of student safety while also ensuring access to resources that promote student health and well-being.

Professors or other TTS officials may ask for details concerning how a student's disability affects their learning capabilities. The Admissions, Data Specialist, and Student Relations Manager aims to respect the student's preference for keeping their disability information confidential. This individual is highly attentive to this matter. According to HIPAA and FERPA regulations, students are allowed to examine and review their records maintained by the Admissions, Data Specialist, and Student Relations Manager. Students also have the right to dispute any erroneous, deceptive, or inaccurate information in the records and request corrections.

### **9.6.3        *Urgent Life Challenges & Illnesses***

The TTS acknowledges the significance of a compassionate community response in preserving the quality of life. Consequently, all students and faculty are expected to show empathy towards individuals dealing with illnesses. Faculty members should be attentive to their unique requirements, offering assistance with supportive measures to enhance the educational journey. Students are urged to promptly notify the Registrar

about any specific needs for reasonable accommodations. Subsequently, the Office will inform the faculty involved and coordinate the necessary support.

Staying true to its philosophy, the TTS advocates for the inclusion of students with mental health conditions and life-threatening illnesses in all aspects of seminary life. Students are urged to actively participate in campus events and interact with their peers, faculty, staff, and administration. It is recommended that students monitor their well-being and adhere to medical advice for their health maintenance. Building supportive relationships both on and off campus is encouraged as a way to foster a fully integrated community living experience.

#### **9.6.4            *HIV/AIDS Policy and Guidelines***

TTS will provide appropriate adjustments for individuals with HIV or AIDS to enable their complete engagement in the TTS community. This affordable support is guaranteed as we prioritize fair treatment for all members of the TTS community, in compliance with the legal regulations outlined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

TTS is committed to providing educational opportunities on HIV and AIDS to its members, covering aspects such as transmission and preventive measures. The organization will promote education through academic courses and extracurricular activities like seminars and workshops to reach a broad audience. The goal is to not only educate the TTS community but also foster a sense of responsibility towards individuals with HIV and AIDS, encouraging mutual support within the community.

TTS encourages students, faculty, administration, and staff to engage in sexual behaviors that prioritize safety and well-being, regardless of the presence of HIV. This ethical approach advocates for sexual abstinence, safer sex practices, and intimate relationships founded on the understanding that personal actions can prevent the transmission of HIV and various other sexually transmitted diseases.

#### **GUIDELINES**

- Any member of the TTS community living with AIDS or HIV will receive fair and compassionate treatment while their privacy rights will be upheld. It is crucial to handle confidential information regarding HIV or AIDS with utmost care to prevent any discrimination or mistreatment. TTS denounces any acts of discrimination and mistreatment, considering them unacceptable, and will promptly address such issues through appropriate channels based on the nature and context of the situation.
- Unless required or allowed by law, TTS will refrain from inquiring about students' HIV infection or AIDS status and will not disclose any medical information without the individual's written consent. Students with HIV or AIDS are advised to request accommodations, such as housing, at the start of their admission or enrollment process with the Registrar. If TTS housing is unavailable, assistance will be provided to find suitable housing options.
- If a student faces challenges in meeting coursework deadlines, they should consult the Registrar, who will determine the best course of action. Every attempt will be made to involve the students in these discussions and foster continuous, transparent communication among all parties. Confidentiality, privacy, and sensitivity will be prioritized in all conversations to comprehend how the individual's disability impacts their academic progress.

### **9.6.5        *Substance Abuse***

The TTS upholds a policy that ensures a safe and healthy academic setting, prohibiting alcohol use and the use of illegal drugs. Any student caught breaking this policy will face disciplinary action, including the possibility of expulsion, even for a first offense.

- Students may not consume alcoholic beverages on the TTS premises.
- Students may not take or dispense illegal drugs on the TTS premises. Students may not report to class, work, or assignments under the influence of drugs or alcohol.
- If a student is convicted under the federal or state criminal drug statute, said student must notify the Offices of Academic Affairs and Financial Administrative Services within five calendar days of the conviction.
- Legal drugs include prescribed and over-the-counter medications legally obtained and used for their intended purpose. Illegal drugs include any drug not legally obtainable, obtainable but not legally, or used in a manner or for a purpose other than prescribed.

### **9.6.6        *Weapons***

Students are not permitted to have or use weapons or firearms on campus. This policy encompasses possessing items like slingshots, catapults, or any device designed to launch projectiles. Firearms specifically include rifles, shotguns, handguns, and gas-powered guns. The presence of ammunition or hand-loading equipment on campus or TTS property is strictly prohibited. Any breach of this policy will lead to disciplinary measures, potentially resulting in dismissal.

## **9.7        *Enrollment Management and Student Retention Technology***

Institutional equipment, information technology, and facilities are available and maintained for student use in service to their matriculation. The institutional information system is to be utilized for academic and institutional purposes only. Any other use by students or their guests will subject the student to reprimand, including termination of their matriculation. The registrar should be contacted with questions or concerns.

### **9.7.1        *Populi***

Populi is the academic operating system for student access to course schedules, unofficial transcripts, grades, and financial reconciliation for financial aid and billing. The designated link to the Populi is on the front page of the TTS Website. This system is used for course schedule review and registration/enrollment reconciliation.

### **9.7.2        *TTS Internet and Social Media Presence***

TTS maintains its website and social presence in easy, one-step, accessible platforms. The website is a student and community link to institutional histories, educational programs, educational program data, information, updates, announcements, and notifications. TTS social media platform provides easy access that is immediately informative of events and event content.

### **9.7.3            *Email/WIFI***

A TTS email address is assigned to every student at the time of enrollment. The designated link to the student email access is at the bottom of the front page of the TTS website.

Students must utilize this TTS email address for all internal administrative and operational contact with peers, faculty, student organizations, and institution-wide information sharing and delivery. The email address facilitates connection to all institution-based student-directed communication. It is the student's responsibility to ensure this email address's proper functioning.

## **9.8            *Instructional Technology***

### **9.8.1            *Learning Management System (LMS)***

Populi is the system for online course access for both distance and land campus learning course instruction. The designated link is on the front page of the TTS Website. Indication of use, specifically for land-campus courses, will be made at the time of offering. The Institutional Learning team office can provide additional instruction regarding its use.

### **9.8.2            *Hybrid Learning***

Hybrid learning instruction has designated personnel, an information portal, and linked instructional access via Populi through the TTS Website.

Turner's community of learners gathers students, faculty, administrators, and staff, together with each of their communities, into an invitation of inquiry and practices of faith. Turner's students can choose from two academic paths: hybrid online and hybrid residential. The Hybrid Online Path runs primarily online throughout the year, beginning in the summer. Students begin their studies in June with online classes and hybrid online classes. The hybrid online classes bring students to campus in early June, allowing them to be together and to cross paths with students in the more residential path. During the Fall and Spring, all courses are online. The Hybrid Residential Path runs primarily on campus during the summers. If a student desires, it can be supplemented with online learning during the academic year. Summer courses are typically offered between June and the end of July.

### **9.8.3            *Distance Education Policies and Procedures***

Refer to the TTS Digital Learning Policies in the Academic Catalog.

## **9.9            *Academic Resources***

### **9.9.1            *Electronic Bookstore***

TTS students can order their textbooks through the online bookstore. Students may ask the Registrar for the most current information on the electronic bookstore.

The electronic bookstore allows students to order new and used textbooks, supplemental materials, eContent, and various free resources. Inventory control is based on course lists submitted by your school or institution and housed in our on-site warehouse. Student Financial Aid (SFA) Vouchers are also an option.

## 9.9.2 *Library Resources*

Turner Theological Seminary library services support academic excellence in research and practice.

Turner Theological Seminary (TTS) Library provides both online and on-campus library resources to support academic research and theological studies. The TTS Library includes access to the Digital Theological Library (DTL2), a co-owned digital library of electronic books, journals, and other resources. This virtual resource provides TTS with access to a comprehensive collection of digital content, including books and journals housed in major seminaries and university libraries worldwide.

On-campus, the TTS Library also offers physical resources and personalized research assistance. For on-campus library support, contact Jami Murphy, MLIS, MBA, CARST, Reference Librarian, at [librarian@turnerseminary.org](mailto:librarian@turnerseminary.org).

The Digital Theological Library (DTL) is a California-based non-profit corporation that operates five digital libraries in religious studies, including comprehensive research libraries in support of graduate education in theology and religious studies (Original DTL & DTL 2, a research library for religious professionals in North America who are not associated with an academic institution, a free Open Access Library (OADTL), and a research library for schools in developing nations (Global DTL).

DTL2 academic content includes:

- over 480,000 eBooks
- over 160 databases
- over 21,000 journal titles
- over 50,000,000 full-text, peer-reviewed articles
- over 11,000 hours of Counseling eVideos
- over 30 subject guides

Contact the librarian for an up-to-date PDF document that includes:

- Examples of the expanded content now available
- Links and descriptions to make it easy to access the databases using combined searches of both databases and digital asset-only searches.
- Login information and access instructions for students, faculty, staff, and employees.

### **Core Values of the DTL2**

Although the DTL is non-confessional, the DTL board has affirmed the following core values:

- Consistent truthfulness in all its interactions with its members and vendors
- Treatment of all people as we would wish to be treated.
- Respect for each school's individual and unique mission
- Regard for the stability and sustainability of the DTL
- Commitment to co-ownership of the DTL and partnership for mutual advantage
- Desire for service beyond the narrow confines of the DTL membership

## **9.10      *Internal Communications and Branding***

### **9.10.1      *Community Calendar***

The community calendar, overseen by the Office of the Registrar serves as the primary calendar. It includes events from academic and chapel calendars, along with all institutional events and activities supported by every office within the institution.

### **9.10.2      *Academic Calendar***

The calendar of academic activities for each year is prepared by the Associate Vice President of Student Affairs, Enrollment Management and Dean of Students in conversation with the Vice President of Academic Affairs/Provost and approved by the President & CEO. A copy, which is subject to change, is printed in the Catalog and distributed as part of the Course Catalogue every semester. Each new student receives an updated copy at the time of registration. Necessary changes in the calendar caused by emergencies, weather, etc., will be communicated to students from the Office of Academic Affairs/Provost.

### **9.10.3      *Bulletin Boards, Posters, Handbills***

- Notices impacting students will be displayed on bulletin boards in classroom buildings and student residence areas. To post on TTS bulletin boards, written approval from the
- The Registrar. Each announcement requires two copies: one for approval and one for the Director's files. Distribution of handbills or notices on property, bulletin boards, or tables is prohibited without the Registrar's approval. Posting on TTS walls, windows, doors, or trees is not allowed.

### **9.10.4      *Use of the TTS Name and Logo***

The tag "TTS" is an official logo that may not be used in support of or against any issue or person or any advertisement by any student and/or groups of students and/or student organizations without written authorization from the President & CEO. The Office of Institutional Advancement must approve the use of the TTS logo on all on-campus public relations activities.

## **9.11      *Emergency Notifications***

### **9.11.1      *Text and Email Notifications***

Communications will notify students out of the Office of Student Affairs via Populi "text message" of emergency schedule changes and campus closings. Email resourcing of emergency notifications will be used to file updates with students and all constituencies.

### **9.11.2      *Responding to On-Campus Emergency***

The Office of Student Affairs (OSA) coordinates TTS's response in situations involving death, critical incidents, serious injury, family emergencies, or sudden illness of students. In serious student situations, the OSA may convene the Critical Incident Response Team (CIRT) to assess the situation and coordinate an appropriate intervention. This team includes the Human Resource Manager and the Associate VP of Administration, Special Programs, and Institutional Engagement, who engages Campus Security. Other institutional officers and personnel will be as engaged as necessary toward incident resolution.



The OSA's phone number is available on our website for after-hours contact. This number can also reach the OSA contact person, who will assist in severe emergencies or situations requiring family notification. In case of an emergency, whether during the day or at night, please contact TTS Campus Security.

In responding to on-campus emergencies or crises, the top priority is to safeguard the well-being of all individuals directly involved and any bystanders, whether active or inactive. By ensuring the safety of everyone, it may become possible to offer more focused assistance to those actively involved. This approach also aids in effectively managing the situation, gathering data and information, and processing the scene smoothly. Individuals will only be relocated from the area once it has been confirmed safe and without risk of harm to active participants and onlookers. The purpose of relocation is to continue providing assistance to those directly involved and the observing bystanders.

## **10.0 FINANCIAL SUPPORT SERVICES**

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The Office of Business and Finance can be found at Talbot Hall, where dedicated staff offer guidance on financial aid, administration, and allocation. For comprehensive details and guidance on Financial Aid, including its importance in student education and institutional resources, please refer to the TTS Website.

### ***10.1 Cost of Attendance***

Perspective students are encouraged to consider the cost of attendance when they begin to contemplate enrolling in seminary. Students will need to provide proof of their ability to support the cost of their first-year tuition and living expenses by the time their admission process is complete. Cost of attendance is the total amount for (expressed as a yearly figure) a student to attend school. This includes tuition and fees; on-campus room and board, if applicable; (a housing and food allowance for off-campus students); and allowances for books, supplies, transportation, loan fees; and, if applicable, dependent care costs, personal or related cost to a disability, and miscellaneous expenses. See the Academic Catalogue for the most current cost of attendance projections.

### ***10.2 Standards for Receipt and Education Funding Resources (Effective July 2024)***

Financial aid guidance and information are provided by the constituent seminaries and the TTS Office of Business and Finance. To finance education at TTS, various methods are available. It is crucial to thoroughly explore all options and choose the one that covers educational expenses without causing future financial strain. Students are required to pay their yearly tuition fees at the beginning of their enrollment. Financial assistance at TTS is categorized into Veterans' Affairs Educational Aid, Federal Student Aid Educational Loans, Denominational and Other Scholarships, Gifts and Personal Contributions, and Work and Payment Plans. For the most up-to-date policies on educational funding, refer to the Academic Catalogue.

#### ***10.2.1 Denominational and Other Scholarships***

Denominational and other scholarship resources typically require students to maintain good grades and demonstrate academic achievements to retain access to these funds or qualify for additional support. It is the student's duty to explore and secure these financial aid opportunities. Denominations often offer scholarships to their students, expecting them to fulfill denominational responsibilities. TTS provides a limited amount of scholarship resources.

Exploring additional scholarship opportunities can be a time-consuming task, yet the potential rewards make it worthwhile. Students might qualify for unique scholarships or grants offered by external organizations. Consider looking into potential sources such as employers, unions, professional associations, special interest groups, and online resources.

### **10.2.2        *Gifts and Personal Contributions***

Encouraging students to seek support from sponsors like denominational leaders, friends, and family helps alleviate tuition expenses and enables students to build essential post- graduation connections.

### **10.2.3        *Work and Payment Plan***

A student has the option to finance theological education through the payment plan sponsored by the seminary. This plan enables students taking a minimum of six credit hours to spread educational costs across installments. There is a fee of €100.00 per semester to utilize this plan, providing flexibility for students requiring additional time to cover tuition and housing expenses not met by grants, scholarships, or loans. To enroll in the payment plan, you need to pay 50% of the tuition charges, 50% of the housing charges, and all fees upfront. The remaining 50% of the tuition and housing fees will be divided into three equal installments, starting on the fifteenth of the following month and concluding on the fifteenth of the month before the end of the semester.

### **10.2.4        *Financial Aid Accountability***

Students are required to inform the Office of Business and Finance when they receive funds from external sources. Upon receiving a scholarship from an outside organization, the Office of Business and Finance allocates the amount towards the student's unmet need first, followed by self- help awards (such as reducing private loans or work-study), and then adjusting federal aid (starting with federal loans) to ensure that the total financial aid, including the external scholarship, does not exceed the cost of attendance. If you receive an award from an external source, the amount may not immediately reflect on your student account statement until the funds are received, but you can subtract it from the amount due. The award check should be sent to the Office of Business and Finance. Typically, the funds will be applied automatically to your student account; if not, we will reach out to have the check endorsed. For more details on external awards, please get in touch with the Office of Business and Finance.

The Office of Student Affairs (OSA) continually works with student retention by supporting new students and continuing matriculants realistically considering both their academic and personal life demands. The mentoring relationships formed in the OSA staff facilitate the enrolled student's understanding and appreciation of the demands of the curriculum, achieving learning outcomes and their successful completion of requirements for the degree. This type of engagement is initiated from the onset during orientation, registration, and enrollment. Particularly, orientation and advisement explained both expected learning outcomes to students and the necessity of their respective achievements of these outcomes from the outset. This material is followed up in the Foundations for Ministry course during their first semester.

### **11.1      *Mandatory Attendance***

TTS enforces a compulsory attendance policy where students must be present for at least 85% of the scheduled class sessions for each course they are registered in. Not meeting this requirement will significantly affect the student's grade and could lead to removal from the course. Students are accountable for confirming their class attendance with the faculty. The Registrar oversees all attendance records submitted by faculty and manages the official student attendance records for the institution.

### **11.2      *Vocational Support and Coaching/Student Retention***

Throughout its history, TTS has traditionally equipped individuals for service within the church and global communities. Thus, learning activities and outcomes are typically linked to this preparation process. As mentioned earlier, denominational influences play a crucial role in guiding individuals toward this purpose. Interestingly, more graduates are now pursuing diverse paths with their acquired degrees. The ongoing advisory process aims to address students' concerns as they explore different ways to apply their education. Scheduled conversations and continuous support during advisement sessions and throughout the semester facilitate coaching, elective course selection, and the development of mentorship connections.

### **11.3      *Advisors and Forms of Advisement***

Advisement in all degree programs is conducted by individuals well-versed in the specific degree criteria. These knowledgeable individuals assist students in selecting courses to ensure they progress in the correct sequence towards degree completion. Official advisement schedules are made available and maintained by the institution. Students make use of these scheduled sessions to receive guidance from their assigned advisor, relevant denominational representatives, and informal advice from their peers. Published academic and degree calendars help students understand the requirements of their program and the institution. Students engage in advisement from the beginning of their enrollment as it is an integral part of the admission process.

- Students determine if they are matriculating to earn a Master of Divinity (M.Div.)
- There is an opportunity for concentration studies while pursuing the M.Div.
- All the above degrees prepare the student for professional demonstrations of the varied disciplines within the church and its work. Students determine if they will matriculate primarily as a day, evening, or distance learning student.
- Students determine whether they will matriculate as Full-time or Part-time students. Full-time student matriculates between 9-15 credit hours per semester. Maximum credit hours per semester are 18. Any credit hours over 16 require prior approval.

## **11.4      *Advisory Considerations***

- Throughout their academic journey, individuals should assess their financial backing, requirements, and available resources. It is crucial for students to establish how they will finance their education and sustain themselves during their time as students. Ensure to provide evidence of your submitted FAFSA (Free Application for Federal Student Aid) application, along with proof of other scholarships and personal funding sources.
- Consider the life adjustments that will be made to complete their matriculation toward earning a degree. Also, consider all the relational support systems that need to be in place and maintained here; these include family, congregation, denomination, health and spiritual. You are preparing to embark upon an educational process that will change your life.
- On-campus participation via general relationships between peers, mentoring relationships with the faculty, and guidance relationships with your denominational dean are significant to the successful completion of your matriculation.

## **11.5      *Sequenced and Integrated Curriculum***

In order to make the most of your education, it's essential to follow a specific course sequence throughout your academic journey. It's crucial to determine whether you will be studying on-campus or through distance learning. If needed, transitioning between hybrid or online learning can be requested and approved after careful review of your changing life circumstances. Flexibility in your schedule is necessary to accommodate varying course times, which may change each semester. Most courses are scheduled from Tuesday to Thursday, while denominational course requirements are typically held on Monday evenings. When planning your course load, consider the number of credit hours you can handle each semester. The table below outlines the projected timeline for completing the M.Div. program, which requires a total of seventy-two (72) credit hours with a minimum grade of C in Core and Concentration courses. Seek guidance regarding credit hour requirements and estimated completion times for other degree options. Please be advised of the following as you prepare for your matriculation.

- It is to your financial benefit to maintain 9 or more credit hours per semester. Level student matriculation charges range between 9-15 credit hours per semester. An added rate is charged for 8 and less and 16+ credit hours during a semester.
- It is to your matriculation benefit to maintain 12 or more credit hours per semester. Please see the projected degree completion dependent upon your credit hours per semester. This rubric assumes Fall and Spring matriculations. Caution is to be exercised when matriculation is less than 12 credit hours per semester because of the time allotted to complete your degree. All requirements for the M.Div. or degree must be completed within five years from the date of first registration. \*Students matriculating at the less nine credit hours per semester have up to seven years to complete their degree and are advised to include summer semester(s) in their matriculation.

## **11.6      *Forms of Advisement***

- Individualized: You will be assigned a faculty advisor. The responsibility of the faculty advisor is to help you with planning and/or adjusting your planned program of study throughout your matriculation.
- Centralized: The OSA ensures fair and equitable options, and flexibility is in accordance with institutional policies. It approves changes requested by the student and the faculty advisor.

Your course load depends on the credit hours you choose for the semester. Moving forward, you and your faculty advisor will work together to ensure you complete your planned program of study each semester. For detailed guidance on student academic responsibilities, please consult the TTS Catalog.

## **11.7      *Satisfactory Coursework***

Please refer to the TTS Catalog for detailed descriptions and guidelines outlining the institutional policy on Satisfactory Academic Progress. It is essential that all candidates maintain satisfactory performance in courses and make progress towards meeting degree requirements. At TTS, every student is required to uphold the utmost standards in their academic and scholarly endeavors. Any student caught engaging in plagiarism or other forms of academic dishonesty will face disciplinary actions from TTS, which may include suspension or expulsion from the student body.

Students with no credit in a course or with Marginal Credit (C- in core courses or D in non-core courses) will undergo academic review by the OSA. If a student receives two or more Marginal Credits in consecutive semesters, they will be placed on academic probation for the upcoming semester or a longer duration determined by CAO. During the probationary period, if the student gets another Marginal Credit, they may face Academic Dismissal. After the probationary semester, the student will receive written communication from the Registrar indicating probation removal, continued probation, or dismissal from TTS.

## **11.8      *Challenges to Satisfactory Coursework***

The Associate Vice President of Student Affairs, Enrollment Management and Dean of Students, in collaboration with the CAO and Registrar, will work with the student to define the terms of remedial intervention. In cases where dismissal may be considered, the student will be informed accordingly. If the situation is deemed remediable, the student will receive clear instructions on the necessary actions to remedy the issue, the timeframe for completion, and any other relevant conditions. Failure to comply with the remedial requirements within the specified timeframe may result in dismissal from TTS. The final decision lies with the Office of the President & CEO.

## **11.9      *Academic Probation and Suspension***

Students placed on academic probation by the Registrar and Academic Offices will also face financial aid and on-campus housing probation. This means students will maintain their financial aid, including grants and scholarships from TTS, and keep their on-campus housing for one semester during academic probation. However, if a student remains on academic probation for a consecutive semester, they will lose financial aid eligibility, including grants and scholarships from TTS, or maintain on-campus housing unless there are extenuating circumstances such as illness or personal/family crisis.

## 12.0 GRADES, INTERPERSONAL COMPLAINTS & APPEAL

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Turner Theological Seminary has established internal procedures to promptly and fairly address student complaints regarding any concerns at the institution. It is crucial to handle all complaints without delay to ensure timely review and investigation of allegations. Rest assured that all complaints are treated confidentially. The resolution process detailed here aims to offer a structured approach for addressing grade or interpersonal grievances brought by a student against a peer, faculty member, administrator, or the institution. It delineates a procedure that categorizes the resolution request as either informal or formal, with the complainant deciding the gravity upon reporting. The level of involvement escalates with each tier, correlating with heightened levels of responsibility and accountability. TTS is dedicated to utilizing resources and personnel effectively to safeguard the welfare of its students and the institution's integrity.

### 12.1 *Grade Change and Appeal*

All grade changes result from either a grade change submitted by the faculty or the grade appeal process initiated by the student. Students are invited to constantly converse with faculty about course submissions and grading to demonstrate the highest benefit of their matriculation. When there are questions about an assigned course grade, it is incumbent upon the student to converse with the course faculty member about their concern(s), which is the primary move toward resolution. A student can file an Appeal of Grade in the office of the Admissions, Data Specialist, and Student Relations Manager only after they can demonstrate that they have met all the requirements of the assignments and course, and they are aggrieved because of there not being a change of their grade after attempted mediation with the faculty instructor. The grade change is the result of the student's conversation with the professor requesting a review of submitted or re-submitted assigned work, which could or could not result in a change in grade. In either case, it is not expected that the student's grade should be lower than initially assigned. Upon completing this review, the faculty member, in conversation with the student, determines whether this review will result in an improved grade and finalizes the subsequent change in grade. Faculty member obtains the grade change form from the Registrar's tab on the TTS website and submits the form to the Vice President of Academic Affairs. The form is submitted to the registrar for subsequent grade change recording upon approval and signature. Suppose the Provost or other Administrator is faculty of record for the course. In that case, the Registrar processes the Change of Grade.

#### Appeals

##### **Step 1**

A student who is dissatisfied with a decision by an instructor relative to a final course grade and can document an error in the computing of that grade must seek to reconcile the grievance with the instructor within two weeks after receiving the semester grade report from the Registrar. The student may appeal the instructor's decision if there is no satisfactory resolution.

##### **Step 2**

The student should notify the Office of Student Affairs in writing of their intent to appeal their grade within two weeks of initiating a change of grade request conversation with the instructor for the course in question. Notice should state the factual reasons the final grade has aggrieved the student received and attach all supporting evidence for the arguments outlined in the letter, i.e., examinations, term papers, book reports, emails, etc. The student should retain the original document(s). The director of Admissions, Retention, and Student Services will notify the Office of the Provost of the formal grade appeal. He will set a date for review of materials and consultation (when necessary) with the faculty member and student for resolution. The Formal Complaint Form can be found on the TTS website.

##### **Step 3**

During the grade appeal process, the Director of Admissions, Data Specialist, and Student Relations Manager will hear each party, allowing the opportunity to present any additional data, facts, records, etc., supporting the earlier resolution of grade change by the faculty member and grade appeal by the student.

Suppose the Provost or other Administrator is faculty of record for the course. In that case, the Special Assistant to the Provost processes the Change of Grade to the Registrar. The Provost or stipulated Academic representative has reviewed the process and forwards the completed Change of Grade document to the registrar for subsequent grade change recording.

#### **Step 4**

If the student is unsatisfied with the outcome of the appeal to the Office of Student Affairs, she/he may appeal to the Office of the Vice President of Academic Affairs. After reviewing all documentation from the Office of Student Affairs and consulting with the student and faculty (when deemed necessary), the outcome of the final appeal will be made and communicated to the student.

## **12.2      *Reporting and Processing Interpersonal Complaints***

Interpersonal complaints involving students typically originate in the Associate VP of Student Affairs and Enrollment Management and should be reported promptly after the latest incident. The primary objective is to facilitate a constructive dialogue between the student and the other party. The aim of the discussion is to establish mutual understanding leading all parties towards a mutually acceptable resolution. Any member of the administration or faculty leadership, in coordination with the Associate VP of Student Affairs and Enrollment Management, can support a student through an informal complaint process. This designated member may choose to inform the Associate VP of Student Affairs and Enrollment Management about the concerns raised during the event for record-keeping purposes.

### **12.2.1      *Informal Complaint Process***

The initiation and process of resolution will include the following:

- Provide guidelines that delineate and/or clarify policies and procedures
- Encourage the student filing the complaint to be in conversation with the other party to move toward a resolution. This can possibly be done by considering the added information as relating to policies and procedures, as well as institutional precedent.
- Give direction as to whom else may assist the aggrieved student(s), faculty, or staff about concern or alleged misconduct;
- On a need-to-know basis, disclose appropriate information to other administrative and/or faculty leadership. All disclosures will be consistent with state and federal law.
- The Associate VP of Student Affairs and Enrollment Management may investigate the complaint without identifying the complainant if, in the judgment of the Resolution Official, this would increase the likelihood of a satisfactory resolution of the complaint.
- Inform the person against whom the complaint is brought of its existence;
- Evaluate the severity of the complaint in conversation with the student and refer it to a formal process as guided by the Associate VP of Student Affairs and Enrollment Management, if warranted.

If the administrative or faculty leadership, in collaboration with the Associate VP of Student Affairs and Enrollment Management, determines that there is evidence supporting the alleged behavior, they may choose to address the complaint using one or more of the following methods:

- Separate the parties until a time that is conducive to contact, remediation, and resolution;
- Facilitate a meeting between the parties;

- Discuss the complaint with the alleged offender, informing him/her of the policy and indicating that the behavior must stop;
- Suggest counseling and/or sensitivity training;
- Request a letter of apology to the complainant; Implement other non-disciplinary actions as deemed appropriate (time away from work with/without pay, transfer to another department) and maintain appropriate documentation of the resolution process.
- The Associate VP of Student Affairs and Enrollment Management will have direct access as needed to the Human Resource Manager and other institutional leadership.
- This office will also keep the complainant informed of the status of the complaint and will seek input from the appropriate administrators when implementing corrective action.

### **12.2.2      *Formal Complaint Process***

If the informal resolution process fails to address the student's complaint satisfactorily during discussions with the Associate VP of Student Affairs and Enrollment Management within a reasonable period, not exceeding 15 days, or if a more formal procedure is deemed necessary due to specific circumstances. The main reason behind this shift is a substantial disparity in interpreting and implementing institutional policies. The Associate VP of Student Affairs and Enrollment Management will arrange a meeting involving the CAO or the Human Resource Manager, the student, and/or other key institutional members relevant to the inquiry. This group will then follow these steps:

- Ensure there is a written complaint that is to be signed by the complainant within two days\* of the filing of the complaint. The Associate VP of Student Affairs and Enrollment Management will assist the complainant with the preparation of a written complaint. The written complaint must include details concerning the incident(s) or conduct giving rise to the complaint, date(s) and location(s) of the incident(s), and any witness(es) to the alleged incident(s) or conduct.
- Notify the alleged offender, within three days of receiving the complaint, of the nature of the allegation and include a copy of policies, procedures, and process. The alleged offender must provide a written response to the allegations within three days of receiving this notice.
- Investigate the complaint, including, without limitation, interviewing parties and other witnesses, supervisors, and/or other persons who may have information about the alleged incident and may review personnel records relevant to the complaint.
- The resolution team will offer input and make recommendations as a move toward resolution. The intentionality of these outcomes is more constrained because of the formality and degree of documentation associated with the formal complaint process. Ultimately, participation by all parties includes but is not limited to the following:
  - Recommendations of stated improvement or changes in behavior and/or engagements for all parties involved;
  - Steps that demonstrate understanding and application of institutional policy;
  - Steps that demonstrate active participation in prescribed remediation;
  - Appropriate discipline may range from an oral reprimand up to and including termination/dismissal or any other appropriate remedial action.

The Department of Education requires Turner Theological Seminary (TTS) to provide contact information for filing complaints with the TTS, its accrediting agency, and the appropriate state agency charged with handling complaints to out-of-state students in states where the student resides. Students who desire to resolve a complaint should follow the TTS student complaint policy.



If a complaint cannot be resolved by following the TTS procedures, a student may file a complaint with the following agencies:

- Georgia Nonpublic Postsecondary Commission (GNPEC) by completing the Online GNPEC Student Complaint Form found at <https://gnpec.georgia.gov/student-resources/complaints-against-institution/gnpec-complaint-form>.
- Students may contact TRACS Accrediting Agency by completing the TRACS Complaint Form found at [https://tracs.org/Documents/3.TRACSComplaintForm-AgainstInstitution\\_000.pdf](https://tracs.org/Documents/3.TRACSComplaintForm-AgainstInstitution_000.pdf). Complaints are submitted in writing on the TRACS Complaint Processing Form (Link above) and in accordance with the provisions detailed on the TRACS Complaint Information Sheet. A printed copy of all materials is sent to:

***President, Transnational Association of Christian Colleges and Schools***

***15935 Forest Rd., Forest VA 24551***

**TRACS will not consider complaints submitted on behalf of another individual.**

**\*\*All “days” refer to working days excluding holidays and weekends.**

All student complaints will be securely housed in the OSA with the Associate VP of Student Affairs and Enrollment Management. All change of grade paperwork will be securely housed with the Registrar in the Office of Academic Affairs.

### ***12.2.3 Appeal Process***

Either the complainant or the accused party has the right to appeal any decision related to resolving a complaint to the President & CEO if there are concerns about matters concerning institutional integrity. This includes instances where the complainant challenges the interpretation, application, and completion of formal and informal institutional complaint procedures, or questions the legality of the institution's actions and responses during the complaint process. Appeals to the President & CEO must be submitted in writing with relevant documentation to the Office of Human Resources within seven days of receiving the complaint resolution notice.

The President & CEO or their representative will promptly review and investigate the appeal with all relevant materials, taking into account the circumstances. A final decision will be made by the President & CEO and reported to the institution in a timely manner. No definitive disciplinary action will be enforced against the accused individual until the appeals process is completed, unless the student or institutional employee chooses to skip parts of the process. Temporary measures may be upheld during the appeal process. The institution reserves the right to implement institutional or administrative disciplinary actions at any stage of the complaint process involving individuals, including suspension or expulsion of a student. The President & CEO, Vice Presidents, Directors, and Managers, have a major role in ensuring the seminary's well-being. These responsibilities include but are not limited to:

Understanding, communicating, and enforcing the TTS's policies and procedures;

- Setting a clear example of appropriate workplace behavior and communicating zero tolerance for offensive behavior, conversation, and rapport;
- Being aware of what is going on in the workplace and monitoring signs of disenfranchising engagement;

- Reporting immediately any inappropriate actions of which you become aware, that you believe may constitute such an environment.

## 13.0 STANDARDS OF PERSONAL CONDUCT

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The TTS is a Christian community dedicated to nurturing leaders for the Christian Church in spiritual, intellectual, physical, and psychological aspects. In a community of theological learners who value individual rights and promote personal responsibility, extensive rules are unnecessary. Seminarians at TTS are expected to exhibit personal maturity through traits like self-discipline, emotional stability, integrity, and Christian behavior. The driving force behind pursuing theological education is a deep dedication to Christian ministry and a deliberate focus on spiritual growth. As a result, behavior both on and off campus will mirror the beliefs and faith associated with this commitment.

The seminarian, in addition to be a citizen bound by civil laws and governmental regulations, upholds respect for the law as a personal duty. This commitment is also extended to fellow community members who align with the Seminary's objectives and values. By collaborating with the faculty and administrative team, the seminarian contributes to realizing the vision of the TTS in advancing its mission in theological education globally and in connection with the Church.

Each individual within the TTS academic community has a duty to maintain the professionalism and ethical standards outlined in these guidelines. It is anticipated that community members will promptly notify the Registrar and/or Provost of any instances they perceive as breaches of academic integrity policies. If a student is uncertain about whether their actions could be seen as a breach of academic integrity, it is their duty to seek guidance from the instructor beforehand to address any uncertainties. All candidates are required to maintain satisfactory work in courses and meet the degree requirements. Every TTS student is expected to uphold the utmost standards in their academic and scholarly pursuits. Any student caught engaging in plagiarism or other types of academic misconduct will face disciplinary action by TTS, which may include suspension or expulsion from the student body.

### 13.1 *Standards of Personal Conduct*

TTS establishes rules, policies, and procedures to manage community relations. Every student must understand these rules, policies, and the process for addressing non-compliance. The fundamental principle guiding the expected standards of personal behavior for TTS students is showing respect for others' well-being and belongings. Adhering to these standards is a crucial aspect of each student's educational and spiritual growth. Compliance promotes self-discipline, respect for others' rights, and a sense of responsibility for the well-being and reputation of TTS.

The TTS is committed to demonstrating high standards of ethical and moral behavior in every aspect of institutional life and embraces the following values: 1) Honesty, 2) Compassion, 3) Respect, and 4) Integrity. Students who violate the rules or policies of the TTS face sanctions ranging from fines to suspension and/or expulsion. All students are expected to comply with all federal, state, and local laws and may be subject to the TTS and criminal penalties for law violations.

The standards of personal conduct expected of the TTS student do not tolerate:

- Violent or disorderly conduct or other conduct that endangers the safety or security of any member of the TTS community.
- The distribution, possession, sale, manufacture, or use of illegal drugs or substances, and the medically unsupervised use of prescription drugs.
- The consumption of alcoholic beverages on campus.
- The use or possession of guns, firearms, or other dangerous weapons. Firecrackers or other explosives are also prohibited.
- Tampering with fire alarms, extinguishers, and fire prevention equipment or failing to comply with other safety rules.
- Engaging in obscene, lewd, or other conduct that disrupts any program or activity on the TTS campus, impedes freedom of inquiry or expression, or interferes with the freedom of movement of any member of the TTS community.
- Physically or verbally abusing or threatening to abuse any member of the TTS community.
- Stealing or possessing stolen property or extorting or attempting to extort money from a member of the TTS community.
- Damaging property of the TTS or any member of the TTS community. Unauthorized entry into, use, or occupancy of the TTS facilities.
- Unauthorized possession or use of any key or master key to TTS offices or residence facilities.
- Violating the TTS's sexual harassment policy or harassing any person or group of persons based on the person(s) race, color, sex, religion, national origin, age, disability, or veteran status.
- Fraud, including telephone fraud and the unauthorized use of checks, credit cards, or calling cards.
- Forgery, including falsifying academic or nonacademic documents or financial instruments.
- Any form of academic dishonesty.
- Inappropriate or misuse of institutional resources, including but not limited to information technology, electronic or academic hardware or software, personnel or personal relationships. This includes the use, management, or forwarding of external materials for dissemination using institutional resources.
- Violating any other policies, rules, and regulations of the TTS.

### ***13.2 Standards for Professional and Ethical Conduct***

The TTS serves as an academic community focused on the pursuit of knowledge. Maintaining high standards of academic integrity is essential for the community's functioning and growth. It is the shared responsibility of students and faculty to adhere to the institution's academic integrity and anti-harassment policies. The use of offensive language or any breaches will not be accepted by TTS.

Students who commit any of the following prohibited actions may face charges under these policies:

- Plagiarism or submitting work that is not their own without proper credit to the original source

- Fabrication of data or information
- Submitting work with abusive, threatening, sexually explicit, or offensive content unrelated to the topic
- Cheating
- Misrepresenting academic information or records
- Engaging in academic misconduct, dishonesty, or fraud.

This list does not cover all behaviors that could violate these policies. Behaviors warranting charges of academic misconduct and circumstances constituting violations of academic integrity policy may also be considered under guidelines and reprimands associated with conduct. Those who violate academic integrity standards and/or professional ethics should expect to be sanctioned up to and including dismissal from TTS.

### **13.3      *Standards for Academic Conduct***

At TTS, students must uphold the highest standards of integrity and honesty in their academic pursuits. An integral part of this integrity is properly acknowledging others' ideas and ensuring that all submitted work is plagiarism-free.

The TTS is committed to attaining academic excellence and recognizes the discipline necessary for this endeavor. Therefore, we prioritize addressing any activities that could impede our objective. If behavior contradicts our Christian ministry values, leading to disciplinary matters, ethical dilemmas, integrity concerns, or actions not in line with the TTS's goals, those individuals will be examined, and appropriate actions will be implemented.

#### **TTS Seminary Community Expectations and Guidelines**

- Members of the TTS community are required to adhere to professional standards of scholarly discussions, academic honesty, and impartiality.
- All TTS community members are expected to demonstrate a strong sense of personal honesty.
- TTS upholds the utmost freedom of exploration, teaching, learning, and expression for all individuals within its community.
- Any actions that disrupt the normal and vital functions of TTS or tarnish its reputation for academic excellence, integrity, and accountability are not allowed.
- Students or other TTS community members can report students for breaching academic integrity and behavior rules.

Students who are found to have violated these integrity and behavior standards will face appropriate disciplinary measures, such as warnings, probation, suspension, or expulsion.

### **13.4      *Standards for Community Conduct***

Students at our institution are considered adults and are thus entrusted with a high level of responsibility. They actively participate in professional development processes linked to congregational and denominational life, requiring them to demonstrate maturity that supports their professional growth. It is expected that students lead personal lives aligned with the community's values, as actions are visible to all within this close-knit environment. The conduct of each individual is observed by others, emphasizing the interconnectedness of all community members. The outcomes of our individual actions affect one another, highlighting the shared responsibility within our community. The school encourages students to embody the

values of faith and its practices. The curriculum consistently encourages personal growth in understanding and practicing one's faith.

The conduct of the student community is essential for self-care and supporting peers. It is expected that students treat each other with respect and avoid behaviors that may cause emotional distress or relational problems within the school community. If students encounter such situations, they should seek appropriate support to address and overcome the challenges they face.

### **13.5      *Standards for Citizenship and Church Leadership Preparation Conduct***

Seminarians, as citizens, have the privilege of freedom of speech, the right to peaceful assembly, the right to petition, and other rights granted by the institution, the Constitution of the United States of America, and the State of Georgia. Students also bear the responsibilities that come with being part of this academic community by choice.

Seminary students are urged to enhance their conflict resolution skills and their ability to motivate others to strive for both individual and collective goals. Leadership skill development opportunities are provided through school clubs and within the Church. TTS also requires visitors to abide by the community guidelines followed by students and residents. It is the duty of students hosting guests to inform them about these guidelines and ensure their compliance during their stay.

If a student is accused of an offense that poses a significant risk of physical or mental harm to themselves or others in the community, temporary sanctions may be enforced to ensure the safety of the student, the seminary community, and property. If found guilty of such an offense, disciplinary measures, including possible expulsion, may be taken against the student.

### **13.6      *Behavioral Standards and Descriptors for Misconduct***

#### **13.6.1      *Behavioral Standards***

TTS acknowledges the significance of both student academic advancement and personal welfare. Prioritizing the safety and well-being of all community members, TTS reserves the right to cease the enrollment of a student displaying behavioral challenges that hinder their academic progress or jeopardize the safety of others. In the event of a student being separated from TTS due to such issues, they will receive information on the re-enrollment procedure through the Registrar.

#### **13.6.2      *Descriptors for Misconduct***

Recognition and reporting of general misconduct is reflected in but not limited to the following:

- Obstruction or disruption of teaching, research, administration, TTS procedures, and activities, or other authorized activities on TTS premises, including public service functions on or off the premises.
- Unauthorized entry or use of TTS facilities or unauthorized possession or use of TTS property or property of others.
- Forgery, alteration, or misuse of TTS documents, records or identification, furnishing false information to TTS, or possessing any false identification or identification belonging to another person.

- Identity theft: Possessing or using another person's name, address, Social Security number (SSN), bank or credit card account number, or other identifying information without that person's knowledge and with the intent to commit fraud or other crimes.
- Theft or other abuse of computer facilities and resources, including but not limited to any violation of TTS computer use policy, using computing facilities and resources to send obscene or abusive messages or other unauthorized use of computing facilities and resources.
- Violations of copyright law by unlawful copying, distributing, sharing, or storing copyright-protected information or material, including but not limited to music, film, and video on the Internet.
- The unlawful possession, use, or distribution of illicit drugs, unlawful drug paraphernalia, and alcohol, including public intoxication.
- Failure to comply with authorized directions of, or furnishing false information to, TTS officials or representatives of the JC acting in the performance of their duties.
- Failure to engage in responsible social conduct that reflects credit upon TTS and to model good civil conduct and citizenship.
- Violations of any other TTS policy, rule, or regulation or of federal, state, or local law. Students taking only non-credit courses are guests of the TTS. They are required to conform with TTS standards of behavior but are not entitled to the dispute resolution, grievance, or hearing provisions or the appeal rights set forth below and herein that are afforded to TTS students enrolled in degree programs or for-credit students.
- In the event of an alleged violation of the student standards of conduct or other inappropriate behavior by a student taking a non-credit course, the discipline or remedy imposed by the professor or instructor of that course shall be reviewable only by the President & CEO or the President & CEO's designee; the process employed in connection with such a review, the standards of review and the review determination shall be in the sole and exclusive discretion of the Registrar, whose determination shall be final.

### **Special notations under Title IX**

- Disorderly conduct, or obscene conduct or expression.
- Physical abuse, verbal abuse, threats, intimidation, stalking, harassment, coercion, or other conduct that may endanger the health or safety of members of the TTS community. This includes threats of violence against another person, stalking, and physical or verbal intimidation that unreasonably impairs the security or privacy of another person. See related policy in this handbook.
- Harassment, sexual abuse or misconduct.

## **13.7      *Plagiarism and Resolving Allegations of Academic Misconduct***

### **13.7.1      *Plagiarism***

Plagiarism involves taking and representing someone else's writing or creative content as your own without giving credit. It is considered a dishonest act that infringes on the intellectual property rights of others, morally comparable to fraud and theft. All TTS students are required to comprehend the concept of plagiarism and refrain from engaging in it under any circumstances.

Plagiarism occurs when sentences, paragraphs, images, or musical scores are quoted without proper citation or the use of quotation marks. It can also happen when text is closely paraphrased from another source without giving credit. Making minor changes to appropriated text does not negate the act of plagiarism. To prevent plagiarism, students must consistently employ both quotation marks and a suitable bibliographic citation when directly quoting another text. Copying a significant portion of text without using quotation

marks may be considered plagiarism, even if the original author is acknowledged or referenced in some manner.

To maintain good academic standards, it is essential to always reference the source of an idea when it is borrowed from another individual's work, even if it is rephrased in one's own words. Failing to acknowledge another person's ideas is considered poor scholarship and can lead to severe academic consequences, including receiving No Credit for the course or facing disciplinary actions up to dismissal from the institution.

### **13.7.2        *Descriptors for Plagiarism***

- Using unauthorized information while taking an examination.
- Submitting as one's own work the laboratory worksheet, themes, reports, drawings, or other work prepared by another person.
- Copying the homework, reports, or examination answers of another person to submit as one's own work.
- Giving, receiving, or selling research papers, book reports, or class projects.
- Having someone take an examination for you or taking an examination for another person.
- Assisting another student in committing an act of academic dishonesty.
- Offering money, service, or benefit to a faculty or staff member for influencing their decision regarding academic status.
- Using the ideas or words of writers without appropriate documentation, e.g., footnotes, endnotes, parenthetical references.
- Knowingly furnishing false, misleading, or incomplete information to any TTS official or unofficial records for TTS programs or altering such records is prohibited.
- Acts of forgery, alteration, or misuse of documents such as registration entry tickets, identification cards, meal cards, work-study time sheets, and financial instruments such as checks or money orders are prohibited.
- Acts of indecent exposure, fondling, lewd caressing, gestures, or other obscene or indecent behavior.
- Behavior that intentionally and unreasonably interrupts or interferes with classroom instruction, research, Center committees, boards, privileges, or the TTS/student activities is prohibited.
- Infringement upon the rights and privileges of others is forbidden.

### **13.7.3        *Resolving Allegations of Plagiarism/Academic Misconduct***

When plagiarism is suspected in a student's work, the class instructor must meet with the student to discuss the concern. If, after the meeting, the instructor is convinced that no plagiarism took place, or if it was a minor issue and the student commits to improving academic practices, no additional steps are necessary. However, the instructor must still refer the student to the TTS's policy documents on plagiarism and provide a concise written report to the Provost and the Registrar in all such instances.

In cases of serious and significant infractions, the instructor is required to report all details to the Provost's office. Subsequently, the student and instructor may be summoned for separate and/or joint meetings. Following an investigation, the Provost will reach a conclusion and formally convey the outcome in writing to both the student and the instructor. This decision is conclusive and cannot be contested.



### **13.8      *Institutional Address/Student Misconduct Disciplinary Actions***

This policy establishes the jurisdiction for handling student misconduct. Students who are also TTS employees may face distinct disciplinary actions based on their employment status. Additionally, TTS has specific policies for staff, faculty, and community members. The Code does not prohibit investigations or disciplinary actions under other relevant Seminary policies.

#### **13.8.1      *The Associate Vice President of Student Affairs, Enrollment Management and Dean of Students/Provost/Student/Advisor***

The Associate Vice President of Student Affairs, Enrollment Management and Dean of Students is responsible for intentionally moving student complaints through stages for the process toward resolution. All student complaints begin with the Associate Vice President of Student Affairs, Enrollment Management and Dean of Students and are processed per the request of the complainant. Consideration will be given to previous efforts toward resolution. The Associate Vice President of Student Affairs, Enrollment Management and Dean of Students is responsible for hearing and processing complaints that outstrip the processes normally associated and resolved through the grade and interpersonal complaint and appeal process due to the egregious character of the complaint, subsequently formalizing it in the Ethics and Behavioral Standards Committee process. It is the responsibility of the Associate Vice President of Student Affairs, Enrollment Management and Dean of Students to determine in consultation with the Human Resource Manager and Office of the Provost whether a formal complaint rises to the standards for a Title IX matter. Investigation and review of case content determines the location of the matter for remedy.

In this policy, a student at TTS refers to anyone enrolled in a degree program. All individuals attending courses or engaging in activities at TTS are bound by the conduct standards. Any reported violation occurring while a person is a student or on the TTS campus falls within the scope of this policy. Students facing allegations of misconduct under these codes may be referred to as "complainants or respondents." The Office of the Provost oversees all matters related to enforcing the TTS's Standards for Conduct. As the Registrar is under the supervision of the Provost's Office, the provost is consulted to guide the resolution process in line with the institution's welfare, following the President & CEO's direction. These duties are fulfilled by the Provost or their designated representatives.

Generally, when choosing an advisor, students should ensure that the advisor's schedule permits attendance at the designated hearing dates and times. It is important to note that delays will not be permitted due to scheduling conflicts with the advisor. Advisors play a crucial role in assisting students throughout disciplinary proceedings by helping them comprehend the process, adhere to this policy, and manage all procedure-related matters. Advisors can be a TTS faculty member, staff member, or student (with a GPA of 3.25 or higher) who is in good disciplinary standing.

An advisor may accompany any complainant, witness, or respondent to and may participate in any meeting regarding a disciplinary complaint. Advisors also may accompany complainants, respondents, and witnesses to hearings but may not participate in such hearings. An advisor to a respondent may quietly advise the respondent during the hearing but shall do so in a way that does not disrupt or taint the proceedings. Dismissal of any person from the hearing does not cause the proceeding to be suspended or terminated unless the chairperson, in her or his sole discretion, determines a suspension or termination to be warranted.

### **13.8.2      *Ethics and Behavioral Standards Committee***

The Ethics and Behavioral Standards Committee (EBSC) is called a committee and is responsible for hearings related to alleged violations of TTS policies by students, other than policies related to academic integrity and interpersonal grievances. The EBSC can be comprised of the Registrar, CHMC, the Vice President for Academic Affairs/Provost, the Provost's designee, and the Chief Human Resource Officer. The EBSC reports its resolution to the Office of the President & CEO.

### **13.8.3      *Student Right to File a Misconduct Complaint***

Any member of the TTS community may bring a complaint about student conduct to the attention of the Registrar. This can be done without concern or fear of retaliation. Doing so in no way limits the complainant's rights to bring such matters to the attention of other TTS offices, officers, or resources or to seek recourse outside the TTS through civil or criminal legal proceedings.

### **13.8.4      *Complaint and Disciplinary Record Confidentiality***

Disciplinary proceedings records are overseen by the Registrar. The student's official TTS file will not include any record of disciplinary proceedings until a final disciplinary sanction is determined and any appeals are finalized. Confidentiality is maintained for all disciplinary proceedings, individuals involved, files, testimonies, and findings to the fullest extent possible. Previous proceedings and their outcomes are taken into account.

### **13.8.5      *Informal Procedures and Mediation***

When an issue arises involving the academic integrity or general conduct of a student, generally, the institution, in its application of its policies and directives governing itself and all its constituent relations, supports informal means toward the resolution of complaints. The exception to this type of appreciable engagement relies upon specific directives wherein egregious offenses have been engaged by the student, as well as their co-respondents. The following informal options are available:

- **Personal Resolution:** It is recommended that a complainant consider addressing the person against whom the complaint is being made. Such informal efforts at resolution are often successful. However, this effort is not required, and students are particularly cautioned that they should immediately report any circumstance where the complainant feels an imminent threat of harm or danger from the person against whom the complaint is being made.
- **Informal Resolution of Concerns:** A faculty member or other instructor who believes that a student has engaged in misconduct will apprise the student of the suspected behavioral misconduct and refer the student to the Student Conduct Code. The instructor shall also provide the student with the opportunity to meet with him or her to discuss the nature of the charges and the possible institutional responses to the charges. If, in discussion with the student, the instructor decides that the violation was the result of an innocent misunderstanding, the instructor and student may agree upon appropriate sanctions.

TTS promotes the mediation of disputes, be it related to academic integrity or general behavior, whenever feasible and suitable. In some cases, the issue could be resolved by referring the student to their President & CEO for mediation. This can occur either individually or concurrently if both the complainant and

respondent consent to participate. A resolution through mediation is only finalized when all parties are in agreement. Typically, mediation takes place within the Office of the Registrar, although the responsibility may be assigned to other members of TTS's administration as necessary.

### **13.8.6        *Formal Procedures/EBSC Hearing***

Matters of a serious nature, such as, but not limited to, the TTS property damage, substance abuse or abuse of any controlled substance, any offenses involving weapons, bodily harm, sexual misconduct, or harassment (sexual, emotional) will be handled through the Title IX and/or Ethics and Behavioral Standards Committee Procedures.

#### **Formal Procedures**

- Formal procedures are underway because informal mediation and mitigating formal resolutions have failed or not proven beneficial in the case.
- The student shall be informed, in writing, of the reasons for the proposed disciplinary actions with sufficient particularity to ensure an opportunity to prepare for the hearing.
- At least seven days' notice of the hearing shall be given to the accused student and to the complainant.
- A hearing may be expedited in appropriate circumstances, including disciplinary matters involving students who have been placed on mandatory temporary suspension or conditional attendance, students who are about to take a leave of absence or leave campus to study elsewhere.
- Students who withdraw from TTS remain subject to this Code and to the hearing procedures discussed herein.
- All members of the TTS community are required to cooperate with these policies and procedures. Individuals who are interviewed or called as witnesses (including respondents and complainants) are obligated to provide honest and complete statements during the process.
- Disciplinary or dispute hearings are not trials, and they are not governed by rules of procedure, evidence, or judicial formality. They are designed to encourage open discussion among the participants that promotes the Hearing Panel's understanding of the facts, the individuals involved, the circumstances under which the alleged incident occurred, the nature of the conduct, and the attitudes and experiences of those involved. Information, including hearsay evidence, may be considered if it is relevant, not unduly repetitious, and the sort of information upon which responsible persons are accustomed to relying in the conduct of serious affairs.

#### **The Following Procedures and Standards Apply to all EBSC Hearings:**

- Participants in the process may be accompanied by advisors.
- No less than three days prior to the hearing, the parties shall submit to the Registrar all documents that they anticipate submitting as evidence and the names and anticipated areas of testimony of any witnesses.
- The EBSC may exclude any evidence that is not submitted in accordance with this provision but may consider such evidence if the party offering it demonstrates a good reason for failing to include it in the exchange of evidence.
- The complainant and the respondent may each make a brief opening statement and a brief closing statement.
- All matters upon which the decision may be based must be introduced into evidence at the proceeding.

- The decision shall be based solely upon such evidence, but the traditional rules of evidence shall not apply, and hearsay shall be admissible if, at the discretion of the Hearing Panel, such hearsay is probative and appropriate.
- The burden of proof rests upon the person bringing the charge.
- The Hearing Panel will presume a respondent innocent unless proven responsible for a violation by a preponderance of the evidence.
- There shall be a single official record, such as a tape recording or transcribed notes, of all hearings. Hearing panel deliberations shall not be recorded. The record shall be the property of TTS.
- If the accused fails to appear at the hearing, proceedings will continue. Evidence may be presented and considered even if the accused is absent.
- After the hearing concludes, the hearing panel shall deliberate in private. Upon reaching decisions on the charges and any recommended sanctions, the Hearing Panel will promptly advise the respondent of its decision. The Hearing Panel will then promptly deliver a brief written decision and any recommended sanctions to the Director.
- All decisions of the hearing panel require a majority vote.
- The Registrar will communicate in writing a decision and any sanctions to be imposed to the respondent.
- A student who wishes to appeal a decision must submit a written appeal, including any evidence supporting the appeal, to the President & CEO within four workdays following written notification of the decision from the Registrar. The President & CEO will be given access to any evidence submitted at the hearing. After review, the President & CEO will notify the student in writing of its decision, which will be final. The decision on appeal is the final decision of TTS.
- In an emergency or other extraordinary situation, including but not limited to a situation involving health and safety, threatened violence, serious criminal behavior, or circumstances presenting a credible risk of harm to the mental or physical well-being of one or more members of the TTS community, the Registrar in consultation with TTS leadership may take such interim disciplinary action, including without limitation suspension from studies, suspension from campus housing, expulsion from campus housing, or such other conduct as is deemed appropriate, to the situation pending a hearing or a decision on appeal, which shall take place as soon as practicable.

### **13.8.7        *Disciplinary Sanctions***

Disciplinary sanctions may include but are not limited to one or more of the following:

- Reprimand: an admonition and an official written warning, course or grade failure.
- Restitution: repair or replacement of property when loss or damage is part of the offense.
- Restriction: loss of privileges consistent with the offense and the rehabilitation of the student.
- Disciplinary probation: placing a student in a probationary status that takes away the privilege of holding office and may also include social restrictions.
- Suspension: dismissal from TTS and/or its residence halls for a specified time. Suspension, pending a hearing, may be imposed when there is reason to believe the action is necessary to maintain TTS functions or to protect the safety of individuals.
- Expulsion: permanent dismissal from TTS and/or its residence halls.
- Revocation: withholding or repealing admission or a degree award based on fraud or misrepresentation.

Counseling, evaluation, and treatment programs: in some cases of misconduct, such as those committed under the influence of alcohol or other drugs, participation in an evaluation and/or treatment program by an approved counseling service may be required as a part of a sanction. The successful completion of treatment, certified by the provider of the treatment, may also be a condition of readmission to TTS or a condition for remaining at TTS.

### **Temporary Suspension Policy/Procedure**

If a student engages in behavior that is considered threatening or dangerous to themselves or others, the Registrar, in coordination with the Provost and the Human Resource Manager, has the authority to promptly impose a Temporary Suspension from the TTS and/or residence halls. This suspension will be formally communicated to the student in writing, and there is no option for appeal. The suspension remains in place until the student meets with the Registrar, who will then decide, in consultation with other administrators and external authorities if needed, whether to uphold or lift the suspension. If the suspension is lifted, the student will be granted written permission to return to classes and/or the residence halls. If returning to the TTS is not permitted, the procedures for Involuntary Withdrawal will be initiated. In case the student is not allowed back to the residence halls, their emergency contact will be informed.

### **Involuntary Withdrawal**

The TTS may discontinue the enrollment of a student whose conduct prevents safe and successful participation in his or her academic program, disrupts or impedes the work of other students, faculty, or administrative staff, or threatens the safety or well-being of others. This decision shall be made by the Registrar in consultation with various members of the administration office and others as deemed appropriate. The student will not be eligible to re-enroll until the conditions for continuance as a student have been met. An involuntary withdrawal may be appealed. A student who wishes to appeal this decision must submit the appeal in writing to the Vice President of Academic Affairs/Provost with the wisdom of the President & CEO's office within five business days of the decision. The Vice President of Academic Affairs/Provost, with the wisdom of the President & CEO's office, will review the appeal and provide a final decision to the student within seven business days of receipt. There is no further appeal of this decision.

### **13.8.8        *Conditions for Continuance as a Student***

An individual who has engaged in behavior considered threatening or dangerous to themselves or others must fulfill specific requirements before being allowed to return to the TTS:

- They need a recommendation from a qualified professional designated by the TTS or as outlined in the governing law.
- The student might have to agree to a behavioral contract outlining terms for their continued enrollment, such as reduced schedules or counseling with a licensed professional.

The final decision on readmission lies with the Registrar, in consultation with relevant administrators and faculty members, who will review documents, set conditions, and provide opinions.

### 14.1 *Campus Security*

In conformity with the Students Right-To-Know and Campus Security Act of 1990, the TTS has adopted the following policy: The TTS neither allows nor condones criminal activity on its campus. The security officer(s) on duty will report to the proper arresting authorities for anyone caught committing a crime. Such a person will be fully prosecuted.

A private contract company provides security for TTS. This company engages its responsibility on behalf of TTS, complying with all Campus Security Directives that specifically direct institutional security to sustain controlled access to the campus. Directed access to buildings, personnel, students, and guests is also sustained through a system of identification checks of persons entering the campus. Access control is the primary responsibility of security officers for all shifts. Everyone entering the campus will be recognized and properly signed in prior to granting access. All persons other than current students entering the campus must present a valid form and dated identification, which includes one of the following:

- A U.S. government issue.
- Any current U.S. driver's license
- Any current U.S. "State" issued identification card Current U.S. or Foreign Passport
- Current U.S. military identification card
- Current TTS Student, Faculty, Staff, photo identification card
- Current photo I.D. from TTS Current U.S. Immigration and Naturalization Identification Card (Green Card)

Security officers maintain regular patrol of the entire campus. Consistent and emergency contact can be made through the following:

- Martin Luther King's Guard House - (404) 527-7797
- Atlanta Police Department - For an Emergency - 911
- Provide 24 hours and seven days per week TTS-contracted campus security officer coverage.
- Instruct these security officers to detain and search individuals caught committing a crime until the appropriate arresting authorities arrive.
- Provide notices of crimes that may be a threat to the campus community.
- Present crime seminars once each semester to provide information and educate the campus community about preventive measures.
- Issue monthly and annual reports of crimes that have occurred on campus and arrests for possession, use, or sale of illegal drugs and substances.

The Security Company contracted by TTS, with its team of officers, acts as the primary responders to any emergency incidents on campus. Following their initial response, they will inform the Associate VP of Administration, Special Programs, and Institutional Engagement about each situation. Depending on the emergency's severity and impact on campus, other departments will be notified by the chief officer. Compliance with the security officers' instructions is required from the TTS community.

## **14.2      *Identification Cards***

Student ID cards are the primary source for identifying one as a student with stipulated privilege for entering the campus and accessing its resources and institutional personnel. The student ID card is to be worn or accessible upon request by campus security or administrative personnel. The student I.D. card with photo is processed and distributed to every enrolled student by the Admissions, Data Specialist, and Student Relations Manager during registration. IDs are not transferable. Lost or stolen cards are reported to both the Offices of Financial Services and Student Services by the student and replaced for a cash fee of €10.00. The student's ID card is needed to access the Robert W. Woodruff Library and secure tags to check out library materials. It is also necessary to participate in campus student activities, such as student elections and other such activities that require such identification.

## **14.3      *Campus Access and Escorts***

Students have the following gate access to the campus: The MLK Jr Drive Gate, the main entrance, is open and provides access to the campus 24 hours a day. The Beckwith Street Drive Gate is open during prime entrance-exit times in the morning and evening. This gate is also used for large passenger buses, contractor vehicles, and delivery vehicles, as well as trash and equipment vehicles.

Students should inform their guests of campus entrance policies and prepare them to present the necessary forms of ID for entering the campus. The Visitor Log is the primary document for keeping track of guests entering the campus. It records those entering via foot or vehicular traffic. Campus security will provide on-campus escort for students upon request. This service is available 24 hours a day by all Security Officers. Campus security also maintains a listing of cab services in the M. L. King gatehouse along with a copy of the AU Shuttle, which provides transportation through the AUC and the Westend, Vine City, and Lowery Marta Train Stations.

## **14.4      *Parking Registration***

Parking permits in the form of rear-view mirror hanging decals are issued in the Security Office and must always be visible on your vehicle.

- Vehicle registration is required on an annual basis on or before the first day of classes for anyone wishing to park on the campus.
- Registration permits issued are to hang from the rear-view mirror with the permit number visible from the vehicle front.
- Only a current permit or current validation should be displayed. Registration is effective when approved by campus security.
- The parking permit is for the use of the student, faculty, or staff member only and is the property of the TTS. Please note that there will be only one (1) parking permit issued per student, faculty, or staff.

Students, faculty members, or authorized support personnel who are allowed to park on campus must provide the following items to campus security during their vehicle registration:

- Proof of employment at the TTS; or, Class status at the TTS;
- Proof of automobile insurance;

- A valid motor vehicle registration card and Proof of residency in a TTS or denominational affiliate facility for non-TTS persons.

The Security Office provides annual parking decals to all students during enrollment at no charge. If a parking permit is lost, damaged, or destroyed, it can be replaced by Security upon request for a fee of \$5.

### **14.5      *Authorized Parking***

To accommodate the number of students, faculty, staff, and visitors, all are expected to abide by all parking directives governing mobile on-campus traffic. It is the student's responsibility to abide by directives for allocated parking. All restricted parking areas will be marked with signs and/or yellow/green/blue paint. Vehicles parked in these areas will be subject to towing. The TTS provides a limited number of parking spaces for denominational buildings. The student parking lot is located off Martin Luther King Jr. Drive. All unmarked spaces for student use are on a first-come, first-served basis. All parking areas are designated for either faculty/staff or student parking. Unauthorized parking will be subject to towing of the vehicle. The TTS will not cover towing charges for vehicles violating parking rules. Persons not using designated parking lots may receive tickets or be towed. Temporary permits are available from the Business Office for exceptional situations. If you forget your permit, a temporary one can be obtained on campus, valid for up to one week. Special handicap permits are granted to individuals with valid Georgia State Department of Transportation-issued handicap status proof.

Students must adhere to fire-lane restrictions, and areas designated for faculty, staff, and administration should not be utilized. To leave a vehicle on campus overnight, permission from the Office of Administrative Services is required unless the individual is a student resident. Any unauthorized vehicles remaining on campus for seventy-two hours will be deemed abandoned and towed. Vehicles lacking current tags and TTS parking permits will also be subject to towing.

An accumulation of unpaid fines or improper parking will also provide cause for towing at the owner's expense.

### **14.6      *Campus Patrols***

Campus Security regularly conducts foot patrols of the campus, residential areas, and dormitories during all shifts. The security officers ensure that these patrols do not disrupt students or residents unless there is a valid reason:

- There is an emergency that requires students and/or residents to be notified.
- Campus security has received a call of disturbing the peace or activity of a harmful or criminal nature, which may involve students in general or specific to residential space. Such activity is also observed or heard during foot patrols.
- There is a violation of the housing agreement or institutional policy and requires the immediate intervention and subsequent notification of the institutional officer, the Admissions, Data Specialist, and Student Relations Manager, as well as the respective seminary dean or coordinator.

If the Security Officer receives a call or observes activity by a student or resident that violates institutional policy and/or their institutional housing agreement, the Admissions, Data Specialist, and Student Relations Manager or resident assistant will be advised immediately, and an Incident Report is written and forwarded to the site supervisor.



If a Security Officer receives a call or observes criminal activity by a non-resident, the officer should detain the subject (where possible) and The Atlanta Police Department is immediately called.

#### **14.7      *Emergency Response***

Campus security plays a crucial role as the primary responders during campus emergencies. The Campus Security Site Supervisor holds the ultimate responsibility to reach out to the appropriate emergency services personnel for all student-related or campus emergencies. If another member of the administration, faculty, staff, or student has already made the necessary contact, Campus Security will be briefed on the emergency situation. While all emergency vehicles must be logged in, during emergencies, note down the vehicle number and department in the log without expecting the drivers to stop for log entries, as their priority is responding to the emergency.

Police, Fire Department, and Ambulances, among others, are always granted access to the campus when they arrive. The Campus Security Site Supervisor is tasked with notifying the Office of Associate VP of Administration, Special Programs, and Institutional Engagement about the presence and actions of all emergency services. Subsequently, Associate VP of Administration, Special Programs, and Institutional Engagement, in collaboration with the Office of the President & CEO and other institutional departments, will update the campus on the emergency's status and eventual resolution.

#### **14.8      *Zero Tolerance***

The institution currently observes a zero tolerance of the following for any type on campus grounds, as well as in its academic and residential buildings. Additionally, current state, local, and federal laws prohibit the possession, use, sale, and distribution of illegal drugs of any type.

- Alcohol and illegal drugs or substance possession, use, and distribution
- Any signage, paraphernalia, or verbiage that is prejudicial or otherwise inflammatory against any individual, group of persons,
- Firearms or any other type of weaponry.

Any of these events discovered on TTS property prompts the notification of the Atlanta Police Department, and Security will notify the Associate VP of Administration, Special Programs, and Institutional Engagement. This Associate Vice President will notify the President & CEO, who will determine the steps for informing the larger members of the institution. In the event the student is violent, unconscious, and/or a danger to herself/himself or others, the Campus Security Officer will call 911 for Emergency Medical Services, Atlanta Police Department, and the Security Manager immediately. Campus Security Officers are not sworn law enforcement personnel, and certain situations on property will require the assistance of local Police.

#### **14.9      *Lost and Found***

The Lost and Found for TTS is in the Security Manager's Office on the first floor of Talbot Hall. The security office houses lost and found items, which are stored for a period of 90 days, or a claim is made on an item, whichever comes first. The person(s) claiming lost and found items must be able to identify specific details concerning the item and must produce identification to claim the item. In the case of purses/wallets claimed the claimer must produce another form of photo ID that matches the identification in the held purse/wallet before the item can be released.

#### **14.10      *Lock-Out Assist***

A lock-out assist involves unlocking secure areas like residential halls, campus facilities, personnel offices, or campus-operated facilities. Security Officers adhere to strict policies regarding lock-out assists.

If a student requests "lock-out assistance" from a Security Officer due to being unable to access their room, they will be helped upon presenting a valid TTS ID. For any community member needing "lock-out assistance" to a personal office, campus facilities, or campus-operated area, they must either be authorized personnel of the location or have written permission to enter.

Unauthorized individuals requesting entry to a restricted area will not be granted access.

#### **14.11      *Solicitation***

Under no circumstance is solicitation allowed on campus in any form. Persons engaging in such activity will be invited to leave. The Atlanta Police Department will be called if they persist.

#### **14.12      *News Media Management***

The Office of the President & CEO oversees the news media and public relations. Media personnel are not allowed on campus. The site security manager must be informed promptly if the news media is present on campus. All media attendance at events requires prior approval from the Office of the President & CEO. This office manages the development, response, and delivery of all institutional communications. In case of emergencies, contact the MLK Gate access immediately. Refer to the emergency management procedures outlined in this section of the handbook.

#### **14.13      *Reporting/Resolving Missing Student***

##### **14.13.1      *Procedures for Reporting/Resolving Missing Student***

- Designating a Housing Emergency Contact - On-campus student residents are required to designate a Housing Emergency Contact when checking into TTS housing. The Housing Emergency Contact information will be collected and maintained by TTS housing on the student's Key and Emergency Contact forms. Prior to issuing housing keys to the student, a Housing employee will check to confirm that the student has completed the primary Housing Emergency Contact section on his/her Key and Emergency Contact form.
- Missing Student Reports - Reports to the Registrar of students missing from TTS housing should be brought to the attention of the Director of housing and the Admissions, Data Specialist, and Student Relations Manager or his/her designee as soon as possible. The Registrar, or his/her designee, is responsible for immediately notifying the TTS Security of the report, together with the involved student's Housing Emergency Contact information, to post a notice at security gates.
- Determination by Law Enforcement - A Missing Person Report will be filed with the Atlanta Police Department beyond 48 hours dependent upon the urgency of the situation and condition of the student from/at the time the student was determined to be missing. This report will include a review of the timeline, description of the student, emergency contact information, and state and condition of student at last sighting on campus.

### ***14.13.2 Procedures for Resolving Reported Missing Student***

The process of Identifying Active Missing Status involves determining if a student returns to campus and continues their studies. Students must provide the Associate VP of Student Affairs and Enrollment Management with documentation explaining the reason for their absence. A re-entry plan is then created to ensure the student's well-being by evaluating their academic progress, attendance, and health. This collaborative process involves students, affected faculty members, the Provost, CHMC, and the Human Resource Manager.

## GET IN TOUCH

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BACK COVER PAGE (INSIDE)	

This handbook provides guidelines for student life. It only covers some of the scope of all the TTS rules, regulations, and policies in every area of life. Therefore, it should be read in cooperation with the TTS' Academic Catalog and other policy statements such as the Faculty Handbook. Revisions may be published as a result of annual revisions.