MISSISSIPPI BAPTIST SEMINARY

STUDENT HANDBOOK

The *Mississippi Baptist Seminary Student Handbook* is an administrative publication and serves as the official guide to the academic, behavioral, and community expectations of the Mississippi Baptist Seminary. It outlines the policies, resources, and responsibilities that support student success and ensure a safe, orderly, and mission-aligned learning environment. Students are expected to review and follow the policies contained in this Handbook throughout their enrollment.

The Seminary reserves the right to update, edit, change, replace, remove, and/or insert material into the Student Handbook at any time. Such changes and updates will be reflected in revision notifications. Any errors of fact in this Handbook are wholly unintentional and will be corrected upon discovery. If any questions as to accuracy arise, please contact the Mississippi Baptist Seminary Office of Academic Affairs for clarification.

This manual does not constitute a contract and does not require approval by the Board of Directors. The Provost, in consultation with the President and appropriate administrative offices, is responsible for maintaining and updating this handbook.

Reviewed and approved by the Provost on March 1, 2026

TABLE OF CONTENTS

AUTHORIZATION AND ACCREDITATION **4**
WELCOME FROM THE PRESIDENT **5**
ABOUT THE MISSISSIPPI BAPTIST SEMINARY **6**
Purpose **6**
History **6**
Vision Statement **7**
Mission Statement **7**
Statement of Faith and Affirmation **7**
Nondiscrimination Statement 8
Reasonable Accommodations Policy **8**
Commitment to Inclusivity **9**
Institutional Goals **9**
Statement of Ethical Values **9**

I. ACADEMIC INFORMATION **11**
1.1 Academic Advising **11**
1.2 Registration **11**
1.3 Drop/Add **11**
1.4 Full-Time Students **11**
1.5 Transfer Policy **11**
1.6 Transfer-out Procedure **13**
1.7 Definition of a Credit Hour **13**
1.8 Withdrawal or Leave of Absence **13**
1.9 Incomplete Grades Policy **13**
1.10 Graduation Policy **14**
1.11 Degree Program Time Limit **14**
1.12 Attendance Policy **14**
1.13 Absences **15**
1.14 Academic Assessment System and Grading **15**
1.15 Repeating a Course **15**
1.16 Grade Appeals **16**
1.17 Transcript Requests **16**
1.18 Family Educational Rights and Privacy Act (FERPA) Compliance **17**
1.19 Student Right to Information Security **17**
1.20 Instructional Delivery **17**
1.21 Instructional Methods **17**
1.22 Official Student Email Accounts **17**

II. ACADEMIC STANDARDS & PROCEDURES **18**
2.1 Satisfactory Academic Progress (SAP) **18**
2.2 Academic Discipline Policies **18**
2.3 Academic Probation **18**
2.4 Academic Suspension **18**
2.5 Academic Appeals **18**
2.6 Midterm and Final Exams **18**
2.7 Missed Exams **19**
2.8 English & Bible Proficiency Exam **19**
2.9 Field Education **19**
2.10 Change of Grade Policy **19**
2.11 Academic Honor Roll **19**
2.12 Graduation Honors **19**

III. FINANCIAL INFORMATION **20**
3.1 Registration Fee **20**
3.2 Tuition and Fees **20**
3.3 Refund Policy **20**
3.4 Tuition Refund Schedule **21**
3.5 Payments **21**
3.6 Financial Aid **21**
3.7 Scholarships **21**

IV. STUDENT LIFE AND RESOURCES **23**
4.1 Academic Support and Remedial Services **23**
4.2 Opportunities for Ministry, Outreach, and Volunteering **23**
4.3 Students with Disabilities **23**
4.4 Student Grievance Policy **24**
4.5 Learning Management System **25**

V. LIBRARY SERVICES **26**

VI. CODE OF CONDUCT AND DISCIPLINARY POLICY **28**
6.1 Code of Ethics **28**
6.2 Appearance and Dress Code **29**
6.3 Right to Privacy and Security **29**
6.4 General Behavior **29**
6.5 Electronic Etiquette **30**
6.6 Anti-Harassment Policy **30**
6.7 Sexual Harassment Policy **30**
6.8 Student Conduct Procedures **31**
6.9 Student Appeal Process **33**

VII. CAMPUS SAFETY AND SECURITY **34**
7.1 Drug-Free and Alcohol-Free Campus Policy **34**
7.2 Weapons Policy **34**
7.3 Children on Campus **34**
7.4 Animals on Campus **34**
7.5 Visitors to the Campus **34**
7.6 Special Information Regarding Sexual Assault **34**

VIII. CAMPUS EMERGENCY PLAN **35**
8.1 Weather Emergencies **35**
8.2 Building Emergencies **35**
8.3 Fire Emergencies **36**
8.4 Bomb Threat **36**
8.5 Violent or Criminal Behavior **37**
8.6 Active Shooter Situations **37**
8.7 Hostage Situations **37**

IX. POLICE AND MEDICAL CONTACT INFORMATION **38**

AUTHORIZATION AND ACCREDITATION

The Mississippi Baptist Seminary (also called The Mississippi Baptist Seminary and Bible College, MSBSBC) is accredited by the Mississippi Commission on College Accreditation. More information about the Commission is available at http://www.mississippi.edu/mcca/. The Commission may be contacted by mail or by phone.

Mississippi Commission on College Accreditation
3825 Ridgewood Road | Jackson, MS 39211
(601)432-6198

The Mississippi Commission on College Accreditation has granted the Mississippi Baptist Seminary conditional approval to offer degrees under our proposed degree programs, contingent on our pursuit of accreditation by a Commission-recognized accrediting agency. The Commission will review our conditional status at their annual meeting in August 2024.

The Mississippi Baptist Seminary is owned by the General Missionary Baptist State Convention of Mississippi, Inc. The Seminary is governed by a fifteen (15) member board consisting of eight (8) officers of the General Missionary Baptist State Convention of Mississippi, Inc.; these officers appoint the seven (7) administrative officers and sets the policies governing the theological education. The curriculum and degrees are approved by the Board upon the recommendations of the Dean and the President with consultation and advice from staff, faculty, students and alumni.

BOARD OF DIRECTORS

Reverend Reginald Buckley, GMBSC President
Reverend Melvin White, GMBSC 1st Vice President
Reverend Thomas Morris, GMBSC 2nd Vice President
Reverend C.J. Rhodes, GMBSC 3rd Vice President
Reverend John Whitfield, GMBSC 4th Vice President, Interim Chair
Reverend Dennis Grant, GMBSC Executive Secretary
Reverend Nathaniel Christian, GMBSC Treasurer
Sister Willie M. Robinson, GMBSC Financial Secretary

ADMINISTRATIVE OFFICERS

Reverend M. Edward Cheeks, Seminary President
Brother Glen Lacey, Seminary Treasurer
Evangelist Lucille Brown, Board Member
Brother David Lindsey, Board Member
Reverend Nathan Stevenson, Board Member
Reverend John Wicks, Jr., Board Member
Reverend Thaddeus Williams, Board Member

TEACHING SITES

Mississippi Baptist Seminary at Canton (MS)	Rev. Otis Davis, Dean Phone: 601.202.5876	349 N Canal Street Canton, MS 39046
Mississippi Baptist Seminary at Gulfport (MS)	Dr. Darrell Taylor, Dean Phone: 228.846.2224	1541 20th Street Gulfport, MS 39501
Mississippi Baptist Seminary	Dr. Marquise Kessee, Provost Phone: 769-233-8089	3160 J. R. Lynch Street Jackson, MS 39209
Mississippi Baptist Seminary at Natchez (MS)	Dr. Franklin Jackson, Dean	1010 North Union Street Natchez, MS 39120
Mississippi Baptist Seminary at Tupelo (MS)	Rev. Nollen Elzie, Dean Phone: 662.255.1731	2556 Clayton Road Tupelo, MS 38801

WELCOME FROM THE PRESIDENT

Greetings my Brothers and Sisters in Christ,

The Mississippi Baptist Seminary, incorporated in 1943 as the Mississippi Union Theological Seminary, was started to provide religious and secular education to African Americans throughout Mississippi and across the nation. In March 1944, the amended incorporation birthed Mississippi Baptist Seminary, an institution that established a rich history of teaching, training, and instructing both lay and clergy in Christian and Theological studies aimed at supporting the African American church community of Mississippi and surrounding areas.

Mississippi Baptist Seminary is one of the oldest institutions of higher education in Mississippi. Owned by the General Mississippi Baptist State Convention, Inc., we continue to build on Mississippi Baptist's rich legacy by providing a diverse program of study aimed at supporting the Christian Church's ordained and lay leaders.

Our primary focus is serving Christian leaders desiring to grow their theological understanding to support the Christian Church in worship, community service, lay leadership, and pastoral ministry. Mississippi Baptist Seminary brings together students and faculty from varying backgrounds to create a stronger learning community.

I must acknowledge that the Christian Church is experiencing social and theological challenges due to an ever-changing society. However, we stand ready to meet these challenges by equipping our students with a strong curriculum that considers the spiritual and human needs of today's society. We stand in a unique space, having a history and focus on the common beliefs that unite us as fellow believers.

One in Jesus,
Dr. M. Edward Cheeks,
President, Mississippi Baptist Seminary

Reviewed and approved by the Provost on March 1, 2026

About The Mississippi Baptist Seminary

Purpose

The purpose of the Mississippi Baptist Seminary is to educate and develop Christians for worldwide leadership and service. This purpose embraces the institution's founders' beliefs and values as represented in the goals and objectives delineated in the goals and objectives. The purpose was and is to offer a valuable resource to perpetuate Baptist traditions in ministry for ministerial and laity leaders through teaching and religious nurturing for effective leadership of largely Black and rural minorities.

History

The Mississippi Baptist Seminary was founded in 1944 by Dr. Herbert L. Lang, who was its first president. While serving as president of Union Baptist Seminary, New Orleans, Louisiana, Dr. Lang discovered that a majority of the students enrolled at Union were from Mississippi. In response, he organized Bible classes and institutes in Tylertown, Magnolia, the Gulf Coastal Region, the South-Central Region, the Delta Region and as far north as Sardis.

So vast was the opportunity and so great was the need that Dr. Lang resigned from the presidency of Union Baptist Seminary to give full-time service to extension work in Mississippi. He had no means of financial support, but trusted God to raise up friends in Mississippi who would support this work.

Professor J. E. Johnson, the founder and President of Prentiss Institute and Junior College, visited Dr. Lang in 1942 and persuaded him to go to Jefferson Davis County to organize a Bible class at Prentiss Institute. The class was begun in the summer of 1943. Interest in the Seminary for the training of ministers was intense. A historic meeting took place in the home of Professor and Mrs. Johnson on December 31, 1943. Attending this meeting were: Reverend E. T. Oatis, Reverend M.L. Gray, Reverend Eddie Barnes, Mr. U. S. Polk, Mr. and Mrs. J. E. Johnson, and Dr. Herbert L. Lang. At this meeting, the Union Theological Seminary was founded. The Seminary was incorporated as the Mississippi Union Theological Seminary and a charter of incorporation was granted by the State on March 15, 1944. On May 30, 1946, the name of the Seminary was changed to the Mississippi Baptist Seminary. Jackson, Mississippi was selected as its permanent location.

On February 9, 1944, another historic meeting took place in the Pastor's study of the First Baptist Church, Indianola, Mississippi. This meeting was called by Dr. D. A. McCall, Secretary of the Mississippi Baptist Convention Board. Attending this meeting were: Mr. John Davis, President of the Mississippi Baptist Convention Board; Dr. J. D. Ray, Chairman of the Committee on African American Work, Mississippi Baptist Convention Board; Dr. G. Norman Price, Pastor, First Baptist Church; and Dr. Herbert L. Lang, President and Founder of Mississippi Baptist Seminary. Dr. Lang proposed that Mississippi Baptist Seminary would be a cooperative venture of white and African American Baptist Churches and conventions offering in-service training to Negro ministerial and lay leadership, taking them where they were in educational preparation and offering them courses of value on a level of their apprehension and utilization. This proposal was accepted. Thus began a cooperative work in mission which was to bring about reconciliation and understanding.

This cooperative sponsorship of the Seminary continued through December 1988. On January 1, 1989, the Mississippi Baptist Convention terminated its sponsorship and financial support of the Seminary, thus turning control of the Seminary over to National Baptists. On this same date, Dr. Hickman Johnson was elected President of the Mississippi Baptist Seminary. Dr. Johnson served in this capacity for fifteen years, the longest serving president of the Seminary. In 2004, due to the enormous financial burden of the Seminary, it was no longer feasible to remain open.

The General Missionary Baptist State Convention of Mississippi (GMBSC) under the leadership of Dr. Jerry Young, president, purchased and procured The Mississippi Baptist Seminary at its 116th year Annual Session in Jackson,

Mississippi. Now under new leadership and name, the seminary's main campus opened temporarily at the Mt. Nebo Missionary Baptist Church, 1245 Tunica Street, Jackson, Mississippi, and classes began October 2005.

The newly appointed interim president was Pastor Carl E. Thomas, Clarksdale, Mississippi, and the interim Dean of Academic Affairs was Reverend Eric Williams, Jackson, Mississippi. In September 2005, Dr. Young challenged the convention to achieve greatness for the glory of God and the good of our communities through its offerings of ministries and missions.

In 2007, the Mississippi Baptist Seminary, Main Campus was completely renovated, and the building was opened for administrative operation and classes in September of 2007. Dr. Isiac Jackson, Jr. was appointed President and Dr. John Patrick was appointed Academic Dean of Students. Under Dr. Jackson's leadership, the Board of Directors, and the administration, the Seminary student population grew. Dr. Jackson was instrumental in the reestablishment of policies and procedures under which the Seminary continues to operate. In 2010, Dr. Jackson was elected President of the General Missionary Baptist State Convention and Dr. Lewis Ragins was appointed President of the Seminary. Dr. Ragins served from 2010 until his death in 2013. Dr. Ragins dedicated himself to the Seminary and often stated that "We are committed to the idea of moving our Seminary and Bible College toward credibility and full accreditation." In 2014, Dr. C. J. Rhodes was appointed president of the Seminary. At the 2020, Spring Session held in Natchez, Mississippi, Reverend Marcus Cheeks was appointed President of the Mississippi Baptist Seminary.

Vision Statement

The Mississippi Baptist Seminary's vision is to educate and develop Christians for worldwide leadership and service. The Seminary is committed to providing men and women with outstanding interdisciplinary undergraduate professional education for the practice in Biblical theology. The Seminary trains both clergy and laity for the practice of Christian ministry and various professional social vocations. The Seminary's Board, faculty and staff believe in fostering an academic environment in which students and faculty can dialogue about critical issues facing the church, society and the world. The Seminary's holistic educational philosophy enhances the spiritual, intellectual, and social growth of its students.

Mission Statement

Mississippi Baptist Seminary provides Christian theological education to persons called to serve the Church in Christian ministry and social vocations, with a principal mission to educate and empower historically underserved communities. The Seminary offers programs designed to equip leaders to carry out its mission, educating and developing Christians for worldwide leadership and service in the Church, academy, and society.

Statement Of Faith and Affirmation

In accordance with the tenets of the Baptist Articles of Faith, which offer the biblical foundation for the Mississippi Baptist Seminary's Statement of Faith and Affirmation, we believe and affirm the following:

The Bible

The unique divine, plenary, verbal inspiration and absolute authority of all sixty-six canonical books of the Old and New Testaments as originally given. The Bible is the only infallible, authoritative Word of God and is free from error of any sort, in all matters with which it deals, scientific, historical, moral, and theological.

The Trinity

The triune Godhead, one eternal, transcendent, omnipotent, personal God existing in three persons: Father, Son, and Holy Spirit. The Father: God the Father, the first person of the Divine Trinity, is infinite Spirit, sovereign, eternal, and unchangeable in all His attributes. He is worthy of honor, adoration, and obedience.

The Son
The Perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ, indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth.

The Holy Spirit
The Holy Spirit is the third person of the Godhead who convicts, regenerates, indwells, seals all believers in Christ, and fills those who yield to Him. The Holy Spirit gives spiritual gifts to all believers; however, the manifestation of any particular gift is not required as evidence of salvation.

Historicity
The full historicity and perspicuity of the biblical record of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.

Redemption
The substitutionary and redemptive sacrifice of Jesus Christ for the sin of the world, through His literal physical death, burial, and resurrection, followed by His bodily ascension into heaven.

Salvation
Personal salvation from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ, to be received only through personal faith in His person and work.

Last Things
The future, personal, bodily return of Jesus Christ to the earth to judge and purge sin, to establish His eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments.

Biblical Creation
Special creation of the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week.

Satan
The existence of a personal, malevolent being called Satan who acts as tempter and accuser, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity.

Non-Discrimination Statement
The Seminary seeks to maintain an environment in which the dignity and worth of all members of the community are respected. For this reason, the Mississippi Baptist Seminary and Bible College is committed to offering equal access to educational opportunities for all qualified students. MSBSBC does not discriminate in matters of hiring, admissions, academics, or student affairs on the basis of race, color, national or ethnic origin, sexual orientation, gender identity, disability, or age. Furthermore, the Seminary prohibits harassment or violence based on these protected statuses.

Reasonable Accommodation Policy
As part of its policy of nondiscrimination, and in accordance with Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the Mississippi Baptist Seminary will make reasonable accommodation to ensure equal opportunity and access for qualified students to applicable programs, services,

activities, and facilities. After acceptance and prior to entering classes, a student with a disability must submit written requests for modifications or auxiliary aids to the Provost's Office. Documentation of disability may be required in order to receive appropriated modifications. Service animals are permitted if the appropriate documentation has been filed. Students with documented disabilities may use marked parking spaces in the visitor parking lot.

Commitment To Inclusivity

The Mississippi Baptist Seminary and Bible College is committed to inclusive excellence in all aspects of an individual's experience. We strive to develop and sustain an environment that is free from bias, prejudice, and discrimination to enable members to thrive in our seminary community. We welcome, seek, and strive to engage multiple dimensions of diversity while actively working to dismantle systems, policies, and practices that serve as barriers to true inclusion for our constituent communities.

Institutional Goals

1. We will produce professionally competent, creative, and community-minded graduates.
2. We will maintain, enhance, and redesign facilities and equipment and improve operational effectiveness, accessibility, and the promotion of a safe environment.
3. We will offer Christ-centered learning experiences.
4. We will demonstrate an efficiently managed and financially ethical Christ-centered institution of higher education.
5. We will develop outreach initiatives and promote effective local, national, and international recognition.
6. We will enhance the development, careers, and service opportunities provided to our graduates by our network of partnering churches, citizens, businesses, and government entities.
7. We will heighten the institution's community engagement and profile.

Statement Of Ethical Values

The Mississippi Baptist Seminary community is committed to the highest ethical standards of teaching, research, service, and social action in fulfillment of the mission of our institution. All policies, procedures, programming, and operational standards adhere to the application of the following ethical values in our individual and collective work as members of this educational community. We are committed to:

Academic Rigor

We will teach conceptual understanding, critical analysis, fluency, procedural skill, documentation, and application.

Accountability

We will be accountable as individuals, as citizens, and as members of the Seminary community for our ethical conduct and for compliance with applicable state and federal laws, policies, and directives.

Biblical and Scriptural Authority

As stated in the Baptist Articles of Faith, "We believe that the Holy Bible was written by men divinely inspired, and is a perfect treasure of heavenly instruction; that it has God for its author, salvation for its end, and truth without any mixture of error, for its matter; that it reveals the principles by which God will judge us; and therefore is, and shall remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and opinions should be tried."

Historical Repentance and Faith

As stated in the Baptist Articles of Faith, "We believe that repentance and faith are sacred duties, and also inseparable graces, wrought in our souls by the regenerating Spirit of God; whereby, being deeply convinced of our

guilt, danger, and helplessness, and of the way of salvation by Christ, we turn to God with unfeigned contrition, confession and supplication for mercy; at the same time heartily receiving the Lord Jesus Christ as our Prophet, Priest, and King, and relying on him alone as the only and all-sufficient Savior."

Integrity

As members of the Christian faith, we will conduct ourselves with integrity in our dealings with and on behalf of the Mississippi Baptist Seminary.

Service

Accepting the call of Mark 10:43-45, we will serve the least, the weak, the poor, and the needy in our community, without fail, and in the spirit of one accord with community partners, civic agencies, and social organizations.

Social Justice

We will teach and demonstrate the concepts of fair and just relations between the individual and society in all Seminary programs and services, and we will provide opportunities for activism and engagement to fight societal ills in promotion of economic justice and equal rights for all.

I. ACADEMIC INFORMATION

1.1 Academic Advising

Each student will be assigned an academic advisor for course selection, enrollment into classes, and counsel regarding completion of all course and degree requirements.

1.2 Registration

Registration should be conducted during the registration window announced in the calendar; students should make every effort to register during this window. Official registration must be completed before a student may attend class. Those who register late will incur a late fee of $50.00 and will be responsible for completing all missed coursework and assignment submissions according to the instructor's availability.

Registration is not considered complete until all tuition and fees have been paid in full (unless other approved arrangements have been made). Students who do not complete their registration by the appropriate deadline will be dropped from all courses and will lose registration priority.

1.3 Drop/Add

Students may drop or add classes via the student portal during the first week of the semester. Courses cannot be added after the first week of classes without the approval of the Registrar's Office.

1.4 Full-Time Status

Any associate's-level or bachelor's-level student who is satisfactorily pursuing a degree program at a minimum enrollment of twelve (12) hours per semester will be certified as a full-time student.

Students should contact the Registrar's Office for certification of student status and enrollment. When required, "good standing" will be defined and applied to a student who is making satisfactory academic progress as outlined in this Handbook and who is not on any kind of probation.

1.5 Transfer Policy

Transfer Credit Evaluation

The Mississippi Baptist Seminary awards full credit for courses satisfactorily completed at approved institutions, with a minimum grade of C required for accepted credits. A minimum GPA of 2.5 is required for transfer admission consideration. The Office of the Registrar evaluates official transcripts based on the student's anticipated degree plan. Official transcripts from all post-secondary institutions attended are mandatory, and students with fewer than 15 transferable semester hours must also submit their high school transcript.

Non-traditional freshman category

ACT scores are not required for older students who have been out of high school for at least five years and have never attended college or have less than 30 transferable college credit hours. This category is referred to as the non-traditional freshman category, and applicants in this category do not need to submit ACT scores.

Residency Requirement

All degree-seeking students must complete at least 25 percent of the credit hour required for their academic program through the Seminary. This residency requirement is applied during transfer evaluation and degree audit processes to ensure that all graduates complete a substantive portion of their studies at the institution awarding the degree.

Credit by Examination and Prior Learning

The student who has completed the equivalent of college-level study through high school courses, independent study, or any other means may wish to seek advanced placement and credit at the Mississippi Baptist Seminary. A student may earn a maximum of 12 semester credit hours because of AP, Credit by Examination, CLEP examinations, Credit for Prior Learning, or any combination of the four. Official results from AP Tests must

be sent to the Office of Admissions. CLEP options are identified by the Institution. All these options affect the students attempted hours as listed on their academic transcript.

- Advanced Placement (AP): Students enrolled in Advanced Placement (AP) courses at the secondary school level who scored a 3 or better on the AP Examination may receive Seminary credit. To receive credit in biology, history, or music, a student needs to score a "4."
- International Baccalaureate (IB): Students enrolled in International Baccalaureate (IB) courses at the secondary school level who scored a 5 or better on the IB Examination may receive Seminary credit.
- College Level Examination Program (CLEP): Students may receive credit for the College Level Examination Program (CLEP) based on the current score recommendations of the American Council of Education.

Credit by Examination (CE)
To receive credit by examination, the student must score at least 85 percent on the examination. In certain courses, the required passing score may be higher. The examination may be taken only once, and a student failing the examination must complete the course for credit. No more than 10 percent of the total credit hours required by the student's plan of study may be earned by examination unless the Vice President for Academic Affairs gives special approval to exceed this limit.

The special grade of CE is awarded when a student successfully completes the requirements for credit by examination. Qualified curriculum students with relevant prior training or experience may earn academic credit for certain courses by examination. To receive credit by examination, the student must be enrolled in a curriculum program and be registered for the course for which application is made. The application must be approved within the first 7 calendar days of the semester, and the examination must be completed within the first 14 calendar days of the semester. The student should apply to the respective academic program to request permission to gain credit by examination.

Credit for Prior Learning: Experiential Learning (CP)
The Seminary places experiential education and learning at the center of every student's time at the Mississippi Baptist Seminary. As defined by the Association of Experiential Education, "Experiential education is a philosophy and methodology in which educators purposefully engage with learners in direct experience and focused reflection in order to increase knowledge, develop skills and clarify values."

The program will approve or disapprove the student based on certain criteria: sophomore status, completion of core English and Math courses, and good academic standing.

The program will provide clear written guidelines for portfolio (documentation of the college level learning gained from experiences through paid and unpaid work, community, and other activities outside of the traditional classroom setting) for students granted permission. Upon successful completion of portfolio, the student will be granted the appropriate credits and a grade of CP. The grade of CP will count towards credits earned only. A student cannot earn more than the maximum number of credits as set in the policy for Credit for Examination & Prior Learning.

We heavily emphasize experiential learning (service-learning, ministry internships, study away and undergraduate research) as an essential component of the Seminary experience.

A successful experiential learning program provides the following:

- A solid basis for career/vocational decisions.
- Broader perspectives about the communities in which they live, locally, nationally, and globally.
- Integration of intellectual knowledge, "real world" ministry experience, and self-understanding.
- Skills for reflection.

- Connections to the Seminary's mission to "educate and develop Christians for worldwide leadership and service."
- Demonstrated competence in "real world" settings.

Application Process for ALL (including Transfer) Students:
A complete admissions application for transfer students consists of the following:

- A completed admissions application.
- An official transcript for each college and/or university attended.
- An official final high school transcript or GED certificate with graduation date included.
- Recommendation Letters.
- Essay.

NOTE: All official transcripts can be received electronically, by mail, email, or fax and must be designated as an *official* transcript.

1.6 Transfer-out Procedure

Actively enrolled students seeking to transfer from the Mississippi Baptist Seminary to another institution must complete and submit a transfer form to the Registrar by the last date of the academic term in which they are enrolled. Additionally, the following requirements must be met.

- An original copy of student's acceptance letter from the admissions office of the institution to which the student is transferring.
- All financial obligations at the Seminary must be satisfied with no outstanding balance.
- Any and all checked-out library materials must be returned, and any library restrictions must be cleared.

1.7 Definition of a Credit Hour

The Mississippi Baptist Seminary bases its definition of a credit hour on the standard "Carnegie Unit." A semester unit of credit is equal to a minimum of three hours of work per week for a semester. Carnegie definition is based upon a minimum semester length of 15 weeks. Thus, a "unit" of credit equates to three hours of student work per week (1 hour lecture plus 2 hours of homework or 3 hours of lab) for 15 weeks. For a lecture class, one unit is considered to be one hour of lecture class time and two hours per week of homework. For the typical three-unit class, a student spends three hours per week in class and should do six hours per week of homework.

1.8 Withdrawal or Leave of Absence

Any student desiring to withdraw from study prior to completion of ¾ of the semester must self-withdraw through the student enrollment portal. Resulting grade will be assessed as "W" with no punitive assessment. Students who have not self-withdrawn but stop attending prior to the start of final exams will be assigned a final grade of "WP" or "WF" by the instructor with no punitive assessment. Once final exams begin, all students will be graded according to the seminary scale.

A leave of absence is a special category of withdrawal that may be requested by a student who intends to withdraw temporarily, for a period up to but not exceeding one year from the end of their last term of enrollment. Students who need a leave of absence must meet with their academic advisor and be cleared for the leave by the Registrar.

1.9 Incomplete Grades Policy

When a student desires extension of time to complete a course, the instructor may submit a grade of Incomplete and forward a justification to the Dean along with the final grade reporting template. The student will be given a period of one semester to submit all incomplete assignments and complete the course requirements. A course completed during

this window will receive the final grade as assigned by the instructor; a course not completed during this window will receive a final grade of F unless exception is made to assign a WP or WF.

1.10 Graduation Policy

All students expecting to graduate must make formal application for graduation to the Seminary through the Registrar at the time of registration for their final semester of academic work.

A degree from Mississippi Baptist Seminary & Bible College indicates that the graduate has completed the requirements for the course of study. Although the B. Th. degree typically meets the standard educational requirements for ordination in most denominations, the degree does not certify that the graduate necessarily possesses all the biblical qualifications requisite for the ministry or adheres to the Baptist faith. Graduation from the Mississippi Baptist Seminary & Bible College with either the B. Th., A. Div., A. R. E., or A. A. degree or Certificates should not in itself be construed as a recommendation for the ministry. Ecclesiastical bodies and pulpit committees are responsible for applying their own requirements for ordination to determine the doctrinal soundness, suitability, and readiness for ministry of a particular graduate. One should check with the appropriate judicatory. *Although the Bachelor of Theology meets the standard educational requirements for ordination for most denominations, the degree does not possess all biblical qualification requisites for the ministry or adherence to the Baptist faith.*

1. A completion of the required curriculum with a "C" (2.0) average on all work taken.
2. The Seminary must have on file the official transcripts of student showing that he/she holds a high school diploma or its equivalent.
3. The student must clear all financial obligations to the seminary and give assurance that all accounts have been settled.
4. Successful completion of a comprehensive English bible examinations may be repeated until it is passed. A grade of C is considered a passing grade.
5. All pastors and ministers must have completely read an English version of the Holy Bible (Genesis1:1-Revelation 22:21)

   All students expecting to graduate must make formal application for graduation to the Seminary through the registrar at the time of registration for their final semester of academic work.

1.11 Degree Program Time Limit

Students should plan to complete a reasonable number of courses and hours each year to finish their programs within the stated time limit for each degree program. Leaves of Absence do not extend the time limit for program completion. Rather, the time limit is calculated from the date of initial matriculation. Any student who fails to complete a program within the stated period of initial enrollment will be discontinued from the program. Any extension beyond the time limit for a program requires the submission of an aggressive completion plan and approval by Academic Advisor and Chief Academic Officer. Such extensions are not automatic and must be requested. The completion plan must give a detailed schedule for the completion of remaining courses within the shortest reasonable time.

1.12 Attendance Policy

Academic credit for a course requires regular class attendance. Class attendance means being present in the classroom for the entire scheduled class meeting. The physical presence of a student is crucial in any class meeting regardless of whether the student assignments are completed. The maximum absence allowance is three (3) class sessions in a semester. Once a student reaches the limit of missed classes, the instructor is required to report the student's absence status to the Office of Academic Affairs for further evaluation, which may result in academic discipline proceedings.

All faculty members are required to maintain accurate attendance records and to begin each class on time. In the event of an absence for any reason, the student is responsible for any information or class content missed. If it becomes necessary for a student to miss a class for any reason, the student must contact the instructor to make arrangements to complete any missed assignments. In some cases, additional work may be required to make up for an absence. If not made up, missed assignments or classwork may result in a lower grade or even a failing grade in the course. Makeup of homework, quizzes, or in-class assignments is at the discretion of the individual instructor.

1.13 Absences

This section supplements the Attendance Policy and provides additional detail regarding excused and unexcused absences.

Mississippi Baptist Seminary recognizes that, at times, absences are unavoidable. If a student must miss a class due to unforeseen circumstances, he or she should notify the class instructor as soon as possible. Absences may be excused (not counted against the student's attendance) only for legitimate and documented reasons, such as illness. If a student cannot attend class due to illness, the student is expected to bring a signed letter from a physician attesting to the illness and requesting that the student be excused for a specific day (or days). Other excused absences may include a variety of unavoidable situations, but all are subject to a final decision by the Dean of Student Affairs as to whether they are excused or not. All excusal requests **MUST** be accompanied by some form of official documentation attesting to the reason for the absence. Without documentation of some kind, no excusal will be granted; however, please note that the excusing of an absence is entirely at the discretion of the Dean of Student Affairs, and that possession of documentation does **NOT** guarantee excusal.

Students who are absent from a mid-term or final exam **MUST** provide the same evidence as for an excused absence to the Dean of Student Affairs, who, along with the individual instructor, will make a decision as to whether the student will be allowed to make up the exam. Students who are absent for other than medical reasons will generally not be allowed to make up an exam, unless the circumstances are extreme, in which case a decision will be made by the Dean of Student Affairs as to whether or not to allow a makeup. In all such cases, the Dean's decision is final. Again, documentation of the absence is **REQUIRED**, but does **NOT** guarantee excusal.

1.14 Academic Assessment System and Grading

The grade received for a course is indicated by a standard A-F scale. A grade of D- (D minus) is not generally considered as passing. Students who complete a required course with a grade of D- will usually be required to retake the course. Grades of F award no (0.0) credit points. Grades of D- or F are, however, recorded on transcripts and are used in determining a student's semester and cumulative grade point averages. Elective courses that have been failed may be retaken or replaced with another suitable elective course, but the failing grade still stands and will be recorded on official transcripts and used in calculating grade point averages.

Grade Symbol	Numerical Equivalent	Point Value
A	100-93	4.000
A-	92-90	3.667
B+	89-87	3.333
B	86-83	3.000
B-	82-80	2.667
C+	79-77	2.333
C	76-73	2.000
C-	72-70	1.667
D+	69-67	1.333
D	66-63	1.000
D-	62-60	0.667
F	Below 60	0.000

Grade point averages are computed by dividing the total hours for which the student is officially enrolled into the total number of quality points earned each semester.

1.15 Repeating a Course

When a student retakes a course, either to rectify a failure or to improve a grade, both grades will be included in the student's cumulative grade point average (GPA) unless a replacement petition form is filed with the Registrar at the beginning of the enrollment term for the retake. The deadline to submit a Replacement Grade Request coincides with the end of the add/drop window. Forms submitted after this time will not be processed.

1.16 Grade Appeals

A student who has seeks to dispute or challenge a final grade must follow the Seminary's grade appeal process if they feel that the grade has been unfairly assigned.

1. Students have 2 calendar weeks (10 business days) from the date of final grade posting to file an appeal (these dates will vary from semester to semester and year to year but are generally around the middle of May and the middle of December).
2. Students must complete a Grade Appeal Form (available on the Seminary website or from the Registrar's Office), indicating why they feel the grade was unfairly assigned or mistakenly assigned. This form includes space for detailing the grievance. Students must also attach any documentation they feel is relevant to the appeal to this form.
3. The form and any additional documentation must be sent to the Office of Academic Affairs within the prescribed deadline (see 1, above).
4. The Chief Academic Officer will contact the faculty member in question and obtain his or her position, and will then review the appeal, and decide if further proceedings are warranted. If the CAO believes that proceedings should continue, an ad hoc investigative committee will be convened, composed of impartial faculty members, the CAO, and any other persons deemed appropriate by the Office of Academic Affairs. This committee will review the evidence presented by both student and instructor and will render a decision as to the validity of the appeal within one week of its convening. The committee will advise the CAO and the instructor in question of its decision and make recommendations to the CAO as to the possible adjustment of the grade (e.g., changing a minus grade to a plus grade, increasing the grade by a full letter grade or more, retaking of an exam or test, etc.).
5. If at any point in this process, the CAO or the committee decides that the appeal is invalid, the process will end, and the contested grade will stand. Such decisions are final and may not be appealed further.
6. The CAO will have final say in the ultimate adjustment of the grade. By participating in this process, the student agrees to be bound by the CAO's ultimate decision, and to perform any additional coursework, exam retakes, etc. that the CAO deems necessary.

1.17 Transcript Requests

Current and former students man order transcripts by contacting the Registrar's office and paying the processing fee.

Transcripts will not be issued to persons who have past due monetary obligations to the Seminary. All tuition and fees are to be paid in full at the time of registration each term. No exceptions will be made unless prior arrangements have been made with the Chief Financial Officer.

1.18 Family Educational Rights and Privacy Act (FERPA) Compliance

The Family Educational Rights and Privacy Act of 1974 is a federal regulation that protects the privacy of student education records. It applies to all schools that may receive funds from the US Department of Education. In accordance with FERPA, certain information designated as "directory information" may be released without prior consent of the student, unless the student has forbidden its disclosure, in writing, to the Registrar's Office. Typically, "directory

information" includes information such as name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance.

The written request must be submitted no fewer than two weeks prior to the beginning of any academic term. It will stay in effect until rescinded in writing by the student. The Seminary will assume that a student does not object to the release of Directory Information unless the student files this written notification.

PLEASE NOTE: Under FERPA regulations, **NO OTHER STUDENT INFORMATION**, including attendance rates, grades, test scores, etc. may be given to **ANYONE** (including parents, spouses, financial sponsors, etc.), other than the student him- or herself, without the student's express written permission. Students may waive their rights under FERPA by completing a Waiver Form, available in the Registrar's Office.

1.19 Student Right to Information Security

All information pertaining to a student's personal life is regarded by the Mississippi Baptist Seminary community with a deep sense of respect and responsibility. Every member of the Seminary community has an obligation to protect students from unnecessary inquiry by government agencies, industry, and other groups and individuals into official and unofficial records. Private information such as disciplinary and counseling matters will be released only with the student's knowledge and written consent. Requests for private information about a student should be referred to the Dean. A FERPA Waiver Form is available in the Registrar's Office.

1.20 Instructional Delivery

Mississippi Baptist Seminary delivers all instruction through in-person or technology-enhanced formats that require students to participate onsite at the main campus or approved teaching sites. The Seminary does not offer Distance Education courses or programs, does not enroll students in online courses, and does not award Distance Education credit.

Technology may be used to support student learning, but it does not replace required in-person class meetings or create an online course structure. If the Seminary ever determines that Distance Education is necessary in the future, students will be notified in advance, and all courses will meet federal, state, and accreditor requirements before they are offered.

1.21 Instructional Methods

Mississippi Baptist Seminary uses the following instructional methods across the main campus and all approved teaching sites:

- **In-Person Instruction**
  Most courses meet face-to-face in a classroom setting. Students are expected to attend all scheduled class sessions and participate in discussions, lectures, and learning activities.
- **Field Education**
  Some programs require supervised ministry experiences in approved church or community settings. Students must complete all required hours and assignments under faculty supervision.
- **Instruction by Arrangement**
  In limited circumstances, a course may be completed through an arranged schedule approved by the Dean or Provost. These arrangements maintain the same academic expectations and learning outcomes as regular in-person courses.
- **Technology-Enhanced Learning**
  Faculty may use digital tools or learning platforms to support instruction. These tools supplement, but do not replace, required in-person class meetings.

1.22 Official Student Email Accounts

All enrolled students are assigned an institutional msbsbc.org email upon registering for classes, and this account serves as the official channel for all Seminary communication.

II. ACADEMIC STANDARDS & PROCEDURES

Students who fail to meet the Mississippi Baptist Seminary academic expectations may be warned, placed on probation, suspended, or dismissed. The length of suspensions is subject to determination by the Chief Academic Officer (in consultation with the student's academic advisor, if the CAO deems it necessary). Decisions regarding lengths of suspensions may not be appealed. Students on academic suspension or dismissal status are not eligible for refunds of tuition or fees.

2.1 Satisfactory Academic Progress (SAP)

It is in the best interests of both student and institution that students maintain good academic standing. Students may do this demonstrating that they are making Satisfactory Academic Progress (SAP), i.e., they are working to the standard expected of them as evidenced by their cumulative grade point average (GPA). For undergraduate coursework, the minimum required cumulative GPA is 2.0, equivalent to a "C" average.

2.2 Academic Discipline Policies

If a student's cumulative grade point average (GPA) falls below the minimum standard of 2.0, the student will receive an email and letter from the Office of Academic Affairs with notification of Academic Probation status. If, after the subsequent semester, the student's GPA rises above 2.0, s/he will return to Good Standing and allowed to continue enrollment and coursework. If, after the subsequent semester, the student's GPA remains below the 2.0 minimum standard, the student will be placed on Academic Suspension.

2.3 Academic Probation

Academic Probation status indicates that a student's cumulative grade point average (GPA) has fallen below the minimum standard of 2.0. To regain Good Standing, the student's cumulative GPA at the culmination of the subsequent semester of enrollment must be above 2.0.

2.4 Academic Suspension

Academic Suspension occurs when a student fails to maintain the minimum standard cumulative grade point average (cum GPA) of 2.0 for two consecutive semesters. After the second semester below the minimum standard cum GPA, the student will face a mandatory suspension and will not be eligible to re-enroll for less than one full academic year from the semester of suspension.

2.5 Academic Appeals

Students may appeal an academic suspension if official documentation is provided to the CAO that prove extenuating circumstances beyond the student's control as causation for a grade point average (GPA) below the minimum standard. To qualify for appeal review, documentation dates must reflect the semester(s) for which the GPA was impacted. Student must submit to the CAO a written narrative explaining the extenuating circumstances to accompany the documentation. If approved, the student will be reclassified to Academic Probation status, and the student may re-enroll.

2.6 Midterm and Final Exams

All students must complete midterm progress exams or projects as assigned at the discretion of the instructor or department. All students must complete final exams or projects. Students who are graduating have the opportunity for exemption from final exams only if they have earned an A (93-100) for the semester and met all other requirements.

2.7 Missed Exams

All examinations and quizzes must be completed as scheduled. Appropriate exceptions will be made in case of properly documented illness or other personal emergencies; however, the exam or quiz must be made up within a maximum of ten days, or the grade will be reduced one or more letter grades, at the discretion of the instructor. If an examination is missed for emergency reasons other than illness, a makeup exam or quiz may be taken within ten days, but the grade may be reduced by one or more letter grades, at the discretion of the instructor.

Instructors are under no obligation to allow students to make up exams for non-emergency or unexcused reasons. A make-up exam **may or may not** be allowed by the instructor in these circumstances. If allowed, a grade penalty of one or more letter grades will be assessed. The exact amount of the penalty is determined by the instructor and the Chief Academic Officer.

If the school is closed (for weather or other such emergencies that are beyond the students' control) on the day or at the time of an exam, the exam will take place on the next day that the school is open, and no penalty will be assessed for such a delay. Students missing such a delayed exam are subject to the terms above.

2.8 English & Bible Proficiency Exam

All students enrolled in Associates and Baccalaureate programs must take the English & Bible Proficiency Exam during the second semester of their second year of study. Each student must pass the exam with a grade of C (70%) or higher to complete this graduation requirement. The best method of preparation is to be familiar enough with the following topics to write a standard, grammatically error-free, 5-paragraph essay.

- The overarching flow of biblical history.
- The main themes and historical setting of the Old and New Testaments.
- The scriptural references (book and chapter) of significant biblical events and verses.
- The historically recorded life and circumstances of significant biblical characters.

2.9 Field Education

All Baccalaureate students must complete supervised field education and participation during the last two semesters of study. The necessary forms and additional information on Field Education requirements are available from the course instructor and in the Dean's office. See §1.21 Instructional Methods for additional information on Field Education as an approved instructional modality.

2.10 Change of Grade Policy

In the event that a student has a concern that a grade is inaccurate, he/she should approach the faculty member and provide documentation for the alleged inaccuracy within thirty (30) days of the last day of the term. Faculty members may submit a grade change request that must be approved by the Provost up to 90 days after the grade was originally submitted.

2.11 Academic Honor Roll

The Academic Honor Roll includes students who earn a semester GPA of 3.25 or higher while taking 12 or more undergraduate hours.

2.12 Graduation Honors

The Provost certifies students for graduation honors according to the following standards:

Summa Cum Laude	3.75 – 4.00
Magna Cum Laude	3.50 – 3.74
Cum Laude	3.25 – 3.49

Students who violate the Academic Integrity policy more than one are ineligible to receive graduation honors.

III. FINANCIAL INFORMATION

Students are ineligible to register for classes and cannot receive a diploma or a transcript until all outstanding balances are current or have been paid in full. Students whose accounts are delinquent by midterm will be removed from classes.

3.1 Registration Fee

A nonrefundable registration fee is charged each semester to all students. This fee is generated once a schedule is made. The fee is applied to administrative costs, facilities use, and network support.

3.2 Tuition and Fees

All tuition and fees are to be paid in full at the time of registration each term. No exceptions will be made unless prior arrangements have been made with the Chief Financial Officer.

TUITION CHARGES:	**In-State**	**Out-of-State**
Undergraduate Coursework/Audit	$100.00/credit hour	$200.00/credit hour
Continuing Education Courses	$100.00/course	$100.00/course
FEES:		
Application Fee	$0.00	$0.00
Registration Fee (each semester)	$50.00, non-refundable	$50.00, non-refundable
Late Registration Fee	$50.00, non-refundable	$50.00, non-refundable
Technology Fee	$30.00, non-refundable	$30.00, non-refundable
Graduation Fee	$0.00	$0.00
Transcript Fee	$10.00 per copy	$10.00 per copy

NOTE: These costs are accurate at the time of this publication. Tuition, fees and book prices may change in the future, and will be reflected in future editions of the publication. Fee changes will be approved by the Seminary Board of Directors. Each student is billed 100% of the tuition and fees due. Unpaid balances are subject to referral to collection agencies.

3.3 Refund Policy

Students who withdraw from all classes after the first day of the semester are entitled to a partial tuition refund, prorated across the first class meetings (see Tuition Refund Schedule below).

The following conditions apply when requesting a refund of tuition:

- Students who withdraw before the beginning of a semester or upon the first day of the semester will receive a refund of all monies paid, with the exception of the non-refundable registration and technology fees. After the first class meeting, students who withdraw remain liable for:

  1. Registration fee
  2. Technology fee
  3. The cost of any textbooks or supplies accepted by the student
  4. Tuition liability as of the student's date of withdrawal.

- Partial withdrawals are not eligible for tuition refunds.
- To be eligible for a refund, a written notification of withdrawal must be submitted to the Registrar.

- In addition to the policy stated here, Mississippi Baptist Seminary will, on request, take into consideration certain extenuating circumstances, such as injury, prolonged illness, death, or other conditions beyond the control of the student which prohibit completion of the course or program of study; and may, at its sole discretion, grant a tuition refund beyond the amount prescribed in the next section.
- There are no refunds for late charges, administrative charges, or scholarships.
- Students who are involuntarily withdrawn or dismissed for disciplinary reasons are not entitled to refunds of any kind.

3.4 Tuition Refund Schedule

The amount of a tuition refund is determined on a pro-rata basis as indicated below.

After 1st Class Meeting: 90% Tuition Refund
After 2nd Class Meeting: 40% Tuition Refund
NOTE: No refunds will be given after the 3rd class meeting.

Tuition adjustments are based upon the date that classes begin and the date a course(s) is dropped or the date by which a student withdraws. Students withdrawing before the end of the semester must complete an Application for Withdrawal form secured from the Registrar.

3.5 Payments

Each semester has a payment deadline. The deadline will be announced throughout the academic year and is posted online on the Mississippi Baptist Seminary webpage. If payment is not received by the appropriate payment deadline, classes for the semester will be dropped due to nonpayment. Students who have outstanding balances will be restricted from registering for additional classes for a current or upcoming semester.

The following payment options are currently available:

- Cash payments may be made in person at the Office of the Registrar (DO NOT MAIL CASH).
- Paper checks are accepted in person at the Office of the Registrar or by mail. Checks should be made payable to "Mississippi Baptist Seminary." The Seminary accepts personal checks or bank-issued cashier's checks. Personal checks must have the payer's information printed on them. Post-dated checks will **NOT** be accepted.
- Debit/Credit card payments may be taken via the website or onsite.

3.6 Financial Aid

Mississippi Baptist Seminary & Bible College is a division of the General Missionary Baptist State Convention of Mississippi. As a division, it derives its primary support from churches and associations of the conventions. Therefore, student fees constitute only a fraction of the Seminary's income. To make quality education available to all, students pay only a small portion of the entire cost of their education. The balance is borne by gifts received by the Seminary.

3.7 Scholarships

The primary purpose of the Reverend Dr. S. L Spann, Sr. Memorial Scholarship is to provide financial support to deserving young ministers from the State of Mississippi to attend a Theological Seminary. Young Ministers entering a Theological Seminary for the first time will be given first priority. However, all other applicants will receive consideration. The amount of the award is determined annually with regard to the number of qualified applicants and the availability of funds. The Scholarship Award is granted once the recipient has shown matriculation of enrollment. Application forms are available by written request or by email at nalz424@att.net.

Eligibility Criteria for Applicant:

- Must be a baptized believer in the Lord and Savior Jesus Christ.

- Must be a citizen or legal permanent resident of the United States.
- Must have attained a minimum GPA of 2.5 on a 4.0 scale.
- Must be enrolled in at least two classes for the current or upcoming semester.
- Must demonstrate evidence of academic achievement and religious/community service.
- Must have a significant financial need.
- Must submit all of the following: current resume, transcript from most recent educational training, two sealed letters of recommendations and a minimum 500-word essay.

IV. STUDENT LIFE AND RESOURCES

The Mississippi Baptist Seminary wants you to have an exciting experience attending our institution. The administration and staff are here to assist you in whatever ways are needed. The Office of Academic Affairs offers academic, spiritual, intellectual, and social support for all students, providing advice and counseling, and genuinely concerned about your well-being as a student. As you grow in your spiritual formation, the Seminary will endeavor to make your time as rewarding and fruitful as possible.

4.1 Academic Support and Remedial Services

Mississippi Baptist Seminary is committed to helping students succeed academically. Instead of using a single commercial remediation platform, the Seminary provides a flexible, needs-based support system guided by faculty and the Office of Academic Affairs.

Identifying Students Who Need Support

Faculty monitor student progress throughout the semester and may recommend academic support when a student demonstrates difficulty with course content, assignments, study skills, or foundational competencies.

Support Plans

When support is needed, the instructor and Dean may prescribe an individualized support plan. Support plans may include:

- Targeted review assignments
- Structured study plans
- Supplemental readings or practice materials
- Guided skill-building activities
- Referral to tutoring or academic coaching

Support plans are designed to help students strengthen essential skills and succeed in their courses.

Tutoring and Resource Support

As resources allow, the Seminary may provide tutoring, peer support, or access to approved instructional software or digital tools. These resources are selected based on student needs and course requirements.

Commitment to Continuous Improvement

As the Seminary grows, additional academic support resources may be added. The Seminary remains committed to strengthening academic support services in alignment with student needs and institutional capacity.

4.2 Opportunities for Ministry, Outreach, and Volunteering

There are many churches, charitable organizations, animal shelters, and other volunteer services in the area where you can devote countless hours of service in aid to those in need. The General Mississippi Baptist State Convention has numerous engagements across the academic year, and volunteers from the Seminary are always invited to assist.

4.3 Students with Disabilities

Reasonable Accommodation Policy

As part of its policy of nondiscrimination, and in accordance with Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the Mississippi Baptist Seminary will make reasonable accommodation to ensure equal opportunity and access for qualified students to applicable programs, services,

activities, and facilities. After acceptance and prior to entering classes, a student with a disability must submit written requests for modifications or auxiliary aids to the Office of Administration. Documentation of disability may be required in order to receive appropriated modifications. Service animals are permitted if the appropriate documentation has been filed. Students with documented disabilities may use the marked parking spaces in the visitor parking lot.

The Mississippi Baptist Seminary cannot make substantial adjustments in existing programs beyond those necessary to create equitable circumstances for differently abled students. Further, we will not modify existing programs to the extent it places an undue financial or administrative burden on the institution. We will make reasonable accommodations to ensure all students have equal opportunity and access. The Seminary assumes no responsibility for personal care attendants, health-care providers, personal devices, individually prescribed devices, readers for personal use or study, or private tutors; students are welcomed to seek service assistance through Vocational Rehabilitation Services.

4.4 Student Grievance Policy

Mississippi Baptist Seminary is committed to providing a fair and respectful environment for all students. A grievance is a concern or complaint related to a policy, decision, action, or condition that a student believes is unjust, inconsistent, or harmful. Grievances may be academic or non-academic in nature. This process is designed to ensure that student concerns are addressed promptly, respectfully, and without fear of retaliation.

Informal Resolution (Recommended First Step)

Students are encouraged to seek informal resolution by discussing the concern directly with the faculty or staff member involved. Many concerns can be resolved quickly through open communication.

If the issues is not resolved informally, or if the student is uncomfortable addressing the matter directly, the student may proceed to the formal grievance process.

Formal Grievance Process

Step 1: Written Grievance Submission

The student submits a written grievance to the Dean (for academic matters) or the Provost (for non-academic matters). The written grievance must include:

- A description of the concern
- Relevant dates and individuals involved
- Steps taken to resolve the issue informally (if applicable)
- The desired resolution

Grievances should be submitted within 15 business days of the incident or decision.

Step 2: Administrative Review

The appropriate administrator will:

- Acknowledge receipt of the grievance
- Review relevant documents
- Meet with the student
- Meet with the involved faculty/staff member
- Determine whether additional information is needed

A written response will be provided to the student within 15 business days of receiving the grievance

Step 3: Appeal (Final Level)
If the student is not satisfied with the decision, they may submit a written appeal to the President within 10 business days of receiving the decision.

The President will review the grievance file and issues a final written decision within 15 business days.

The President's decision is final.

Protection from Retaliation
No student may be penalized, threatened, or retaliated against for filing a grievance in good faith. Any retaliation should be reported immediately to the President.

4.5 Learning Management System

The Mississippi Baptist Seminary uses MySeminary (Populi) as its Learning Management System (LMS). This is a software application for the administration, documentation, tracking, reporting, automation, and delivery of educational courses, training programs, materials or learning and development programs. Through this LMS, teachers will create and integrate course materials, define learning goals, align content and assessments, monitor study progress, and create customized tests for students. The LMS is used to supplement in-person instruction and does not replace required classroom contact hours.

Students may access the MySeminary (Populi) platform on the Seminary website under the "Resources" tab. Access is restricted for use with Seminary credentials only.

Administrators will manually enroll students as they clear admissions and meet all placement criteria.

V. LIBRARY SERVICES

Contact Information and Hours:

David Ponter, Academic Librarian Polymath
3160 J. R. Lynch Street | Jackson, MS | 39209
Email: david.ponter@msbsbc.org (All inquiries will receive a response within 48-72 hours.)
Phone: (769)233-8089

Onsite availability:

Monday	Tuesday	Wednesday
9:00am-12:00pm	**9:00am-12:00pm**	**9:00am-1:00pm**

Comprehensive Services

Type of Service	Scope
Bibliographic Construction	• Assisting students in writing bibliographies for research. • For any given topic, the librarian shows how students are to facilitate database searches and vet books.
Citation Assistance	• Aids and provides tutorials for the Turabian (Chicago) Style Guide which is the official MBS citation style.
Essay Formatting and Construction	• Aids and provides tutorial for building sentences into paragraphs and then into research papers. • Provides guidance on formatting essay title page, body formation, footnotes, citing references, assembling bibliography, page numbers, etc. • Guidance and instruction on how to write essays, projects, theses, and dissertations.
Theological Research Assistance	• Answer questions and use theology background knowledge to generate and spur topic ideas for student research.

Library Coordination	• Resolve student access issues with partnering libraries.
	• Coordinate interlibrary loans (ILLs).
	• Leland Speed Library at Mississippi College: the physical location is 130 W College Street Clinton, Mississippi 39058. Students may purchase a Community User card at the Circulation Desk for an annual fee of $5.00. The card must be renewed each semester and entitles the cardholder to check out up to 5 items for a period of three weeks.
	• Reformed Theological Seminary Library: located at 5422 Clinton Boulevard, Jackson, Mississippi 39209. Students are allowed to use the printed materials and collections onsite. The library grants borrowing privileges to area pastors/preachers. Digital Resources are accessible via the RTS website: https://rts.edu/academics/library/. RTS features include the following resources.
	  ○ RTS Library Catalog
	  ○ Databases
	  ○ Inter-Library Loan
	  ○ RTS Libguides
	  ○ Dallas Online Catalog

Patron Management	OPAC • Online Public Access Catalog – online searchable index of library holdings. • From any teaching site, students have access via the MBS website at https://msbsbc.booksys.net/opac/mbs/index.html#menuHome • Online citation database that allows students to research and access the MBS library collection. • Replaces card catalog; reflects all onsite journals, books, and other resources for search by keywords, author, title, subject, or other criteria. ATLA • American Theological Library Association • Provides digitized historical collections and journal databases.
Required Readings for Seminary Courses	• Provides pdf versions of required class readings in MySeminary (Populi) folders.

Library Services and Student Responsibilities

The Seminary Library provides resources to support your academic, spiritual, and professional development. All students are expected to use the library responsibly and maintain good standing with library policies.

A. **Borrowing Privileges:** All active students are eligible for borrowing privileges. New students must complete a brief intake process to activate their library account. Borrowing privileges remain active for one year and must be renewed annually. Students who stop attending or fall out of active enrollment must reapply for borrowing privileges if they return.

B. **Library Rules:** Students are responsible for:
   - Returning books on time
   - Paying any applicable fines for overdue or lost materials
   - Maintaining the condition of borrowed items
   - Responding to library notices

   Failure to follow library rules may result in suspension of borrowing privileges.

C. **Graduation and Library Clearance:** To receive graduation clearance, students must return all borrowed materials and clear any outstanding obligations.

D. **Library Orientation and Research Training:** At the beginning of each term, the Librarian provides orientation and research training for all students. These sessions may be offered in person or online. Training may include:
   - ATLA and OPAC database use
   - Bibliographic instruction
   - Interlibrary loan information
   - Access to partner libraries

E. **Access to Partner Libraries:** Students may also use resources at our partnering institutions, Mississippi College and Reformed Theological Seminary. Access policies vary by institution; students should follow the rules of each library they visit.

VI. CODE OF CONDUCT AND DISCIPLINARY POLICY

The Mississippi Baptist Seminary expects its students to be of high moral character, and to behave accordingly. The Seminary Code of Conduct governs student behavior on-campus and off-campus, and its Academic Integrity policies govern classroom behavior and maintenance of grade point averages. As representatives of Jesus Christ, Seminary students are responsible for demonstrating a lifestyle consistent with His character. They are expected to be of high moral character consistent with the standards of Scripture.

6.1 Code of Ethics

Academic Integrity
Mississippi Baptist Seminary assumes that all its students desire to pursue all academic work with honesty and scholarly integrity. Breaches of academic honesty and integrity are infringements of the mutual faith and trust essential to the academic enterprise. Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Examples of activities include, but are not limited to, the following definitions.

- ***Cheating***

Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work, or preventing or attempting to prevent another from using authorized assistance, material, or study aids. Examples: using a cheat sheet; altering a graded exam and resubmitting it for a better grade, etc.

- ***Plagiarism***

Using the ideas, data, or language of another without specific and proper acknowledgement. Examples: misrepresenting another's work or using someone else's ideas (paper, report, article, or computer work) as one's own original creation and submitting it for an assignment; failing to cite a reference or to use quotation marks where appropriate, etc.

- ***Fabrication***

Submitting contrived or altered information in any academic exercise. Examples: making up data, fudging data; citing nonexistent or irrelevant articles, etc.

- ***Multiple Submissions***

Submitting, without prior permission, any work submitted to fulfill another academic requirement. Example: submitting the same paper for two different classes without the instructor's express prior approval.

- ***Misrepresentation of Academic Records***

Misrepresenting or tampering with or attempting to tamper with any portion of a student's transcripts or academic record, either before or after coming to Mississippi Baptist Seminary. Examples: forging a Registration Form or a grade report; tampering with computer records, etc.

- ***Facilitating Academic Dishonesty***

Knowingly helping or attempting to help another violate any provision of this code. Example: working together on an exam or others' assignments intended to be an individual project without the instructor's express or prior approval.

- ***Unfair Advantage***

Attempting to gain unauthorized advantage over fellow students in an academic exercise. Examples: gaining or providing unauthorized access to examination materials (either past or present); obstructing or interfering with another student's efforts in an academic exercise; lying about a need for an extension for an exam or paper; continuing to write even when time is up during an exam etc.

- ***Computer Crimes***

Damaging or modifying computer programs without permission. Examples: piracy of copyright protected software; hacking; constructing viruses; knowingly introducing viruses into a system; copying programs and data belonging to others, and so on. Those students whose work definitively can be shown to breach academic honesty or scholarly integrity will face academic investigation. Sanctions will be imposed, ranging from course failure to dismissal from the school.

Authority

The Mississippi Baptist Seminary and Board of Trustees have responsibility of maintaining "appropriate standards of conduct of students." This duty has been delegated to the Dean of Academic Affairs. The Dean of Academic Affairs is further authorized to expel, dismiss, suspend and place limitations on continued attendance and to levy sanctions for student conduct violations and is responsible for receiving and examining student conduct matters related to the behavior of students, student groups, and/or student organizations. In addition, the Dean of Student Academic Affairs with approval of the Board of Directors, have the discretion in determining the appropriate sanction (s) for students, student groups, and/or student organizations found responsible for violating the Student Code of Conduct.

6.2 Appearance and Dress Code

The Mississippi Baptist Seminary recognizes the right and freedom of each student to develop personal standards. We do, also, recognize students as Christian leaders. We therefore have the expectation that certain standards of conduct, dress, and appearance are required of the student body. Student appearance should reflect modesty, maturity, discretion, and respect for themselves and others; students are also expected to dress with neatness and cleanliness following these standards.

6.3 Right to Privacy and Security

The faculty, staff, and students of the Mississippi Baptist Seminary have a right to and a high expectation of personal privacy and security. Highly personal and sensitive materials exist on campus that must be protected. Therefore, it is strictly forbidden for students, without permission, to access another's computer, to open files, go into a desk, briefcase, book bag, purse, or similar item, or to read or examine papers on a desk that is not their own. Such activity is not only immoral, but in some cases it may also be illegal and will be regarded as cheating or plagiarism. Students violating this policy are subject to the disciplinary procedures stated in this handbook, up to and including dismissal from the institution.

6.4 General Behavior

Students are expected to conduct themselves with decorum, as mature adults. This means following social rules of basic etiquette and respectful behavior. Students should be aware of their classmates and their surroundings, and refrain from creating excessive noise in hallways or common areas when classes are in session. Space is provided in the common room on the first floor of the building for students to congregate, make phone calls, and converse. Students on breaks from class must respect the fact that other classes may still be in session and keep noise to a minimum when near classrooms.

In class, students are expected to listen to the instructor and to not talk while the instructor or another student is speaking. Carrying on conversations during lectures is distracting and unfair to the other students in the class. Talking during quizzes, tests, and exams is absolutely forbidden. **Students who talk during tests will be assumed to be cheating and will be dealt with appropriately** (see "Academic Misconduct," below).

6.5 Electronic Etiquette

Students should refrain from using cell phones, laptop computers, or other devices in a manner that distract others in the class. Playing games, browsing the Internet, using email, instant messaging, or text messaging, etc., are considered unacceptable when class is in session. Unless permitted by the professor, students should turn off all electronic devices during tests and quizzes. Generally speaking, it is a good idea to silence or turn off your phone whenever you are in class. Instructors may have different specific policies regarding electronics in class. These policies should be outlined in the course syllabus, but if you are not sure, ask the instructor. Additionally, there is to be no online gaming, media streaming, bit currency mining, torrenting, or related activities using Mississippi Baptist Seminary networks.

6.6 Anti-Harassment Policy

1. Harassment of any kind is not permitted at the Mississippi Baptist Seminary. Harassment is defined broadly to include verbal, physical or visual conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, age, gender, national or ethnic origin, or disability. Examples of harassment include (but are not limited to) slurs, jokes, teasing, kidding, negative stereotyping, and threatening or hostile acts that relate to an individual's race, color, religion, age, gender, national or ethnic origin, or disability.

2. Any written or graphic material, including any electronically transmitted or displayed material, which denigrates or shows hostility toward any person, is considered harassment. The Seminary will not tolerate conduct that affects or interferes unreasonably with an individual's working or academic environment or performance, or which creates an intimidating, hostile or offensive working or academic environment.

3. Sexual harassment may include explicit sexual propositions; displaying sexually suggestive objects, pictures or materials; sexual innuendo; sexually oriented verbal abuse; sexually suggestive comments; unwanted contact; sexually oriented kidding, teasing or practical jokes; jokes about specific gender traits; and foul or obscene gestures or language. See below for more specific policies regarding sexual harassment. See the Sexual Harassment Policy below.

4. REPORTING PROCEDURES: All employees and students have the responsibility to ensure that the Seminary's non-discrimination and anti-harassment policies are effective. Any employee or student who experiences, observes, hears, or otherwise witnesses unlawful harassment or discrimination, or who receives a report of unlawful harassment or discrimination, must immediately notify the Chief Academic Officer. The Seminary will promptly and thoroughly investigate all complaints and take corrective or disciplinary action when appropriate.

6.7 Sexual Harassment Policy

The Mississippi Baptist Seminary expects all members of its community to apply common sense and biblical principles to their relationships. It will not tolerate offensive or inappropriate sexual behavior and requires all faculty, staff, and students to refrain from any action or conduct that could be viewed as sexual harassment. Any such harassment is contrary to and prohibited by seminary policy and will be considered grounds for disciplinary action. It should be noted that, for academic purposes, some appropriate teaching and discussion of sexual information may occur, particularly in a counseling program; however, these discussions are necessary for the formation of a competent counselor or pastor and therefore do not constitute sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other offensive verbal or physical conduct of a sexual nature is expressly prohibited. Examples of prohibited conduct include but are not limited to lewd or sexually suggestive comments; off-color language or jokes of a sexual nature; verbal, graphic, or physical conduct inappropriately relating to an individual's gender; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos, computer images, or cartoons.

The Seminary must have the cooperation of all faculty, staff, and students to implement its sexual harassment policy. It is the individual's responsibility to report immediately any incident which they believe to constitute sexual harassment. Even if they believe the act is isolated or infrequent, they should report it to the campus Dean of Student Affairs or President. The situation will be promptly investigated, and administrators will take whatever corrective action is necessary and appropriate. The Seminary prohibits any retaliatory action against persons reporting conduct that is believed by the reporting individual to be in violation of this policy.

6.8 Student Conduct Procedures

Student Conduct procedures may be initiated against a student, student group, and/or organization upon receiving and examining an official incident report and/or valid complaint regarding the behavior of a student, student group, and/or student organization. Any person affiliated with the Mississippi Baptist Seminary community, students, faculty, visitors, guests, and staff may bring complaints of misconduct against a student or group of students.

To initiate a case, allegations must be presented to the Extension Director. After receiving allegations of misconduct, the Extension Director will provide a written incident report to the Dean of Student Affairs who will review the allegations and determine an appropriate individual or group to hear the case or determine whether to pursue an informal resolution process. All allegations should be submitted at the earliest opportunity after an incident occurs. Yet, there is no time limit on reporting violations of the Student Code of Conduct. However, the longer someone waits to report an offense, the harder it becomes for Seminary Staff to obtain information and witness statements and to make determinations regarding alleged violations. As necessary, Seminary Staff reserve the right to initiate a complaint, and initiate conduct proceedings without a formal complaint by the victim of misconduct.

Once an incident report is received, the Dean of Student Affairs will determine whether the behavior warrants action. In the event a sufficient cause is determined, the Dean of Student Affairs reserves the right to conduct an administrative hearing or assign the case to a student conduct committee. All Student Affairs Conduct Committee members are trained students, faculty, and staff members. This committee shall hear cases which may result in a student, student group, and/or student organization being admonished, exonerated, receiving a letter of warning, being for counseling, receiving a fine, being placed on probation, losing privileges, being assigned a research assignment or reflection journal, paying restitution, being required to attend workshops/seminars, being suspended or being expelled from the Seminary.

6.8.1 Notification Process

The initial form of communication with a student, student group, and/or student organization named in an incident report will be via phone and/or e-mail. These methods will be used to provide the charges being brought against the student, student organization, or student group and will also outline the requirement of contacting the Dean of Academic Affairs or designee, in order to schedule the hearing.

Hearings may only be scheduled via phone, e-mail, or by the student scheduling in person. In cases where the student schedules a hearing less than 48 hours prior to the hearing, the 48-hour notification process outlined below, becomes null and void. When there are more than five (5) students involved in a case, the Dean of Academic Affairs reserves the right to schedule the hearing date and time for all students involved, without confirmation from the students due

to the number of individuals involved. Documentation can be provided to students for missed classes or work responsibilities when such circumstances exist.

Failure to report to the Dean of Academic Student Affairs after being properly notified may result in the student, student group , or student organization being charged with "Failure to Comply" and/or "Contempt of Hearing." In this case, a decision will be made in the student's absence based on the information outlined in the incident report and any information gathered from the investigation.

6.8.2 Student Rights During the Hearing Process

When the hearing date, time and location have been determined, the student, student organization or student group will be notified. The notice will be via letter or e-mail outline the charges and advising the student(s) of their rights and responsibilities. The student(s) have the right to:

1. Know with 48 hours of the hearing the time date and location; and who will be responsible for adjudication.
2. Know that the student, student organization or student group are permitted to have witnesses present, and they are allowed to present evidence.
3. Know that they have the right to have a representative of their choice present for support only not to ask questions or to give input. They may advise the student, student group or organization of their fifth Amendment Rights.
4. The accused is permitted to ask questions or to question evidence presented.
5. Know that failure to appear will result in "Failure to Comply" or "Contempt of Hearing"
6. Know that the Seminary will follow the Hearing Process outline below.
7. Confirmation that records pertaining to the hearing will be maintained in the office of the Dean of Academic Affairs.

6.8.3 Hearing Process

The purpose of the Hearing is to conclude whether the accused has violated a code of conduct that warrants adjudication and possible sanction. The student or student organization is required to attend the hearing. If they fail to attend, the hearing will be held in their absence and a determination will be made. All matters relating to the hearing will be held in confidence and the records will be maintained in the office of the Dean of Academic Affairs.
The hearing will proceed as follows.

1. Call to order by the chairperson.

2. Presentation of the violation(s).

3. Response from the accused student, student group, or student organization to the violation(s). The accused may plead responsible, not responsible, or no plea.

4. Presentation of the case against the accused, which may include testimony of witnesses and supporting information on the violation. The accused may ask questions of the witnesses.

5. The accused may present a response which may include testimony of witnesses and supporting information.

6. All witnesses will be called separately and may not hear each other's testimony.

7. Examination and questioning by the hearing committee may follow any witness statement or information presented.

8. The decision is reached by the Dean of Academic Affairs (administrative hearing) or members of the Student Affairs Conduct Committee (student conduct committee hearing) as to whether the accused in "responsible" or "not responsible" for violating the Student Code of Conduct.

9. If possible, the accused is informed in writing of the outcome (responsible or not responsible) of the hearing and sanctions within a minimum of three (3) business days after the hearing. In the event a decision cannot be made within three (3) business days, the accused will be informed by Academic Affairs.

6.9 Student Appeal Process

Students, student organizations or student groups may appeal the decision made by Academic Affairs if there was a substantial violation of the Hearing Process or there is new evidence to be presented. One day after receipt of the decision made by the academic administrator in the Hearing, the student, student group, or organization will submit, in writing to the President, supporting documents with the appeal letter. Specific grounds must be delineated as to why there is a need for appeal.

After receipt of the letter of appeal the President will determine if an appeal is justified and will notify the aggrieved within five days of the receipt of the letter of appeal. If the appeal is justified, the student is notified of the time and location to be present. The aggrieved is allowed to have representation, however, the representative is there only in a supportive role and to advise of their Fifth Amendment Rights.

The decision of the President is final.

VII. CAMPUS SAFETY AND SECURITY

7.1 Drug-Free and Alcohol-Free Campus Policy

Alcohol and drug consumption causes changes in behavior, ranging from impaired judgment and coordination to inhibiting a person's ability to learn and use higher mental functions. Repeated use may lead to dependence, and long-term use can cause permanent damage to the brain, liver, and other vital organs. desire for all its constituents to be healthy and sound as possible, in mind and body. As mandated by federal regulations (Drug-Free School and Community Act Amendments of 1989), the Mississippi Baptist Seminary affirms its drug-free and alcohol-free policy.

7.2 Weapons Policy

Weapons of any kind are prohibited on Mississippi Baptist Seminary property. This includes but is not limited to firearms, explosives, fireworks, incendiary devices, pellet guns, and non-utility knives or other sharp blades. Those found in possession of such items on Seminary property are subject to disciplinary action up to and including dismissal from the Seminary and legal action where appropriate.

7.3 Children on Campus

The Mississippi Baptist Seminary, for reasons of safety and insurance, does not allow children on campus while classes are in session. Children brought by visitors must be under adult supervision at all times.

7.4 Animals on Campus

Pets or animals of any kind are not allowed on Mississippi Baptist Seminary property without prior authorization from the administration. Service animals are permitted; please contact the Office Manager for details on obtaining authorization. Medical documentation must be provided at the time of the request.

7.5 Visitors to the Campus

All visitors are welcomed to the Mississippi Baptist Seminary and must sign-in at the front office; those who do not sign-in may be asked to leave the premises. The Seminary is a private entity and, therefore, reserves the right to refuse entry to anyone for any reason.

7.6 SPECIAL INFORMATION REGARDING SEXUAL ASSAULT

It is extremely unlikely that crimes of a sexual nature will be committed at the Mississippi Baptist Seminary. However, it is estimated that 11.2% of all post-secondary education students in the U.S. experience sexual assault through physical force, violence, or incapacitation.

The Seminary will not tolerate any such activities on its premises. Any reports of such crimes will be taken very seriously and investigated thoroughly. Law enforcement **WILL BE CONTACTED**; and those found culpable for such crimes, whether through internal investigation or through legal action, will be summarily and permanently expelled from the Seminary. The Mississippi Baptist Seminary will cooperate completely with all federal, state, and local law enforcement agencies in the prosecution of these crimes.

ALL MISSISSIPPI BAPTIST SEMINARY INVESTIGATION OF THESE CRIMES WILL BE CONDUCTED WITH THE UTMOST RESPECT FOR YOUR PRIVACY. NO INFORMATION WILL BE RELEASED TO ANYONE EXCEPT LAW ENFORCEMENT OFFICIALS.

DO NOT HESITATE TO CALL 911 IF YOU FEEL YOU ARE IN ANY DANGER. IF YOU NEED AN ESCORT TO YOUR CAR, SPEAK TO A MEMBER OF THE STAFF OR FACULTY. WE WILL BE HAPPY TO ESCORT YOU.

VIII. CAMPUS EMERGENCY PLAN

IN CASE OF FIRE OR EMERGENCY, CALL 9-1-1 IMMEDIATELY

8.1 Weather Emergencies

- ***Tornado***: Regarding the threat of a tornado or pending activity, the campus administrator will monitor the situation closely and may send an email reminder regarding the building safety areas. In the case of a tornado warning, onsite personnel will direct all students, faculty, and staff to designated safe areas. Take these general precautions:
    - Remain indoors.
    - Go to the safest area in your building and follow directions of onsite staff.
    - Stay away from windows.
    - Close and vacate all offices and classrooms with outside windows.
    - If your building is hit, lay flat on the floor and cover your head with your arms and hands.
    - After the tornado hits, do not leave your building until word is given by proper authorities, unless your life is threatened by remaining in the damage building.
    - The safest areas are stairwells and first-floor hallways.

  If a tornado watch (meaning that weather conditions are right for a tornado but one has not yet been spotted) is issued for your area, the President and/or Provost will determine if further action should be taken.

- ***Severe Weather:*** Regarding the threat of imminent severe weather, shut down all computers and electrical equipment that might be damaged by a lightning strike. Stay away from windows and monitor the situation via radio or phone. Only evacuate the building if the safety of persons inside is threatened.

- ***Winter Weather***: Students are advised to limit travel as much as possible when there is a winter storm, with snow and ice on the roads. Closures will be announced via local media, and Mississippi Baptist Seminary staff will send email notifications. If weather conditions become hazardous during normal business hours, a decision to close the campus early will be shared via email announcement, phone calls to staff, and posting on the Seminary website. If weather conditions deteriorate overnight, the President will make a decision either to close the campus for the day or open later in the day. Announcements will be made on the Seminary website and broadcast on major television and radio networks.

8.2 Building Emergencies

- ***Fire***: In the event of an uncontrollable fire on campus premises, the fire alarm will be pulled and everyone is to evacuate the building calmly and quickly. To facilitate a smooth evacuation process, students and staff should be aware of primary and secondary building exits.
- ***Utility Failures*****:** In the event of gas leak, notify office personnel immediately and exit the building. Do not return to the building until an all-clear is issued by first responders.
- ***Low Water Pressure***: If low water pressure is observed on campus, notify office personnel immediately. As this impacts the sanitation of campus facilities, email alerts will be sent to students and staff in the event of closure or postponement of classes.

8.3 Fire Emergencies

In all cases of fire, Mississippi Baptist Seminary administration must be notified as soon as possible. Fire alarm pulls are located throughout each building; pull the alarm and call 9-1-1. During a fire alarm in any building, evacuate immediately. If you become trapped in the public area of a building during a fire, find a room, preferably with a window (keep the window closed if possible), place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there are no windows, stay near the floor where the air will be less toxic. Shout out at regular intervals to alert emergency crews of your location.

- If you are in a room when a fire alarm sounds, feel the door before opening it. If it is hot, do not open it. Seal the cracks around the door with a wet towel or other cloth fabric; place an article of clothing or a sheet outside the window or try to use the telephone for help. If you can safely leave the room, do so and proceed to the nearest exit in an orderly fashion. Shout and pound on doors to alert others as you leave.
- All Seminary staff must now the locations of fire extinguishers, fire exits, and alarm systems in your area. Knowing how to use them in case of an emergency is a strategic advantage.
- If a minor fire appears controllable, use one of the fire extinguishers located throughout the building. Pull the pin, aim, squeeze, and sweep the fire extinguisher toward the base of the flame.
- If a fire emergency exists, notify Seminary administration and activate the building alarm. Call 9-1-1 and report the fire and give the location.
- If a large fire or one that appears uncontrollable is present, evacuate all rooms, closing all doors to confine the fires and reduce oxygen. Do not lock doors or open windows.
- When the building evacuation alarm is sounded to signal that an emergency exists, follow the evacuation maps posted throughout the building. Walk quickly to the nearest marked exit and alert others to do the same.
- Assist the disabled in exiting the building. Do not use the elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary. A campus emergency command post may be set up near the emergency site. Do not return to an evacuated building until instructed to do so by a Seminary official.

8.4 Bomb Threat

In the event of a bomb threat:

- **DO NOT HANDLE ANY SUSPICIOUS OBJECT OR PACKAGE!**
- Do not open drawers or cabinets, turn lights on or off, or utilize 2-way radios or cellphones until safely out of the building.
- Clear the area, assisting disabled person(s) in exiting the building. Immediately call 9-1-1 and contact Seminary Administration. Once outside, move to a clear area at least 500 feet away from the affected building.
- Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building until permitted to do so by Seminary Administration or other proper authority.

If a bomb threat is received by phone, the recipient should ask:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?

If possible, keep talking to the caller and take note of the following for the authorities:

- Time of call.
- Gender and likely age of the caller.
- Speech patterns, accent, possible nationality, etc.
- Emotional state of the caller.

8.5 Violent or Criminal Behavior

In the event of violent or criminal acts, immediately dial 9-1-1 and report the following to the operator:

- Nature and location of the incident
- Description of person(s) and property involved
- Weapons involved, if any
- Welfare of the victim(s)
- Remain onsite but safe, assist authorities as much as possible as a witness

8.6 Active Shooter Situations

In the extremely unlikely event of an active shooter on a Mississippi Baptist Seminary campus, take all precautions to ensure your safety and that of others. Try to remain calm. If possible, move to a room that can be locked and lock yourself and others in. If the room has windows, stay on the floor so as not to be seen from outside. Call 9-1-1 as soon as possible and report the situation.

DO NOT LEAVE A SAFE SPACE UNTIL YOU ARE INSTRUCTED TO DO SO BY THE POLICE OR A CAMPUS ADMINISTRATOR.

If a shooter enters your classroom or office, try to remain calm. If it is possible to dial 9-1-1, do so, and leave the line open so the dispatcher can hear what is being said in the room. It may be possible to negotiate with the shooter, but direct confrontation should be avoided, and attempts to overpower the shooter should be made only as a last resort. If the shooter gives instructions, try to do exactly as they say. If the shooter leaves, move as quickly as possible to a safe area. Do not touch anything the shooter has handled or that was in the shooter's vicinity. If you decide to flee, make certain you have an escape plan and route in mind. **DO NOT TAKE ANYTHING WITH YOU AND KEEP YOUR HANDS IN VIEW AT ALL TIMES.**

If you encounter a police officer, immediately follow their instructions, without question or hesitation. Do not attempt to move injured persons but notify authorities as to their location as soon as possible. Understand that police officers are trained to react as quickly as possible to such situations. They may be dressed in protective gear and may be armed with automatic or other heavy weaponry. Regardless of how the police officers appear, remember that they are there to stop the shooter and ensure your safety. Do not be afraid of them but follow their instructions instantly and to the letter. **Keep your hands visible at all times.** The police may handcuff or otherwise detain you – remember that they may not know who the shooter is and must take every possible precaution. Do not argue with or question the police in such a situation. **DO EXACTLY AS THEY SAY.**

Bear in mind that the entire campus will be designated as a crime scene, and you will likely not be allowed to leave the area. Do not attempt to do so until given the go-ahead by the police. The police will establish a safe zone and will generally order you to stay within it. Again, **DO EXACTLY AS THE POLICE SAY**, without argument or hesitation.

8.7 Hostage Situations

If you are taken hostage, be patient! Time is on your side. Avoid drastic action. The initial 45 minutes are the most dangerous. Be sure to follow instructions and be observant. You may be released or have the opportunity to escape. The personal safety of others may depend on your memory.

- Do not speak unless spoken to and then only when necessary (e.g., medications, first aid, or restroom use).
- Do not speak confrontationally to the captor, who may be in an agitated state. Always maintain eye contact with the captor, if possible, but do not stare.
- Do not place yourself or others in danger by making escape efforts.

IX. POLICE AND MEDICAL CONTACT INFORMATION

IN A POLICE OR MEDICAL EMERGENCY, CALL 9-1-1 IMMEDIATELY

Life-threatening emergencies only..... 9-1-1
The emergency dispatch center for the Jackson Fire Department and Jackson Police Department; communications officers answer all 9-1-1 emergency and administrative calls, direct connect emergency medical calls to the ambulance service; dispatch Fire and Police calls; and operate the National Criminal Information Center (NCIC).

Non-law enforcement and other city information..... 3-1-1

City information and reporting 601-960-1234

Mississippi Coalition Against Sexual Assault 1-888-987-9011

Office Against Interpersonal Violence.....

Domestic or interpersonal violence: Get free help, crisis intervention, or information immediately on domestic or interpersonal violence.

1-800-898-3234
(601-981-9196)

Sexual assault or rape: Get free help, crisis intervention, or information immediately on sexual assault and rape, 24 hours a day.

1-800-565-HOPE
(800-565-4673)

Hinds County Sherriff's Office 601-974-2900
Highway Patrol, Jackson 601-987-1212
Jackson Police Department Headquarters..... 601-960-1217

Mississippi Baptist Medical Center
24-Hour Emergency Room 601-968-1000

St. Dominic's Medical Center
24-Hour Emergency Room 601-200-2000

The University of Mississippi Medical Center
24-Hour Emergency Room 601-984-1000

Reviewed and approved by the Provost on March 1, 2026