

STUDENT CODE OF CONDUCT

Shepherds Theological Seminary, as an institution dedicated to equipping servant leaders for life and ministry, necessarily requires the highest ethical standards for every one of us connected with it, whether a student, faculty member, or staff member. All of us come under the instruction of Scripture to live as mature Christians under the leadership of the Holy Spirit and the clear teachings of Scripture. On the one hand, we are taught to be walking in the Spirit, and live so that the Holy Spirit is able to produce His fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Gal. 5:22–23). On the other hand, the works of the flesh have no place in the lives of us who are striving to please Christ and glorify God: immorality, impurity, sensuality, idolatry, sorcery, enmities, strife, jealousy, outbursts of anger, disputes, dissensions, factions, envying, drunkenness, carousing, and things like these (Gal. 5:19–21).

Christ-like Behavior

Our conviction is that Shepherds Theological Seminary belongs to Jesus Christ. We believe that all faculty members, staff members, and students (whether preparing for ministry in counseling, the pastorate, missions, or education) should seek to imitate our Lord's model of servant leadership. This includes:

1. Maintaining Christ-like attitudes and behavior towards those in our secular and Christian communities, including respect, courtesy, humility and caring (Eph. 5:15–17; Col. 4:5–6).
2. Maintaining conduct consistent with biblical principles, including refraining from gossip, cheating, stealing, vulgarity, dishonesty, slander, fraud, and profanity (Eph. 4:25–32; 5:3–4).
3. Refraining from improper and pornographic involvement with the print, internet, and broadcast media that are dangerous to one's life of godliness (Rom. 12:1–2; Jas. 1:21; Gal. 5:22–23).
4. Refraining from all types of illegal behavior, from enslavement to any activity or habit (1 Cor. 6:12), and from any activity that would cause a weaker brother to stumble (Rom. 14).
5. Upholding with priority one's family roles and responsibilities as detailed in the Scriptures (Eph. 5:22–33; 6:1–4).
6. Maintaining a biblical standard of sexual morality, as detailed in the following statement.

Personal Sexual Purity Statement

Shepherds Theological Seminary believes it is important that it be clear that faculty, students, and staff members are to uphold the highest standards of Biblical purity in their interpersonal relationships. Without a clear understanding of sexual identity and consistent practice of sexual purity by these, STS cannot be an effective agent of the healing power of Jesus Christ to the advocates of sexual sin in our world.

We believe that God's design for the gift of sexuality is that it is to be exercised and enjoyed only within the covenant relationship of marriage between one man and one woman. It is God's intention that those who enter marriage shall seek in mutual love and respect, to live, one man and one woman, in Christian fidelity as long as both shall live (Gen. 1:27; 2:24; Mark 10:9; Luke 16:18).

We believe God has expressly condemned sexual intercourse outside of the marriage covenant. This prohibition applies to married persons committing adultery and to unmarried heterosexual and homosexual relationships. It is God's expectation that the unmarried shall live pure and celibate lives, refraining from sexual intimacy (Lev. 18:22; Deu. 23:17; Rom, 1:26–27; 1 Cor. 6:9).

Because of the serious consequences unrepentant sexual sin can have on ministry, faculty, students, and staff members who disagree with this policy or who do not conform their conduct to it are expected to resign their relationship with STS or be dismissed.

Permanence of Marriage

We believe that Scripture teaches us that marriage should be a permanent relationship and do not condone divorce as a desirable way of solving marital differences. A student who is experiencing marital difficulties is encouraged to meet with the Dean or a faculty member for counsel immediately. If divorce becomes probable, the student must notify the Dean. The student may be asked to drop out of school for a period of time to work on resolution and/or reconciliation.

Divorce does not necessarily bar a student from attending or graduating from Shepherds, although it may limit ministry recommendations and placement.

Dress Code

The appearance of Shepherds students should reflect modesty and normally means shirts with collars and long pants for men and skirts or pants for women. *No shorts or tank tops please.* Exceptions can be made when it is a hardship to change from special work clothes prior to class.

Classroom Decorum

Students are expected to address faculty with traditional classroom respect that recognizes their academic standing – they are to be addressed as “Doctor” or “Professor” or “Mister.”

Sexual Harassment and Hazing

Shepherds will not tolerate harassment of students or employees based on race, color, sex, national origin, religion, age, or disability.

Cheating and Plagiarism

All STS students must comply with the seminary's academic dishonesty policy (Adapted from “Academic Dishonesty,” The Master's College, Santa Clarita, CA)

Ephesians 4:28 He who steals must steal no longer; but rather he must labor, performing with his own hands what is good. . . .

Seminary education is based upon certain shared values concerning the nature of learning and the pursuit of knowledge. One of the most basic assumptions is the respect for intellectual property and right of recognition for this pursuit of knowledge. Violation of this basic assumption includes such practices as cheating, plagiarism, abuse of technology, falsification of research data, unapproved collaborative research, and other deceptive academic practices. Sometimes these abuses are unintentional, but much intentional abuse is found in higher educational institutions, even Christian seminaries.

Policy Guidelines

In an attempt to clarify the problem and offer consequences for participation in such activities, the following materials are offered as both a warning and as a guideline to avoid unconscious participation in questionable practices. Of course, questions regarding the appropriateness of any debatable activity should be cleared in advance with an instructor. Certainly students preparing for the Lord's work need to make sure that truth and honesty pervade their lives.

Personal Appearance of Employees

Each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. Employees are expected at all times to present a professional, business-like image. Favorable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with STS. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

The following dress code applies to all full- and part-time office staff. The personal appearance of employees is to be governed by the following standards (1 Timothy 2:9-10):

1. Employees are expected to dress in a professional manner. Ladies should wear dresses, blouses/skirts of a modest length. Men are to wear dress shirts, dress pants, and dress shoes.
2. The wearing of suggestive attire or of shorts, T-shirts and similar items is not permitted as they do not present a professional appearance.
3. A supervisor's approval is required should certain work activity outside the office area call for a deviation from the prescribed standard. Approval should be granted prior to the activity. Any employee who is in the office area for more than one hour should adhere to the dress standard.
4. Hair should be clean, combed, and neatly trimmed or arranged.
5. Sideburns, moustaches, and beards should be neatly trimmed.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy will be cause for disciplinary action.

Definitions

Plagiarize—to steal and pass off (the ideas or words of another) as one's own; to use someone else's material without crediting the source (see Merriam-Webster Dictionary On-Line).

Cheat—to deprive of something valuable by the use of deceit or fraud; to violate rules of honesty as on an examination (see Merriam-Webster Dictionary on-Line).

Unquestionable Violations of Academic Integrity

The faculty will generally approach the following cases with severe academic penalties.

Violation	Standard Consequence
<ul style="list-style-type: none"> ▪ Copying answers directly from another student. ▪ “Cribbing” answers in any form to be accessed during the examination. ▪ Usage of a substitute person for writing an exam or term paper. • Altering answers on a returned exam for re-submission. • Falsification of reading report 	F for the assignment, and probable F for the course
Unauthorized access to faculty files (electronic and or paper)	F for the course and probable expulsion
Unauthorized discussion of exam content	F for the course for both parties
Usage of purchased or pre-existing term paper	F for the assignment, probable F for the course, and possible expulsion

Questionable Violations of Academic Integrity

The issues following are deemed unacceptable by most STS faculty members and will result in confrontation with the student over potential charges of academic dishonesty. In most cases, such unacceptable practices will result in at least a warning, and possibly an F for the assignment.

Violations

- Significant amount of continued writing after the conclusion of an exam.
- Multiple submission of the same assignment or paper without approval.
- Technological manipulation of electronic text by copy and paste without citation.

- Usage of a source without documentation or citation credit.
- Artificial additions and inflation of bibliographic sources.
- Deliberate alteration of time and date on late assignments.
- Exaggerated computer problems or technical problems due to procrastination.

Dismissal

Attendance at Shepherds Theological Seminary is a privilege, and not a right. Students who in the opinion of Seminary faculty and administration violate these standards of conduct may be recommended for dismissal by the Registrar or Director of Mentoring. The student can appeal this decision through the Executive Vice President.

Complaint Resolution Policy and Procedure

Students have an opportunity to present their complaints and to appeal faculty or administrative decisions through a dispute resolution or grievance procedure. STS will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

Procedures

1. An appropriate grievance is defined as a student's expressed feeling of dissatisfaction concerning any interpretation or application of a work/study-related policy by management, faculty, or other employees.
2. Students must notify STS in a timely fashion of any grievance considered appropriate for handling under this policy. The grievance procedure is the exclusive remedy for students with appropriate grievances. As used in this policy, the terms "timely fashion," "reasonable time," and "promptly" will mean seven days.
3. Students will not be penalized for proper use of the grievance procedure. However, it is not considered proper if a student abuses the procedure by raising grievances in bad faith or solely for the purposes of delay or harassment, or by repeatedly raising grievances that a reasonable person would judge to have no merit.
4. Students who feel they have an appropriate grievance should proceed as follows:
 - a. Promptly bring the grievance to the attention of a faculty member. If the grievance involves a faculty member, then it is permissible to proceed directly to Step b. The faculty member is to investigate the grievance, attempt to resolve it, and give a decision to the student within a reasonable time. The faculty member should prepare a written and dated summary of the grievance and proposed resolution for file purposes.
 - b. The student may appeal the decision to the Executive Vice President and Dean, if dissatisfied with the faculty decision, or initiate the procedure with the Executive Vice President and Dean if the grievance involves a faculty member. If the grievance involves the

Executive Vice President and Dean, then it is permissible to proceed directly to Step C. An appeal or initial complaint must be made in a timely fashion in writing. The faculty member's version of the grievance and decision will then be submitted, also in writing. The Executive Vice President and Dean will, in a timely fashion, confer with the student, the faculty member, and any other members of management considered appropriate; investigate the issues, and communicate a decision in writing to all the parties involved.

- c. The student may appeal an unsatisfactory Executive Vice President and Dean decision to the Chairman of the Board of Directors, or initiate the procedure with the Chairman if the grievance involves the Executive Vice President and Dean. The timeliness requirement and procedures to be followed are similar to those in Step 2. The Chairman will take the necessary steps to review and investigate the grievance and will then issue a written, final, and binding decision.
 - d. Final decision on grievances will not be precedent-setting or binding on future grievances unless they are officially stated as STS policy. When appropriate, the decision will be retroactive to the date of the student's original grievance.
 - e. Information concerning a student's grievance is to be held in strict confidence. The office of the Executive Vice President and Dean will collect, file and report all student complaints. Faculty members, department heads, and other members of management who investigate a grievance are to discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information.
5. Students who feel that the administration or faculty are not dealing properly with their complaint may contact Transnational Association of Christian Colleges by mail at TRACS, P.O. Box 328, Forest, VA 24551, by phone at 434-525-9539, or by email at jmccann@tracs.org

***This code of conduct replaces the statements on pages 15 and 24,
and is consistent with policies on pages 42 and 47 in 2009 Student Handbook.***