



Student Handbook

2021-2022

WELCOME FROM THE PRESIDENT	4
CAMPUS.....	5
BUILDING AND ENTRANCE.....	5
CLASSROOMS	5
GENERAL BUILDING POLICIES.....	5
PARKING AND CARS	5
ADMINISTRATION AND FACULTY OFFICE HOURS.....	6
FINANCES	7
TUITION AND FEES.....	7
PAYMENT FOR COURSE WORK.....	7
PAYMENT OPTIONS.....	7
FINANCIAL AID.....	8
SOURCES OF AID	8
POLICIES AND PRACTICES GOVERNING STUDENT FINANCIAL AID	9
MAINTAINING ELIGIBILITY FOR AWARDS	9
EFFECTS OF CHANGE OF SCHEDULE ON FINANCIAL AID	9
IMPLICATIONS OF WITHDRAWALS ON FEDERAL DIRECT UNSUBSIDIZED STUDENT LOAN.....	10
BALANCES DUE.....	11
STUDENT SERVICES.....	12
TEXTBOOKS	12
EMAIL FROM WESLEY BIBLICAL SEMINARY.....	12
STUDENT IDENTIFICATION CARD.....	12
HOUSING.....	12
FIREARMS	13
STUDENT EMPLOYMENT.....	13
CAMPUS SAFETY AND SECURITY.....	13
THE LIBRARY	14
LIBRARY RESOURCES	14
HOURS.....	14
PROCEDURES.....	14
ADDITIONAL RESOURCES.....	15
ACADEMIC HONESTY	16
WHAT IS PLAGIARISM?.....	16
HOW DO WE AVOID PLAGIARISM?	17
SPIRITUAL LIFE.....	19
SEMINARY ETHOS	19
SEMINARY CHAPEL.....	19
APPENDICES	21
APPENDIX 1: DRUG PREVENTION PROGRAM	21
APPENDIX 2: DISABILITIES POLICY.....	22
APPENDIX 3: FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS	23

APPENDIX 4: STUDENT ADD/DROP, WITHDRAWALS, AND REFUND POLICY 24
APPENDIX 5: TERMS OF DEFERRED PAYMENT PLAN..... 26
APPENDIX 6: INTERNET AND TECHNOLOGY USAGE POLICY 28
APPENDIX: STUDENT GRIEVANCE POLICY AND PROCEDURES 30
APPENDIX 8: SEXUAL AND DISCRIMINATORY HARASSMENT POLICY 31
APPENDIX 9: STUDENT DISCIPLINE POLICY..... 33
APPENDIX 10: FEDERAL PERSONAL AND ACADEMIC PRIVACY POLICY (FERPA) 35

Welcome from the President

Wesley Biblical Seminary holds an unwavering commitment to the authority of Scripture, to the reality of the Spirit-filled, sanctified life, and to the service of the church of Jesus Christ. Obeying Christ's call to make disciples is our centering principle.

As students of WBS, you have the opportunity and challenge to grow in your own spiritual development, rooted in God's inerrant Word, and to become equipped for the ministry to which you have been called. It is your joyful responsibility to proclaim the Good News that Christ can live in us and reproduce his life in ours.

Seminary education is undergoing rapid changes in this day, but the call of God to give our heart, soul, mind, and strength in service to him and his people has not changed and will not change. Online and on-campus, around the nation and around the world, WBS is providing a solid and balanced education to a diverse collection of committed students. We are a varied body committed to knowing and living the Truth.

I am pleased for you to join us as we face the challenge of Christ's call to make disciples.

Dr. Matt Ayars
President

Campus

Building and Entrance

In spring of 2019, the Seminary relocated to 1880 E. County Line Road, a main thoroughfare of Ridgeland, MS. This ~9,000 sq. ft. facility houses three classrooms, adequate library space, seating areas, study space, and administrative, staff, and faculty offices. Students should enter the building through the back entrance next to the concrete table. They will be sent the keypad code at the beginning of the school year and will be able to enter the building during business hours and when classes are meeting.

Classrooms

The main classroom is located in the center of the building. Classes may also meet in the board room (next to the break room) or in the conference room (between the admissions offices on the east end). All classrooms are equipped with wi-fi, cameras, microphones, and screens for real-time video, and whiteboards to enhance lectures and discussions.

General Building Policies

The campus of Wesley Biblical Seminary is for student use and enjoyment. Help keep it attractive.

- Clean up any and all messes, spills, trash, microwave splatters, etc.
- Do not leave dishes—clean or dirty—in or by the sink. Wash them and put them away immediately.
- If you make coffee, clean up after yourself.
- Students may only leave food in the refrigerator for the duration of their class period. Staff may throw any unlabeled food away at any time.
- The library stacks (apart from those in the Reference Room) are closed to students. Please contact the librarian to retrieve books for you.

Parking and Cars

Parking is available in front of and behind the building. Please take the driveway on the right side of the building to drive behind the building and continue counter-clockwise to exit. We recommend that you do not leave items unattended in your car. Always lock your doors. WBS is not responsible for stolen items or break-ins. There will be a security guard in the parking lot during evening hours to watch the parking lot and entrance.

Administration and Faculty Office Hours

The administration offices are generally open between 8:30 a.m. to 5:00 p.m., Monday through Friday with an hour break between 12:00 p.m. and 1:00 p.m. for lunch. The faculty keep different office hours, depending upon their individual class schedules. Please respect faculty and administration time by making an appointment if there are matters for which you need counsel.

Finances

Tuition and Fees

Wesley Biblical Seminary attempts to provide the best theological education at the most reasonable cost. Charges to students are kept as low as possible. Students are encouraged to draw upon all available resources to help meet their share of the costs. The seminary reserves the right to change tuition and fees whenever necessary.

The tuition for the 2021-2022 school year is \$545 per credit hour for the M.A./M.Div./Graduate Certificate programs and \$595 per credit hour for the D.Min. program. The audit fee is \$250 per class. Other fee designations are given in the academic catalog.

Spouses of regularly enrolled degree students who are full time in any given semester may enroll for up to three semester hours of work each semester without paying tuition or auditor's fees. The student, however, must pay for other fees and supplies.

Payment for Course Work

Full payment for classes is necessary for WBS to continue to offer education. Donors generously assist us in offering your education. The student's portion of the cost of education is \$545 per semester hour. There is an additional \$200.00 technology fee for any student registered for four (4) or more hours. In order to continue offering these low rates, it is essential that we have full payment of the amount each student owes before the next term begins. Please pay careful attention to our payment policy:

Payment Options

- Full payment—check or credit card payment received in the business office on or before the due date, which is seven (7) days before the first day of class each semester. Any amount received less than the full amount due by the due date will cause the account to be treated according to the terms of the Deferred Payment Plan with accompanying fees and schedules.
- Loan agreement—approved direct unsubsidized loan for a sufficient amount to cover the total tuition, books and fees. The loan must be certified by the financial aid office.
- Deferred Payment Plan—Up to 3 payments (see Appendix 5 and academic catalog).

Registration is completed when one of the above forms of payment is received or verified. The payment or verification is due on or before the due date, which is seven (7) days before the first day of class each semester.

Financial Aid

If you have any questions about loans, scholarships, VA funds, or military benefits, please contact the financial aid director by e-mail at finaid@wbs.edu or call 601-366-8880, ext. 113.

Sources of Aid

Each year before the beginning of the new academic year, students are required to complete application for financial aid. Those seeking scholarships only are asked to complete the WBS Endowed-Academic Scholarship Form found on our website under Financial Aid. Those seeking student loans are asked to complete the FAFSA (Free Application for Federal Student Aid) on the FAFSA Application website for the given year (fall/spring/summer). Please make sure it is the Direct Unsubsidized Student Loan (specify graduate studies if required).

Wesley Biblical Seminary Endowed Academic Scholarships

Before each semester, the category for aid will be determined based on the student's course load and cumulative GPA. The student will remain in that category until the end of the academic term. The number of hours will determine the percentage applied within the GPA category. A change in the course load from one semester to the next may cause a student to move to another course load category, thus affecting the amount of aid awarded.

The Wesley Biblical Seminary Endowed Academic Scholarship Application can be filled out on our financial aid webpage and is due by the first day of each fall and spring term. Scholarships must be applied for each given term, without exception. No scholarship is available in the J-term or summer term.

Federal Direct Unsubsidized Student Loan

Wesley Biblical Seminary participates in the Federal Direct Loan Program. By participating in this program, WBS has the ability to award Federal Unsubsidized Student Loans. The student must fill out the FAFSA Application to be considered and eligibility is not automatic. These loans are taken out by the student. Repayment begins after the recipient is out of school for a period of six months. Interest begins to accrue on the loan at the time it is disbursed. Students are encouraged to make payments on the interest while enrolled but have the option to allow it to be capitalized until repayment.

Policies and Practices Governing Student Financial Aid

Any financial aid received by Wesley Biblical Seminary on a student's behalf will be applied directly to the student's account. The order (priority order, not chronological order) in which financial aid is applied to the student account is as follows:

- Outside scholarships from outside agencies
- WBS scholarships
- Direct Unsubsidized Student Loans

If outside and WBS scholarships create a credit on a student account, the amount of the WBS scholarship will be reduced to the balance on the student account prior to the posting of student loans. This reduction will take place regardless of the chronological order in which any of the aid was applied.

Once Direct Loan funds are put into G-5, they must be disbursed within three working days and refunds given within two weeks unless the student wants the remaining funds to be left in his/her student account and applied to the next term. The student must give written permission to give extra funds in her/his account and all Direct Loan surpluses must be refunded by June 30th.

Maintaining Eligibility for Awards

Students must maintain Satisfactory Academic Progress (as defined in the current catalog) in order to receive financial aid. (Please see Appendix 4 for Student Add/Drop, Withdrawals, and Refund Policy).

Students must be at least half-time in order to receive both WBS Scholarships and Direct Loans. Anyone who falls below the half-time status will forfeit awarded scholarships and student loans, and will immediately owe Wesley Biblical Seminary the full amount of tuition and fees.

Effects of Change of Schedule on Financial Aid

Financial aid is typically packaged two weeks before classes start, but accurate financial estimate sheets will be sent the first week of school, barring any student financial aid issues. However, schedules are subject to change between the time the student's aid was packaged and the beginning of class. At the end of the drop period (two weeks after school begins) course schedules will be reevaluated. Courses dropped will be deducted from the total course load and the amount of aid will be recalculated. This

could result in a reduction in the amount of aid awarded. The student must contact his/her advisor, professor and the registrar to make these changes. The drop must be in writing to the registrar to make it official.

Note: The WBS Academic Scholarship information can be found in the academic catalog and on financial aid page of the WBS website.

Implications of Withdrawals on Federal Direct Unsubsidized Student Loan

Withdrawal from the program or a class can have significant implications for financial aid. Please be aware of the financial implications that can arise from your withdrawal from class if you have acquired a student loan. The student must contact his/her advisor, professor, and the registrar.

Withdrawal could result in:

- Having to repay loan funds to the lender;
- Owing WBS for your tuition and fees;
- Deferment period ending for any other direct loan funds;
- Forfeiting institutional aid and scholarships;
- Forfeiting aid from private sources.
- Return of Unearned Title IV Aid (Direct Loans) (34 CFR 668.22). See Appendix 4 and government 34 CFR 668.22.
- Repayment of Unearned Title IV Aid (Direct Loans) (34 CFR 668.22). See Appendix 4, government 34 CFR 668.22 and speak to the director of financial aid.
- Repayment of Other Unearned Aid (non-government)
 - Refund and repayment of institutional scholarships is determined by the WBS financial aid office and the business office.
 - Refund and repayment of private scholarships is determined by the donor.

Order for Returning Funds

Funds are returned in the following order according to Federal guidelines:

- Title IV—Federal Direct Unsubsidized Student Loan
- Other Aid
- Institutional Scholarships
- Private Scholarships

Balances Due

It is your responsibility to repay any unearned funds disbursed to you. If unearned aid results in a balance due to Wesley Biblical Seminary, a revised tuition and fee bill will be provided to you by the business office. To ensure that you receive information in a timely manner, make sure your address, phone information, and email address are up to date.

Student Services

Textbooks

Textbooks for your courses may be purchased through the book publisher, distributor or discounted websites. We suggest Amazon as a good place to start. If you subscribe to an Amazon Prime membership, you may be eligible for free two-day shipping. Your budget should allow at least \$500 per year to cover the cost of books and other academic supplies.

Students are responsible for procuring their own textbooks. Textbooks may not be checked out from the library, and no one from the seminary community is required or expected to loan students textbooks. Again, it is the student's responsibility to have his or her textbooks in hand at the start of classes. Please plan accordingly.

Email from Wesley Biblical Seminary

All WBS students are given a free email address upon enrollment in classes. The seminary offices and faculty use this email address—and this email address alone—to communicate official seminary business to students. You are responsible for checking this account regularly and will be held accountable for information delivered via this email address. You may not opt out of these communications as long as you are a student.

This email address typically consists of the user's first initial and last name plus @wbs.edu (ex. jsmith@wbs.edu) To access your email account, simply go to outlook.com. Your username is your email address. It, along with your password, will be provided during the enrollment process. As with all login information, please keep this secure.

Student Identification Card

Photo student identification cards may be made for each student. If you are an online student who visits campus you may have an ID made. The student ID will serve as your library card and will allow you to verify your status as a student. Replacement cards may be obtained quickly for a \$10 fee if lost or stolen. Any questions can be directed to the library.

Housing

Wesley Biblical Seminary does not provide student housing. Online resources such as apartments.com, apartmentfinder.com, and apartmentguide.com will help you find

housing options. Costs for housing will vary according to size, location preference, and availability.

Firearms

Students may not possess or keep firearms of any sort on-campus. Questions regarding this policy should be directed to Vice President for Business Affairs.

Student Employment

On and off-campus job postings are available on our website. Contact the Vice President of Enrollment and Student Success if you need more information about area employment.

Campus Safety and Security

All outside doors always remain locked and never propped open. You will be given a four-digit code to gain access through the student entrance (in the back next to the concrete table). Do not share this code with anyone. Do not let unknown persons into the building with you. Ask them to return during business hours.

Campus safety concerns should be reported to the Vice President of Business Affairs. In the event of a significant emergency, call 911 as the first line of action and then notify the Vice President of Business Affairs about the emergency as soon as possible

Wesley Biblical Seminary has a comprehensive Emergency Operations Policy Manual on file.

A security guard will monitor the parking lot during evening classes.

The Library

Library Resources

WBS subscribes to a growing number of online resources (e.g. electronic journals, e-books). For usernames and passwords, please contact the librarian at gandrews@wbs.edu. The catalog and online resources are all available through the WBS website (Students>Library & Resources). Please utilize all these resources as often as you'd like and contact the library any time with questions regarding access and usage.

The Reference Room houses commentary sets, biblical encyclopedias and dictionaries, language resources, and general reference material. This room is open to students during all Seminary operating hours and includes a table for reading and study. Additional study space, including a printer for student use, is located next to the library office. The cost for printing is \$0.10/page (payable at the library office).

The Main Circulating Collection, the Paul Tashiro Collection, and the Wesley Collection are shelved on closed stacks. Please use the online catalog to search and browse. Library staff will gladly assist in retrieving books for loan or in-library use.

Hours

Library operating hours vary but are generally in keeping with the business hours of the Seminary. Students are free to make an appointment with the librarian at any time for research assistance.

Procedures

Staff, currently enrolled students, WBS alumni, and registered community users may check out materials. All materials must be checked out to you by library staff. Reference books do not leave the library area for any reason. Copies of these materials may be carefully made at the copier in the work room. Copies are \$0.10/page (payable at the library office).

Students may not have more than ten books checked out at any one time. Those students working on a thesis must register with the library to receive the privilege of checking out items above the limit. Please return all items by their due date. Under no circumstances may materials leave the library that are not checked out.

Additional Resources

If you wish to utilize the Reformed Theological Seminary (RTS) Library or any other member library of the Central Mississippi Library Council (CMLC), contact the librarian for an info pass.

The WBS Library participates in reciprocal borrowing programs with other theological libraries across North America. Contact the librarian for information on how to take advantage of these services.

The WBS Library is networked with other theological libraries across the nation through the American Theological Library Association (ATLA), Association of Christian Librarians (ACL), and Online Computer Library Center (OCLC). Items to which we don't have ready access may be obtained through these networks via an interlibrary loan. Because of the fees sometimes charged by other libraries, we may occasionally charge for interlibrary loan requests. Interlibrary loans take up to two weeks to secure. Plan your research well in advance.

Academic Honesty

(See complete academic policies in the most recent Academic Catalog.)

Wesley Biblical Seminary practices the “honor system” in expecting you to accurately and truthfully represent yourself in all the work you submit for consideration and evaluation. We are all Christian adults who are seeking to be conformed to the image and likeness of Christ in whom was found no guile. Our passion should be a pursuit of truth and honesty.

Seminary education will require a significant amount of writing. You will want to be prepared to present your ideas in systematic, orderly, and technically precise ways. One major concern in writing is to avoid plagiarism, which is the practice of taking someone else’s words for your own and not giving credit to the originator of the statements.

WBS students have received failing grades because professors discovered that they had copied and pasted passages of text they had found on the Internet. This is so easy to spot: (1) professors develop an ability to recognize a student’s level of writing skill from previous forums and projects and can quickly compare it with what they are reading, and (2) “TurnItIn” and even a simple Google search are almost instantaneous in their ability to find a sentence if it is on the Internet. These students had copied the material for use in the papers or discussion forums but had not given a citation for where the material came from. The appearance intended was that the students had written their own thoughts.

What is Plagiarism?

Read the material presented by the Writing Tutorial Services at Indiana University. This site (<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>) provides a clear definition and characteristics of plagiarism. The material also gives guidelines on how to avoid plagiarism. You must acquaint yourself with this information so you can be free of any accusation of this scholarly sin. Plagiarism is both theft and fraud.

Academic honesty is a quality that everyone pursues at WBS. As a graduate student at this institution, you bear the responsibility of maintaining a high level of honesty in the work you prepare and submit. The work should be your own. On those occasions when you are using the statements or thoughts of other people, you should give credit with a properly formatted citation in the paper or forum.

How Do We Avoid Plagiarism?

Proper citation is the only response to the problem of plagiarism. Do not merely preface a quote by saying generally, “Research says...” A specific citation is necessary crediting an author, his/her work, and other bibliographic material. To fail in proper citation is to steal ideas from other scholars. Another reason for a precise citation is to allow other students to locate the same material you found so useful.

Never simply “cut and paste” large sections of another’s words into your post or paper. That is intellectual theft. Instead, understand the main ideas of an author’s work and restate that idea in your own words (and cite it). Combine the new idea with other concepts from the texts and your own experience to create a unique blend of ideas. This process of blending ideas from several experts and mixing it with your own experience and stating it in your own words is called “synthesis.” Synthesis is a higher-level thinking skill and an essential aspect of scholarship. If you quote a few sentences exactly, use quotation marks. Even if you don’t quote an author or work exactly, do use citation for the ideas of another person. Err on the side of honesty and caution in giving credit to other sources for ideas not yours. Plagiarism disappears to the extent the scholars and writers practice proper methods of referencing their quotes and ideas.

The faculty at WBS has approved three citation styles for use in seminary papers, research projects, and theses: Turabian (The Chicago Manual of Style), APA and MLA. In some cases, the professor is very strict and demanding about precision and complete harmony with the chosen style. In other cases, the professor will not be as demanding. You should, consequently, always plan on giving your work the best and most accurate attention possible. Choose one style and be consistent in its use. Always cite your sources of both ideas and exact quotations!

Examples of the Three Approved Citation Styles:

- **Turabian style.** The ideas or words of another are indicated by a superscript reference number in the text of the post or paper, such as this example referencing an idea, not an exact quote—one benefit of regular periods of fasting is lessening our concentration on food and feasting, instead, on Scripture. (Use the “insert” and “reference” functions to create a superscript number in Word.) The full citation or reference is found at the end of the post in a forum or at the bottom of the page or end of the chapter for a research paper. The footnote reference for the first use of an author’s work will appear as it does in the previous example.
- **APA style.** The citation itself is placed in parentheses and located within the text of the post or paper directly following the idea or words referenced. For

example, the Turabian citation above could look like this in APA (Foster, 1988, p. 55) for a research paper and like this for a discussion post: (Foster, Celebration of Discipline, 1988, p. 55). If you use APA within a discussion forum post, be sure to include the work of the author within the parentheses because authors may have written many books and students using APA in a forum often don't include an end note of further information. If you use APA in a paper, the full bibliography at the end of the project will contain all needed citation information not contained within the parenthetical note.

- **MLA style.** Modern Language Association (MLA) writing style is commonly used in the humanities. The Richard Foster citation above might look like this in a research paper using MLA: "One benefit of regular periods of fasting is lessening our concentration on food and feasting, instead, on Scripture" (Foster 55). Again, if you do not wish to place a full biographical note at the end of your discussion post, include the name of the book/article in the reference parenthesis thus: (Foster, Celebration of Discipline, 55).

Be sure to follow assignment instructions when saving your paper; include the file format (.pdf or .doc/.docx) which your professor specifies.

Spiritual Life

Seminary Ethos

Wesley Biblical Seminary has established this ethos statement in order to promote spiritual growth and to foster a safe, wholesome, loving Christian on-campus and online environment for the benefit of all members in the seminary community.

Thus the members of this community are expected to evidence commitment to Jesus Christ as Savior and Lord by walking in the Spirit so that they can grow in the fruit of the Spirit (Gal 5:16, 22-24) as evidenced by a life of honesty, purity, respect, and concern for the welfare of others. Members of the seminary community are also expected to abstain from the “works of the flesh” (Gal 4:19-21), such as drunkenness, unruly behavior, gossip, evil-speaking, gluttony, illegal or harmful addictive substances, occult practices, pornography, commercialized sexual entertainment, and all sexual practices outside of the marriage relationship between a man and a woman. Personal attire, appearance, and conversation should exemplify godliness in the Christian community and the world.

The seminary faculty is committed to consensual Christianity, as expressed in the ecumenical creeds, and to the evangelical and Wesleyan emphases of our statement of faith. Students from various traditions that affirm Christianity’s creedal essentials will find a warm welcome and a place of academic freedom that encourages respectful, critical enquiry into both the issues that divide Christians and Christianity’s interaction with the non-Christian world. The diverse denominational, racial, and national nature of the seminary community provides a wholesome environment for theological inquiry, spiritual formation, and preparation for ministry in the present world.

Note: The above ethos statement serves as Wesley Biblical Seminary’s statement on students’ rights and responsibilities and as our code of discipline. For details on disciplinary process, please see Appendix 9.

Seminary Chapel

Chapel services are held most Tuesdays at 12pm at Christ United Methodist Church, a short drive from the WBS campus. Students are invited to attend.

Due to the majority of our students being bi-vocational or tri-vocational, we do not require many activities at the seminary outside the classroom. However, we do expect

them to be active in the life of their local church, and to be involved in a small group/mentoring/accountability partnership for personal growth and spiritual health.

Appendices

Appendix 1: Drug Prevention Program

Standard of Conduct

The official Ethos Statement of the seminary forbids the abuse of alcohol and illegal drugs: “Members of the seminary community are also expected to abstain from the ‘works of the flesh’ (Gal 4:19-21), such as drunkenness...illegal or harmful addictive substances....”(See Seminary Ethos for full statement).

Interpretation of the Standard

With respect to the use of illegal drugs and alcohol, this standard forbids the unlawful possession, use, or distribution of drugs and alcohol by seminary students and employees. This requirement is made because such unlawful and abusive usage is destructive to the human body and detrimental to the seminary community life.

Action

The standard regarding use of drugs and alcohol at the seminary will be implemented through these means:

- Continue to publish the Ethos Statement, which forbids the use of illegal drugs and alcohol.
- Make this document available annually to all students and employees.
- Make available upon request information about counseling, treatment, and rehabilitation agencies that are equipped to assist those who need professional help.
- Take appropriate disciplinary measures when cases of abuse occur. Such measures could result in the expulsion of students, the termination of employment, and referral for prosecution.
- Do everything within the seminary's ability to assist in the rehabilitation of a student or employee who abuses drugs or alcohol.

Appendix 2: Disabilities Policy

Wesley Biblical Seminary is committed to making the campus as accessible as possible for individuals with disabilities. Every reasonable and appropriate effort will be made to ensure that people who meet the academic and technical standards required for admission will be able to participate in all programs and services, regardless of disability. Our entrance, classroom, library, kitchen, and restroom facilities are accessible. Individuals with disabilities are entitled to reasonable and appropriate accommodations to make sure that they are receiving equal access to education. All students are responsible for their own transportation to and from the school, tutoring, therapy, personal aides, and all activities outside those directly pertaining to seminary classes and functions.

It is the privilege of any disabled student to contact the Vice President of Business Affairs' office to advise the VP of Business Affairs of any special needs for support or service requisite for participation in the WBS classroom and community. The VP of Business Affairs will respond by written contract to the student outlining provisions for help. Upon satisfactory agreement, the student and dean shall sign and file the contract with the business office, the faculty advisor, and academic dean's office.

In the event of a failure to provide promised services, the student may file a grievance according to the seminary policy (see Appendix 7).

In the event a satisfactory contract cannot be negotiated, the president shall appoint a committee to work on a contract that satisfies the request.

In the event that Wesley Biblical Seminary is unable to provide requested services, a letter of explanation will be written within 5 working days and will be mailed to the student making the request.

Appendix 3: Financial Aid Satisfactory Academic Progress

Students must maintain Satisfactory Academic Progress with a GPA of 2.5 or higher in order to receive financial aid (direct unsubsidized loan or WBS scholarships). Certain scholarships require a minimum GPA higher than 2.5. No funds will be available until the student's GPA is 2.5 or higher. Students will be informed of ineligibility by WBS email, phone or at registration.

From the Academic Catalog:

In order to maintain academic continuity, the Master of Divinity must be completed in seven years, the Doctor of Ministry in five, and the Master of Arts in four. Exceptions to these limits may be appealed to the Academic Dean.

Appendix 4: Student Add/Drop, Withdrawals, and Refund Policy

The add/drop period of a term without penalty is the first two weeks of school, and no loan funds will be granted if a student drops below half-time. Withdrawal from a course is to remove you from a course or the program after the second week of a semester. No withdrawals are granted during the last two weeks of a term. Students who withdraw from any or all of their courses must complete an official withdrawal process. A "W" will be placed on the student's transcript for each course withdrawn from and no refunds will be given. Failure to officially withdraw from a course or courses will result in a final grade based on the work you had submitted to the professor, and you will be responsible for full tuition charges on your student account.

If a student receives federal funds and withdraws from all credit hour courses on or before the 60% point in time of the period of enrollment, calculated using calendar days, a portion of the total of Federal Direct Unsubsidized Loan funds awarded a student must be returned, according to the provisions of the Higher Education Amendments of 1998. The calculation of the return of these funds may result in the student owing a balance to the seminary and/or the federal government. The student will have to pay the seminary the money due for tuition and fees for withdrawing from their courses. A total withdrawal from classes will terminate the deferred Direct Unsubsidized Student Loan payment plan.

The Federal Title IV written refund policy and method of calculation is available in the Financial Aid Office and on the Federal Financial Aid website:

<http://ifap.ed.gov/fsahandbook/attachments/1516FSAHbkVol5Ch1.pdf> OR

<https://fafsa.ed.gov/> for details.

If you have received WBS scholarships and you withdraw from courses, you will be responsible for repayment of some or all of the scholarship funds. Withdrawal is not official until the student has received confirmation from the registrar's office that the process has been correctly completed. It is the student's responsibility to verify that the withdrawal has been correctly completed.

Process for Withdrawing from a Class:

To withdraw, the student must seek counsel with his or her advisor. This counseling will include a review of how the student's financial aid will be impacted. Where money is owed, the student must acknowledge an understanding of this in writing (email) before the withdrawal is complete. If you call and leave a message on voicemail, this will not constitute a withdrawal from your class(es). You must email the request for

withdrawal to the registrar's office. The withdrawal will not be complete until the student has received a confirmation from the academic dean's office. The student should inform the professor of his or her withdrawal out of courtesy.

Appendix 5: Terms of Deferred Payment Plan

At least one-third of the student bill is to be paid on or before the due date, which is seven (7) days before the first day of class each semester. Please refer to the WBS website for the most current payment due date. If there is a question about the amount of financial assistance that is to be applied to the student's account, the 1st payment should be 1/3 of the total bill before the posting of any financial aid. A \$25 deferral fee will be applied to the initial payment and paid at this time. A second payment – 1/2 of the balance due – will be due 30 days from the initial due date.

The 3rd and final payment will be due 60 days from the initial due date. Any scheduled payment not paid by the date scheduled will incur a \$25 late fee. There is no penalty for payment of the full balance before the time of the scheduled payments. Any balance owed 180 days after the beginning of the semester in which the charges were incurred will begin to accumulate interest at the rate of 1.5% per month.

Frequently Asked Questions

- Will I receive a statement before the initial due date? No, an email directing you to your student account is your notification. Students may return to Populi after their registration has been activated to see the list of charges related to that registration.
- If I expect scholarship funds to be awarded after the initial payment is due, how will I know how much to pay on the first payment? Unless you are notified otherwise by the office of Financial Aid, you are to pay one third (1/3) or more of the total charges.
- Will I receive a monthly statement? No statements will be sent. When there is activity on the account or a payment due, email notification will be sent. However, student accounts are visible by the student at all times. For those students who have paid in full at the beginning of the semester, no emails will be necessary unless some additional activity occurs. For loan students, emails will correspond with the posting and disbursing of loan funds. For those on the Deferred Payment Plan (DPP), emails will correspond with the remaining due dates of the DPP.
- If I pay with loan funds, but the loans are not disbursed until after the initial payment due date, will I be charged the \$25 Deferred Payment Plan (DPP) fee? Students paying with loans will not incur the DPP fee as long as the loan is certified by the due date. It is the student's responsibility to initiate the loan process in time to allow for all necessary steps of loan certification to occur by the

due date. If the loan is not certified by the due date, the initial \$25 DPP fee will be applied to the student's account.

- If I pay with military benefits, will I be charged DPP fees if the government is slow in processing payments to WBS? If the students receiving military benefits have made arrangements in a timely manner (before the due date) with the Financial Aid and Business offices, the student will not be charged additional fees for delays in government payments.
- What if I am unable to pay 1/3 of the charges by the due date (7 days before the 1st day of the term)? A minimum of 1/3 of the total charges is due by the due date. If the student is unable to pay this amount, he/she should contact the Office of Financial Aid to secure a Stafford Loan. This should be done before the due date in order to allow time for the loan to be certified by the due date. Failure to pay or secure a means of payment of the minimum 1/3 payment by the due date will lead to the student being barred from class.

Appendix 6: Internet and Technology Usage Policy

Internet and Network Policies

- Internet access is provided for educational use; visiting sites (viewing or printing) of an inappropriate nature or that may be considered offensive by other individuals is strictly forbidden. The Internet is to be used in accordance with the code of conduct as stipulated by the WBS Handbook. Violators will be reprimanded in accordance with school policy.
- Sending/posting harassing messages or repeatedly sending/posting unwanted messages (electronic or paper) to others is prohibited.
- You may not connect any personal computer equipment to the seminary network without prior authorization from the staff.
- You may not attempt to intercept, analyze, record, or tamper with network data packets.
- WBS resources may not be used for illegal or disruptive purposes. Examples of illegal or disruptive purposes include, but are not limited to:
 - Intentional harassment of other users.
 - Intentional destruction of or damage to equipment, software, or data belonging to WBS or other users.
 - Intentional disruption or unauthorized monitoring of electronic communications.
 - Intentional denial of service to other users.
- No attempt will be made to impersonate any person, including other WBS students or employees. No attempt will be made to disguise the origin of an electronically transmitted or posted material. No attempt will be made to make unauthorized use of someone else's electronic signature.

All instances of unethical or irresponsible use of the Internet on WBS grounds are grounds for disciplinary action. Instances of abuse may result in civil and/or criminal proceedings. The seminary expects that all users of the Internet on school grounds will observe reasonable standards of behavior.

Using WBS Equipment

- No computers are provided for student use. Students must bring their own devices, but they are welcome to connect to the WBS wireless Internet if procedures are properly followed.
- The printer in the study area is for individual print-outs, not as a replacement for photocopier machines. Users who need to produce multiple copies of a document should print a master copy (\$0.10/page) and then photocopy it

(\$0.10/page). Students may use the photocopier in the work room. The code may be obtained at the library office, and copies may be paid for there.

- Any user who has not been trained on the proper procedures for unjamming or otherwise maintaining printers is to request assistance from the front desk.
- Reproduction of copyrighted material (e.g. software, music, video, books, video, photographs, etc.) is prohibited and will be dealt with as according to copyright laws.
- The use of campus computer resources to share or distribute copyrighted material to others without the permission of the copyright holder is prohibited. This includes, but is not limited to, using peer-to-peer applications (ex: KaZaA) to share these files. The burden of proof of ownership or obtaining permission from the copyright owner is upon the account holder. Upon receiving proper notification, as defined by the Digital Millennium Copyright Act, of a potential infringing activity, we will remove or block access to the material in question. Reports of repeated copyright infringements will lead to termination of computer/network services and/or other legal actions.

Storage of Personal Data

- User data files should be saved on flash drives or in a cloud (e.g. Google Drive, Dropbox, iCloud). Files are not to be stored on local or network drives.
- In an operational sense, WBS generally regards your files and data as private; that is, employees of WBS do not routinely look at this information. However, the seminary reserves the right to view or scan ANY file or software on seminary systems or transmitted over school networks and will do so periodically to ensure that hardware and software are working correctly. We will also look for particular kinds of data or software (such as computer viruses) and audit the use of school resources. Violations of policy during these and other activities will be acted upon.

Appendix: Student Grievance Policy and Procedures

Purpose

The purpose of the grievance policy is to provide an orderly process to address student complaints within the seminary community. If a student believes that his/her rights have been violated, that person should follow the prescribed procedure:

- First, the student should attempt resolution with the person or persons involved in the dispute. Matthew 18:15 advises the believer to reconcile quarrels one-on-one if at all possible.
- For academic grievances, if the student is not satisfied after speaking with the course instructor, he or she should consult with the Academic Dean. The complaint must be presented in writing.
- For complaints and grievances between students, the student should speak with the Executive Vice President. The complaint must be presented in writing.
- For disputes between a student and staff member, the student should speak with the immediate superior of the staff member, usually with the Vice President of the department. The complaint must be presented in writing.
- If the student's grievance is with a department head, the student should present the grievance to the immediate superior of the administrator, usually the President. The complaint must be presented in writing,
- No anonymous complaints will be addressed.

Institution's Response and Appeal

Upon receiving a written grievance, the administrator should conduct an informal investigation into the facts of the complaint. The student should receive a reply within 30 days. The student may appeal the administrator's decision to the President and a panel whom the President shall select. This group will give the seminary's final decision, which may be appealed to the Mississippi Commission on College Accreditation by going to <http://www.mississippi.edu/mcca> and completing the student complaint form accessible on the right side of this page.

Appendix 8: Sexual and Discriminatory Harassment Policy

Discriminatory Harassment

It is a fundamental policy of Wesley Biblical Seminary that discrimination on the basis of race, color, religion, national origin, disability, or age shall not be practiced in any of its activities. Discriminatory harassment is a form of discrimination, and thus violates the seminary's policy against discrimination.

Harassment is conduct that has the purpose or foreseeable effect of unreasonably interfering with an identifiable individual's work or academic performance or of creating an intimidating, hostile, or offensive work or learning environment. To be guilty of harassment, the actor must either intend to produce the consequences described above or act in reckless disregard of whether such consequences might result from his or her actions. It is not necessary that the consequences actually occur, but the test of whether they are foreseeable is to be determined objectively by reference to all the circumstances of the particular case. Discriminatory harassment is harassment that is based on the targeted individual's race, color, religion, national origin, sex, disability, or age. Discriminatory harassment includes sexual harassment, which is further delineated below.

Sexual Harassment

Illegal discrimination, including sexual harassment, will not be tolerated. Anyone—staff or student—who violates this policy is subject to disciplinary action, which may include suspension, expulsion, or termination.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic success; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or study environment.

In addition, harassment without an overt sexual component can also violate the law and Seminary policies under the circumstances outlined in this policy where it is shown that the harassment is directed at an individual because of the individual's gender.

The Seminary administration will take immediate steps to investigate and, as appropriate, to resolve complaints. In determining whether alleged conduct constitutes sexual harassment, the Seminary will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. Determination will be made from the facts on a case-by-case basis. In cases in which a hostile environment is alleged, a determination of a violation requires not only a finding that the victim regarded the environment as hostile, but also that such conduct was severe, persistent or pervasive and would be considered hostile by any reasonable person. Offensive conduct that does not rise to the level of harassment, however, may be grounds for discipline under other applicable policies.

Appendix 9: Student Discipline Policy

Student Discipline

Wesley Biblical Seminary students are adults who are typically in ministry or preparing for ministry. Any implementation of student discipline is to be redemptive and restorative, in an attempt to address major violations of community life expectations, as described in the ethos statement of the seminary. Student discipline is addressed in the following context:

- Self-discipline. Mature Christian leaders are expected to exert the disciplines of Christian discipleship and character.
- Institutional discipline. If self-discipline and group disciplines break down, institutional disciplines may be necessary.

Major infractions of community life expectations include the following:

- Unmarried or extramarital sexual relationships
- Same sex practices
- Use of tobacco, alcoholic beverages, and illegal drugs that breaks the ethos statement

Institutional discipline is to transpire through the following process:

- Reports of major infractions must be made in writing to the Vice President responsible for student life.
- The Vice President will interview the student and collect evidence regarding the infraction.
- The Vice President will call a meeting of a Student Relations Committee comprised of the VP and two members of the faculty.
 - All deliberations remain confidential between Wesley Biblical Seminary and the student unless mandatory reporting is required to proper authorities.
 - If the disciplined student violates confidentiality, WBS will not be held liable.
- The Student Relations Committee will receive the report of the VP and conduct any additional investigation deemed necessary.
- The Student Relations Committee will render a decision with the following options:
 - Dismissing charges

- Student disciplinary probation.
 - Probation allows for the student to remain enrolled at WBS.
 - Duration may be 90 days, one semester, or two semesters.
 - The Student Relations Committee may attach appropriate redemptive and restorative conditions and assignments to the probation.
 - No student may graduate while under disciplinary probation.
 - The Student Relations Committee must reconvene at the end of the probationary period to end or extend the probationary status.
- Suspension from enrollment for a period of one to two semesters:
 - The Student Relations Committee may attach conditions to the probation that the student must meet in order to re-enroll upon the successful completion of the suspension period.
 - A suspended student must submit a written petition requesting re-enrollment to the Student Relations Committee upon the successful completion of the suspension period.
 - The Student Relations Committee will render decisions whether or not to re-enroll the suspended student.
- Expulsion from seminary without the possibility of readmission.
 - Reserved for the most egregious of offenses.
 - Appropriate when there is no repentance by the offender.
- The offending student reserves the right to appeal any decisions of the Student Relations Committee to the seminary president.
 - Any appeal of a Student Relations Committee decision must be made by the disciplined student to the seminary president in writing within five (5) business days of the decision.
 - The decision of the seminary president is final.

Appendix 10: Federal Personal and Academic Privacy Policy (FERPA)

At 18 years of age or upon attendance at post-secondary institution, a student is categorized as an “eligible student” and all rights pertaining to academic records are transferred to the student. “The eligible student has the right to have access to his or her educational records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records” (Department of Education policy statement: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>).

Rights Under FERPA

Under FERPA guidelines, a school must provide the eligible student access to her/her academic records, and the student controls what information in those records can be disclosed to a third party. An eligible student has the right to request that his/her academic records be amended if the data is inaccurate or misleading.

Responsibilities Under FERPA

The student must contact the academic office and make a request to see or amend academic records. The student must give written consent in order for third parties to receive information from official records. A phone call to the registrar or dean will not serve. Written consent must appear in the student’s academic file in order for the institution to disclose personal data.

Disclosing Information Without Consent

Under certain conditions, student academic information can be shared with others without the student’s written consent. Here is a summary of those conditions:

- School officials or others who are working for the institution may see student files. (WBS must define “school official” and “legitimate educational interest,” so says the official bulletin.)
- Other education institutions that the student designates may request and receive academic information.
- During the application for financial aid, other agencies may require the student’s personal information.
- If the student is still a “dependent” listed on a parent/guardian’s income tax, the parent/guardian will be allowed access to official records
- If a health or safety emergency arises, or if federal or state law is broken, the student’s parent/guardian may request personal information.

- For a school directory, such information as name, address, email account, telephone number, major field of study, enrollment status and other general information may be used.
- If educational authorities are evaluating or auditing the institution, student academic information may be provided.

If a student feels her/his FERPA rights have been violated, the student should call (202) 260-3887 to receive a complaint form. The form should be mailed to the following address:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.