



A new kind of education

A different approach to getting trained and equipped

## **Student Handbook**

Volume 15

*B. H. Carroll*

THEOLOGICAL INSTITUTE

B. H. Carroll Theological Institute  
Student Handbook  
Volume 15  
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**Disclaimer**

While this Handbook was prepared on the best information available as of November 2016, all information, including statements of fees, course offerings, and admission and graduation requirements, is subject to change without notice or obligation. This handbook should not be construed as a contract between B. H. Carroll Theological Institute and any potential, current, or former students.

Information contained in this handbook is subject to change at the discretion of the B. H. Carroll Theological Institute. Unless specifically stated otherwise in a particular Handbook policy, in the event of any inconsistency or conflict between the information contained in this handbook and any other material, the information contained in the handbook shall take precedence.

B. H. Carroll Theological Institute is not responsible for information or claims made by individuals not affiliated with the Institute that is contrary to B. H. Carroll Theological Institute published material.

## **Reinventing Theological Education**

B. H. Carroll Theological Institute is reinventing theological education in innovative, creative ways that make ministerial training more relevant, practical, effective, as well as affordable and accessible to all Christian workers. Using a nexus of scholars, teaching churches, and learning centers, Carroll Institute mobilizes the Body of Christ to minister and serve an increasingly lost and needy world. With a focus on the Great Commission, this approach commits a minimum of resources to buildings and a maximum of resources to intellectual capital and learning technologies. It operates from a center in Irving, Texas where professors (Senior Fellows) with a depth and breadth of experience in theological disciplines plan curricula. They also teach and coordinate the work of academically qualified scholars (Resident Fellows) in teaching churches across the nation and ultimately around the world. Carroll Institute uses a broad range of media to connect with the churches and provide theological education that is biblically based and practically oriented.

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# Mission Statement

B. H. Carroll Theological Institute is a graduate-level community of faith and learning that equips men and women called to serve Christ in the diverse and global ministries of His church.

*We equip missional leaders*

# Vision Statement

Through an integrated network of Fellows, Teaching Churches, and Learning Centers, the Institute seeks to mobilize the priesthood of believers for service in society. It provides, through appropriate media, theological education that is both biblically based and praxis oriented. The Institute develops Christ-centered leaders who are committed to academic excellence, life-long learning, and transformational ministry. The Institute works collegially with other evangelical Christians. Its confessional basis is the consensus of opinion concerning those articles of the Christian faith and practice that have been most surely held and expressed in historic Baptist principles and practices.

*We will deliver accredited theological education to Christ-centered leaders in their contexts through a network of ministry partners.*

# Values

- Christ-centered, Spirit-led character
- Bible-based, world-engaged curriculum
- Historic Baptist identity and principles
- Intellectual energy interacting with effective praxis
- Vulnerable, responsive, and relevant to a changing world
- Accessible and affordable to all believers
- Collegial, collaborative, and encouraging environment
- Diverse and inclusive community with a global impact
- Linked with and mutually accountable to the churches
- Individual attention to and respect for students
- Synergistic dialogue between Senior Fellows and field-based Resident Fellows
- Intentional, holistic formation of all persons, faculty and students
- Perpetual education: lifelong and mutual learning between faculty and students
- Model and guide students in development of a mature and balanced biblical worldview

*Affordable*

*Accessible*

*Achievable*

*Accountable*



# Standards of Conduct

As a community of Christian leaders, Carroll Institute seeks to maintain high standards of integrity in all areas of life, including academic work, ministry, and community relationships. Given these objectives, students are expected to maintain appropriate personal standards and use wise judgment in matters pertaining to personal conduct. Any set of community conduct standards may contain elements with which some of its members disagree. Nevertheless, out of a desire to encourage an environment appropriate to its purposes, respect for its heritage, and concern for the values of its constituency, B. H. Carroll Theological Institute has established the following behavioral guidelines for all students.

Practices that are not in keeping with Scriptural teachings and wholesome Christian lifestyle, such as dishonesty, theft, sexual misconduct and harassment, use of pornography, profanity, racism, and infringement on the rights of others are considered serious violations of the standards of conduct and will not be condoned.

In a Christian academic community, academic dishonesty, including cheating, plagiarism, and misappropriation of library materials, is regarded as a serious violation of standards of conduct.

Abuse of one's body is inappropriate for any Christian. Students will refrain from the possession or use of harmful substances, intoxicants, and all illegal drugs.

Christians are expected to show respect for governmental authority. Students are therefore expected to uphold the laws of the local community, the state, and the nation.

Students are expected to refrain from all practices that are questionable and encourage exposure to demeaning social relationships.

Carroll Institute values a community environment that is free from all forms of discrimination and harassment. Therefore, discrimination and harassment of any type will not be tolerated by the institution. Those found in violation will be subject to disciplinary action.

In order to facilitate orderly community life, students are expected to abide by other procedural rules and regulations as announced.

# Admissions

Admission to B. H. Carroll Theological Institute is open to qualified persons of all denominations and fellowships, of any race, national or ethnic origin, without regard to gender or handicap.

## Master's Degrees

Applicants for the master's degree are required to have completed a baccalaureate degree from an accredited college or university with a minimum grade point average of 2.0 (on a 4.0 scale). The following steps must be taken to apply:

Following submission of the online application, the applicant will be given detailed instructions regarding the following general application requirements:

1. **Submission of an online application.**
2. **Submission of supplemental documentation. Following submission of an online application, the applicant will be given detailed instructions regarding the following supplemental documents:**
  - **Official transcript(s) from an earned baccalaureate degree.** Applicants will also be considered who have a comparable degree from a recognized institution outside the US. The degree must be evaluated by a recognized credentials evaluation service such as World Education Services (WES), P.O. Box 745, Old Chelsea Station, New York NY 10113-0745, phone +1 900-937-3895, [www.wes.org](http://www.wes.org).
  - **Three letters of recommendation.** Recommendation forms will be supplied when an online application is submitted. Recommendations must reflect evidence of the applicant's character, commitment, and readiness for master's-level study in ministry preparation.
  - **Church endorsement.** An endorsement form will be supplied when an online application is submitted. The form must be completed by the church of which the applicant is a member.
  - **Personal statements.** Applicants will be required to provide statements of their call to the ministry and their past Christian experience.
  - **A digital photograph.** This does not have to be professional made, but a snapshot will suffice.

## Doctoral Degrees

Applicants for the doctoral degree are required to have completed a baccalaureate degree and a master's degree from an accredited college or university. Doctoral applicants are required to meet the general admission requirements before they are considered for the doctoral program. The following steps must be taken to apply:

The general admission requirements are the same as for the master's degree, with the following exceptions:

1. **Submission of an online application.**
2. **Submission of supplemental documentation. Following submission of an online application, the applicant will be given detailed instructions regarding the following supplemental documents:**
  - **Official transcripts** from all earned baccalaureate and master's degrees. (Applicants will also be considered who have a comparable degree from a recognized institution outside the US. The degree must be evaluated by a recognized credentials evaluation service such as World Education Services (WES), P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745, phone +1 900-937-3895, [www.wes.org](http://www.wes.org).)
  - **Three letters of recommendation.** Recommendation forms will be supplied when an online application is submitted. Recommendations should be from a *current and/or former professor* with whom the applicant studied at the master's level or above. All references should attest to the applicant's potential to engage in doctoral-level study.
  - **Church endorsement.** An endorsement form will be supplied when an online application is submitted. The form must be completed by the church of which the applicant is a member.
  - **Personal statements.** Applicants will be required to provide statements of their call to the ministry and their past Christian experience.
  - **A digital photograph.** This does not have to be professionally made, but a snapshot will suffice.

Upon completion of the general application, the doctoral applicant must meet additional requirements such as GRE or MAT scores, a research/reflective paper, interview, and qualifying exam. Applicants should consult the appropriate handbook (see Academics, Programs of Study, Doctoral Degrees).

## Diplomas

The Diploma Program is a non-degree, non-transferable program of study. Applicants must be at least 25 years of age and are not required to have a baccalaureate degree. The following steps must be taken to apply:

Following submission of the online application, the applicant will be given detailed instructions regarding the following general application requirements:

1. **Submission of an online application.**
2. **Submission of supplemental documentation. Following submission of an online application, the applicant will be given detailed instructions regarding the following supplemental documents:**
  - **Copy of an earned High School diploma or GED** (Graduate Equivalency Diploma)
  - **Three letters of recommendation.** Recommendation forms will be supplied when an online application is submitted. These recommendations must reflect evidence of the applicant's character, commitment, and readiness for diploma-level study in ministry preparation.
  - **Church endorsement.** Endorsement form will be supplied when an online application is submitted. The form must be completed by the church of which the applicant is a member.
  - **Personal statements.** Applicants will be required to provide statements of their call to the ministry and their past Christian experience.
  - **A digital photograph.** This does not have to be professionally made, but a snapshot will suffice.

## Readers

Readers are non-credit students who wish to audit a class. Readers are not allowed to take language courses. An online course may be taken only if permission is granted by the teacher. Readers may attend the class sessions, receive class materials, and participate in class discussions and activities. Courses attended by Readers do not apply toward any degree program and are not transcriptable. Individuals who become Readers should only do so after determining that they do not want to apply the course toward a degree. Applicants need only submit the online **Reader Application**.

# Application & Registration

## **If you are ready to apply, complete the following instructions:**

If you plan to become a student at Carroll Institute, please visit our website at [www.bhcarroll.edu](http://www.bhcarroll.edu) and complete the Application for Admission. Download and print the Church Endorsement form and three Recommendation for Admission Forms. Additional instructions are given online. The Institute admits students year-round and accepts applications at any time. At least six weeks prior to enrollment in a Term, you should submit the following:

- Application form - online or mail-in form
- Church endorsement form
- Official copies of transcripts

You may contact us in one of the following ways:

B. H. Carroll Theological Institute

6500 N Belt Line Rd, Suite 100

Irving, Texas, 75063

Voice: 972-580-7600

Fax: 972-756-7600

E-mail: [admin@bhcarroll.edu](mailto:admin@bhcarroll.edu)

Website: [www.bhcarroll.edu](http://www.bhcarroll.edu)

## **If you are ready to register for courses, follow these instructions:**

Registration for classes will be possible only after admission has been granted.

Registration for a course will begin four weeks and close at 5 PM (Central Time) prior to the first day of each term/semester. Students may submit an online "Course Add Request" form only through the first seven days of any term/semester. Each "Course Add Request" form will incur a "Late Registration Fee" in the amount of \$50, payable by the end of the second week of the term/semester, coinciding with the final payment deadline listed in the academic catalog. Students will register for courses online. Prior to the beginning of class, all course requirements and textbook lists will be available online.

Regular courses of study at Carroll Institute are conducted in five, eight-week terms (Alpha Term, Emmanuel Term, Paschal Term, Omega Term, and Summer Term). Because of the intense nature of the terms, one would only expect within a single term to complete half the number of courses normally completed in a semester. For example, students who normally take four courses in a semester should divide this load between two terms and take two courses each term.

## **Inactivity and Subsequent Readmission for Diploma and Master-level Students**

Diploma and master-level students who have not registered for any courses for one calendar year will be designated as "Inactive" and will have their student access removed making it impossible for them to register for any further courses at Carroll. Within a one-year period of receiving Inactive status, such students may return to Active Student Status through the READMISSION PROCESS which begins by submitting the online administrative form "Request for Readmission." The Director of Admissions will perform a thorough review of the student's file and may request updated documents on a case-by-case basis before granting readmission to Carroll and giving the student access to register for courses. After a two-year period of inactivity, students must complete a new APPLICATION PROCESS to be readmitted to Carroll. Such students will not lose credit for the classes they previously took at Carroll unless, by the time of graduation, 10 or more years have passed since those courses were taken. In such cases, academic credit may be lost for courses taken 10 years or more in the past.

Doctoral students, contact the doctoral office for readmission guidelines at the doctoral level.

# Student Fees

*Student fees are subject to change without notice.*

## **Diploma in Christian Ministry (DIP) and Master's Degrees (MDIV, MACE, MA in Counseling, MAR, MAT, MAW)**

### **Application Fee**

(Application fee must be paid prior to processing submitted documentation)

\$25 (non-refundable) Diploma

\$50 (non-refundable) Master

### **Tuition Fee**

\$295 per credit unit

### **Evaluation Instrument Fee**

(applicable to "Gateway" and/or other courses that utilize specialized evaluation testing instruments)

\$50 per course

### **Technology Fee**

\$75 per term

### **Graduation Fee**

\$50

### **Late Registration Fee**

(per course)

\$50

### **Late Payment Fee**

(see Payment Terms)

\$50

## **Payment Terms:**

The full amount for each term or semester is due within 30 days of registration or by the end of the second week of the term, whichever comes first. Students who fail to clear their outstanding balance by the indicated deadline will be subject to a Late Payment Fee.

## Doctor of Ministry Degree (D.Min.)

### Application Fee

(Application fee must be paid prior to processing submitted documentation)

\$100 (non-refundable)

### Matriculation

\$1,500 per semester

### Technology Fee

\$150 per semester

### Continuing Enrollment Fee

\$750 per semester

### Graduation Fee

\$200

### Late Registration Fee (per course)

\$50

### Late Payment Fee (see payment terms above)

\$50

### Payment Terms:

The full amount for each term or semester is due within 30 days of registration or by the end of the second week of the term, whichever comes first. Students who fail to clear their outstanding balance by the indicated deadline will be subject to a Late Payment Fee.



## Doctor of Philosophy Degree (Ph.D.)

### Application Fee

(Application fee must be paid prior to processing submitted documentation)

\$100 (non-refundable)

### Matriculation

\$2,000 per semester

### Technology Fee

\$150 per semester

### Language Competency Exam Fee

\$150

### Continuing Enrollment Fee

\$1,000 per semester

### Graduation Fee

\$200

### Late Registration Fee (per course)

\$50

### Late Payment Fee (see payment terms above)

\$50

### Payment Terms:

The full amount for each term or semester is due within 30 days of registration or by the end of the second week of the term, whichever comes first. Students who fail to clear their outstanding balance by the indicated deadline will be subject to a Late Payment Fee.

## Other Fees

<b>Course Add</b> (Student may only Add a class through the end of the first week of classes.)	No Charge
Transcript Evaluation Fee (transfer of credit)	\$40 to \$100
Transcript Processing Fee	\$5
Carroll Online Library Fee for those not enrolled in Carroll Institute classes	\$300 per year
Late Registration Fee (per course)	\$50
Late Payment Fee (see payment terms above)	\$50

## Transient Students (transfer credit only)

<b>Application Fee</b> (Application fee must be paid prior to processing submitted documentation)	\$25 (non-refundable)
Tuition Fee	\$295 per credit unit
Late Registration Fee (per course)	\$50
Late Payment Fee (see payment terms above)	\$50

## Readers (auditors)

Tuition Fee	\$40 per course
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## **Refund Policy**

Students who drop a course before the first class meeting of a term may choose to receive a full refund of the course fee, or credit towards another term. Students withdrawing within the first two weeks of class may choose to receive a 50% refund of the course fee, or credit towards another term. No refund or credit is given after the second week of a term.

## **Scholarship Assistance**

Most of the cost of preparing students at Carroll Institute for ministry is met by individuals, churches and foundations committed to supporting theological education. All matriculated students, regardless of denominational affiliation, benefit from this financial assistance. The gifts of donors to the general budget and to scholarship funds offset a majority of the educational cost and keep tuition at an affordable level. Since every student already receives an indirect scholarship in the form of tuition subsidy, the Institute does not typically provide individual need-based or academic scholarships. Also, Carroll Institute remains committed to the biblical principle of institutional separation of church and state. Therefore, it accepts no direct government funding and does not participate in federal Title IV financial assistance programs.

## **Snider Scholarship**

The Snider Scholarship is designed to provide financial support to a selected female student recipient who is training for an M.A. in Counseling degree at B. H. Carroll. Students may apply during their second year in the counseling program. Selection criteria is based on academic and classroom performance, on potential for leadership and ministry effectiveness, and on overall commitment to the counseling field. Preference will be given to students who are in the Licensure Track program of the M.A. in Counseling degree.

## Graduation

Carroll Institute confers degrees five times each academic year when course requirements are completed for each term -- Alpha, Emmanuel, Paschal, Omega, and Summer. The commencement exercise, however, is held only once each year and coincides with the annual convocation at the end of the Omega term. When a degree has been conferred in a term other than Omega and the convocation exercise, said conferral will be publicly announced at the next convocation, and the recipient may participate in that ceremony.

All coursework must be completed by the end of the term when the student expects to graduate. The ending dates for each term are published in the online Academic Calendar. Therefore, the student who anticipates graduation should contact the Registrar with sufficient advance notice to receive instructions and complete capstone requirements, which for master's degrees normally takes two terms and possibly three, if it is a thesis.

If you are completing coursework for any degree, you must apply for graduation and pay the graduation fees, even if you are not attending the convocation ceremony. Both the application and the fees are required in order to receive your degree and have it entered on your transcript. At the student's request, a conferred diploma will be mailed, or retained and presented at the next available convocation ceremony in which the student intends to participate.

An Application for Graduation can be found at:

<http://student.bhcarroll.edu/form/graduation-application>

# Graduation Dates

## Graduation during the 2017–18 Academic Year

Alpha, Emmanuel, and Fall Terms Graduation

Application Deadline October 1, 2017

Paschal, Omega, and Spring Terms Graduation

Application Deadline February 1, 2018

Graduation Ceremony

May 25, 2018

Summer Term Graduation Application Deadline

(Note: Students graduating in the Summer Term of 2018 are eligible to participate in the May 24, 2019 Graduation Ceremony.)

July 1, 2018

## Graduation during the 2018–19 Academic Year

Alpha, Emmanuel, and Fall Terms Graduation

Application Deadline October 1, 2018

Paschal, Omega, and Spring Terms Graduation

Application Deadline February 1, 2019

Graduation Ceremony May 24, 2019

Summer Term Graduation Application Deadline

(Note: Students graduating in the Summer Term of 2019 are eligible to participate in the May 24, 2019 Graduation Ceremony.)

July 1, 2019

# Course Policies

## Course Load

The normal load is eight to ten courses per year. Students are considered full time if enrolled in two or more courses per term. It is recommended that a student not take more than three courses per term. Students are encouraged to consider the challenging demands of professional level theological education at Carroll Institute, along with demands of work, ministry opportunities, and commuting when establishing an appropriate course load in any term. Students are encouraged to discuss their schedules with their advisors.

## Time Limits for Degree Completion

### Master's Degree Programs

All academic credit completed at Carroll Institute and applied toward requirements for a master's degree should be earned within ten years of the awarding of the degree.

### Doctor of Ministry Degree Program

The D.Min. degree program's design is a three-year, full-time program of study. A student must complete all program requirements within a six year time frame. (For further information, see the *Sequence of Studies* section of the D.Min. Handbook.)

## Doctor of Philosophy Degree Program

The Ph.D. degree program's design is a four-year, full-time, non-residential model. The maximum allowable time for a student's completion of the degree is seven years. (For further information, see the *Program Length* section of the Ph.D. Handbook.)

## Grading System

Grades at Carroll Institute indicate performance with respect to the quality of work at the professional level. Evaluation of course grades is the responsibility of the Fellow as described in each course syllabus. Carroll Institute uses the following description of grades and grading scale:

A	student has evidenced exceptional knowledge and skill
B	student has evidenced above average knowledge and skill
C	student has evidenced acceptable knowledge and skill
D	student has evidenced minimal knowledge and skill
F	student has failed to acquire the necessary knowledge and skill
I	Incomplete
WD	Withdraw/Drop
WP	Withdraw Passing
WF	Withdraw Failing
CR	Credit
NC	No Credit
P	Pass



Quality points and the Grade Point Average are determined on the following basis:

	<b>Quality Points</b>
A+	4.33
A	4.00
A-	3.66
B+	3.33
B	3.00
B-	2.66
C+	2.33
C	2.00
C-	1.66
D+	1.33
D	1.00
D-	0.66
F	0.00
I	NA
W	NA
P	NA

## **Withdrawal Policy**

Any master-level or diploma student needing to withdraw from one or more classes should communicate the intent to withdraw with his or her instructor(s) and obtain documentation of the instructor's awareness of the student's plans. The student should also complete the Request for Course Withdrawal form available online and then submit all paperwork to the Registrar. During the third or fourth week of the term, a student may withdraw passing (WP) or withdraw failing (WF), based upon the instructor's evaluation of the student's work. After 4 weeks a student may withdraw failing (WF). A student who considers withdrawing after the fourth week may be given the option to request an Incomplete grade (I) and may be allowed up to an additional four weeks beyond the end of the term to complete the course. An Incomplete is given only for extenuating circumstances and only upon the approval of the instructor. A Request for Incomplete Grade form must be submitted by the student and approved by the instructor before the Incomplete will be assigned (review the Incomplete grade policy for additional information). If the course is not completed by the deadline specified by the instructor, the student may request an extension of up to 60 days. If the student fails to finish course requirements by the extension deadline granted by the instructor, the incomplete automatically becomes a failing grade (F).

## **Incomplete Policy**

A grade of "I" indicates that the work required for the course was not completed. It is given only when special extenuating circumstances beyond the student's control (such as illness, death of a family member, etc.) prevent the student from completing the work or taking the exam. A request for an extension must be submitted to the Fellow teaching the course prior to the due date of the work concerned. To obtain an acceptable grade in the course, the student must complete all requirements specified by the Fellow, and will have up to an additional four weeks beyond the end of the term to complete the course. An "I" grade must be removed within the extension time granted; otherwise it will be changed to an "F". Under very unusual circumstances, a Teaching Fellow may extend an "I" for a maximum of 60 days. After that, any grade changes must be handled as a petition to the Master's Program Council.

## **Statute of Limitations on Changes in an Academic Record**

The statute of limitations for any change in an academic record is one year from the date of the closing term in question. Included are such matters as grade changes and incompletes.

NOTE: No student may graduate with an "I" on the transcript. Any grade changes must be reported to the Registrar at least two weeks prior to the end of the term before graduation. It is the responsibility of a candidate for graduation to complete any course in which an Incomplete was given in sufficient time for the faculty member to grade the student's work.

## **Grade Reports**

Grade reports are posted online under the protection of the student's security code within two weeks of the completed term.

## **Attendance Policy**

Course attendance (whether in a classroom or online) is for the purpose of preparation for the gospel ministry. Students are therefore expected to take attendance seriously. Not only are students expected to attend all classes but they are also responsible for all material presented or assigned for courses whether present or absent. Regular and punctual attendance is essential to the learning process and is foundational to the interaction that is characteristic of courses within Carroll Institute. Each Fellow has the prerogative to outline class attendance policies for his or her class in the course syllabus. However, absence from more than two sessions scheduled for a course is regarded as excessive, and a grade of "F" may be assigned as deemed appropriate by the Fellow.

Any student whose absence was acceptable by the Fellow, will be given an opportunity to make up, in a manner acceptable to the Fellow, any deficiencies which may have resulted from the absence. The Fellow has the prerogative of determining whether or not a student may rectify deficiencies occasioned by absences for other reasons. It is the student's responsibility to inform the Fellow of the reason for an absence and to do so in a timely manner. In certain exceptional cases, such as extended illness or family crisis, in which it is impossible for students to complete a term's work, they may present a request to the Master's Program Council for permission to withdraw from all courses in the term without penalty.

## **Online Participation Policy**

Weekly student participation and response in online courses is a necessary component of the learning process. In this form of internet based learning, weekly course participation is equivalent to class attendance. Online participation may include any of the following: e-mail to professors or other class members, responses to a discussion forum posting, an assignment being submitted, or an exam or quiz being completed. If no student response occurs during a week of the term, the student is considered absent. Class participation is a necessary factor in the learning process. Therefore, absences must be kept to a minimum. Students are held responsible for all academic work scheduled during any time of absence.

## **Repeating a Course**

A student may repeat a course for which the student has received the grade of "D" or "F" . The course may only be retaken once with the grade received in the second attempt used for purposes of calculating the GPA. The first grade will remain on the student's transcript. Courses for which the grade received is above a "D" cannot be repeated for credit.

## **Directed Study**

In special cases when a student needs a course listed in the catalogue but not currently available to the student in a near by Teaching Church or online, the student may request to take the course by means of an independent, directed study (tutorial) with a Teaching Fellow who is qualified to teach in the area of the course. The character of the work and the way of reporting it will be left to the Teaching Fellow, but all directed study courses must be approved by the Senior Fellow who is Director of the Cluster within which the course is included. The directed study must be completed within the term in which it is started. The normal tuition rate is charged for all directed study courses.

## **Grade Appeals Process**

A student who believes that the grading policy for a class has been unfairly administered, resulting in a course grade lower than expected, has the right to appeal the Fellow's decision on the grade. The following process is for appealing a course grade only, not for grades on individual projects or tests.

For an appeal to be considered valid, each of the following steps must be taken in the order listed:

- The student will discuss the matter with the Fellow. If at all possible, the matter should be reconciled at this point. The student should also complete the Request for Grade Change form (available online) and submit it to the Registrar's Office. The Registrar will review the form and obtain a documented recommendation from the Fellow regarding the grade change request.
- If dissatisfied with the outcome, the student will voice the concern to the Senior Fellow of the Cluster in a conference scheduled by the student. The Senior Fellow will discuss the matter with the Fellow. Another attempt will be made to reconcile the matter. (If the matter is not reconciled or if the Fellow is the Senior Fellow of the Cluster, proceed to following step).
- If the issue is not resolved to the student's satisfaction, the student will submit a formal, written appeal to the Council of Senior Fellows of Carroll Institute. The following elements must be included in the appeal:
  - A cover letter requesting reconsideration of the grade,
  - A straightforward narrative (1-3 pages) detailing the circumstances surrounding the contested grade, with special emphasis on the reasons why the student believes the grade is unwarranted,
  - All graded projects in the class – tests, essays, projects, etc. – that are in the student's possession, and
  - The student's personal record of attendance in the class.
- The Senior Fellow will forward a recommendation on the matter to the Council of Senior Fellows upon notification that the student has filed a grievance.
- In writing, the Council of Senior Fellows will formally apprise the Fellow of the student's grievance and give a summary of the points of concern.
- The Fellow will submit a written response to the Council of Senior Fellows, which will include the projects in the Fellow's possession, grades on all work done in the course, and a copy of the class syllabus with the contested policy highlighted.
- The Council of Senior Fellows will meet with each party separately and may schedule a joint appointment with the two parties in order to attempt a solution.
- The Council of Senior Fellows is the last line of appeal and decisions made by the Council are final to the appeal process.

## **Inclement Weather Policy**

In the event inclement weather, such as excessive ice, snow, or rain, makes travel hazardous, it may be necessary for classes scheduled at a particular Teaching Church location within the Nexus to suspend operations and cancel or postpone classes. The official decision to close is made based upon the decision of the independent school district where the Teaching Church is located. Generally students will find that notification on local news media.

# General Policies

## Transfer Credit

A student may transfer eligible graduate course work into Carroll Institute. Work accepted for transfer credit must be completed with a grade of “C” or better in an approved institution, be recorded on an official transcript which must be on file with Carroll Institute, and be applicable to a Carroll Institute Program of Study. However, not more than one-half of any Program of Study can be satisfied by transfer work and not more than one-half of the credits earned in the completion of another graduate degree can be transferred into any Program of Study. Students must complete the Request for Transcript Evaluation form located on the Carroll Institute web site.

## Transcript Request

Students may obtain an official academic record by submitting a Request for Transcript form (available on the Carroll Institute web site) to:

The Registrar

B. H. Carroll Theological Institute

6500 N Belt Line Road, Suite 100

Irving, Texas 75063

## Academic Integrity Policy

Bases for probation, suspension, or dismissal include deficiencies in academic performance, compromise of the principles of academic integrity, serious breach of the regulations established for the health and well-being of the Carroll Institute community, and persistence in a manner of life incompatible with Carroll Institute standards for professional leadership in ministry. Enforcement of these policies is under the immediate jurisdiction of the Council of Senior Fellows.

Students are expected to do their own academic work; therefore, academic dishonesty will not be tolerated. Students are expected to take responsibility for all inappropriate academic behavior. Academic dishonesty occurs when a student submits the work of someone else as his or her own or has special information for use in an evaluation activity that is not available to other students in the same activity. Students who observe or become aware of violations of academic integrity are urged to report these violations to the Fellow in whose course the dishonest acts occur. Examples include but may not be limited to the following:

- Cheating on an examination:
  1. Copying from another student's examination
  2. Possessing or using during an examination material not authorized by the person giving the exam
  3. Collaborating with or seeking aid from another student during an exam without permission from the Fellow
  4. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of an examination before it is administered
  5. Substituting for another student or permitting another student to substitute for one's self to take a test
  6. Obtaining a test or information about a test before it is administered
- Plagiarism is the appropriation, buying, receiving as a gift, or obtaining by any means another person's work and the unacknowledged submission or incorporation of it as one's own work. This could include the failure to cite sources.

Penalties for the violation of academic integrity may range from dismissal from Carroll Institute to a lesser penalty. If the penalty is an F for the course in which the violation occurred, the F will count in the computation of the student's GPA even if the course is repeated.

The only adequate defense for a student accused of an academic integrity violation is that the work in question does not, in fact, constitute a violation. Neither the defense that the student was ignorant of the regulations concerning academic violations nor the defense that the student was under pressure at the time the violation was committed is considered an adequate defense.



## **Academic Probation**

In order to make satisfactory progress toward the completion of his or her degree, a master-level student should maintain an overall GPA of 2.0 or higher. If a student's academic performance is adjudged by the Master's Program Council to be deficient, for any reason that causes the student to fail to maintain "satisfactory progress," but the Council believes that suspension or dismissal is yet unwarranted in light of the total situation, it may proceed to place the student on academic probation for a maximum of four terms. Academic probation thus instituted serves both as a warning to the student and as an occasion for the Master's Program Council to provide special guidance concerning a student's performance and program.

## **Suspension**

Suspension is a temporary interruption of a student's enrollment in Carroll Institute, imposed by action of the Master's Program Council. It may be for a fixed or an indefinite period. If suspension is imposed for a fixed period, the student shall have an automatic right to resume study at the expiration of the suspension. If suspension is imposed for an indefinite period, the student shall have the right to resume study upon presentation of reliable evidence that the reasons for the suspension have been effectively treated. A student who wishes to resume work after a period of suspension should request a meeting with the Master's Program Council for consideration of resuming work, but a new application for admission shall not be required. If the student under indefinite suspension does not, within a reasonable period, give evidence of making a serious effort to deal with the bases for the suspension, the Master's Program Council may proceed to dismissal.

## **Dismissal**

Dismissal is the termination of a student's enrollment in Carroll Institute, imposed by action of the Master's Program Council. Where dismissal is ordered, return to Carroll Institute may be affected only by the filing of a new application for admission. Such applications are rarely approved.

## **Nondiscriminatory Policy**

In compliance with federal law, including provisions of Section 504 of the Rehabilitation Act of 1973 and Title IX of the education Amendments of 1972, Carroll Institute does not discriminate on the basis of race, color, national origin, sex, age, or disability in admissions and in the administration of its education policies, programs, and activities. Persons who believe their rights under this policy have been violated should contact the Council of Senior Fellows of Carroll Institute.

## **Special Needs / Disabilities**

In compliance with federal law, including provisions of Section 504 of the Rehabilitation Act of 1973 and Title IX of the education Amendments of 1972, Carroll Institute does not discriminate on the basis of race, color, national origin, sex, age, or disability in admissions and in the administration of its education policies, programs, and activities. Persons who believe their rights under this policy have been violated should contact the Council of Senior Fellows of Carroll Institute.

## **Copyright Policy**

B. H. Carroll Theological Institute prohibits faculty, staff, and students from violating applicable copyright laws when using protected resources for any institute function including classroom and administrative purposes. Use of copyright materials must be in compliance with licenses, exemptions, exclusions, and Fair Use exceptions.

## **Respecting Copyright**

B. H. Carroll Theological Institute respects the rights of any material protected by copyright laws of the United States. The institute encourages the use of materials that will enhance learning and further the educational goals of the school. Faculty, staff, and students are to abide by the licenses, exemptions, exclusions, and Fair Use exceptions when using copyrighted works. When no exception allows for the use of a specific copyrighted work, permission must be obtained from the copyright holder prior to using the work in any setting.

## **Author-Created Works**

Students, faculty, and staff retain the rights to any educational works they produce at the school. This includes the rights to research projects, books, journal articles, poems, manuals, tests, instructional materials, bibliographies, musical works, dramatic works, audiovisual works, and other similar materials.

## **Institutional Works**

B. H. Carroll Theological Institute retains the rights to any institutional works created by students, faculty, or staff. These works include any official policies, procedures, research projects, manuals, and other similar works commissioned by the institution or intended for use by the institution.

## **Recorded Materials**

B. H. Carroll Theological Institute retains the rights to any recorded materials in the classroom, learning management system, or special functions for the institute.

## **For More Help:**

Reproduction of Copyrighted Works by Educators and Librarians

<http://www.copyright.gov/circs/circ21.pdf>

## **Student Records and Right of Privacy**

The policy of Carroll Institute regarding accessibility to and confidentiality of student records complies with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).

Carroll Institute will not permit access to or release educational records or personally identifiable information, other than the institute's directory information, without the written consent of the student. Directory information is information which is customarily made public without the written consent of the student.

## Academic Advising

As a student at Carroll Institute you will choose an advisor while in the Gateway Course. You are encouraged to consult with an academic advisor for the duration of your program of study. Your advisor will assist you in designing the most advantageous program of study in order to meet your ministry goals. Before registration each term, you are encouraged to consult with your advisor for the selection of courses that might be in question. For questions about advisement contact the Director of the Master's Degree Programs at Carroll Institute.

## New Student Orientation

New students at Carroll Institute receive a general orientation to the academic, spiritual, and practical aspects of relationship within the entire Carroll Institute Nexus . This orientation will take place in the first term and is designated in the course offerings as:

Course Title	Course Number
Gateway	BHCTI5000

## Spiritual Formation

Because Carroll Institute is a community of faith and learning dedicated to providing leadership for Christian ministry by equipping men and women called to serve Christ in the diverse and global ministries of His church, preparing and mobilizing disciples for more effective ministry through His church, and assisting leaders in identifying and addressing issues that affect the life and health of the church, every effort of the academic and praxis process will be devoted to the development of spiritual formation of students. It is the very nature of the Nexus that all academic processes take place in the context of local churches under the mentoring of seasoned professional ministers and mature church leaders. Theological education within the Carroll Institute structure is “theological education within the context of the local church”.

Students are also encouraged to participate in spiritual formation development provided during week-long Colloquies twice each year. This involvement is encouraged not only during the period of time students are participating in formal classes, but for the life-long learning of every student.

Special emphasis and concentrated evaluation will be given to spiritual formation in the wrap-up course taken by every student at Carroll Institute. This can be found in the following:

Course Title	Course Number
Capstone	BHCTI5211

## Student Advisory Council

Carroll Institute developed the Student Advisory Council in 2013. The purpose of the Student Advisory Council is to give students a voice with the administration as well as to help keep the school community aware of specific issues in the lives of Carroll students. The council is made up of representatives from each of Carroll's educational programs, and the group meets at least twice annually to discuss issues related to the student body so that all students might have the best experience possible during their studies at Carroll Institute. Key issues discussed during council meetings are brought before the Senior Fellows and other appropriate personnel for review and follow-up action.

Students who have an issue they would like the council to discuss may contact any member of the council. The current list of council representatives is available on the Carroll Institute website at [www.bhcarroll.edu/faculty/student-advisory-council](http://www.bhcarroll.edu/faculty/student-advisory-council). Additionally, the e-mail address [studentcouncil@bhcarroll.edu](mailto:studentcouncil@bhcarroll.edu) is available for students to contact the council directly. The council is designed to address issues related to the student body, and is the appropriate channel for addressing some concerns faced by Carroll students. However, some specific matters may fall outside the scope of the council's work. Carroll students who have a specific complaint or grievance are urged to review the Grievance Policy outlined in the following section to help them determine the appropriate way to bring a matter to the attention of Carroll Institute's administration. Carroll Institute's faculty and staff stand ready to walk alongside students throughout their courses of study and desire to honor Christ in how student difficulties are addressed when problems arise.

## **Grievance Policy**

The purpose of the grievance policy is to provide the procedure for students to lodge a complaint regarding issues at Carroll Institute. The desire is for students to know they have a voice on the institutional level. As a theological institute, the ultimate purpose is to honor Christ in how Christians deal with their differences and disappointments. The general guidelines will follow the biblical mandates given in Matthew 18 as to how to process concerns personally and corporately.

### **Context**

There are two primary contexts in Carroll Institute within which complaints are lodged. One is the area of academic and/or administrative concerns. In this context, policies and procedures that deal with academic concerns and financial issues will be consulted.

The second context has more to do with things that involve the community as a whole. This context would include attitudes and actions that affect individuals or groups within the Carroll Institute Nexus community. Code of conduct issues are addressed in the catalog and this Student Handbook and are used in responding to grievances expressed within the second context.

### **Guidelines**

There are three basic steps to bringing a grievance to Carroll Institute:

In the academic realm:

1. Go to the Teaching Fellow to express the concern.
2. If a second party is necessary the Senior Fellow of the Cluster is available to assist.
3. A formal grievance is to be put in writing and submitted to the Council of Senior Fellows and a copy sent to the President of Carroll Institute. A Grievance Submission form can be downloaded from the Carroll website.

The same process is to be followed in the non-academic realm:

1. Go to the person or parties and express the concern.
2. The Senior Fellow of the Cluster is available to assist.
3. A formal grievance can be put in writing and presented to the Council of Senior Fellows and a copy sent to the President of Carroll Institute. A Grievance Submission form can be downloaded from the Carroll website.

## **Conclusion**

The Council of Senior Fellows is to be seen as the umbrella for addressing all complaints. Information regarding the process of filing a grievance and an informal context to discuss the issue are important beginnings to the process. Every effort should be made to handle a grievance at the informal level before filing an official, formal grievance.

## **Special Note for M.A. in Counseling Students**

M.A. in Counseling students who are residents of Texas have the option to file a complaint with the Texas Higher Education Coordinating Board (THECB). A description, instructions, and forms related to the complaint procedure may be found at: [www.thecb.state.tx.us/studentcomplaints](http://www.thecb.state.tx.us/studentcomplaints). Rules governing student complaints may be found at: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y).

# Student Resources

## Online Library

From the beginnings of Carroll Institute the vision statement has projected an academic dream, not within reach a few years ago but now quickly coming to pass: To provide for a global community of learners immediate access to a comprehensive library of the Christian faith. There is now, in place, the basic contours of a world-class theological library for online users. The Institute library will accomplish three goals:

- Integrate the best resources and make them available to students, readers, and patrons at remote access and at minimal cost.
- Enhance research and writing by developing user-friendly methods in scholarship.
- Support a global mission with evangelical partners to deliver essential resources at the points of greatest need.

Each student will have user-name and password access to The Carroll Online Library, a next generation of information technology featuring a seamless integration of five resource tiers available to client users by log-in. The infrastructure and parameters of the library were developed and will be expanded in accordance with the Guidelines for Distance Learning Library Services (ACRL, July 2005).

## Archives online

The site catalog features online text archives of ancient and modern materials relevant to theological studies offer two kinds of resources: (1) 'gateways' are linked to primary sites which house the databases; menus are arranged according to the major divisions or outline of a discipline (in our present iteration, the Online Resources link in the Carroll Learning Center anticipates the development of such gateways); (2) 'archives' provide actual data, e.g., Greek and Latin texts (such as those available in Google Book Search, available as a link through Carroll Learning Center).



## Database resources

Considered primarily as sources for the indexing and abstracting of journals and periodical literature, the online resources highlighted below are significant tools for scholarship by Carroll Students.

Ebsco gives access to major databases (some full text) for scholarly research. Among its resources are included:

- ATLA Religion Database is an essential tool for the study of religion. It is the premier index to journal articles, book reviews, and collections of essays in all fields of religion.
- ATLA Serials (ATLAS) is an online collection of major religion and theology journals selected by leading religion scholars and theologians. Users can read articles or research the history of a topic from as early as 1924 to the present. Currently, researchers are able to use ATLAS as a search tool to retrieve images of the pages in more than 80 different journals.
- New Testament Abstracts indexes and abstracts 500 journalism biblical studies
- Old Testament Abstracts indexes and abstracts 450 journals in biblical studies

OCLC FirstSearch gives access to major databases (some with full text) for scholarly research, including ERIC and WorldCat.

These Database Resources in the Carroll Learning Center also cover a wide range of additional source types, such as book reviews and monograph (book) citations. Additional periodical citation sources more fully discussed in other resource tiers include Questia and Google.

## Electronic Books

Full text books available for reading 24/7 are accessible to Carroll students from the following Carroll Learning Center resources:

- Questia is world's largest online library (72,000 full-text books, 1.5 million articles) with applications for note taking and style guides. Approximately one-third of the books relate to religious studies.
- Books.Logos.com (formerly named SeminaryLibrary) is a digitized collection sponsored by Logos, now 8,700 books, that aspires to be the world's largest online library of historic Bible reference books and resources.

- Oxford Reference Online combines the The Oxford Dictionary of the Christian Church, The Oxford English Dictionary, and over 200 other reference titles from Oxford University Press into a single interface.
- Cambridge Histories Online covers 260 specialized volumes from the publisher.
- Oxford Music Online includes the multivolume Grove's Dictionary of Music and specialized Oxford reference titles in a convenient interface.
- Google Book Search hosts a vast number of freely-accessible full text materials, most published before 1924.

## **Library resource growth and expansion**

Additionally, new resources and materials are under development for inclusion in the Carroll Learning Center at the Carroll Library Director's blog and wiki pages.

## **Custom Software**

Carroll offers a software bundle of basic reference and theological resources for purchase by students and placement in Teaching Churches. Through the Logos Bible Software company, Carroll now requires the purchase of an electronic library package consisting of either the Logos Scholar's Library (for both Diploma and Masters degree students) or Scholar's Library Gold (for Doctoral students) as the foundation of a personal professional library.

ELearning Paks are attachments to course syllabuses, providing essential reading materials. These materials, offered within the context of Carroll coursework, become part of the student's personal professional library.

These Custom Software materials, while not strictly part of the Carroll Online Library proper, add value to the academic pursuit of Carroll Students, and supplement its resources.

## **Print Book Collections**

The centerpiece of the Institute's book holdings, now approaching 20,000 volumes in total, is the Newport Collection, the personal library of Dr. John P. Newport, beloved scholar and mentor to many in theological education. The Newport Collection includes 10,000 volumes in biblical, theological, and philosophical studies; archival letters, papers, and memoirs; and a notable array of religious icons. While not strictly part of the electronic offerings of the Carroll Online Library, the Carroll Print collections add value to the academic pursuit of Carroll Students, and supplement its resources.

# Information Services

## Purpose

B. H. Carroll Theological Institute provides access to information in order to further its mission while maintaining the privacy and accuracy of that information. The Institute is composed of various constituencies that include faculty, staff, students, and guests. It is important to fulfill the information needs of these groups while, at the same time, protecting the data. This policy outlines the rights and responsibilities of the individual as well as those of Carroll Institute pertaining to information access, storage and delivery. In addition this policy contains references to related policies, procedures and guidelines that specify in more detail how these rights and responsibilities are to be carried out.

## Responsibilities

Every individual is responsible for the information that he/she controls. Each individual is responsible for the confidentiality, integrity, and availability of that information. The scope of this may range from responsibility for the information of large groups to the protection of a single individual's password. Every user is responsible for following all relevant security policies and procedures involving electronic information and for protecting the resources under his/her control.

## Network and Computer Usage Policy

The following are references, policies, and procedures that pertain to information access, network usage, storage and dissemination of information, and the security of computing equipment.

## **Introduction**

Carroll Institute provides technology to help facilitate the academic, research, and administrative needs of students, faculty and staff, permitting the quick and efficient access and exchange of information, both within the Carroll Hub and around the globe. This valuable resource is provided as a privilege, and with that privilege comes the responsibility of all users to conduct themselves in a manner consistent with the mission, purposes and values of the Institute. It is the responsibility of every person who uses Carroll Institute Computing Resources to read and abide by this Network and Computer Usage Policy.

## **Applicability**

This policy is applicable to the entire Carroll Institute community (students, faculty, staff and other authorized users) and to all Carroll Institute Computing Resources, whether owned, leased, contracted or managed by Carroll Institute. Carroll Institute Computing Resources include, but are not limited to: hardware (e.g. computers, mobile computing devices, servers, network devices), telecommunication equipment (e.g. phone systems, traditional phones, cell phones, smartphones), storage media (e.g. discs, flash drives, external drives), peripheral devices (e.g. printers, scanners, monitors), networks, software, electronic data.

## **Appropriate Use**

All users of Carroll Institute Computing Resources are expected to respect the rights and privacy of other users, respect the integrity of physical facilities and controls, and respect the ownership and usage rights for digital media. Use of Carroll Institute Computing Resources must not violate any applicable laws, rules or policies, and must adhere to the Institute's Code of Conduct policy, posted in its respective Administrative, Student and Faculty Handbooks. Carroll Institute Computing Resources are intended to be used for Institute-related activities and, depending upon the circumstances, reasonable personal use. Improper use of Carroll Institute Computing Resources can result in disciplinary action. The following list, while not exhaustive, contains examples of what Carroll Institute deems to be improper use: using Carroll Institute Computing Resources for personal commercial or financial gain, consuming a significant amount of bandwidth or network resources that adversely affect the Institute's normal operation, any activity that compromises network security, knowingly installing or distributing a program, such as a computer virus, intended to damage or strain a computer or network, allowing unauthorized users to access any Carroll

Institute network, using another person's account without proper authorization, using or disclosing another person's password, connecting personal computers or devices to the Carroll Institute network without prior authorization, using unauthorized network devices, such as routers, firewalls, and wireless access points, manually assigning an unauthorized IP address to a network device, attempting to access any data or information by breaching or circumventing security measures, attempts to monitor, analyze, or tamper with network data packets, personal use of Carroll Institute Computing Resources during working hours by an employee of the Institute that interferes with the employee's job performance.

In addition to violations of Carroll Institute rules, certain computer misconduct is prohibited under federal and state laws. Such misconduct can lead to a civil lawsuit and/or criminal prosecution. Examples of such misconduct include: using Carroll Institute Computing Resources to conduct illegal activity, to promote or advocate illegal activity, or to discuss illegal activities with the intent to commit them, using Carroll Institute Computing Resources to harass, defame, abuse, or threaten others, falsely obtaining electronic services or data without payment of required charges, knowingly accessing a computer or network without the effective consent of the owner, accessing, copying, transporting (to another person or location), modifying, or destroying programs, records, or data belonging to Carroll Institute or another user without authorization, whether such data is in transit or storage, physical theft, relocation, modification, or damage to any Carroll Institute computer or network equipment, facilities, or property.

## **Copyright and Intellectual Property**

Unauthorized duplication of copyrighted works, such as books, movies, photographs, video games, music and software, is a violation of federal copyright law. Carroll Institute supports strict compliance with federal laws regarding copyright infringement. Anyone who engages in illegal copying shall be subject to disciplinary action under Carroll Institute's policies and may be sued in federal court by the copyright owner.

## **E-Mail | Electronic Communications | Social Networks**

Electronic communications (e-mail, text messages, social networks, blogs, etc.) enjoy tremendous popularity in our society. Much of the communication between Carroll Institute staff, administration and students will be electronic. The informality and immediacy of electronic communications can, however, lead to content abuse. Carroll Institute neither sanctions nor censors individual expression of opinion

in electronic communications, but Carroll Institute expects appropriate etiquette and civility in these communications. Electronic communications must not: contain profanity, obscenity or inappropriate jokes, harass, defame or intimidate others; misrepresent the identity of the sender; or be broadcast indiscriminately to a large number of recipients. Use common sense when communicating electronically. A good rule of thumb is to assume that any message one sends will be forwarded to other unknown persons. Never send confidential information electronically unless one uses appropriate electronic security measures, such as encryption.

Users who make use of social networks, forums and other public sites do so voluntarily, with the understanding that they may encounter material they deem offensive. Use of Carroll Institute Computing Resources to post or display offensive materials on social networks and forums may subject you to discipline by Carroll Institute. Users who subscribe, post messages, or simply browse through such sites must abide by the rules governing each in addition to Carroll Institute's policies.

## **Privacy | Access | Disclosure of Information**

In general, information stored on a computer or sent electronically over a network is considered private and confidential, unless the owner or sender makes that information available to others. All users must respect this right of privacy. Examination of private information without authorization from the owner is a violation of this policy. Merely attempting to circumvent security measures protecting the information will be treated as a violation and may subject you to discipline.

On shared and networked computer systems, certain information about users and their activities is visible to others. Users are cautioned that certain accounting and directory information (for example, user names and electronic mail addresses), certain records of file names and executed commands, and information stored in public areas, are not private. Nonetheless, such unsecured information about other users must not be manipulated in ways that they might reasonably find intrusive; for example, eavesdropping by computer and systematic monitoring of the behavior of others are likely to be considered invasions of privacy that would be cause for disciplinary action.

Carroll Institute will exercise reasonable security measures to protect private files and data. Nonetheless, users should understand that no security mechanisms are perfect, and the potential for unauthorized access to private information does exist. Exercise caution when creating digital files or messages containing personal or sensitive information. Shut down or lock your computer before leaving it unattended. Do not share your network password or leave it displayed on or near your computer. Many instances of unauthorized access are attributable to the careless actions of the owner.

Even though Carroll Institute deems your electronically stored information to be private, users must understand that in certain situations, such information may be accessed, reviewed and/or disclosed by Carroll Institute. If you request technical assistance, technical staff may need to view specific data in order to investigate, diagnose, or correct a problem. Carroll Institute logs network activity on a routine basis, and these logs are reviewed periodically by the system administrator. The logs include a record of user processes. The system administrator may access and review users' files and communications when it is necessary to maintain or prevent damage to systems. Carroll Institute may access the computer and electronic data of an employee who is absent or unavailable if such access is necessary to carry out the employee's job responsibilities during the absence.

Electronic data left behind by a former student or employee, excluding retirees, becomes the property of the Institute and may be accessed, archived and/or deleted, at the discretion of system administrator. Electronic data will be accessed and disclosed in connection with authorized Carroll Institute investigations of policy violations. Carroll Institute will comply with any lawful administrative or judicial order, warrant or subpoena requiring the production of electronic files or data. Carroll Institute may preserve and/or disclose any communications and/or documents in connection with civil lawsuits. These disclosures may occur even if one is not a party to the lawsuit. All such disclosures will be coordinated through legal counsel. In some situations, the law may require that Carroll Institute provide advance notice that data or files may be disclosed to a third party. Even if legal notice is not required, Carroll Institute will attempt to inform the affected persons of a data disclosure unless the circumstances warrant otherwise.

To access, review and/or disclose electronic data and information, Carroll Institute may access discs, tapes, drives and other storage media, and electronic communications, whether in transit or storage. Keep in mind that even if one deletes files or electronic communications stored on a Carroll Institute server, copies of the data may still persist on backup media and may therefore be subject to access and disclosure in the situations described above.

## **Enforcement**

Suspected violations of this policy will normally be handled through Carroll Institute disciplinary procedures applicable to the relevant user. Carroll Institute may suspend a user's access to Carroll Institute Computing Resources, prior to the initiation or completion of such disciplinary procedures, when it reasonably appears necessary to preserve the integrity, security, or functionality of Carroll Institute Computing Resources or to protect Carroll Institute from liability. Carroll Institute may also refer suspected violations of applicable laws to appropriate law enforcement agencies.



The Institute's system administrator shall be the primary contact for the interpretation, enforcement and monitoring of this policy and the resolution of problems concerning it. Any legal issues concerning the policy shall be referred to the appropriate officials for advice. Employees may appeal the resolution of problems in regarding this policy via the Institute's Grievance Policy.

## **Web Pages | Domain Names | E-Mail Addresses | Account Names**

Carroll Institute maintains certain domain names and web pages considered to be "official" pages of the Institute. These official web pages are to be used for Carroll Institute business and may only be modified by authorized individuals. Using or displaying Carroll Institute logos on other web pages without the express written permission of Carroll Institute is prohibited. Additionally, users must not maintain any website, web page or internet domain name purporting or suggesting to be "official" pages of the Institute. If confusion is possible, an appropriate disclaimer should be displayed.

Carroll Institute owns all account names as well as e-mail addresses having the bhcarroll.edu domain. Carroll Institute may revoke or modify your bhcarroll.edu e-mail addresses or account names at any time. Therefore, using Carroll Institute email for personal communications is done at your own risk. Upon your separation from the Institute, excluding retirement, your right to send and receive e-mail through your bhcarroll.edu address will cease.

## **Security | Network Issues**

Since computer systems and networks are imperfect, users are strongly requested to report any bugs or security holes to the Carroll Institute system administrator.

Likewise, users should not disseminate to others any information that could jeopardize, circumvent, or degrade system security or integrity.

Users recognize that systems and networks are imperfect and waive any responsibility for lost work or time that may arise from their use. Carroll Institute will not compensate users for degradation or loss of personal data, software, or hardware as a result of their use of Institute-owned systems or networks, or as a result of assistance they may seek from Carroll Institute technical staff.

Carroll Institute must ensure that academic work takes precedence at all times over other computing activities in its facilities.

## **Data Retention and Destruction**

Carroll Institute systems are backed up on a routine basis to ensure the ability to recover from computer or network failures or disturbances. Carroll Institute cannot, however, guarantee the restoration of any lost or deleted information stored on its servers.

Further, at the point in time that one's relation with Carroll Institute ends, one's access to Carroll Institute Computing Resources terminates. Therefore, a user who leaves or separates from the Institute or its employment will not necessarily have access to Institute property or any personal files, email or other data stored on Institute property. Should one utilize Carroll Institute Computing Resources to store personal files, documents and communications, he/she does so at personal risk. Carroll Institute recommends that personal data be stored on personally-owned storage media. At a minimum, one should maintain a backup copy of his/her personal data.

At no time does the Institute accept liability for the maintenance, backup, security or loss of personal data.

## **Rights**

Carroll Institute respects the rights of the individual and the concept of "Academic Freedom". Carroll Institute provides access to information, the Carroll Institute network, the Internet, computing facilities and equipment as described above in order to help further the mission of the Institute. In addition the following policies discuss specific rights of the user.

## **Privacy of Information Policy**

Information stored on a computer system or sent electronically over a network is the property of the individual who created it. Examination of that information without authorization from the owner is a violation of the owner's rights to control his or her own property. Systems administrators, however, may gain access to user's files when it is necessary to maintain or prevent damage to systems or to ensure compliance with other Institute rules.

Computer systems and networks provide mechanisms for the protection of private information from examination. These mechanisms are necessarily imperfect and any attempt to circumvent them in order to gain unauthorized access to private information (including both stored computer files and messages transmitted over network) will be treated as a violation of privacy and may subject a violator to disciplinary action.

In general, information that the owner would reasonably regard as private must be treated as private by other users. Examples include the contents of electronic mail boxes, the private file storage areas of individual users, and information stored in other areas that are not public. That measures have not been taken to protect such information does not make it permissible for others to inspect it.

On shared and networked computer systems certain information about users and their activities is visible to others. Users are cautioned that certain accounting and directory information (for example, user names and electronic mail addresses), certain records of file names and executed commands, and information stored in public areas, are not private. Nonetheless, such unsecured information about other users must not be manipulated in ways that they might reasonably find intrusive; for example, eavesdropping by computer and systematic monitoring of the behavior of others are likely to be considered invasions of privacy that would be cause for disciplinary action.

## **Technology Resources Incident Response Policy**

The purpose of this policy is to define the procedures that are to be followed when an incident is reported to, or discovered by, Carroll Institute Technology Resources. When an incident is reported through any means to the system administrator, the matter is referred to the Institute's President or his designee. A determination is made as to the scope of the incident and the matter forwarded by Technology Resources as follows:

Legal matter – Irving Police

Solely a breach of the Computer Resources Policy – Technology Resources

Student Code of Conduct or other student issue – Senior Fellows Council

Faculty/Staff Code of Conduct issue or other faculty/staff issue – Senior Fellows Council

If the incident is handed off to outside authorities, the President or his designee will act as Institute liaison.

If the issue is deemed to be an immediate threat to the security or stability of Carroll Institute information resources such as the network or servers, Technology Resources may take immediate action to isolate the problem. Under these circumstances Technology Resources staff may disable network or account access for persons or equipment inside or outside Carroll Institute without prior notice. This action will be reported to the President as soon as is possible.

If the incident is investigated initially by Technology Resources and it is discovered that there are legal issues involved, or possible violations of any policies concerning Carroll Institute students, faculty or staff then the incident will be handed to the local police and/or Senior Fellows Council along with any evidence collected to that point. From that point on Technology Resources will assist the entity now responsible for the investigation.

During an investigation by the Senior Fellows Council or the local police, personal information including traffic logs, email, files etc. may be requested through the President. If information is requested for any other reasons it will be provided only after the approval of the President, or in his absence the Senior Fellows Council. In any case personal or private information will be protected in accordance with the Carroll Institute Privacy of Information Policy and the Computing Resource Policy as well as other applicable policies.

# Academic Calendar

## Academic Year 2017-2018

### Master and Diploma

#### Alpha 2017

July 3 Registration opens

July 20 Application Deadline for Admission

August 2 Registration closes

August 3 Classes begin

August 10 Last day to add class

September 27 Classes end

October 1 Application Deadline for Graduation

#### Emmanuel 2017

August 28 Registration opens

September 14 Application Deadline for Admission

September 27 Registration closes

September 28 Classes begin

October 1 Application Deadline for Graduation

October 5 **Last day to add class**

November 22 **Classes end**

### **Paschal 2018**

December 8 **Registration opens**

December 11 **Application Deadline for Admission**

January 7 **Registration closes**

January 8 **Classes begin**

January 15 **Last day to add class**

February 1 **Application Deadline for Graduation**

March 2 **Classes end**

### **Omega 2018**

February 1 **Application Deadline for Graduation**

February 12 **Registration opens**

February 26 **Application Deadline for Admission**

March 11 **Registration closes**

March 12 **Classes begin**

March 19 **Last day to add class**

March 26-30 **Holy Week Break**

May 11 **Classes end**

May 25 **Graduation 2018 (Convocation)**

### **Summer 2018**

May 4 **Registration opens**

May 23 **Application Deadline for Admission**

June 3 **Registration closes**

June 4 **Classes begin**

June 11 **Last day to add class**

July 1 **Application Deadline for Graduation**

July 27 **Classes end**

## **Doctoral Students**

### **Fall 2017**

April 1 **Application Deadline for Admission**

July 3 **Registration opens**

August 2 **Registration closes**

August 3 **Seminars begin**

August 10 **Last day to add class**

October 1 **Application Deadline for Graduation**

November 13 **Orientation for New Doctoral Students**

November 13-15 **Fall Colloquy**

November 22 **Seminars end**

### **Spring 2018**

September 1 **Application Deadline for Admission**

December 8 **Registration opens**

January 7 **Registration closes**

January 8 **Seminars begin**

January 15 **Last day to add class**

February 1 **Application Deadline for Graduation**

March 26-30 **Holy Week Break**

May 13-20 **Research Week**

May 21 **Orientation for New Doctoral Students**

May 21-23 **Spring Colloquy**

May 25 **Graduation 2018 (Convocation)**

May 25 **Seminars end**

## **Academic Year 2018-2019**

### **Master and Diploma**

#### **Alpha 2018**

July 2 **Registration opens**

July 19 **Application Deadline for Admission**

August 1 **Registration closes**

August 1 **Classes begin**

August 9 **Last day to add class**

September 26 **Classes end**

October 1 **Application Deadline for Graduation**

#### **Emmanuel 2018**

August 27 **Registration opens**

September 13 **Application Deadline for Admission**

September 26 **Registration closes**

September 27 **Classes begin**

October 1 **Application Deadline for Graduation**

October 4 **Last day to add class**

November 21 **Classes end**



## **Paschal 2019**

December 7 Registration opens

December 10 Application Deadline for Admission

January 6 Registration closes

January 7 Classes begin

January 14 Last day to add class

February 1 Application Deadline for Graduation

March 1 Classes end

## **Omega 2019**

February 1 Application Deadline for Graduation

February 11 Registration opens

February 25 Application Deadline for Admission

March 10 Registration closes

March 11 Classes begin

March 18 Last day to add class

April 15-19 Holy Week Break

May 10 Classes end

May 24 Graduation 2018 (Convocation)

## **Summer 2019**

May 3 Registration opens

May 20 Application Deadline for Admission

June 2 Registration closes

June 3 Classes begin

June 10 Last day to add class

July 1 Application Deadline for Graduation

July 26 Classes end

## **Doctoral Students**

### **Fall 2018**

April 1 **Application Deadline for Admission**

July 2 **Registration opens**

August 1 **Registration closes**

August 2 **Seminars begin**

August 9 **Last day to add class**

October 1 **Application Deadline for Graduation**

November 12 **Orientation for New Doctoral Students**

November 12-14 **Fall Colloquy**

November 21 **Seminars end**

### **Spring 2019**

September 1 **Application Deadline for Admission**

December 7 **Registration opens**

January 6 **Registration closes**

January 7 **Seminars begin**

January 14 **Last day to add class**

February 1 **Application Deadline for Graduation**

April 15-19 **Holy Week Break**

May 13-17 **Research Week**

May 20 **Orientation for New Doctoral Students**

May 20-22 **Spring Colloquy**

May 24 **Graduation 2018 (Convocation)**

May 24 **Seminars end**