

EXTENSION CENTER HANDBOOK 2010-2011 ACADEMIC YEAR



THE SOUTHERN BAPTIST THEOLOGICAL SEMINARY

**Published by the Office of Extension Education
The Southern Baptist Theological Seminary
2825 Lexington Road • Louisville, KY 40280
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Web address: <http://www.sbts.edu/extension>**

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LETTER FROM THE ASSOCIATE VICE PRESIDENT

Dear Colleagues:

The ministry of The Southern Baptist Theological Seminary is not merely confined to its geographical home in Louisville, Kentucky, but extends throughout the nation via a robust network of extension centers stretching from the Deep South to New England, from Green Bay, Wisconsin, to Greenville, South Carolina! Recognizing that not everyone who desires theological education can easily uproot family and relocate, Southern Seminary was a pioneer in establishing external teaching sites where Louisville-based faculty and qualified area adjuncts offered classes to equip local pastors, ministers, and laypersons. This pattern continues today, as hundreds of students currently take classes at one of our off-campus extension centers.

This handbook has been prepared to help assist you in fulfilling your extension center-related role. Whether you are an SBTS residential faculty member, adjunct professor, or extension center director or assistant, the information contained within these pages is designed to properly orient you to extension education at Southern Seminary, as well as answer many frequently asked questions related to your respective role. This information is subject to change from time to time, so always check online for the latest corrected handbook at the Extension Education website, <http://www.sbts.edu/extension>. A wealth of other information, including the official seminary catalog and downloadable forms, is also available on the main seminary website.

Part of the blessing that I receive in this role overseeing extension education at Southern Seminary is the privilege of working with you to bring theological training to those “already on the field,” individuals who are currently engaged in ministry and who desire a quality seminary education. Thank you for your commitment and service in this harvest field. If my office or I can ever be of assistance, please do not hesitate to ask.

Many blessings!

Adam W. Greenway, Ph.D.
Associate Vice President for Extension Education
Director of Research Doctoral Studies, Billy Graham School
Assistant Professor of Evangelism and Applied Apologetics

ADMISSIONS INFORMATION

Director of Admissions: Chuck Haddox

Phone: (502) 897-4617 or (800) 626-5525 ext. 4617

Email: admissions@sbts.edu

Website: <http://www.sbts.edu/future-students/>

All students enrolling in a Southern Seminary Extension Center course must complete an application for admission and pay the application fee. Admission requirements and prerequisites vary by degree program. Consult the online catalog at <http://www.sbts.edu/resources/catalogs-and-forms/> for current information. Application materials must be submitted directly to the SBTS Admissions Office, 2825 Lexington Road, Louisville, KY 40280.

Prospective students may submit a Special Student Approval Agreement requesting special student status for the first semester only pending completion of the normal application process. Special Student Approval Agreement forms may be requested from the Admissions Office, the local center director, or the Office of Extension Education. Internationals with F-1 student visas may not enroll at extension centers.

ACADEMIC INFORMATION

Academic Advising: Academic advising for extension center students is handled through the office of Phillip Bethancourt, Director of Academic Advising. He may be reached at academicadvising@sbts.edu or (800) 626-5525 ext. 4201.

Course Offerings: The extension center class schedule and course offerings are determined by the Office of Extension Education in consultation with the local center director. Class schedules and course offerings are available online at the Extension Education website, <http://www.sbts.edu/extension>. Any course-related questions should be referred to Barbara Rogers, Administrative Secretary to the Associate Vice President for Extension Education and Applied Ministries, who can be reached at brogers@sbts.edu or (800) 626-5525 ext. 4390.

Registration: Extension students register for courses online via Ecampus, located online at <http://ecampus.sbts.edu>. An Ecampus user guide is available online at the following link: <https://ecampus.sbts.edu/ics/clientconfig/HtmlContent/RevisedEcampusStudentManual.pdf>.

SYLLABI AND GRADES

Posting of Syllabi: Professors are not required to post syllabi until the first day of class, but are strongly encouraged to do so much earlier if possible. A copy of each posted syllabus should be forwarded to the Office of Extension Education (extension@sbts.edu). Textbook lists should be posted on Moodle and forwarded to both the local center director and to the Office of Extension Education no later than one month before classes begin.

Reporting of Grades: All professors should post their class grades on Ecampus. Online instructions for grade entry are available. The following guidelines for reporting grades apply:

- Grades are due to the Office of Academic Records two weeks after the last class day.
- Each student must receive a **letter grade** (No numerical grades).
- The following letter grades should be used for passing work: A, A-, B+, B, B-, C+, C, C-, D+, D, and D-. F should be used when the student does failing work or fails to complete work and does not formally withdraw from class.
- The seminary faculty discourages granting “incomplete” grades except in special cases (such as medical or family emergencies). The faculty member must deem any special cases appropriate. To remove the incomplete, course work must be completed prior to the close of registration for the next scheduled semester. If a student does not complete the required work by the deadline, the incomplete will be changed to an “F.”
- A grade of WP (withdraw passing) is given when a student withdraws from a class during the semester. A student desiring to withdraw must complete the withdrawal process by submitting a “Request for Withdrawal” form to Academic Records and by satisfying all institutional accounts.
- Students who withdraw after the last business day of October for fall and the last business day of March for spring will receive an automatic “F.”
- Extension center students are permitted two consecutive semesters of inactivity (not enrolled for courses) without being required to withdraw from classes.
- Upon request, the Office of Extension Education will return papers and tests for the professors. To facilitate this process the student’s name and complete address must be on the first page of the paper. Without this information, papers cannot be returned.

INDEPENDENT STUDY

Independent studies are considered exceptional and should not be assumed to be available. The faculty prefers that students take courses as they are offered according to normal scheduling. If a conflict jeopardizes the student’s graduation, however, the faculty may entertain a proposal for an independent study model. Professors receive no remuneration for independent studies.

The student must initiate the process by contacting the professor to receive approval and by completing the form “Contract for Independent Study.” This request must be approved by the Dean and an Associate Dean or appropriate representative of the sponsoring school. Approval must be received and Academic Records notified prior to the beginning of the semester in which the study is to occur.

Guidelines for approval of requests for independent studies include:

- Only one independent studies may be taken per academic career.
- Course must be listed in the current catalog.
- Must be taught by an SBTS residential faculty member (except in special circumstances) and therefore may count toward the on-campus hour requirement (if the professor is Louisville-based).
- Upon contract approval, Academic Records registers the student for the course.

Each school may operate with policies which require additional requirements, or may not consider independent study appropriate. A student desiring an independent study is advised to inquire as to the policies and processes of the affected school prior to initiating the request.

MAIN CAMPUS RESIDENCY REQUIREMENTS

Accreditation standards dictate that in order to graduate with a degree from Southern Seminary, an extension center student must take courses at the main campus in Louisville, Kentucky, in addition to courses at his/her local center and/or online courses. Transferred hours from other schools will not count toward the on-campus requirement.

Matriculation Date

Prior to August 2007
August 2007-July 2010
August 2010-present

Minimum On-Campus Hours Required

Eighteen (18) hours regardless of degree program
Twenty-four (24) hours regardless of degree program
Varies by degree program, must equal one year of study based upon total hours required for degree and minimum degree length; i.e., 29 hours for MDiv (88 hours/3 year program per accreditation standards)

FINANCIAL INFORMATION

The seminary does not offer nor administer scholarship monies for off-campus students. The best option for scholarships made available to extension center students is to encourage your state convention or local association to establish and administer a local scholarship program for students at your center. Those funds would be administered by the local center director or some convention/association office, at the discretion of that office. Doing such keeps the seminary directly out of the loop, since as a Southern Baptist Convention entity, we may not solicit funds from any local Southern Baptist church (nor their pastors) for any financial need of the seminary or students, in order to fully support the integrity of the SBC Cooperative Program.

Interested individuals, however, are allowed to contribute to the seminary's programs. A church could potentially contribute directly to the seminary as well, if their contribution is at their initiative and unsolicited.

Any interested individuals in your area who would want to contribute to the seminary in general or to the work of your center particularly should be encouraged to contribute directly to the seminary. The seminary would establish an account to which they could contribute and from which monies would be shifted to operational budget for your center, administered from Louisville as other currently budgeted funds.

POSITION DESCRIPTION: LOCAL EXTENSION CENTER DIRECTOR

Overall responsibility: Work in conjunction with the Office of Extension Education to facilitate the operation, growth, and health of the local extension center. Delineated responsibilities include, but are not limited to, the following:

1. Facilitate the promotion of the local extension center
2. Facilitate the enlistment of students into the extension center program
3. Oversee responsibilities such as: mailings, advertisements, representing the center at denominational meetings and special conferences, copying of resources for classes, course evaluations, individual consultation, etc.
4. Be able to answer basic questions concerning enrollment, registration, textbooks, and other miscellaneous issues
5. Facilitate online registration for students who do not have Internet access
6. Facilitate local arrangements such as classroom set-up and equipment
7. Coordinate information for students on local library usage
8. Assist in finding qualified adjunct professors for the center as requested by the Office of Extension Education.
9. Arrange for proctoring examinations as needed
10. Be the contact person to communicate with students regarding class cancellations or other issues related to the extension center. Directors are authorized to cancel classes in case of an emergency or inclement weather. Please contact the Office of Extension Education and/or Dr. Greenway ASAP if a cancellation becomes necessary.

The local extension center director is appointed by, and is accountable to, the Associate Vice President for Extension Education and Applied Ministries.

RESPONSIBILITIES OF EXTENSION CENTER HOST ENTITIES

Primary responsibilities of the host entity include (but are not limited to) the following:

- Provide a classroom at least 20' x 20' x 8', equipped with whiteboard and desks or tables and chairs, handicapped-accessible, with adequate, nearby parking
- Provide access to a data projector and VCR/DVD player, as well as the Internet
- Furnish utility costs for class times
- Provide building/classroom access to the Extension Center Director and/or Assistant
- Maintain AC/heating at comfortable levels during class times

Questions regarding any of these responsibilities should be directed to the Office of Extension Education.

EXTENSION CENTERS

AUBURN, ALABAMA (cohort program—not open to public)

Dr. Al Jackson, Director
Lakeview Baptist Church
1600 East Glenn Avenue
Auburn, AL 36830-5784
Office: (334) 887-7094
Fax: (334) 826-6512

Assistant Director:
Mrs. Gretchen Hood
ghood@lakeviewbaptist.org

BOSTON, MASSACHUSETTS

Dr. Ernie Beevers, Director
New England Baptist Convention
87 Lincoln Street
Northborough, MA 01532
Office: (508) 393-6013 ext. 240
Fax: (508) 393-9558
Dr.B1.1@juno.com

Send Mail to:
16 Gordon Street
Quincy, MA 02171-2037
Home: (617) 479-0855

BURLINGTON, VERMONT

Dr. R. Dean Adams, Director
Christ Memorial Church
1033 Essex Road
Williston, VT 05495
Office: (802) 482-5682
Center: (802) 878-9922
Fax: (802) 878-7142
dadams@vtseminary.org

CHICAGO, ILLINOIS

Dr. Mark T. Coppenger, Director
Evanston Baptist Church
1601 Sherman Avenue, Suite LL100
Evanston, IL 60201
Cell: (847) 924-3229
mcoppenger@sbts.edu

Send Mail to:
723 Washington Street
Evanston, IL 60202-2214
Home: (847) 570-5944

COLUMBIA, MARYLAND

Dr. Randy Millwood, Director
Baptist Mission Resource Center
10255 Old Columbia Road
Columbia, MD 21046-1716
Office: (800) 466-5290 ext. 217 or (410) 290-5290 ext. 217
Fax: (410) 290-7040
rmillwood@bcmd.org

Administrative Assistant:
Gail Noda – gnoda@bcmd.org

EAST TENNESSEE (Knoxville Area)

Dr. C. E. "Jack" Jackson III, Director
Rev. Jeffrey A. Bowden, Assistant Director
First Baptist Church
2085 Simpson Road East
Lenoir City, TN 37772
Office: (865) 986-9066
Fax: (865) 988-3903
etsbts_director@firstbaptistlc.org

FENTON, MICHIGAN

Dr. Ted Stephens, Director
Baptist State Convention of Michigan
8420 Runyan Lake Road
Fenton, MI 48430
Office: (810) 714-1907
Cell: (586) 634-9049
Fax: (810) 714-1955
ted@bscm.org

GREENVILLE, SOUTH CAROLINA

Dr. Pete Wilbanks, Director
Edwards Road Baptist Church
1050 Edwards Road
Greenville, SC 29615
Cell: (864) 420-1502
Fax: (864) 895-8298

Administrative Assistant:

Judy Ellison
Office: (864) 244-2975, ext. 114
jellison@erbc-sc.org

JACKSON, TENNESSEE

Dr. Jerry Tidwell, Director
Union University
1050 Union University Drive
Jackson, TN 38305
Office: (731) 661-5050
Fax: (731) 661-5495
tidwell@uu.edu

Assistant Director:

Mrs. Sally Blanton
Office: (731) 661-5503
sblanton@uu.edu

NASHVILLE, TENNESSEE

Mr. Tommy Keown, Director
LifeWay Christian Resources
One LifeWay Plaza
Nashville, TN 37234-0150
Office: (615) 251-2290
Cell: (615) 364-5391
Fax: (615) 251-2818
tommy.keown@lifeway.com

NEW YORK CITY, NEW YORK

Rev. Aaron B. Coe, Director
Metropolitan New York Baptist Association
236 West 72nd Street
New York, NY 10023
Office: (917) 475-1770 ext. 15
Cell: (917) 608-0206
aaron@sendnyc.com

NORTHEAST OHIO (Cleveland Area)

Rev. Gary Nave, Director
Cuyahoga Valley Church
5055 East Wallings Road
Broadview Heights, OH 44147
Office: (440) 746-0404 ext. 219
Cell: (216) 544-5459
gnave@cvconline.org

Ministry Assistant:
Jackie Puliafico
jpuliafico@cvconline.org

NORTHEAST WISCONSIN (Green Bay / Appleton Area)

Rev. Keith Crosby, Director
Bethel Baptist Church
1601 Libal Street
Green Bay, WI 54301
Office: (920) 437-2040
Cell: (920) 360-4075
pastor.keith.crosby@gmail.com

NORTHWEST ARKANSAS (Springdale / Fayetteville / Rogers Area)

Dr. H. D. McCarty, Director
Ventures for Christ
P.O. Box 9474 (72703-0025)
230 N. Block, Suite 1
Fayetteville, AR 72701-5203
Office: (479) 443-9474
Cell: (479) 313-7077
Fax: (479) 718-7077
HDM@venturesforchrist.com

Classes Meet At:
First Baptist Church
1709 Johnson Road
Springdale, AR 72764

WASHINGTON, DC

Rev. Brad Wheeler, Director
Capitol Hill Baptist Church
525 A Street NE
Washington, DC 20002
Office: (202) 543-6111
Fax: (202) 543-6113
b.wheeler@mac.com

Administrative Assistant:
Kasey Gurley – Kasey.Culp@capbap.org

FREQUENTLY ASKED QUESTIONS

TRAVEL

Where do I stay?

Professors should work with the Office of Extension Education or local center director to secure the lowest priced hotel that is convenient to the center location. A list of suggested hotels can be found in Appendix A.

How much can I eat?

The food allowance is set at \$31.00 per day (see Business Reimbursement Policy – Appendix B).

Where are the classes?

Maps and directions to each center are available from the Office of Extension Education. Contact Barbara Rogers at (502) 897-4390 or brogers@sbts.edu to seek assistance with directions to the centers. You may also search online at <http://www.mapquest.com>.

How do I get there?

Professors who live within a 3-4 hour radius of the center are expected to rent a car and drive to the center. Normally, professors should rent a car instead of driving their own cars as this method is less expensive for the Seminary.

Professors who live further than 3-4 hours from the center may fly to the center. When professors fly into a city, policies concerning rental cars and hotels take effect. Any questions should be addressed to the Office of Extension Education.

How do I get my money back?

Please attach all your receipts to a **completed** expense reimbursement form and submit them to Barbara Rogers in the Office of Extension Education. Forms are available via the SBTS intranet <http://inside.sbts.edu> or by contacting the Office of Extension Education.

ACADEMIC

How many hours are required on campus?

Our accreditation agencies require all extension center students to earn a certain number of hours at the main campus in Louisville, Kentucky, in order to receive a degree from The Southern Baptist Theological Seminary. See page 5 for further details.

How flexible is the class schedule?

It is important that each class have the required contact hours. Professors are asked not to alter or change the class schedule in any way without contacting the Office of Extension Education and the local extension center director. In addition, extension centers do not follow the on-campus Seminary calendar for Reading Days, but usually break around the middle of the semester as scheduled and published by the Office of Extension Education.

Where do students buy their textbooks?

Students are expected to secure their own textbooks. The syllabus, including the required texts, will be posted online on Moodle, as well as on the center information sheets at the Extension Education website: <http://www.sbts.edu/extension>.

The LifeWay Campus Store may assist students in securing the textbooks, but students must contact the bookstore directly at (502) 897-4506 or southernseminary.4689@lifeway.com.

Professors are responsible for securing their own desk copies of textbooks.

What happens if classes have to be cancelled?

When class days are missed the Associate Vice President for Extension Education and Applied Ministries, in consultation with the class professor and local center director, will determine how to make up the classes missed.

Classes may occasionally be cancelled due to professor illness, extreme weather, or flight delays. Cancellation may be authorized by the Associate Vice President for Extension Education and Applied Ministries, his Administrative Secretary, the course Professor, and/or the local center director. For any questions on class cancellations contact the Office of Extension Education.

What about graders and evaluations?

Graders are not normally provided for extension center courses; however, if graders already assigned to on-campus faculty exceed seventy (70) students because the professor is teaching an extension center class, the Office of Extension Education will cover the additional payment to the grader, per the Seminary's payment schedule. Grader assistance is not provided for adjunct faculty.

Selected Extension Center courses must be evaluated each semester. Evaluation forms will be sent to the local center director for distribution in the final three weeks of class time. The professor of record is required to complete the Teacher Evaluation Form.

APPENDIX A
SUGGESTED HOTELS

AUBURN, ALABAMA

Hilton Garden Inn Auburn-Opelika

2555 Hilton Garden Drive
Auburn, AL 36830
1-334-502-3500
Distance: 0.6 mi.
Room Rate: \$119

Jameson Inn - Auburn

1212 Mall Parkway
Auburn, AL 36831
1-334-502-5020 / 1-800-526-3766
Distance: 1.3 mi.
Room Rate: \$80

Hampton Inn

2430 South College Street
Auburn, AL 36832
1-334-821-4111
Distance: 3.6 mi.
Room Rate: \$84

Hometown Suites

1188 Commerce Drive
Auburn, AL 36830
1-334-826-1123 / 1-800-230-4134
Distance: 1.9 mi.
Room Rate: \$75

BOSTON, MASSACHUSETTS

EconoLodge Inn

380 Southwest Cutoff
Northborough, MA 01532
1-508-842-8941
Distance: 2.78 mi.
Room Rate: \$70

Days Inn – Shrewsbury

889 Boston Turnpike (Route 9)
Shrewsbury, MA 01545
1-508-842-8500
Distance: 3 mi.
Room Rate: \$84

Comfort Inn Marlborough

880 Donald Lynch Blvd
Marlborough, MA 01752
1-877-424-6423 / 1-508-460-1000
Distance: 3 mi.
Room Rate: \$120

Comfort Inn Westborough

399 Turnpike Road
Westborough, MA 01532
1-508-366-0202
Distance: 3 mi.
Room Rate: \$85

BURLINGTON, VERMONT

Days Inn–Colchester

124 College Parkway
Colchester, VT 05446
1-802-992-4023
Distance: 3 mi.
Room Rate: \$76

Rodeway Inn

1016 Shelburne Road
South Burlington, VT 05403
1-802-862-6421
Distance: 2.49 mi.
Room Rate: \$99

Travelodge Shelburne Burlington

2572 Shelburne Road
Shelburne, VT 05482
1-888-985-8037
Distance: 4.2 mi.
Room rate: \$75

Days Inn Shelburne

3229 Shelburne Road
Shelburne, VT 05482
1-800-985-3419
Distance: 10.29 mi.
Room Rate: \$113 (Check Refund Policy)

CHICAGO, ILLINOIS

Best Western O'Hare Airport

10300 West Higgins Road
Rosemont, IL 60018-3818
1-847-296-4471
Distance: 12.79 mi.
Room Rate: \$80

Quality Inn – O'Hare

3801 N Mannheim Road
Schiller Park, IL 60176
1-877-424-6423
Distance: 14.52 mi.
Room Rate: **\$60**

The Westin O'Hare

6100 N River Road
Rosemont, IL 60018
1-866-716-8104
Distance: 11.16 mi.
Room Rate: \$169

Sheraton Gateway Suites

6501 N Mannheim Road
Rosemont, IL 60018
1-800-325-3535 / 1-847-699-6300
Distance: 12.68 mi.
Room Rate: Best Rates Guaranteed

COLUMBIA, MARYLAND

Hilton Garden Inn – Columbia

8241 Snowden River Parkway
Columbia, MD 21045
1-410-750-3700
Distance: 3.4 mi.
Room Rate: \$109

Extended Stay Deluxe

8890 Stanford Blvd
Columbia, MD 21045
1-410-872-2994
Distance: 3 mi.
Room Rate: \$80

Red Roof Inn (Columbia-Jessup)

8000 Washington Blvd
Jessup, MD 20794
1-410-796-0380
Distance: 6 mi.
Room Rate: \$70

Studioplus

6620 Eli Whitney Drive
Columbia, MD 21046
1-410-312-1557
Distance: 3.5 mi.
Room Rate: \$70

EAST TENNESSEE (Knoxville Area)

Hampton Inn – Lenoir City

585 Ft. Loudon Medical Center Drive
Lenoir City, TN 37772
1-865-988-2000
Distance: 1 mi.
Room Rate: \$99

Holiday Inn Express

1112 Highway 321 North
Lenoir City, TN 37771
1-865-635-0070
Distance: 2 mi.
Room Rate: \$99

Days Inn & Suites

1110 Highway 321 North

Lenoir City, TN 37771

1-865-986-2011

Distance: 2 mi.

Room Rate: \$64 - (Check Refund Policy)

Ramada – Lenoir City

400 Interchange Park Drive

Lenoir City, TN 37771

1-865-986-9000

Distance: 3 mi.

Room Rate: \$58 (Check Refund Policy)

FENTON, MICHIGAN**Holiday Inn Express Suites Fenton**

17800 Silver Parkway

Fenton, MI 48430

1-810-714-7171 / 1-888-603-5334

Distance: 4.4 mi.

Room Rate: \$99

Hampton Inn & Suites

6060 Rashelle Dr.

Flint, MI 48507

1-810-234-8400

Distance: 28 mi.

Room Rate: \$129

Amerihost Inn Grand Blanc

9040 Holly Road

Grand Blanc, MI 48439

1-810-694-0000

Distance: 15 mi.

Room Rate: \$80

Comfort Inn Flint

2361 Austin Parkway

Flint, MI 48507

1-810-232-4222

Distance: 19.14 mi.

Room Rate: \$80

GREENVILLE, SOUTH CAROLINA**Wingate by Wyndham**

33 Beacon Drive

Greenville, SC 29615

1-864-281-1281 / 1-800-228-1000

Distance: 4.30 mi.

Room Rate: \$84

Hawthorn Suites – Greenville

48 McPrice Court

Greenville, SC 29615

1-864-297-0099 / 1-800-527-1133

Distance: 3 mi.

Room Rate: \$74 (Check Refund Policy)

La Quinta Inn & Suites – Greenville

65 W. Orchard Park Drive

Greenville, SC 29615

1-864-233-8018

Distance: 2.7 mi.

Room Rate: \$45

Holiday Inn Express

1036 Woodruff Road

Greenville, SC 29607

1-864-678-5555

Distance: 5 mi.

Room Rate: \$89

JACKSON, TENNESSEE**Comfort Inn**

535 Wiley Parker Road

Jackson, TN 38305

1-731-668-4100

Distance: 2 mi.

Room Rate: \$73

Jameson Inn

1292 Vann Drive

Jackson, TN 38305

1-731-660-8651

Distance: .13 mi.

Room Rate: \$80

Days Inn & Suites

1919 Highway 45 Bypass
 Jackson, TN 38305
 1-731-668-3444
 Distance: 2.8 mi.
 Room Rate: \$51

Holiday Inn Jackson

541 Carriage House Drive #F
 Jackson, TN 38305
 1-731-668-6000
 Distance: 1.91 mi.
 Room Rate: \$97

NASHVILLE, TENNESSEE (Only if overnight stay needed)**Holiday Inn Express**

Broadway & 10th
 Nashville, TN 37203
 (Across from LifeWay)
 615-244-0150
 \$79 LifeWay rate

Union Station

1001 Broadway
 Nashville, TN 37203
 615-726-1001
 (Ask for LifeWay rate)

NEW YORK CITY, NEW YORK**Wellington Hotel**

871 Seventh Avenue at 55th Street
 New York, NY 10019
 1-212-247-3900 / 1-800-652-1212
 Distance 1.0 mi.
 Room Rate: \$239

Hotel Beacon

2130 Broadway
 New York, NY 10023
 1-212-787-1100 / 1-800-572-4969
 Distance: 0.5 mi.
 Room Rate: \$205

Mayfair New York Hotel

242 West 49th Street
 New York, NY 10019-7405
 1-212-586-0300
 Distance: 0.9 mi.
 Room Rate: \$174

Best Western Queens Court Hotel (near LGA)

13351 39th Avenue
 Flushing, NY 11354-4432
 1-718-888-1900
 Distance: 2.4 mi. from airport
 Room Rate: \$160

NORTHEAST OHIO (Cleveland Area)**Holiday Inn Cleveland**

6001 Rockside Road
 Independence, OH 44131
 1-216-524-8050 / 1-800-315-2621
 Distance: 3.5 mi.
 Room Rate: \$81

Doubletree Cleveland South

6200 Quarry Lane
 Independence, OH 44131
 1-216-447-1300
 Distance: 3.4 mi.
 Room Rate: \$89

AmeriSuites Independence

6025 Jefferson Drive
 Independence, OH 44131
 1-216-328-1060
 Distance: 3.9 mi.
 Room Rate: \$89

LaQuinta Inn

6161 Quarry Lane
 Independence, OH 44131
 1-800-753-3757 / 1-216-447-1133
 Distance: 3.5 mi.
 Room Rate: \$49

NORTHEAST WISCONSIN (Green Bay / Appleton Area)

Days Inn Green Bay-City Center

406 N Washington Street
Green Bay, WI 54301-4217
1-920-435-4484
Distance: 0.42 mi.
Room Rate: \$79

St. Brendan's Inn

234 S. Washington Street
Green Bay, WI 54301-4213
1-920-884-8484
Distance: 0.02 mi.
Room Rate: \$119

Holiday Inn Hotel Green Bay

200 Main Street
Green Bay, WI 54301-5111
1-877-410-6667
Distance: 0.53 mi.
Room Rate: \$114

Hotel Sierra

333 Main Street
Green Bay, WI 54301-5112
1-800-474-3772 / 1-920-432-4555
Distance: 0.64 mi.
Room Rate: \$149

NORTHWEST ARKANSAS (Springdale / Fayetteville / Rogers Area)

Fairfield Inn & Suites – Springdale

1043 Rieff Street
Springdale, AR 72762
1-888-236-2427 / 1-479-725-1800
Distance: 1.5 mi.
Room Rate: \$74

Holiday Inn – Springdale / Fayetteville Area

1500 South 48th Street
Springdale, AR 72764
1-877-863-4780 / 1-479-751-8300
Distance: 2.17 mi.
Room Rate: \$91

Springdale Doubletree Club

4677 West Sunset Avenue
Springdale, AR 72762
1-479-751-7200
Distance: 1.2 mi.
Room Rate: \$84

LaQuinta Inn & Suites

1300 S. 48th Street
Springdale, AR 72762
1-800-531-5900 / 1-479-751-2626
Distance: 1.9 mi.
Room Rate: \$75

WASHINGTON, DC

Washington Plaza Hotel

10 Thomas Circle NW
Washington, DC 20005
1-202-842-1300 / 1-800-424-1140
Distance: 2.5 mi.
Room Rate: \$99

Holiday Inn – On the Hill

415 New Jersey Avenue NW
Washington, DC 20001
1-202-638-0707
Distance: 1 mi.
Room Rate: \$133

Doubletree Crystal City

300 Army Navy Drive
Arlington, VA 22202-2891
1-703-416-4100
Distance: 5 mi.
Room Rate: \$109

Holiday Inn Georgetown

2101 Wisconsin Avenue NW
Washington, DC 20007
1-202-338-4600
Distance: 5 mi.
Room Rate: \$100

APPENDIX B

BUSINESS EXPENSE REIMBURSEMENT POLICY

(The full SBTS Business Reimbursement Policy is available online at <http://inside.sbts.edu/files/2010/05/businessexpense reimbursementpolicy.pdf>)

All Business Expense Reimbursement requests related to Extension Centers must be completed and returned to the Office of Extension Education and approved by the Associate Vice President for Extension Education and Applied Ministries.

TRAVEL ARRANGEMENTS

- A. The Seminary encourages employees to secure the best travel value by utilizing options including on-line service providers such as Expedia.com, Orbitz.com, Kayak.com, FareChase.com, etc.

TRANSPORTATION

- A. The cost of travel by common carrier (airplane, train, or bus) will be reimbursed at the normal economy rate.
- B. Registering to Drive on Seminary Business and General Insurance Issues
- (1) As required by the Seminary's insurance company, employees driving vehicles (whether personal or rented) for Seminary business (either locally or out of town) **must** register their driver's license and proof of insurance information with the Seminary's Office of Safety and Security. Since that department keeps this information on file for Seminary insurance and other related purposes, employees are encouraged to update this information as changes occur. An annual reminder to update this information will be distributed to all employees via e-mail.
 - (2) The Seminary purchases comprehensive Business Auto and Liability Umbrella policies that can serve as protection for both the Seminary and the employee when the employee is driving for business purposes.
 - **Seminary owned vehicle.** When an employee is driving a Seminary owned vehicle for business purposes, the Seminary's insurance is primary for both liability and physical damage coverage.
 - Seminary vehicle insurance cards and registration are included in the Seminary vehicles storage compartments.
 - **Rented Vehicle.** When the employee is driving a rented vehicle for business purposes, the employee's insurance is generally seen as primary. However, the Seminary's policy serves to extend additional liability coverage and physical damage coverage for the employee 'over and above' the employee's personal policy. Therefore, there is never a need for the employee to purchase additional insurance from a rental car company.

- In addition to their own personal proof of auto insurance, employees renting vehicles for Seminary business may choose to carry an auto liability insurance card available from the Office of Safety and Security. This card can be used as evidence of liability insurance coverage if an employee is involved in a vehicle accident in the United States or its territories, Canada, and Puerto Rico. Some states ticket drivers involved in an accident if the driver cannot show proof of insurance. Rental car agencies may ask for proof of liability insurance coverage prior to renting a vehicle.
 - Employees who intend to rent vehicles for travel on Seminary business outside the U.S., U.S. territories, Canada, or Puerto Rico should contact the Office of Safety and Security in order to make appropriate insurance arrangements.
 - Personal Vehicle. When the employee is driving their personal auto for business purposes, the employee's insurance is generally seen as primary. However, the Seminary's policy serves to extend additional liability coverage and physical damage coverage for the employee 'over and above' the employee's personal policy.
- (3) Under certain circumstances, the Seminary's insurance carrier may subrogate against the employee's insurance carrier. Such circumstances include, but are not limited to, where the employee is found to have:
- been grossly negligent,
 - consumed any quantity of alcoholic beverage,
 - consumed any illegal or controlled substance not prescribed by a physician and in accordance with the physician's instructions,
 - been driving without a valid license,
 - allowed a non-Seminary employee to drive, or
 - not actually been on Seminary business.

C. Personal Automobile Expenses

- (1) Employees will be reimbursed for the use of their personal vehicles while conducting Seminary business at a rate per mile as periodically established by the IRS and communicated by Accounting Services. The established rate per mile includes reimbursement for all costs of operating the vehicle.
- (2) Miles traveled for Seminary business purposes should not include personal commuting miles between an employee's home and the Seminary.
- (3) Personal automobile mileage to and from the airport or any local business meeting outside the office is reimbursable to the extent mileage is in excess of normal commuting miles.
- (4) The Seminary reimburses employees for the cost of airport parking for the duration of the employee's business trip. If it is more economical for the Seminary, the employee may choose reimbursement of mileage to a friend or family member for two round trips (drop-off and pick-up) to the airport to avoid paying the cost of airport parking.

When practical, employees are encouraged to use the least expensive airport-parking alternative.

D. Rental Vehicle Expenses

- (1) Selection of a Rental Vehicle Company. Southern has a contract with Enterprise Holding Company. In order to be reimbursed for your rental car you must rent from Enterprise, National, or Alamo brands. The following procedures should be followed to rent a vehicle for Seminary-business travel from one of these companies (see instructions on page twenty-nine to be included under the contract):
- (2) Vehicle Type. Members under the rental contract will receive free upgrades: booking mid-sized means driving mid-sized or better (you will have a choice of what is currently on the lot). A cost center manager can approve an upgrade in size for the rental vehicle depending on the circumstances of the business travel (number of occupants, luggage, business equipment, length of trip, etc.). If, as a matter of personal preference, an employee chooses to upgrade the car class beyond any restrictions imposed by a cost center manager, the employee is responsible for paying all additional charges.
- (3) Booking Rental Cars. Faculty and staff will have a faster method of booking rental cars:
 - If renting through Enterprise, faculty/staff go through the E Plus line for a shorter wait.
 - If renting through National, faculty/staff go directly to lot and pick the car of their choice.
- (4) Refueling. In order to avoid the high cost of refueling charges frequently imposed by rental car companies, the employee should refuel the vehicle prior to returning it to the rental car company. A cost center manager may approve an exception based upon a documented emergency, or on occasions when prepayment of fuel is more economical.
- (5) Cost. The cost of rental vehicles will be reimbursed according to the guidelines of this policy.
- (6) Personal Use. Employees renting vehicles for Seminary business who add extra days for personal or vacation purposes should turn in for reimbursement only the business-related portion of the rental cost.

LODGING

- A. Employees will be reimbursed for reasonable lodging expenses incurred while on Seminary business when it is necessary to be away from home overnight. Employees should use a moderately priced hotel in the city of destination. Cost center managers can approve exceptions when there is a valid business reason for staying at a more expensive property.

- B. Employees should reserve a standard room. If an employee chooses to upgrade from a standard room, the employee must personally pay the full cost of the upgrade. Exceptions are made if there are no standard rooms available or if a suite is most cost-effective for multiple employees (an explanation must be submitted as an attachment to the Business Expense Report), or if the area senior vice president approves in writing an exception for business reasons (such approval must be submitted as an attachment to the Business Expense Report).
- C. It is the responsibility of the employee to ensure any needed cancellation is made in accordance with the hotel's cancellation policy. Employees failing to cancel a reservation are held personally responsible for the charge. The employee should obtain a cancellation number or the name of the person taking the cancellation in case the employee's credit card is charged.
- D. The employee should review the hotel statement at the time of checkout to ensure that the correct room rate was charged and that only valid charges are included.
- E. The amount of any personal expenses must be deducted from a hotel invoice before being reported on a Business Expense Report for reimbursement.

MEALS

Under this policy, "travel meals" are distinguished from "business meals." Definitions and reimbursement treatment for each type of meals follow.

A. Travel Meals

- (1) A "travel meal" is defined as a meal that:
 - Takes place while the employee is traveling on Seminary business 30 or more miles from Louisville (or other regular workplace for the employee, such as an extension center),
 - Includes one employee meal per receipt, and,
 - Does not qualify for reimbursement as a "business meal" as defined below.
- (2) The employee has two options when claiming reimbursement for travel meals:
 - **OPTION 1:** The employee can choose to accept a flat rate per meal up to a maximum daily allowance of \$31.00, including tips. If the employee chooses to be reimbursed under this option, there is **NO REQUIREMENT** to turn in receipts for reimbursement. The breakdown of the reimbursement under this option is as follows:
 - Breakfast \$7.00
 - Lunch \$10.00
 - Dinner \$14.00

- **OPTION 2:** The employee can choose to request reimbursement of actual meal costs. Typically this option will be chosen when, for some extenuating circumstance, the total cost of meals for a day exceeds \$31.00, including tips. If this option is chosen, the employee must attach the **itemized** receipts.

- (3) To claim reimbursement for travel meals, an employee must be in travel status from home/work before 8:00 a.m. to claim breakfast, before noon to claim lunch, and before 6:00 p.m. to claim dinner.
- (4) When meals are prepaid or provided complimentary through hotel costs or conference fees, employees should not also claim the flat rate amount for such meals.
- (5) Employees traveling together and dining together (when not dining as a part of an official business meal) should pay separately.

B. Business Meals

- (1) A “business meal” is defined as a meal meeting that includes two or more persons where Seminary business takes place. Persons in attendance at a business meal may include employees only or employee(s) and Seminary constituent(s).
- (2) Business meals between employees should be held to a minimum and take place only if there is no other meeting time available. The Seminary reimburses for business meals only if there is a clear, necessary reason for the meeting. The reason for the meeting must be appropriately documented on a Business Expense Report.
- (3) As the host of a business meal, the employee should choose a reasonably priced restaurant given the context of the meeting (constituents, subject matter, etc.).
- (4) The senior Seminary employee present should pay the bill.
- (5) The **itemized** receipt is required for reimbursement.

C. The cost of alcoholic beverages will not be reimbursed.

D. Frivolous, lavish, and extravagant expenditures for entertainment and meals will not be reimbursed. Judgment should be exercised when selecting an entertainment facility, restaurant, and menu. Excessive expenditures are subject to question by the cost center manager and may result in the denial of reimbursement, either partially or in its entirety. Justification of questioned expenses rests with the employee.

TELEPHONE CALLS AND FAX USE

A. The Seminary will reimburse employees for reasonable costs of calls home while traveling on official Seminary business.

- Employees should make use of Seminary-owned cellular telephones when available and applicable.
 - Employees without access to Seminary-owned cellular telephones should contact the I.T. Department about the potential use of a Seminary long distance card.
 - Before billing long distance calls to the room, employees should check to see if the hotel applies a surcharge for this service. Using a personal telephone charge card and requesting reimbursement is preferable to having the call charged to the room if there is a long distance surcharge.
- B. The Seminary reimburses employees for business faxes sent or received while traveling on Seminary-related business.

OFFICE OR OTHER BUSINESS SUPPLIES

- A. Employees should plan for business trips and purchase necessary supplies before leaving. Employees may purchase supply items while out of town only if an emergency occurs or if there is a business reason for making the purchase while out of town.
- B. If known in advance that the employee needs to purchase supplies or printing services while at a conference site or business meeting, the employee should check with Procurement prior to leaving to see if arrangements can be made for a supplier in the meeting city to accept a purchase order for the items.

LOST OR STOLEN PERSONAL PROPERTY

- A. Reimbursement for personal property owned by an employee lost or stolen while on business travel is frequently available under a homeowner's or renter's insurance policy. If such a loss occurs for a Seminary employee, after such reimbursement has been pursued and is documented to be unavailable, such losses will be considered for reimbursement by executive management based on the circumstances surrounding the loss. To initiate this process, the employee should contact the Office of Safety and Security.

REIMBURSEMENT OF EXPENSES

- A. A Business Expense Report form should be used to request reimbursement of Seminary business expenses. (A Check Request form should not be used for this purpose.)
- B. All required receipts must accompany the form along with the additional information described below in the section entitled *Required Documentation*. The absence of required documentation may result in a reimbursement being delayed or denied.
- C. When completing the Business Expense Report form, please note that:
- (1) Generally, when multiple business trips have been made, a separate form should be completed for each trip; however, multiple business trips made within seven

consecutive days may be reported on one form if all required information for each trip is provided;

- (2) All information on the form should be typed or legibly printed or written;
- (3) Expenses incurred should be listed in date order;
- (4) If the Seminary has been billed directly or a travel advance was requested, appropriate deductions should be made from the total of expenses incurred to arrive at the reimbursement, if any, due the employee;
- (5) The form must be signed by the employee and his/her cost center manager (for extension centers: the Associate Vice President for Extension Education and Applied Ministries) before it is forwarded to Accounting Services for processing;
- (6) Travel expenses should be submitted for reimbursement within 60 days after they were incurred;
- (7) Where a travel advance exceeds the expenses incurred, a personal check for the excess should be attached to the Business Expense Report and submitted within 60 days after the expenses were incurred;
- (8) Expense amounts incurred in a foreign currency must be converted to U.S. dollars for expense reporting. Employees should attach documentation to substantiate their conversion calculation. Such conversion rates and documentation are readily available on the Internet at <http://www.oanda.com/convert/classic>;
- (9) Processing of Business Expense Report forms normally takes from 3 to 5 business days once received in Accounting Services, provided required documentation and signatures accompany the request. To improve efficiency, reimbursement checks will be printed only twice weekly. Specifically, the normal schedule for the issuance of reimbursement checks will be as follows:

Business Expense Report form
received by Accounting Services

Monday
Tuesday
Wednesday
Thursday
Friday

Check will either be mailed or available
for pickup by 12 noon on the

Friday of the same week
Friday of the same week
Tuesday of the following week
Tuesday of the following week
Friday of the following week

REQUIRED DOCUMENTATION

- A. The following information must be included on or attached to the Business Expense Report form:

- (1) A concise and descriptive statement of the business purpose for the travel;
 - (2) The destination and/or locality of travel;
 - (3) The dates of departure and return for each trip away from home overnight;
 - (4) The date and amount of each separate expenditure;
 - (5) A receipt or confirmation of payment for: (a) each expenditure of \$10.00 or more (other than employee meals subject to the limits stated in the section above entitled *Meals*, for which no receipt is required), or (b) for a miscellaneous purchase of any amount.
 - (6) For business meals and/or entertainment with other persons:
 - the name of the restaurant or facility, address, and type of facility (if not apparent from the receipt); and,
 - identification of the person(s) in attendance, including name and nature of the business relationship to the Seminary. If more than five people attended, give a general description of the group and the number attending, (i.e., 15 trustees), along with all other information listed above.
 - (7) A credit card statement may be attached to the Business Expense Report in order to show additional documentation, but not in lieu of original receipts, when otherwise required.
 - (8) A boarding pass or itinerary for an airplane, bus or train does not qualify as a receipt for payment. The e-mail confirmation of such travel can be used as the receipt provided it shows the total cost and method of payment.
- B. The required documentation enumerated above may be noted on the Business Expense Report form or the individual receipts, if adequate space is available, and if not, on a separate sheet attached to the form.
- C. To facilitate efficient review and processing of reimbursement requests, employees are encouraged to attach all required receipts in date order to the Business Expense Report.

APPENDIX C
DISCLOSURE ON THE TRANSFERABILITY OF CREDIT

Credits earned at Southern Seminary may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Southern Seminary.

You should obtain confirmation you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Southern Seminary to determine if such institutions will accept credits earned at Southern Seminary prior to executing an enrollment contract or agreement.

The ability to transfer credits from Southern Seminary to another educational institutions may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Southern Seminary if you enroll in another educational institution.

You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Southern Seminary and of any other educational institutions you may in the future want to transfer the credits earned at Southern Seminary before you execute an enrollment contract or agreement.

.....

I certify that I was given a written disclosure about “transferability of credits” prior to executing an enrollment contract or agreement.

Signature

Printed name

Date

APPENDIX D
NEW EXTENSION CENTER ACTIVATION FORM

We are very pleased that the churches in your area have expressed a desire to host an extension site of The Southern Baptist Theological Seminary (SBTS). Please review carefully the following issues upon which we must agree as we enter into this educational partnership.

(1) Primary Responsibilities of SBTS:

- Design curriculum rotations
- Schedule courses
- Recruit and contract faculty
- Sustain all travel costs for faculty
- Procure and maintain academic licensure with appropriate agencies
- Maintain appropriate accreditation standards
- Provide monthly stipend for a local Extension Center Director
- Provide limited budget for office expenses and promotion

(2) Primary Responsibilities of the host entity

- Provide a classroom at least 20' x 20' x 8', equipped with whiteboard and desks or tables and chairs, handicapped-accessible, with adequate, nearby parking
- Provide access to a data projector and VCR/DVD player, as well as the Internet
- Furnish utility costs for class times
- Provide building/classroom access to the Extension Center Director and/or Assistant
- Maintain AC/heating at comfortable levels during class times

Address of your host site: _____

Location of classroom: _____

Description of Proposed Classroom:

Square footage and/or dimensions:	
Classroom equipment: (whiteboard, desks/tables and chairs, etc.)	
Classroom Technology: (VCR/DVD, data projector, internet, etc.)	
Classroom Support: (tech. support, maintenance, etc.)	

(3) Library Services

SBTS provides library services through a multi-layered approach. First, students have access to the James P. Boyce Centennial Library, the main seminary library in Louisville. Second, students have access to a research library through the Online Virtual Library (OVL). Third, library services are provided through a local library. Accrediting agencies still require adequate library services for theological research in close proximity to extension sites. An agreement will be made with the following library for the students at your site: _____

An annual fee of _____ will be charged to students for their use of this library.

(4) Class Participation Requirements

To attend extension center classes, prospective students must apply to and be accepted for admission by SBTS. Admissions requirements can be obtained from the current Academic Catalog or online at www.sbts.edu.

(5) Ecampus and Moodle Access

All extension center students receive access to the Seminary's Ecampus and Moodle, including a student email address. Ecampus gives students access to daily announcements, chapel services, course information, the Seminary's Style Manual (for writing papers), and other resources.

(6) Tuition and fees

Tuition for SBTS extension center students is the same as for its on-campus students. Students who are members of a Southern Baptist church receive a scholarship from the Southern Baptist Convention via the Cooperative Program amounting to a 50% reduction in tuition. Non-Southern Baptist students pay full tuition. A complete schedule of tuition and fees is available from both the current Academic Catalog and www.sbts.edu.

(7) Textbooks

Textbook purchases are the responsibility of the student. Faculty members are encouraged to post their book list to the course's Moodle site at least one month prior to the initial class meeting, to give students adequate time to purchase their books. Texts can be ordered from LifeWay Christian Resources or elsewhere (online through Amazon.com, etc.)

(8) The Extension Center Director

The Extension Center Director will be recommended from the local entity and contracted by the Associate Vice President for Extension Education and Applied Ministries on behalf of SBTS. The Extension Center Director will report to the Associate Vice President for Extension Education and Applied Ministries on all extension center-related matters. A description of the duties of the Extension Center Director is available in the Extension Center Handbook. All Extension Center Directors are invited to the Louisville campus periodically (usually annually) for information updates and fellowship.

Extension Center Director for proposed site is: _____

Assistant Center Director: (if applicable) _____

(9) Teaching Pulse

Most centers operate on one of two primary course pulses. Some meet Friday nights and during the day on Saturdays, while others meet all day on Mondays. Those with a Friday/Saturday pulse offer three courses taught consecutively over a period of four weekends each. Those with a Monday pulse offer three classes concurrently over thirteen (13) weeks. Full attendance for either pulse will give a student a full course load of nine hours per semester.

This center will function on a _____ pulse.

(10) Delivery of Instruction

Most classes are taught on site. In some centers, however, some or all courses are delivered via Compressed Interactive Video. These are real-time classes, taught either on the Louisville campus or at another center and transmitted via satellite to CIV-networked centers. CIV classes are visually interactive, with every participating center communicating with all others in the network, creating a live, distributed classroom.

Method(s) of delivery for proposed site: Face-to-face on-site
 Compressed Interactive Video (CIV)
 Combination of face-to-face and CIV

(11) Student Enrollment Expectations

To remain financially feasible, extension centers offering only face-to-face on-site instruction must maintain a student body of at least 17 students and individual class enrollments of at least 12. Those centers offering instruction via CIV require a lower number of students to remain viable. The lower number depends on the extent to which CIV delivery is used.

Anticipated Enrollment: _____ *Southern Baptist Students*
_____ *Non-Southern Baptist Students*
_____ **Total**

Upon a mutual understanding of the implications and obligations described herein, and with the intent to fulfill the mission and goals of SBTS, we recommend the establishment of the _____ Extension Center of The Southern Baptist Theological Seminary.

Center Director _____
Date

Church or entity representative _____
Date

Associate Vice President for Extension Education _____
Date

Vice President for Academic Programming _____
Date

Senior Vice President for Academic Administration _____
Date

President of the Seminary _____
Date