

Student Handbook 2026 - 2027



Greetings From the Dean

Dear Student,

Welcome to the Campbell University Divinity School!

At Campbell, you will hear frequent references to our mission to be “Christ-centered, Bible-based, and ministry-focused.” These six words express our highest priorities. The first and highest priority is to be faithful followers of Jesus in our daily lives and our life together. The Bible is our primary guide for this pursuit, and so we study it diligently and carefully, including all the ways that it has guided and corrected Christian communities across the centuries. The ultimate purpose of our study, however, is not just knowledge for its own sake but to prepare to serve others in the way of Jesus. These priorities guide our work and provide common ground for people from many backgrounds, traditions, and ways of understanding our faith. Gathering around this mission provides a genuine experience of Christian community.

As a graduate seminary embedded in a great university, we are strongly committed to academic excellence. We also believe that ministry is a holistic calling that requires growth of our whole selves, spiritually, emotionally, and relationally.

Life in Christian community requires cooperation, consideration, and participation. Thus, the information in this Student Handbook is printed to help you to succeed as a student and to experience life to the fullest in our school. We call upon you to give your best in promoting our school and the community atmosphere we seek to cultivate. Do not hesitate to ask for assistance from the deans, faculty, and staff should a need arise. We hope the information in this handbook will be helpful to you, and that God will richly bless your journey with us.

Grace and Peace,



A handwritten signature in black ink that reads "Barry A. Jones".

Dr. Barry A. Jones, Dean
Lewis E. and Martha Barnes Tyner Chair of Bible

Table of Contents

Greetings from the Dean...	2
Introduction...	4
Campbell University Mission Statement...	5
Divinity School Mission Statement...	6
Community Covenant...	7
Student Responsibilities...	8
Student Rights...	9
Community Life...	10
Campus Resources & Services...	13
Academic Resources & Information...	17
Student Financial Information...	25
Complaint Procedures...	27

Introduction

Campbell University Divinity School is pleased to provide our students with a Student Handbook outlining the various policies and dimensions of the school that affect student wellbeing. The availability of this handbook reflects our belief that students make up the heart of this school.

This handbook is intended as a guideline for students and should not be construed as an offer to contract or as a contract between Campbell University, Incorporated, and any student or a warranty or any entitlements, programs, regulations, or benefits set forth herein. Because of the ever-changing nature of student life and issues affecting student wellbeing, information in this handbook may be changed, modified, or deleted as necessary to conform to school and university policies, to accrediting guidelines, and to the requirements for graduate programs of the Divinity School.

The Dean and the Associate Dean for Academic Programs will make available to students new policies, changes in present policy, or deletions should they arise. This handbook supersedes all previous editions of this handbook. Please keep this handbook in a safe place to be available for consultation.



Campbell University Mission Statement

The mission of Campbell University is to graduate students with exemplary academic and professional skills who are prepared for purposeful lives and meaningful service. The University is informed and inspired by its Baptist heritage and three basic theological and biblical presuppositions: learning is appointed and conserved by God as essential to the fulfillment of human destiny; in Christ all things consist and find ultimate unity; and the Kingdom of God in this world is rooted and grounded in Christian community. The University embraces the conviction that there is no conflict between the life of faith and the life of inquiry.

To fulfill its mission, the University:

1. presents a worldview informed by Christian principles and perspectives;
2. affirms that truth is revelatory and transcendent as well as empirical and rational, and that all truth finds its unity in Jesus Christ;
3. influences development of moral courage, social sensitivity, and ethical responsibility;
4. gathers a diverse community of learners;
5. delivers academic instruction in the liberal arts and sciences and professional preparation at both undergraduate and graduate levels through traditional, extended campus, and online programs;
6. transfers to students the vast body of knowledge and values accumulated over the ages;
7. encourages students to think critically and creatively;
8. fosters the development of intellectual vitality, physical wellness, and aesthetic sensibility;
9. forges a community of learning that is committed to the pursuit, discovery, and dissemination of knowledge;
10. provides students with opportunities for servant leadership and community engagement, with an emphasis on underserved communities;
11. cooperates with other educational institutions to expand learning opportunities for students;
12. offers service and other opportunities to the greater community through athletics, continuing education, and cultural enrichment programming.

Divinity School Mission Statement

The Campbell University Divinity School has a formally adopted statement of institutional purpose which clearly reflects the mission and sets forth the School's particular identity and values. This statement of institutional purpose communicates clearly and vividly the commitment of the deans, faculty, administrative staff, and students. The University Board of Trustees formally affirmed and adopted the statement prior to the announcement and beginning of the school. The statement of institutional purpose is printed in all documents of the school:

The purpose of the Campbell University Divinity School is to provide Christ-centered, Bible-based, and Ministry-focused theological education.



Community Covenant

Campbell University Divinity School is both an academic community and a faith community. Expectations for academic conduct and policies concerning breaches of academic conduct are described on page 17 (Academic Resources and Information: Academic Conduct). The noble mission statement of the Divinity School guides our life together. We ask all members of the Divinity School family to contribute to the mission of God's Kingdom by giving their best to this community of faith and learning.

Accordingly, we, the faculty, staff, and students of Campbell University Divinity School, make covenant, individually and corporately, to uphold the highest standards of personal and academic integrity. This includes, but is not limited to, never lying, cheating, stealing, causing harm to self or others, or defacing property. Set aside by the calling of God, we hold ourselves and each other to the highest standards of conduct:

- **Our call is lived out in community.** We do not claim as our own that which belongs to the community. We will respect the places of learning, help to care for the facilities, and share in the exchange of materials, neither stealing nor abusing books or other valuable tools of learning. We will not plagiarize, fabricate, or falsify our work or aid others in these forms of dishonesty. In the truthful pursuit of knowledge and understanding, we will foster the honest and respectful exchange of ideas, prepare for class, listen carefully, seek to understand, and give a fair, accurate, and charitable account of ideas, positions, and arguments with which we agree and disagree. In this vital exchange, we will open ourselves to curiosity, always seeking to learn and not bear false witness.
- **Those who claim Christ speak and live truthfully.** We are called to show respect to all we meet, acknowledging in our daily behavior on and off the campus that we are called to live in the image of God. We work to strengthen one another in Christ. We are welcoming and hospitable, endeavoring to create a place where all will feel safe and free to share joys and struggles, passions and conflicts, hopes and fears. We serve and do not exploit one another. We honor the friendships we form, transcending self-service with mutual service. We live honestly before our friends, giving and receiving Godly wisdom and holding ourselves accountable to one another as disciples of Jesus Christ. We encourage each other to ever-deepening commitment to Christ.

Student Responsibilities

The student must assume the primary responsibility for directing and monitoring their educational program. Although professors, advisers, and staff members are expected to provide assistance and guidance, the student is expected to take the initiative in seeking information, advice, and assistance as needed to meet their personal educational goals.

Students are expected to do the following:

- Become familiar with the content of the official Bulletin that describes their contract with the University, and specifically, the Divinity School. They must also attend to the Student Handbook, memoranda, and forms pertinent to their programs.
- Seek out ways to remedy any personal or academic deficiencies and weaknesses, taking the initiative in setting up conferences for academic program and career planning. It is strongly recommended that students maintain their own records that, to the degree possible, duplicate the files maintained in the Dean's Office. Be aware of the rules and regulations concerning the use of University computing, library, and other facilities as set out in published material.
- Meet deadlines for work to be submitted. If not otherwise specified, all course work must be completed by the last day of classes at the end of a semester.
- Contribute to the development of University programs and policies by participating in consultative and deliberative processes in a responsible and ethical manner. Be aware of the University's commitment to equal opportunity and to demonstrate tolerance and respect for all members of the University community.
- Respect the right of faculty members to express views and opinions.
- Respect the working environment of others in all areas of the University.
- Submit original work for assessment without plagiarizing or cheating.

Student Rights

Students retain those rights common to all U.S. citizens under federal and state constitutions, and through pertinent laws. These rights include, but are not limited to, the following: privacy, equal opportunity, non-discrimination, and freedom of speech, assembly, and association. Examples of the application of these rights in the University setting include students' right to organize and join associations to promote their common interests; the right to engage in respectful discussions to exchange thoughts and opinions; and the right to speak, write, or publish on any subject in accordance with established law. Other rights include the following:

- The right to participate in University-sponsored services and activities without discrimination or harassment based on the student's race, color, national origin, age, sex, or other classification that deprives the person of consideration as an individual.
- The right to accurate and plainly stated information, including that relating to the maintenance of acceptable academic standing, graduation requirements, and behavior expectations.
- The right to be evaluated in the classroom solely on the basis of academic achievement and fulfillment of educational requirements with freedom of expression protected and respected.
- The right of protection from the maintenance by the University of records reflecting the student's beliefs or his or her political activity and associations except for counseling records, health records, and records of disciplinary proceedings, and the right of protection from release to persons outside the University community of such records as well as academic and disciplinary records without the express consent of the student or a court order. The right to petition for change in either academic or non-academic regulations, procedures, or practices.
- The right to fair and impartial treatment and due process in any action which can reasonably be expected to affect the student's status with the University, brought or taken by the University or any of its constituent parts or agencies. The right to use University facilities in accordance with the guidelines established for the use of those facilities.

Community Life

Butler Chapel

Butler Chapel is home to the university's Office of Spiritual Life and serves as the location of the Divinity School's weekly chapel services, annual lectures, and other special events throughout the year.

Chapel

The Campbell University Divinity School community worships together each Tuesday from 11:00 am to 11:50 am in Butler Chapel. Chapel attendance is encouraged for all students and required for those in any formation course.

Commissioning Services

A Service of Convocation and Commissioning at the beginning of each Fall semester recognizes new students as they begin their Divinity School journeys and gives an opportunity for returning students to reflect on their calling and their journeys. It is one of the highlights of the semester.

Covenant and Hooding Graduation Service

The Covenant and Hooding Service is a highlight of the Divinity School experience as graduates gather with family, friends, and the Divinity School community to celebrate graduation. At the service, graduates receive their diplomas and their academic hoods in recognition of completion of degree requirements. This is not only a celebration of academic achievement, but also a special service of worship.

Ensemble

An open invitation is extended to students who would like to sing in the Divinity School ensemble. Students may receive one credit hour for participation in the ensemble and chapel. Rehearsals are held each Tuesday prior to chapel. The ensemble is expected to be available for worship leadership during chapel services and at other times as announced. Participants are expected to dress as worship leaders. The ensemble is sometimes asked to perform at other Divinity School or University functions.

Inclement Weather Policy

Decisions concerning inclement weather will be made available via email. Divinity School instructions may be different from general Campbell University information. Students are encouraged to use their own good judgment relative to safety in traveling to school. Even when it is safe to hold classes on campus, commuting students may not be able to travel safely to the campus. In such cases, students will not be penalized and will be able to make up missed work.

Lounge

A student lounge is provided on the first floor of Taylor Hall (T-124), where students may pick up their campus mail, enjoy fellowship, study, and eat their meals. Refrigerators, coffee makers, and microwave ovens are available. All students are asked to contribute to maintaining the cleanliness and orderliness of the student lounge.

Standards of Conduct and the Learning Environment

Campbell University Divinity School operates in a manner consistent with the standards of conduct, code of honor, and student behavior expected of students enrolled in any school of Campbell University. These expectations are described in the [Campbell University Student Handbook](#) and the Campbell University Undergraduate Bulletin.

As a Divinity School, our community of faculty, staff, and students are here for the purpose of educating persons for the ministry of Jesus Christ. Because of this commitment, we seek to live out and exemplify the highest witness possible with personal integrity, honesty, respect for others, academic integrity, and displays of Christian love and reconciliation. Because of our desire to obey Christ in every area of our lives, including school, we strive especially not to bear false witness in behavior, speech, actions toward others, or toward the school. All members of the Divinity School are expected to live truthfully and contribute to the welfare of this school and community by acting graciously and respectfully toward all.

Virtual Classes

In order to facilitate an effective virtual classroom environment and help us build a sense of community in the online setting, the following guidelines should be followed by all participants:

- Have cameras on.
- Have microphones on mute when not talking.
- Find a quiet place, free of distraction when signing on for class.
- Have an adequate internet connection that allows for both video and audio to be active.
- Engage fully in class discussions, breakout groups, impromptu polls, etc.
- In the event that you have an emergency and need to leave class, email the professor as soon as possible.

Student Advisory Leadership Team (SALT)

(SALT) represents and promotes student interests in the decision-making processes of Campbell Divinity School by cultivating and maintaining leadership among the students. The mission of SALT is “to partner with faculty and staff to offer ministry to the students and families of the Divinity School through fellowship, encouragement, and support.” SALT members are nominated by faculty to serve as peer leaders.

Campus Resources & Services

In the following pages we provide specific information about the topics in which students are most likely to be interested. However, if we do not include something about which you have a question, please do not hesitate to ask any member of the staff or faculty.

Books

Follow the [Campbell University bookstore website](#) to find the most updated list of textbooks for each class. When searching for your books, use the following categories:

- Term – Law/Grad
- Department – DIVI
- Course Number – See [Course Schedule](#)

Students may purchase books, school supplies, and other items at the campus bookstore, which is operated by Barnes and Noble. Purchasing books and supplies from the campus bookstore is not required; students may purchase books and supplies from the vendor of their choice.

Building Hours

Taylor Hall of Religion is open from 8 a.m. to 9 p.m. during weekdays and at other times for special occasions.

Campus Map

Digital and print versions of the campus map, including parking lot designations, are available on the [University website](#).

Copy Machines

Copy machines are available for student use in the Wiggins Memorial Library for a fee. See library staff for more information.

Counseling Services

All Campbell University students are eligible to receive free, confidential counseling via in-person and virtual consultations, groups, or individual sessions. Students in SEHS, LFSB or CUDS programs may request an appointment on the [Counseling Services page](#) of the Campbell website. CUSOM and CPHS students may request services through [CUSOM Behavioral Health](#). Students in the School of Law may request an appointment by contacting [Ruth Cooper](#).

Dining Options

Most campus dining options are located in the Oscar N. Harris Student Union, located across the Academic Circle from Taylor Hall. Gaylord's Kitchen is the main cafeteria. Other campus dining options include Moe's Southwest Grill, Chick-Fil-A, and Starbucks Coffee. Students may also place funds in a "Creek Bucks" account (separate from student's tuition and fees account) tied to the student identification card. Funds can be added to a Creek Bucks account by [clicking this link](#).

Disability Services

Students with documented disabilities may request accommodations by contacting the office of Disability Services located in the Wallace Center. A health condition may rise to the level of a disability if it substantially limits one or more major life functions, one of which is learning. A disability may be temporary or ongoing. Services are often similar to IEP or 504 plans students may have had in high school, but can also include support in campus housing, dining halls, and other University events and services. Appointments can be scheduled through the [Disability Services page](#) of the Campbell website, by emailing disabilityservices@campbell.edu or calling 910-893-7514.

Health Center and Pharmacy

The Campbell University Health Center is an outpatient physician practice that provides health care services to Campbell students, faculty, and staff and to the Harnett County community. The Health Center is located on T. T. Lanier Street across from Butler Chapel. Campbell University Health Center accepts most forms of insurance. It is the responsibility of the student to determine whether his or her insurance will cover services provided by the Health Center. Students are expected to pay any co-pays or other fees at the time of service. Students in need of non-emergency medical services may make an appointment by calling the Health Center at (910) 893-1560 during regular office hours. For health emergencies, students should call 911. View hours on the [Health Center website](#).

The University Health Center Pharmacy is proud to provide most generic medication to students, faculty and staff. Call the pharmacy (910) 893-1400 to ensure your medication is available to dispense. View hours on the [Pharmacy website](#). In order to fill prescriptions at the Health Center Pharmacy, you must make an appointment at the Health Center or have your doctor's office call in a new prescription. Transfers will not be accepted. The University Health Center Pharmacy does not fill stimulant prescriptions.

Helpdesk

The Information Technology Services Help Desk aids students with questions about student email, registering devices for use on the University's wireless network, logging into Blackboard, updating computers for virus and malware protection, cleaning viruses and spyware, and diagnosing other issues. The IT Services Help Desk can be accessed through email (helpdesk@campbell.edu) or by calling (910) 893-1208. Students should include their Campbell University ID number when emailing the Help Desk for assistance or have it available when contacting the Help Desk by phone.

Nourish Market

The Campus Pantry is open to students and staff experiencing food insecurity, offering a space for shoppers to choose their food and personal hygiene items. With the main location at the Wallace Center and smaller satellite locations, there are multiple options to shop. Satellite Pantries are located in Counseling Services, Wiggins Memorial Library, Bob Barker Hall and Pat Barker Hall (for residents). For more information on location hours and frequently asked questions please check our [webpage](#). For assistance and questions, contact Rev. Morgan Pajak at pajak@campbell.edu or 910-814-4769.

Resource and Referral

Campbell University Divinity School encourages students to seek ministry positions in local churches and other ministry settings. To assist students and alumni, the Divinity School provides resource and referral information to help connect students and alumni who are seeking church positions with churches and ministries seeking ministers and interns. This service does not provide an endorsement of any particular student nor of any particular church or ministry, but simply offers a referral service. The Administrative Assistant to the Dean will gladly assist students interested in making use of this service.

Safety and Security

The health and safety of our community is of utmost importance. Please familiarize yourself with your classroom and building surroundings, emergency information posters, and make sure you have registered your cell phone number with CU Notify for timely warnings and emergency alerts. For more information visit: [Emergency Preparedness](#). To report concerning behavior or any other safety concerns, please visit: [See Something Say Something](#).

Student Directory

A student directory is published each semester to provide the student body with photos and contact information for each of the current students.

Student E-mail Accounts

As soon as they enroll at Campbell, students receive a Campbell University student e-mail address. This is the official address used by professors, the Office of Student Services, Bursar's Office, and others to contact students for classes and other University business. For help setting up or accessing their Campbell e-mail accounts, students should contact the IT Services Help Desk at (910) 893-1208 or helpdesk@campbell.edu.

Vehicle Registration and Parking

Campbell University Divinity School is located in Taylor Hall, next to Butler Chapel. The lot behind the Health Center (HEA) provides the most convenient parking for our students and visitors. All guests must display a parking pass on their rearview mirror when visiting campus. Parking passes are distributed by the Parking Administration Office located in the Campus Safety Building. Questions regarding parking passes can be directed to (910) 893-1550.

Any student attending Campbell University and all residents of Campbell-owned housing who own or operate a motor vehicle on campus are required to register with Parking Services. All students registering a vehicle will receive a decal which must be properly displayed on the vehicle. Divinity Students should park only in commuter lots such as the lot located behind the Health Center. Parking in any other lot may result in a ticket and fine. Note that Memorial Baptist Church and Buies Creek First Baptist Church are separate from Campbell University, and students may not park on their property. Additional information is available from the Department of Campus Safety.

Academic Resources and Information

Academic Advisement

Each student is assigned an academic advisor when they matriculate for the first time. Students are responsible for monitoring their own progress toward graduation, but faculty advisors are available as needed for consultation related to course selection, academic requirements, and other academic needs. Advisement opportunities are also built into selected classes in the curriculum. [Click here](#) to learn how to identify your advisor in Self-Service.

Academic Conduct

Campbell University Divinity School is not only a faith community, but it is also an academic community, operating in a manner consistent with the Academic Conduct Statement of Principle and the Code of Honor expected of students enrolled in any school of Campbell University. These expectations are described in the Campbell University Student Handbook and the Campbell University Undergraduate Bulletin. We call upon all students to respect this place of learning by faithfully attending classes, completing assignments, preparing for each class session, and caring for the classroom facilities. Students are expected to abstain from cheating of any kind, plagiarizing, fabricating, falsifying work, or engaging in any form of dishonesty. Students are expected to demonstrate appropriate behavior both inside and outside the classroom, showing respect for all. Disruptive, disrespectful, or dishonest conduct will not be tolerated, nor will conduct contrary to the Academic Conduct Statement of Principle and the Code of Honor. Such conduct is not consistent with the purpose, goals, and spirit of Campbell University Divinity School and are detrimental to our shared academic and faith community.

Academic Restriction

Academic restriction limits the number of hours and the selection of courses a student may take when the student has not demonstrated the ability to meet the school's minimum 2.0 GPA required for continued enrollment and for graduation. A student who has attempted at least 9 hours of course work and whose overall GPA has dropped below 2.0 will be placed on academic restriction. A new student may be admitted on academic restriction when the student's previous academic record indicates that taking a reduced load would enhance the student's potential for meeting the school's minimum GPA. Students on academic restriction may take no more than 9-11 hours, selected in consultation with an academic advisor, and will be reminded of and encouraged to make use of the academic support services provided by the school. Students on academic restriction are not eligible to receive scholarship assistance through the Divinity School.

Academic restriction will be re-evaluated at the end of every semester. Students who have raised their overall GPA to 2.0 or above will be removed from academic restriction. Students who have not shown improvement in GPA will be issued a warning, and the student will be required to have courses approved by both the academic advisor and the Assistant Dean. A student who remains on academic restriction for two consecutive semesters is subject to dismissal.

Academic Support

The Divinity School provides academic support services including study groups, seminars, and on-line resources. In order to access academic support services, students should contact the Assistant Dean for Academic Affairs.

Appeals

Student appeals on academic issues must be initiated on a timely basis, generally within two weeks of the occurrence of the issue or notification to the student of an academic sanction. In the case of a grade for an assignment received before the end of the semester, the appeal must be initiated no later than two weeks from the time the grade is received or before the end of the semester, whichever comes first. In the case of the final grade for a course, the appeal must be initiated within two weeks of the end of the semester. Appeals related to grades, including grade penalties assigned in response to violation of the academic Code of Honor, should first be initiated with the instructor. If the matter cannot be resolved satisfactorily at this level, either the instructor or the student may appeal the matter to the Assistant Dean. The decision of the Assistant Dean may be appealed to the Dean. Each level of appeal must be made within two weeks of the previous decision. The decision by the Dean is final and may not be appealed. Appeals related to other academic issues, including suspension or dismissal for violations of the academic Code of Honor or academic restriction, must be made within two weeks of receiving notification of the suspension, dismissal, or restriction. The appeal must be submitted in writing to the Assistant Dean, who will review the matter and will notify the student of his or her decision. Students may appeal this decision to the Dean by submitting a written appeal within two weeks of receiving the decision. The decision of the Dean is final and may not be appealed.

The student's faculty advisor may serve as a resource for resolving academic issues and may be utilized by the student, Instructor, Assistant Dean, or Dean as appropriate. Appeals regarding admission decisions should be made to the appropriate Admissions Committee, which is made up of the Assistant Dean, the Director of Admissions, and appointed faculty members. The decision of the committee may be appealed to the Dean. Each level of appeal must be made within two weeks of the previous decision. The decision by the Dean is final and may not be appealed.

Auditing

Auditing allows a student to take a class for significantly reduced cost; this class is shown on the student's transcript but does not offer any credit or grade. Auditing is offered on a space-available basis only to currently enrolled students, alumni, and persons accepted for specialized programs offered at Campbell.

Blackboard

The Blackboard Academic Suite learning management system used by many professors on campus. It may be used to offer an on-line course or to supplement a classroom-based course by communicating important information, supplying syllabi or other course documents, offering supplemental instruction or assignments, conducting testing, or providing other enhancements to classroom learning. The Blackboard Academic Suite uses the same username and password as required for other Campbell on-line services. For assistance in accessing Blackboard, contact the the IT Services Help Desk at (910) 893-1208 or helpdesk@campbell.edu.

Class Attendance

Campbell University believes that attendance is a key factor in academic achievement, and therefore, class attendance is required. The institution views learning as an active, collaborative process that relies not only on instruction but also on student involvement, rather than simply absorbing information passively. To gain the most from their courses, students need to actively engage in class discussions and contribute in meaningful ways, recognizing that the overall effectiveness of a course depends as much on student participation as it does on the instructor's teaching.

Regular and punctual attendance is expected for all classes and class-related activities. Specific requirements for any given class will be set by the professor. Since attendance and participation affect learning, students who miss more than one week of a class will be subject to make-up work or a grade penalty. Students who miss more than two weeks of class time (15% during the summer term) will be subject to failing the course for this reason. Students are expected to be on time for class meetings.

Continuing Enrollment

As students juggle academic expectations with family and work obligations, ministry responsibilities, and more, it is not unusual for students to need to take a semester leave from classes during their degree programs. The Divinity School seeks to maintain community and support for students during such times, and encourages students to seek advisement from faculty, attend chapel services, make use of student services and the resource and referral service, and visit as their schedules allow.

Course Drops, Adds, and Withdrawals

Policies related to adding, dropping, or withdrawing from classes are located in the Divinity School Bulletin. In any given semester, the dates for the last day to receive a refund of tuition and fees, the last day to add a course, the last day to drop a course, and the last day to withdraw from a course are provided in the Divinity School Academic Calendar.

Within the specified dates, students may add, drop, or withdraw from courses. When a student drops a course, that course is not counted as hours attempted; therefore it is not included in the student's transcript and it does not factor into the calculation of GPA or the determination of full-time status or financial aid. When a student withdraws from a course, that course is counted as hours attempted, and it is shown on the student's transcript as a "W." The withdrawal is not factored into the calculation of GPA, but the hours are factored into determination of full-time status and financial aid. The attempt also counts against the total number of attempts allowed for a course.

Adding, dropping, or withdrawing from a course requires the professor's signature on the appropriate form, available from the Office of the Assistant Dean. The form must be returned to the Office of the Assistant Dean no later than 5:00pm on the date specified in the Academic Calendar.

After the last day to withdraw from a class, as specified in the Divinity School Academic Calendar, students may not withdraw from a course without receiving an "F," and this grade will be counted in the calculation of GPA. The exception to this policy is a withdrawal from all classes due to special circumstances such as a military deployment or medical emergency. Documentation of the special circumstances and approval from the Dean is required for special circumstances withdrawal. A student who desires to withdraw from the Divinity School must withdraw from all courses and complete a Notice of Withdrawal form, available in the Office of the Assistant Dean. The withdrawal from courses will be treated in accordance with the policies outlined above and described in the Divinity School Bulletin.

Grading and Academic Requirements

Information about grading, evaluation, and related academic requirements may be found in the current Divinity School Bulletin. Additional information for each course is outlined in a syllabus provided by the professor. Final grades for a course are made available via Self Service (see below); grades may not be given verbally by the Divinity School staff.

Graduation

The Divinity School awards degrees once per academic year during a combined service of Hooding and Graduation in the spring semester. Since most students graduate from Divinity School only once in a lifetime, and since the Divinity School emphasizes a family atmosphere and the importance of the community of faith, attendance at the Hooding and Graduation Service is required. Permission to be absent must be requested in writing to the Dean at least one month prior to the event. If permission is granted, students not attending the service will be granted their degrees in absentia. It is the student's responsibility to make arrangements with the Registrar's Office or Dean's Office to obtain their diploma. Graduating students must clear their accounts with the Bursar's Office in order to receive their diplomas.

Graduation with Distinction

Students in the MDiv, MACM, and MAFLF programs who meet the residence requirements as established by the faculty and who earn a GPA of 3.80 or above on all course work attempted will graduate "with distinction." This honor is noted on the diploma and in the graduation ceremony and program.

Library

Wiggins Memorial Library serves as the main library of the university. Its mission is to facilitate access to information resources that support learning, teaching, and research; to provide training for effective and ethical use of these resources; and to support the Campbell community through a state-of-the art academic environment. The library's website (www.lib.campbell.edu) serves as a gateway to a wide array of resources and provides access to many services, including research assistance, interlibrary loan, and electronic reserves. The core theological collection is located on the second and third floors of the Kivett Stacks. A theological reference collection is housed on the third floor of Kivett. The librarians at the Research Assistance Desk on the first floor of Wiggins can assist students as needed.

Plagiarism

Plagiarism includes, but is not necessarily limited to, the following examples:

- Using the words or ideas of others without proper attribution (i.e. footnotes or endnotes).
Paraphrasing the words or ideas of others without proper attribution.
- Failing to place within quotation marks (or set off as block quotes) material taken verbatim from any source, whether cited or not.
- Incorporating into one's own work the sources cited by another author without crediting that author as the source of those sources.

- Submitting a document written by someone else (e.g., a classmate) but representing it as one's own.
- Submitting the same work in more than one class without prior approval of all professors responsible for the courses.

Note: In some cases in which written work expresses common concepts in a discipline, attribution may not be necessary (unless one is quoting the description of the concept from a specific source). When in doubt, however, the best course is to provide more documentation than may be needed rather than less. The honor code for University graduate students defines cheating on exams and plagiarism and describes the consequences of such infractions. These consequences can include any of the following actions: (1) being dropped from the class, (2) receiving an "F" for the course, (3) being removed from the graduate program, (4) having the matter referred to the Dean, and (5) having a report inserted in the student's permanent cumulative file.

Repeating a Course

Students who receive a D or F in a course may choose to repeat the course under the following conditions:

- The course may be retaken only once.
- Only the grade for the repeated course will figure into the student's GPA; however, both course attempts and grades will be listed on the student's transcript.
- Credit toward degree requirements and GPA will count only once.

Sanctions

Faculty members retain complete discretion in responding to violations of academic conduct according to the nature and severity of the offense. Faculty members may choose less formal options such as counseling with the student as an initial means to educate and/or reform, counseling with the student and issuing an initial warning, or allowing a second attempt to complete an assignment, test, or quiz. Should the offense be sufficiently grievous that the faculty member believes a formal sanction is in order, faculty may assign a failing grade on the relevant assignment, test, or quiz, or may assign a failing grade in the course.

Should either of these sanctions be applied, the faculty member shall a) inform the student of the grade and the reason(s) for which it was assigned, and b) send a letter to the Assistant Dean documenting the academic misconduct and assigned sanction; this letter will be placed in the student's file.

Once a student has received a sanction in a course for academic misconduct, the student will be prohibited from officially dropping or withdrawing from the course. Should a student be assigned a second formal sanction as a result of academic misconduct at any time during the student's pursuit of a degree, the student may be suspended from the University for at least the remainder of the semester with a notation applied to the student's transcript and file. Further offenses are cause for dismissal.

Self-Service

Self-Service is an online system that allows students to plan coursework, check grades, and review billing and financial aid information. Students may log into the service with their Campbell username and password at ss.campbell.edu. Further instructions for using and logging into Self-Service are provided during the new student Orientation and Matriculation. The IT Services Help Desk, (910) 893-1208 or helpdesk@campbell.edu, is available to assist with any questions or problems that students may encounter.

Submission of Assignments

All assignments should be submitted on time using the method indicated in the course syllabus. Professors may require students to submit written assignments through the Turnitin module of the Blackboard course management system, via email, or in printed form. Students may use a method of submission other than what is specified in the syllabus only with prior permission from the professor.

For guidance in formatting formal written assignments, students are encouraged to purchase *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian.

Use of Electronic Devices

Cell phones must be silenced or turned off during class and chapel. Laptop computers, tablets, voice recorders, or other electronic devices may be used during class only with prior permission from the professor. When permission is granted, these devices may be used for taking notes, but only if they are used in such a way that they do not distract other students. Other related activities may be approved by the professor (e.g., using Bible reference software during a discussion), again only with prior permission. In no case may electronic devices be used to send e-mail, play games, browse the Internet, or otherwise engage in activities unrelated to or disruptive of the class. All electronic devices must be turned off and put away during examinations.

Use of Artificial Intelligence

Consult each professor's syllabus for their guidance of AI use in that particular course.

Writing Workshops

From time to time the Divinity School offers writing workshops. These sessions deal with the basics of writing, including organizing research, writing a draft, improving grammar, citing sources, and preparing a bibliography.

Student Financial Information

Financial Assistance

Thanks to the generous support of individuals, churches, the University, and related denominational and religious organizations, the Divinity School is pleased to provide a strong program of financial assistance. A full description of all financial assistance offered is available in the Divinity School Bulletin and on the Divinity School website. Financial assistance is designed to supplement, not replace, the primary resources of a student. Students are encouraged to consult carefully with the Divinity School Director of Admissions and the Assistant Director of Admissions & Student Finances to develop an appropriate and responsible strategy for affording the cost of graduate theological education.

Students are strongly encouraged to consult before accepting or relying on any student loans that are offered through the University. Most endowed scholarships require a student to be enrolled in 9 or more hours; however, limited financial assistance may be available to part-time students when funds permit. Changes to a student's enrolled hours through adding or dropping of classes may result in a change of amount or eligibility for financial assistance. Students who are placed on academic restriction are not eligible for awards from endowed scholarships. Once a student is removed from academic restriction, financial assistance will be re-evaluated by the Financial Assistance Committee. Questions about financial assistance should be directed to the Divinity School Director of Admissions.

Insurance

All full-time, main campus Divinity School students are included in a \$3,000 Blanket Accident Program. The premium for this insurance is required and is included in the matriculation fees. In addition to this Accident Program, Hospitalization/Sickness coverage may be obtained during the registration period. This policy is meant to offer limited coverage for an illness resulting in hospitalization; it provides limited outpatient benefits. A brochure listing policy benefits and exclusions may be obtained at the Bursar's Office or Health Center. Students who are not U.S. citizens are required to purchase a comprehensive international student medical insurance plan offered through the University.

Tuition and Fees

The current fees and expenses for attending the Divinity School are published annually. Tuition and fees not only cover the cost of instruction, but also privileges associated with being a student at Campbell, such as use of the library, recreational facilities, etc. Expenses for food, lodging, books, travel, and personal needs are not included in tuition and fees.

The Divinity School estimates that books will average \$300 - \$500 per semester for a full-time student. Tuition is charged by the semester hour. Student fees are charged at a set rate for full-time students regardless of the number of hours taken; part-time students are charged student fees on a pro-rated basis.

Tuition and fees are subject to change as required by University policy. Insofar as it is possible, changes in tuition and fees will be published at the end of each academic year; current tuition and fees are published on the Divinity School website. Students are encouraged and expected to pay statements in full by the beginning of each semester.



Complaint Procedures

Title IX, Title VI, and Protected Class Status

Campbell University is committed to equality of educational opportunity. Campbell University does not permit discrimination or harassment in our programs and activities on the basis of race, color, national origin, sex, age, religion, or disability, genetic information, veteran status, military status and any other characteristic protected by law, except where exemption is appropriate and authorized by law.

Students who believe they have been subjected to sex or pregnancy discrimination, sexual harassment, or sexual violence, (i.e., domestic violence, dating violence, stalking, and sexual assault) in violation of Title IX of the Education Amendments, may report these concerns to the Director of Compliance and Title IX Coordinator, Danielle Evans at 910-893-1217, titleix@campbell.edu, or via the Campbell's online [Title IX Sexual Harm and Sex Discrimination Reporting Form](#) or scheduling a Supportive Measures meeting directly with Danielle at [Calendly.com/dani-evans](https://calendly.com/dani-evans).

Students who believe they have been subjected to race, color, or national origin discrimination or harassment in violation of Title VI of the Civil Rights Act, may report these concerns to the Office of Student Life & Christian Mission through the online [Bias Incident Reporting Form](#), or scheduling a Supportive Measures meeting directly with Danielle at [Calendly.com/dani-evans](https://calendly.com/dani-evans) for more information.

Other protected class status discrimination and harassment based on age, religion, disability, genetic information, veteran status, and military status, may be reported to the Office of Student Life & Christian Mission through the online [Bias Incident Reporting Form](#).

Campbell University prohibits retaliation by any student and/or employee against anyone who reports or participates in a subsequent investigation related to discrimination and harassment described above.

For more information please visit [Campbell University's Title IX webpage](#).

File A Student Complaint

The Vice President for Student Life and Christian Mission serves as an ombudsman for students and parents seeking to resolve complaints. In many cases, especially when student services are involved, the Student Life Office will deal directly with the issue. In other cases, when the complaint is beyond the purview of the Vice President for Student Life, students and/or parents will be assisted in determining the appropriate channel in which to obtain a timely response.

Ways to File a Complaint at Campbell

A student may file a complaint with the Office of the Vice President for Student Life and Christian Mission. The student complaint process is outlined in the [Student Handbook](#) (page 40). Please [click this link](#) to access the online form to file a complaint regarding any area of the campus.

The Vice President for Student Life and Christian Mission may be contacted at:
Vice President for Student Life and Christian Mission
PO Box 95
Buies Creek, NC 27506
(800) 334-4111
custudentlife@campbell.edu

Additional Ways to File a Complaint

SARA-NC Complaint Process

Campbell University is a member of the State Authorization Reciprocity Agreement – North Carolina (SARA-NC). Students may also file a complaint through SARA-NC. SARA-NC is the portal for North Carolina. Students should follow the [SARA-NC Complaint Process](#) and use the [SARA-NC Complaint Form \(.pdf\)](#).

The contact information for SARA-NC is:
North Carolina State Education Assistance Authority
c/o SARA North Carolina
P.O. Box 41349
Raleigh, NC 27629
T: 855-SARA- 1-NC (727-2162)
T: 919-549- 8614, ext. 4667
information@saranc.org
www.saranc.org

Consumer Protection Division

NC Department of Justice

To file a complaint with the Consumer Protection Division of the North Carolina Department of Justice, please visit the State Attorney General's web page at:

<http://www.ncdoj.gov/complaint>

North Carolina residents may call (877) 566-7226

Outside of North Carolina, please call (919) 716-6000

En Español (919) 716-0058.

The online complaint form can be accessed at <https://ncdoj.gov/file-a-complaint/consumer-complaint/>.

The mail-in form can be downloaded [at this link](#). If you choose to mail-in a complaint, please use the following address:

Consumer Protection Division

Attorney General's Office

Mail Service Center 9001

Raleigh, NC 27699-9001

Southern Association of Colleges and Schools Commission on Colleges

Campbell University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, and doctorate degrees. Individuals may submit complaints to the Southern Association of Colleges and Schools Commission on Colleges, the University's regional accrediting body. In most cases, SACSCOC complaint procedures require that the complainant exhaust all other avenues to address the complaint. Prior to filing a complaint, please carefully review the SACSCOC Complaint Procedures Policy Statement.

The links below provide information on the SACSCOC complaint policy and process.

Southern Association of Colleges and Schools Commission on Colleges

1866 Southern Lane

Decatur, Georgia 30033-4097

Telephone: 404-679- 4500

<http://www.sacscoc.org>

[SACSCOC Complaint Procedures and Form](#)

State Authorization Liaisons Per State

Students also have the option of filing a complaint with the State Authorization Portal in their state:

- [Student Complaint Information by State and Agency](#)
- [NC-SARA Portal Contacts](#)

Professional Licensure Disclosures

Students considering a program leading to professional licensure should contact the program director to discuss enrollment options prior to beginning the program. Contact information for each program is listed below. If you are considering a program at Campbell University that leads to professional licensure and you do not live in North Carolina, please contact the respective licensing board in the state where you reside before beginning the program.

- [General Disclosures](#)
- [Academic Program Contacts](#)
- [State-by-State Licensing Board Information](#)