
Dress

Because the seminary is preparing men for professional occupations as ministers of the gospel, conformity to certain professional standards of dress and appearance is required. These standards are prescribed in order to strengthen the testimony of the seminary and to promote morale by emphasizing the importance and dignity of the ministry. Cleanliness and neatness in appearance are indispensable for effectiveness in Christian testimony and impact in lives. Specifically, during class and chapel hours students are required to wear dress shoes and socks (no tennis shoes), dress slacks (no jeans), dress shirts, and ties. Hair should be worn conservatively and neatly groomed.

Dress requirements for summer school, winterim, and finals week are more relaxed. Students are asked to wear slacks, dress shoes, and a collared shirt. Tennis shoes, blue jeans, and flip-flops are not appropriate attire.

Orientation

At the beginning of each semester orientation is held for new students. Attendance is required for all new students entering the seminary. Requests for permission to be absent from the orientation must be submitted in writing to the Director of Admissions. An unexcused absence usually requires postponement of matriculation until the following semester. Orientation sessions may include devotional messages, introductions, tours, instructions for registration, consultation time with advisers, and an evening for new students and wives to meet the faculty in a social setting.

Grievances

Open communication between students, faculty, and administration is encouraged and solicited. Whenever a student has a concern or grievance he should first discuss it with the person directly involved. If no satisfactory resolution is reached he should then approach either the Vice President for Academic Administration or the Dean. If the concern is still unresolved a formal grievance procedure may be initiated. This procedure is outlined in the Faculty Handbook and copies of the procedure are available from the Administration office.

Code of Conduct

In view of the high calling of the ministry and the great responsibility of example which must be assumed by Christian leaders, and by those aspiring to such leadership, it is expected that students at The Master's Seminary will maintain the highest of standards in personal conduct and biblical conviction. The seminary does not presume to be a monitoring or censoring agency for all activities but does expect personal testimony and outward evidence of maturing Christian convictions, concern for the conscience of others, and a willingness to submit to the authority of mature Christian leaders. Accordingly, as examples of the numerous ways to enhance the testimony of the individual and of the institution, the seminary requires conformity to the following Code of Conduct:

- Each student is expected to be faithful, committed, and involved in the ministry of a local church.
- The seminary standards for appearance and dress are to be fully respected. See the previous pages for seminary standards in these areas.
- Personal discipline in the discerning use of radio, television, and the printed page is expected. This includes total avoidance of pornographic programming, films, and literature.

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- Students are required to abstain from such practices as gambling, the use of beverages for intoxication, the misuse of prescription drugs, the use of illegal drugs, and tobacco.
 - Students must avoid all forms of dishonesty, including lying, plagiarism, cheating on exams or assignments, failure to meet financial obligations, and negligence in the performance of educational, employment, or ministry responsibilities.
 - Family relationships and responsibilities are to be given a place of highest priority. Students are required to maintain a biblical pattern in family relationships, and to abstain from unbiblical sexual activities or relationships.

The Master's Seminary reserves the right to discipline or dismiss any student who does not conform to this code of conduct or any other of the seminary's principles, policies, or required procedures. By virtue of his enrollment, a student agrees to live within the framework of these standards and principles.

Plagiarism

In order to maintain the highest standards of academic integrity and personal ethics, The Master's Seminary has adopted the following policy regarding plagiarism.

General Policy

Plagiarism is defined as the act of "taking and using the thoughts, writings, inventions, etc., of another person as your own." This definition requires what is called "intent." The most serious forms of plagiarism will manifest some level of knowledge of the act and generally display an effort to conceal the plagiarism. This is not to say that the "I didn't know" defense is valid, since at this point in your academic career the assumption is that you do know. Even after graduation, the consequences of plagiarism do not simply evaporate. Should serious plagiarism be discovered in a thesis or dissertation—even years after graduation—the seminary may move to revoke the offender's degree.

Common Types of Plagiarism

Secondary Source Plagiarism—Plagiarism often involves the problem of claiming the results of others—taking a quotation from one's reading and placing it into your paper without using a "cited in" notation. When using a quotation in another work, you are under an ethical obligation to go to the original source, verify the citation and context, only then listing it in a footnote or bibliography. If unable to view the original source, a "cited in" reference must be used for this quotation. This ethical consideration may well save the student from the embarrassment of perpetuating a misquotation or taking a quotation out of context.

Paraphrase Plagiarism—Simply paraphrasing a quotation (without attribution) from a source is still plagiarism. This type of plagiarism is avoided by doing the hard work of taking research, distilling it, and then writing one's own thoughts, interpretations, and conclusions, giving attribution as often as necessary. Facts widely available in reference books, newspapers, magazines, etc., are common knowledge and need no citation.

Penalties

When an act of plagiarism is discovered or suspected (even after graduation), the matter will be reported to the Vice President for Academic Administration who will move to investigate the matter.

Penalties for those found guilty of plagiarism can be as follows:

1. Reduced or failing grade
2. An official letter of reprimand
3. A defined period of probation, with or without the attachment of conditions
4. Withdrawal of seminary scholarship funding
5. A defined period of suspension, with or without the attachment of conditions
6. Expulsion from the seminary
7. Revocation of an awarded degree

To avoid the temptation of the sin of plagiarism, allow for the proper amount of time to research and write your papers. Lack of time is the most common excuse for engaging in plagiarism.