



STUDENT HANDBOOK (2026-2027)



Pittsburgh Theological Seminary Student Handbook

Students are responsible for knowing and understanding its contents.

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Pittsburgh Theological Seminary
PURPOSE

Pittsburgh Theological Seminary is a graduate professional institution of the Presbyterian Church (U.S.A.). Located the urban center of a thriving city, we seek to prepare men and women for pastoral ministry and Christian lay leadership in all phases of the Church's outreach.

Dedicated to excellence in theological education, the faculty strives to prepare graduates who will demonstrate both personal piety and the keenest possible intellectual understanding of the Gospel and its implications for individual and social living. Serious attention is given to the study of biblical languages and exposition and to the teaching of theological, historical, ethical, and practical disciplines for the successful and meaningful practice of ministry.

The Seminary is rooted in the Reformed history of faithfulness to Scripture and commitment to the Gospel of Jesus Christ. In keeping with our tradition, we continue our mission to be a caring and ecumenical community, to nurture personal faith and corporate worship, to promote global consciousness and service, and to encourage students and faculty to relate their studies to the numerous styles of ministry emerging today.

Pittsburgh Theological Seminary
COMMUNITY

Pittsburgh Theological Seminary is a community of persons, diverse in backgrounds, feelings, concerns, understandings and functions. We seek to know what it means to be a Christian Community in the midst of the diversity. Certain ideas leap into focus. All members of the PTS Community are urged to reflect thoughtfully on them.

PTS is a "**Becoming**" Community. Community as an end result is never reached. Life is not static. Persons change. Needs change. Feelings change. Perfection in community life is always beyond our grasp. But we can know a sense of community and experience its values with increasing intensity. It is visionary, yet a viable alternative for people.

PTS is a "**Struggling**" Community. We, of the Church, are in a time of great turmoil. We wrestle with the issues and ideas that are stirring and polarizing the church. We are of the educational world, in which "ideas in collision" is the name of the game, and where struggling with conflicting points of view can be productive of analytical and creative skills. We are a theological seminary, dealing with substantive materials of the highest order and ultimate questions concerning the meaning of life and death. Intense involvement of mind and emotion is called for in the search for clarity and commitment.

PTS is a "**Servant**" Community. We are Christ's people. He came among us as one who served. Christ is among us as Servant Lord. Hear His word to the 12: "Servants are not greater than their master.... If I, your Lord and teacher, have washed your feet, you also ought to wash one another's feet" (John 13). This is our call to serve one another as fellow seminarians, to serve the Church in her many expressions and concerns, and to serve the world in a time of crisis.

PTS is an "**Historic**" community with roots reaching back to 1794 and the founding of Service Seminary. Over its long history the Seminary has experienced a number of mergers culminating in the creation of the present institution in 1959 with the union of Western and Pittsburgh-Xenia Theological Seminaries.

There is a place for all—however diverse. Where anyone is exiled, community is broken. When persons do not care for other persons, community is broken. When one demands his or her own way, above all, community is broken. When trust does not exist, there can be no real sense of community. Where genuine love is shared, there is great hope. When our shared life together is our humble and obedient response to God for coming to us in Christ and by the Spirit, then "community" is near at hand.

Pittsburgh Theological Seminary
MISSION

Participating in God's ongoing mission in the world, Pittsburgh Theological Seminary is a community of Christ joining in the Spirit's work of forming and equipping both people for ministries familiar and yet to unfold and communities present and yet to be gathered.

Pittsburgh Theological Seminary
VISION

Trusting in God's promises, we seek to be a generous and hospitable community, committed to scholarship in the service of the church, inviting one another into life-giving and transformational practices including shared prayer and worship, intellectual inquiry, theological reflection, witness, reconciliation, justice, and service—practices of discipleship that stir our imagination and shape our desires—as we seek to participate fully in God's work in the world.

In the complex realities of this world that God loves, from our neighborhood to the ends of the earth, Pittsburgh Theological Seminary will draw upon the best of our tradition and learn from others as we boldly reshape our common life and work in order to become a leading resource for theologically reflective and contextually engaged ministries.

Pittsburgh Theological Seminary
COMMUNITY STANDARDS OF COMMUNICATION AND CONDUCT

Introduction

Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A). Rooted in the Reformed Tradition, the Seminary is committed to the formation of individuals for theologically reflective ministry and to scholarship in service to the global Church of Jesus Christ.¹

Within our community, we hope to foster habits of the heart, mind, and body that sustain us in our ministries and life together.² Attentive to the Holy Spirit, community members are invited to join together in life-giving and transformational practices, anticipating and understanding that there will be opportunities for growth, as well as challenges in our life together.

Our community, just as the larger world, contains diversity in many forms: faith tradition, ethnicity, sexual identity, gender, age, and life experience. Respecting and valuing each individual in the context of diversity requires intention and attention. For the sake of the unity of the church and our witness to the world, we are committed to modeling involvement and respect across differences.³

We seek in our teaching, learning, worship, and life together to raise awareness of God's central concern for justice and the crucial importance of caring for one another and the "least of these." We intend and hope that every PTS community member will go forth as those who will participate in God's healing work in our broken communities.⁴

Because this is our hope, we are committed to modeling ways of being with one another that support, promote, and exemplify justice, healing, and the recognition that we are all created in the image of God and are to be treated with dignity and respect. Furthermore, we hold each other accountable to standards of behavior and interaction that are founded in understandings of mutuality, honesty, gentleness, love of neighbor as self, and reconciliation. Therefore, it is appropriate for us to establish, as community, shared standards for the Pittsburgh Theological Seminary community.

Shared Community Standards

As a way of developing the maturity in Christ toward which we are each called (Eph. 4:13), and in an effort to embody the theological commitments and values named above, we commit ourselves to the following standards of communication and conduct:

- In all our interactions with others at all levels of the institution (faculty, staff, students, administration, board members, alumni, seminary guests, etc.) we will treat others with respect and hospitality, recognizing that each one of us is created in the image of God.
- We acknowledge many of the ways in which we differ from one another as marks of our uniqueness, and we commit ourselves to remaining in mutual relationship with one another across such differences.
- We acknowledge that we all have personal biases and/or preconceived ideas and will commit not to allow any words or actions on our part to marginalize or devalue any member of the PTS community. We will strive to respect and understand one another in the spirit of Christian love.
- We commit ourselves to civil and honest conversation both in and out of the classroom recognizing that disagreement need not be disrespectful. Instead, we will seek to develop an environment where challenge and

¹ PTS Mission Statement edited

² PTS Faculty Identity Statement

³ PTS Faculty Identity Statement

⁴ PTS Prayer of Lamentation and Repentance

discomfort become a healthy part of our common life, even as we clearly denounce personal attacks in any form.

- In order for respectful conversations to take place in our classrooms and throughout our institution, there must be a balance between expressing our personal views and listening to the personal views of others. We acknowledge that within our community, some members have trouble finding their voice while others have trouble listening. We pledge to seek a balance between speaking and listening, so that all feel free to express themselves, and at the same time all have a chance to be heard.
- Despite our best intentions, we know that sometimes we will fail in our attempts to relate to one another well. At times, we will misunderstand or be misunderstood; at times, we will harm or be harmed through words and actions. We therefore commit ourselves to creating a climate of repair and reconciliation at PTS, taking responsibility for our own words and actions and holding others accountable for theirs – all the while trusting in God’s grace to effect the relational healing that we cannot fully achieve on our own.

Pittsburgh Theological Seminary
EXPECTATIONS FOR HOLISTIC FORMATION

Pittsburgh Theological Seminary recognizes that theological education involves many different kinds of formation: academic, professional (including ecclesial), personal, and spiritual. We are a community of faith, service, and learning that expects students to demonstrate growth in these areas of formation and to act with integrity toward self and others. As a sign of commitment to ongoing formation for ministry, each student pledges to meet the following expectations for life in community at PTS:

Academic Formation

I will submit coursework on time and take course attendance requirements seriously. When a deadline cannot be met, I will negotiate in advance with either the professor or the Academic Dean, as specified in the course syllabus or in the Student Handbook. I have also read and affirm the Extension Policy included in the Student Handbook.

I will take responsibility for communicating with the Seminary about any needs I may have that could affect my academic work. Such needs might include learning disabilities, family emergencies, physical limitations, or severe illness. If I am in need of academic accommodations due to a disability, I will contact the Dean of Community Life and Formation to initiate the process in accordance with the Seminary's Disability Accommodations policy as outlined in the Student Handbook.

I recognize that academic dishonesty is a serious breach of academic and personal ethics. If I am unsure about whether I may be committing academic dishonesty, I will ask a faculty member or the Academic Dean for guidance. I understand that academic dishonesty may result in dismissal from the Seminary. Further, I have read and affirm the policies regarding academic honor and plagiarism as described in the "Papers, Examinations, and Extensions," "Academic Honor," and "Reminder on Plagiarism" sections of the Student Handbook.

Professional Formation

In all my interactions with others at all levels of the institution (faculty, staff, students, administration, board members, alumni, seminary guests, etc.) I will treat others with respect and hospitality, recognizing that each person is created in the image of God. In the spirit of Christian love, I will seek to understand the values, conscience, spirituality, and theological commitments of others, and thoughtfully considering the impact of my words and actions on those around me. Further, I have read and affirm the PTS Community Standards of Communication and Conduct found in the Student Handbook.

I affirm that all persons should be treated with dignity regardless of their race, sex, gender identity, sexual orientation, religion, marital status, political belief, national origin, physical or mental ability, age, or any other human condition. I affirm Pittsburgh Theological Seminary's commitment to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free of all forms of harassment and threats. I have read and agree to abide by the Seminary's Anti-Discrimination policy as outlined in the Student Handbook.

In all my communications (oral, written, and electronic) with others in the community, I will demonstrate both civility and honesty. If a conflict should arise between me and another member of the community, I commit to try to resolve it directly and/or to seek help through appropriate institutional channels to work through the problem. I will maintain appropriate social boundaries in my relationships with all members of the PTS community. I commit to treating others professionally and ethically at all times.

I commit to fulfilling my financial obligations to the best of my ability and will seek a sustainable pace of matriculation. In the event of a change in my financial circumstances, I will promptly inform seminary staff (e.g. the Dean of Community Life and Formation, the Director of Financial Aid, etc.) to collaborate in devising a sustainable plan to move forward.

Personal & Spiritual Formation

With all members of the PTS community I will seek to establish relationships marked by collegiality, mutuality, honesty, respect, and a spirit of reconciliation.

I commit to learning how to monitor myself in ministry by attending carefully to my physical, mental, emotional, and spiritual health and to be a good steward of all of the resources that have been given to me--financial and otherwise. I will set appropriate boundaries around my obligations to ensure that I can devote time and energy to my personal well-being.

I will seek consultations with appropriately qualified persons for my personal problems, financial difficulties, or conflicts when necessary.

I will tend to my spiritual health by developing individual devotional practices, pursuing personal and communal faith development activities, and participating in the worship life of a faith community.

Pittsburgh Theological Seminary
HOURS

Building Hours

George A. Long Hall and the main entrance to McNaugher:
Monday through Friday, 8:00 a.m. - 4:30 p.m.

Courtyard Entrance to George A. Long Hall:
Monday through Thursday, 8:00 a.m. - 10:00 p.m.
(When classes are in session)

Resident Halls and Apartment Buildings are locked at all times.

Business Office (Cashier) Hours

Tuesday through Thursday, 9:00 a.m. - 4:00 p.m.
Monday, Friday and evenings, by appointment, phone or email

Kadel Dining Café

Lunch - Monday through Friday, 11:30 a.m. - 1:00 p.m.
Barbour Library: Grab n Go available 24/7 – drinks and snacks, sometimes packaged meals – entrees, salads, and/or sandwiches, Starbucks Coffee
The cafeteria is only open during special events or class sessions during the summer.

Library Hours

Academic Year:
Monday - Thursday, 8:30 a.m. - 10:00 p.m.
Friday, 8:30 a.m. - 4:30 p.m.
Saturday, 10:00 a.m. - 2:00 p.m.
Sunday, Closed

*Summer:

Monday - Thursday, 8:30 a.m. - 4:30 p.m.
Friday 8:30 a.m. - 12:00 p.m.

*Summer Hours are extended when DMin summer cohorts are on campus. Hours for special events, extended hours, and holidays are posted at the entrance of the building and on the [library website](#).

I. **ACADEMIC REGULATIONS AND PROCEDURES**

In all matters concerning academic programs and their requirements, the current Catalog of Pittsburgh Theological Seminary is authoritative. The academic regulations and procedures listed below state the governance of the Seminary's Masters level degree programs.

A. Residency Requirement

A minimum of one full academic year of attendance at Pittsburgh Theological Seminary ordinarily is required for all masters level degree programs.

B. Student Classification

Full-time and Part-time Students:

A student in any of the Master degree programs is considered full time when he/she is enrolled for a least nine credits per semester. A student in the above-mentioned programs will be considered half time when carrying at least six credits per semester.

Non-Degree Students:

A Non-Degree Student is one who is taking work for credit but is not having it applied toward a degree at the present time, or is taking courses for possible transfer to another institution. Such students will be limited to two courses per term, up to a total of six courses. If the non-degree student wishes to become a degree candidate, the student must apply for acceptance on the same basis as a degree candidate.

Transfer Students:

Requests for transfer of credits from another seminary are reviewed by the Dean of Faculty, whose decision is final. Only those credits are transferred that conform to PTS requirements for the program the student wishes to enter. The Dean of Faculty must review course syllabus/course description for each course transferred; it is the student's responsibility to supply this information

C. Faculty Advisor

Students are assigned a faculty advisor at the beginning of their study at PTS. The advisor must review the student's registration plans with the student prior to registration and give her/his approval. All questions concerning academic life should be discussed with the faculty advisor and only afterwards (as needed) with the Dean of Faculty. Other questions or issues are normally discussed with the Dean of Community Life and Formation.

D. Student Files

The student's admissions file is maintained in the Admissions Office until an admissions action is taken. It is then sent to the Registrar's Office, where it becomes the student's academic file. Students may inspect and review their file upon written request to the Registrar. This request must be submitted three (3) days in advance. These files include the application form, previous transcripts, PTS grade records and other pertinent academic information, and correspondence between the student and the Seminary.

E. Registration

1. Registration for returning students will be held during designated periods prior to the start of a new semester (Usually Week 12 of the previous semester). Registration dates are published on the PTS Academic Calendar or may be obtained from the Registrar. The registration schedule and new term information is distributed to students two weeks prior to each registration period. All students are required to meet with their Faculty advisor prior to registering. If your advisor is on sabbatical, a temporary advisor will be assigned.
2. Student Health Insurance:
Health Insurance is mandatory. Students must provide proof of health insurance to the Registrar prior to registration each academic year. This is a requirement of the Board of Directors and Administration. Information on student insurance plans is posted on the Student Services page on My.PTS.edu. Failure to maintain insurance coverage could result accumulation of medical debt and possible cancellation of a student's registration.
3. Late Registration:
Registrations entered after Orientation each term will be considered late. Specific dates for late registrations are found on the PTS Academic Calendar. **Students will be charged a \$75.00 fee for late registration.** Registration will not be permitted after the first week of class each term.

4. **Minimum Enrollment:**
Ordinarily, there must be at least five students enrolled in a class for the course to be offered with regular faculty and at least eight students for adjunct faculty.
5. **Academic Progress and Scheduling:**
Students may not register for more than 13 hours without the written approval of the Dean of Faculty.

To ensure the successful completion of your academic program, you are encouraged to follow the appropriate curriculum schedule in the current PTS Catalog to avoid any conflict of scheduling courses. Junior, Middle, and Senior courses are often scheduled at the same time. Taking courses out of sequence can result in schedule conflicts and delay completion of a student's program. Students are also advised when planning their schedules to take note of courses that require prerequisites. Prerequisites are indicated in the PTS catalog and also on course descriptions posted prior to registration.

6. **Adding/Dropping Courses:**
Courses may be added until the end of the first week of each semester. Courses may be dropped without tuition or grade penalty until the end of the second week of the semester. Students should add or drop courses online through My.PTS.edu. Adding new classes is not permitted after the first week of each semester. Any exceptions must be approved by the Dean of Faculty

Students may withdraw from any course without grade penalty until the end of the seventh week of a semester. Withdrawal after the end of the second week but before the end of the seventh week means that students must pay one half of course tuition. This deadline is strictly held. Students must notify both the Registrar and the professor teaching the course in writing no later than the end of the seventh week of a semester. The dropped course is not listed on the student's transcript.

Courses dropped after the seventh week of semester without a WFA (Withdrawal with Faculty Approval) require full payment and recording of a failing grade. See below J: WFA for details regarding WFAs.

Withdrawal from a course can affect financial aid given by PTS (see Financial Aid Handbook). The Registrar notifies the Business Office and the Financial Aid Office. Students are encouraged to review the Financial Aid Handbook or consult with the Director of Financial Aid before withdrawing from a class.

Title IV Refund Policy (Stafford Loan): The calculation is based on the period of enrollment completed. That percentage is computed by dividing the number of calendar days completed, as of the date of student notification, by the total number of calendar days in the term. The percentage of Title IV assistance to which the student is entitled (has "earned") is equal to this percentage of the term completed, up to 60%. If the resignation occurs after 60% of the term is completed, the percentage is equal to 100%.

The amount of Title IV aid which must be returned is based on the percentage of "unearned" aid. That percentage is computed by subtracting earned aid from 100%. The Seminary is required to return the lesser of 1) the unearned aid percentage applied to institutional charges or 2) the unearned aid percentage applied to the total Title IV aid received.

The student is required to return the difference between the amount of unearned aid and the amount returned by the Seminary. If the student is required to return a portion or all of their loan proceeds, the calculated amount is to be repaid according to the terms of the loan. Students must return only half the amount of grant funds calculated. Examples are available upon request.

Funds are returned to the following Title IV sources in order of priority:

- 1) Unsubsidized FFEL loans
- 2) Subsidized FFEL loans
- 3) Other federal, state, private, or institutional financial assistance
- 4) Student

F. Types of Courses

Required and Elective Courses for the different degree programs are listed in the Catalog. Some Required courses are divided between a lecture and a section. Sections are smaller discussion groups based on the lecture. For full credit in courses where sections are indicated, students must take both the lecture and one of the sections offered.

Independent Study is designed for students who wish to do advanced work in a particular subject not covered by the Seminary courses. Registration is dependent upon faculty approval and availability.

Directed Study is designed in the same way as an Independent Study course, but it is distinguished by the requirement of much closer tutorial work on the part of the professor. A further distinction is that Directed Study courses involves more than one student.

Both independent and directed studies are available either as pass/fail or graded, determined by the student and the professor at the time the student registers for the course and cannot be changed after that time. If graded, these studies should include written work of at least 15-20 pages (typed and double spaced).

Students may enroll for not more than one Independent/Directed Study per term and not more than three for the M.Div. program or two for the M.T.S. and M.A.P.S. programs. Students who wish to enroll in an independent/directed study will ordinarily have a minimum GPA of 3.0. Students on academic probation will not be allowed to register for independent/directed studies.

An Independent/Directed Study form must be completed by the student and faculty member. This form may be obtained in the Registrar's Office or on the Registrar's page on My.PTS.edu and should be completed before registration for the term in which the work is to be completed.

Final Projects for MA Degrees

M.A.P.S. Final Project (3 credits)

By combining grounding in core coursework and ministerial electives that suit a student's interests and vocational needs, the MA in Pastoral Studies (MAPS) equips graduates for leadership in ministry in congregations and other settings. The Final Project Seminar helps students shape and produce an integrative final project that draws from completed coursework and readings from the Seminar in support of their specific ministerial/vocational objectives.

Ideally, the course is taken in the MAPS student's final semester and thus most or all of the prior MAPS degree program requirements serve as prerequisites

Attentive to each student's specific vocational aims, the Final Project Seminar draws from prior coursework in the degree program and adds material that deepens insight and formation for ministry. Readings and assignments prepare the student to articulate a theology of the practice of [the student's specific ministry focus (e.g., chaplaincy, congregational leadership, ministry with particular populations)].

The course is designed as an independent / directed study intended to be offered by one instructor to one or more students in any given semester. If more than one student is enrolled in the class, students can be gathered to talk about readings and assignments, which may or may not be in common.

M.T.S. Final Project (6 credits)

Students will receive 6 semester hour credits for the completion of a final project that explores more deeply the chosen area of concentration. The focus and design of the final project, which ordinarily takes the form of a comprehensive research paper, are developed in consultation with the student's advisor and/or the faculty MTS director. The final project should demonstrate an ability to reflect on Christian traditions, including an awareness of how socio-cultural context shapes interpretations of tradition, thought, and/or practice. The RS 110/Research Methods Seminar course is a required prerequisite for the final project.

An extension of one additional academic year may be granted for the MTS final projects. Students will be charged the equivalent of 1 credit hour tuition for the extension fee. A petition for the extension must be submitted through the Dean's office and approved by the project advisor. Failure to complete the final project by the end of the extension will result in a failing grade for the 6 semester hour course credit and the retaking of the course, potentially with a new advisor.

Guidelines for writing the MTS Final Project and steps for submission to the Library can be found at the Appendices at the end of the Handbook.

G. Field Education

Field Education at Pittsburgh Theological Seminary assists students to learn about the practice of ministry through direct involvement in local churches, institutions, or other settings under the direction of skilled field supervisors. Field education students register for the two course sequence, FE210 (Field Education I) and FE220 (Field Education II), taught by PTS faculty that meet weekly on campus. FE210 and FE220 invite students into the postures, habits, and practices of theologically reflective ministry through readings, discussions, written assignments, and presentations of relevant didactic material. Interdisciplinary in nature, these courses pay particular attention to the integration of student experiences in field placement sites with work in contextual analysis, Christian theology, and pastoral care in the fall semester and with work in exegesis, communication, and missional leadership in the spring semester. Our approach to Field Education seeks to inhabit deep integration between theological disciplines and the context of ministerial work.

1. Requirement:

Master of Divinity and Master of Pastoral Studies students must complete one year of planned, supervised, and evaluated field education in a setting approved by the Director of Field Education. This requirement normally is to be fulfilled in the Middler Year because it is expected that in addition to enrolling in the two course sequence of FE210 and FE220 students will be simultaneously enrolled in, or previously have taken OT210, NT210, or BI210; TH210; PC210; OT220, NT220, or BI220; MI210; and PR210 (normally second year courses) as well as have completed CS110 (normally a first-year course). Students are expected to use their field placements as laboratory settings for specific assignments in those courses. Students will receive credit for the course once and only once they have satisfactorily completed both semesters of Field Education and their Field Education placement assignments during the same academic year.

2. Time Commitment:

Students in the field education program spend approximately 10 - 12 hours per week on site, engaged in various activities to facilitate his/her learning and support the mission and ministry needs of the placement, as per the schedule that was mutually agreed upon with the supervisor. Time spent with the field supervisor, in staff meetings, and preparing for on-site activities such as preaching or teaching should be included in this total, but not time spent in travel to and from the field.

3. Placement:

Field education placements are negotiated with the intent of broadening each student's range of experiences in order to contribute to the student's personal, vocational, and professional growth. Placements in hospitals, the Allegheny County Jail, and other service agencies are available for students who anticipate an institutional ministry after graduation. All field assignments during the academic year, as well as intern years (for credit), must be made through the Field Education Office.

4. Student Pastors/Students Employed Full Time:

Student Pastors and those employed full time are normally advised to extend their course work to four years, taking nine credits per semester instead of the usual 12, to compensate for the amount of time required by their field service. An example of the four-year plan of courses is listed in the Catalog ("Master of Divinity Curriculum"). Student Pastors normally do their field work in the congregation(s) they serve and the Director of Field Education works with them to identify an appropriate and qualified supervisor.

5. All MDiv and MAPS students with sufficient prerequisite credit to enroll in Field Education will be invited to attend a one hour Field Education Program Orientation workshop in the Spring Semester where details concerning the various aspects of taking field education in the following academic year will be discussed. Students are also encouraged to meet with the Director of Field Education during their first year at PTS to discuss their background, vocational goals, and what sort of placement they may be envisioning for their field education. The Director of Field Education appreciates the opportunity to get to know students and having several months to work with students who anticipate proposing a new or non-traditional field education placement for the following Fall semester.

H. Clinical Pastoral Education

A maximum of four academic credits may be granted to students who complete 400 hours of clinical pastoral education at a center accredited by the Association of Clinical Pastoral Education (ACPE) or the College of Pastoral Supervision and Psychotherapy (CPSP). If you have questions regarding academic credits, please see the Registrar. If you need information on CPE opportunities, please see the Dean of Community Life and Formation.

I. Papers, Examinations and Extensions

1. Papers

Plagiarism is strictly prohibited. Plagiarism means stealing passages either word for word or in substance from the writings of another (e.g., a book or an article) by claiming them as one's own, or claiming the product of a Generative Artificial Intelligence (AI) system/tool as one's own (i.e., entering a prompt into an artificial intelligence system/tool and using the output in a paper). To avoid plagiarism adequate references must be clearly given in all papers, reports, and written assignments. The following are general rules in avoiding plagiarism. If in doubt, speak to your professor. Word for word quotations must be so designated with quotation marks. Indirect quotations and paraphrases must be shown by mentioning the author in the body of the paper. Reference to a person whose ideas are being introduced, but whose words are not quoted, should be made in such fashion as, "According to Reinhold Niebuhr. . ."; "As Paul Tillich explains. . ." This should be followed by reference to the source from which the idea is taken. The source of any material appropriated either word for word, by paraphrase, or through the use of important ideas, must be clearly indicated by the use of the proper form of reference (e.g. footnotes). The work should also be included in the bibliography. See "Guidelines for Term Papers" in the Appendix. Papers may not be written by any person other than the person who claims credit for the work, including a Generative AI system/tool (i.e. ChatGPT or similar).

The source of any material appropriated either word for word, by paraphrase, or through the use of important ideas, must be clearly indicated by the use of the proper form of reference (e.g. footnotes). The work should also be included in the bibliography. See "Guidelines for Term Papers" in the Appendix.

The same paper may not be submitted for more than one course, i.e., to satisfy requirements for more than one course, nor any parts of the same paper be turned in to satisfy requirements for more than one course.

All papers must be in the hands of the professor by the Monday (or Tuesday when Monday is a holiday) following the examination week at the end of each term. Proper time management is necessary, especially in case unforeseen problems arise. Late papers due to technological (computer) difficulties will not be allowed.

It is the responsibility of the student to retain a copy of all papers and other assignments that he/she prepares and submits in connection with courses, except in the case of examinations that are written in the classroom and submitted directly to the instructor. It is always advisable to save back-up copies of papers on CDs or flash drives (or photocopy) and to keep such copies until the paper is returned by the professor. Although every effort is made to avoid the loss of hard-copy materials, such incidents do occur on occasion.

2. Examinations

Times set for examinations are to be strictly honored. Aids in examinations are permitted only when expressly allowed by the professor.

Final examinations are not given prior to examination week, in order not to trespass on regular academic work. Generally, the time schedule for final exams are 9am-12pm and 1pm-4pm.

No final examination may be retaken in any course.

Examination papers should be kept by the professors for reference for at least two weeks after grades are given, if the examinations are not returned.

3. Extensions (See Appendix for Extension Form and important deadline information.)

Extensions may be granted by the Dean of Faculty for no more than three weeks from the due date for all term papers, normally on the basis of the student's illness or a crisis in the student's immediate family. Over-commitment to outside work (e.g., jobs, church work, field placement activity, political involvement) is not regarded as sufficient reason for an extension. Problems with the computer on which papers are written are also not regarded as sufficient reason. – Extensions cannot be granted to students on academic probation. (See below R: Academic Probation.)

The request for an extension must be initiated by the student, who must first read carefully the exact procedure and conditions for extensions listed on the Extension Form, available in the Office of the Dean of Faculty. The student then speaks with the professor for whose class the extension is requested. If the professor rules that the reason given is legitimate, the professor and the student complete the Form, including signatures. The Form is

then returned to the Dean's Office. Upon the Dean's concurrence and signature, the request process is completed. If the extension is granted, a photocopy of the Form with the Dean's signature is sent by campus mail to both professor and student. If the extension is not granted, this will be communicated in writing to both professor and student.

Work for which the extension is granted is to be turned in to the Office of the Dean of Faculty, which records the date of reception on the student's extension request form and forwards the paper to the professor for grading. If the work is not delivered within the time for which the extension is granted, the Registrar is to record a grade of "F" for the course. Grades are due in the Registrar's office two weeks after papers are received.

J. Grading System and WFAs

Letter grades are entered in the Registrar's system as grade points (e.g. A = 4.0 grade points). Grade points are assigned as follows:

A	4.0		Excellent...	(93-100)
A-	3.75			(90-92)
B+	3.25			(87-89)
B	3.00		Good.....	(83-86)
B-	2.75			(80-82)
C+	2.25			(77-79)
C	2.00		Adequate....	(73-76)
C-	1.75			(70-72)
D+	1.25			(67-69)
D	1.00		Marginal.....	(63-66)
D-	0.75			(60-62)
F	0.00		Failure.....	(00-59)

Other Grades:

Pass/Fail (Course passed, no grade points. Pass/Fail courses are designated in course postings.)

- a. One credit courses (such as reading or certain homiletics courses) will be graded pass/fail.
- b. Both independent and directed studies are available either as pass/fail or graded, determined by the student and the professor at the time the student registers for the course and cannot be changed after that time. If graded, these studies should include written work of at least 15-20 pages (typed and double spaced).
- c. All other courses will be graded without a pass/fail option.

NG (no grade) indicates that a grade has not been reported for that particular course and will be recorded at a later date. If no grade is reported, the NG will revert to a failure. Courses that require two semesters but are dropped after one semester will be recorded as **NG**. There is no category of Incomplete.

Faculty reserve the right to include class attendance in grading. (See also below, M: Class Attendance.)

WFA Withdrawal with Faculty Approval

After the end of the sixth week of semester, withdrawal from any course without grade penalty may be done *only* with a WFA. Prior to the end of the fifth week of semester, any course may be dropped without grade penalty. (See below, M: Withdrawal from Classes; and X.9: Official Drop Dates, for the required procedure for dropping a course.)

WFA is intended for cases of family crisis or illness that prevent a student from completing a course. In cases of illness a written note from a medical doctor is ordinarily required. Excuses such as not anticipating the workload for the term or having to work at a church do *not* warrant WFA. The request for WFA must be given approval by all professors teaching classes for which a WFA is requested. After this approval is given, the request, with a clear explanation of the reason for it, must be given in writing to the Dean of Faculty, with copies to those professors.

The request is taken by the Dean of Faculty to the Admissions and Standings Committee for review. From there it is then taken by the Committee before the Faculty for final review and approval or disapproval. If it is approved, the Dean notifies the student in writing, and a WFA is entered on the student's transcript for the course. The deadline

for WFA requests is the date grades are due from the faculty at the end of semester (except for students on academic probation: see below, R).

Note: There is no reimbursement of tuition and fees for a WFA, and financial aid from PTS is not given again for a course that is repeated because of a WFA.

Students who are involved in writing a final project for an M.T.S degree but decide to transfer to another institution before the thesis is completed must request a WFA for the incomplete project.

K. Grade Point Average (GPA) -- GPA is either cumulative (all grades received) or per term (term grades only). GPA is determined by dividing the grade points by the number of credit hours attempted (excluding credit hours for Pass grades). On computerized grade reports and transcripts, the cumulative GPA is listed as "career" GPA.

L. Grade Point Average for Graduation

For graduation with the Master of Divinity, Master of Theological Studies, and Master of Arts in Pastoral Studies, a cumulative GPA of 2.00 is required.

M. Late Grades

When faculty are unable to turn in grades at the stated due date, they should give notice to the Dean of Faculty as to when students may expect their grades. The faculty member should also advise students as to the length of delay they might expect. (See "NG" under J: Grading above.)

N. Auditing Classes

Regular Audit: PTS students may attend available courses only for listening. There is no cost for full-time students, but registration through the Registrar's Office is required. No record of the audit is made on official transcripts.

Spouses of students admitted to the master's degree programs may audit available courses without cost, an audit application must be submitted.

The schedule of courses available for audit and the audit application form can be found on the website at <https://www.pts.edu/Registrar>.

O. Transcript Requests

The Family Educational Rights and Privacy Act of 1974 prohibits the release of academic records without the student's permission. Pittsburgh Theological Seminary is now partnering with the [National Student Clearinghouse](https://tsorder.studentclearinghouse.org/school/welcome) for its transcript ordering and processing. To order a transcript please follow this link: <https://tsorder.studentclearinghouse.org/school/welcome>. This link takes you to a PTS Welcome page where more information is available and the order process begins. We hope this ordering process will provide more flexibility and security for the types of transcripts you need. If you have any questions, please contact the Registrar (dcoleman@pts.edu) or Associate Director of Student Services (ajohnson@pts.edu) for assistance.

Transcript Delivery:

There are several ways your transcript can be delivered:

- **Paper or Electronic:** Your transcript can now be delivered either on secure paper or electronically for individuals who were students after 1999. Prior to 1999, only paper transcripts are available.
- **Official:** Official transcripts should be delivered directly to your intended recipient either electronically or on paper.
- **Unofficial:** Transcripts delivered **directly to the student**, either on paper or electronically, will be marked "**Issued to Student**" and considered **unofficial** if it is opened by the student and then forwarded to another recipient. **If you need your transcript to be official**, please provide a direct email or address for the intended recipient.

Transcript Holds:

Under new Department of Education regulations, PTS is no longer permitted to withhold transcripts for students who received Title IV funding. Students who received Title IV funds will and have an accounts receivable hold in place will have the portion of their transcript redacted for which the balance is due. Students who did not receive Title IV funding and have an accounts receivable hold will have their transcript withheld in accordance

with school policy until their balance is cleared. Contact either the Registrar or the Business Office to clear any holds.

Transcript Fees:

- **Current Students:** There is no charge for paper transcripts to currently enrolled students. However, a processing fee of \$3.50 per transcript will be charged for transcripts delivered electronically.
- **Alumni and students not currently enrolled:** \$10.00 per transcript.

Processing Time

Transcript requests are typically processed in 1-2 business days. Any requests submitted on the weekend will be processed the next business day. The Seminary will in no instance retransmit transcripts from other schools that may be in its possession.

P. Satisfactory Academic Progress

The Seminary Satisfactory Academic Progress Policy requires that a student maintain a cumulative GPA of at least 2.0 as a qualitative measure of progress. To ensure that a student is making quantitative progress, policy requires a full-time student to complete at least 18 credits per academic year; part-time students must complete 12 credits per year (six credits per semester). Assessment of a student's academic progress compares the number of credits attempted to the credits successfully completed, to see if the rate of progress indicates the student will finish the program within the maximum time allowed. As stated in the Catalog, M.Div. students should complete the M.Div. program within six years after entering the program; M.T.S. and M.A.P.S. students have four years to complete the program. If the student takes longer to complete his/her degree program than the policy on quantitative progress allows, he/she must request permission to extend the period of study from the Dean of Faculty.

The following lists the names of each grade level advancement for Masters of Divinity students based on number of credits completed successfully:

- Junior - 0-27 credits;
- Middler - 28-54 credits;
- Senior - 55-81 credits.

M.T.S. and M.A.P.S students are listed as Juniors (0-24 credits) and Seniors (25-48 credits).

Q. Academic Honor

Students are expected to uphold academic integrity in all coursework, including exams and papers. A first offense of plagiarism or cheating may result in course failure or dismissal; a second offense will result in dismissal by faculty action. Witnesses to dishonesty are encouraged to report it to the appropriate professor.

R. Academic Probation

Students are placed on academic probation whose cumulative GPA is below 2.0 at any point in their studies or whose term GPA falls below a 2.0 in any term. In this case the Registrar informs the Dean of Faculty, and the Dean of Faculty notifies the student in writing that she/he has been placed on academic probation for the following semester.

If a student's cumulative GPA remains below 2.0 for two consecutive semesters, the student will be placed on academic probation for a full academic year. Once a student is placed on academic probation, the faculty or the Dean of Faculty may reduce the number of credits for which a student can register.

A student on academic probation will be required to meet with the Dean of Faculty or their academic advisor to outline a plan of care for the probationary period. The plan should include the designation of checkpoints throughout the term with the Dean and/or advisor and each of the faculty members in whose classes the student is enrolled. The purpose of the checkpoints will be to assess the student's progress during the term and to discuss requirements for success. The student will also be required to meet with the Dean of Community Life and Formation by the second week of the probationary term in order to discuss any additional needs.

Students on academic probation may not be officially registered for a new semester until all course work is completed, final grades are submitted to the Registrar, and the faculty has reviewed their probationary standing. Note: this rule affects requests for academic extensions (see above, I: Extensions) and for WFA (see above, J: Grading).

Any student on academic probation should not engage in time-consuming non-academic activities or mission trips.

S. Dismissal

Dismissal is the termination of a student's enrollment in the Seminary, imposed by action of the faculty. A student shall not be dismissed who has a reasonable chance of meeting the 2.0 graduation requirement. A student whose cumulative GPA falls below 1.5 at any time after the completion of two full semesters or eighteen credit hours, or who otherwise in view of past academic performance lacks the requisite number of semesters to bring the cumulative GPA to a 2.0 or above shall be deemed incapable of meeting the 2.0 graduation requirement and shall be dismissed by action of the faculty in executive session.

Violations of the Academic Honor Policy (see above, Section Q) are grounds for immediate dismissal by action of the faculty. The PTS Constitution provides for an appeal of a dismissal for academic reasons. The appeal is reviewed and decided by a committee of the President, the Dean of Faculty, and the three most senior faculty members (not directly involved in the case). Violations of non-academic policies may also be grounds for dismissal (see below, Policies).

T. Academic Grievance Procedure

A student who has a grievance about an academic matter shall consult first with the faculty member whose course is involved. If there is no satisfactory resolution, the student may ask the Dean of Faculty to consult with the faculty member on his or her behalf. At that time the Dean of Faculty shall inform the student about possible further appeal according to the following procedure:

1. If the matter is not resolved through the consultation of the Dean of Faculty with the faculty member, the student may make a formal appeal in writing to the Dean of Faculty; such appeal must be made not later than the end of the fifth week of the term following the term in which the occurrence(s) giving rise to the grievance took place. Grievance forms can be found in the "Student Services" section on the My.PTS.edu portal.
2. On receipt of the student's letter of appeal the Dean of Faculty shall appoint and convene an ad hoc committee to address the issue. The committee shall consist of one faculty member from the area of the course in which the grievance arose, one faculty member from another area, and the Dean of Community Life and Formation. The Dean of Faculty shall serve as a non-voting, advisory member of the committee.
3. The committee shall gather information and shall arrive at a decision no later than the end of the ninth week of the term in which the letter of appeal was received.
4. The committee shall give written notification of its decision to both parties, the President, and the Registrar. If the decision involves the change of a course grade, the Registrar shall change the course grade in accordance with the committee's decision.
5. The filing of an academic appeal and its outcome will be noted in the student's file and kept until graduation. The greatest possible confidentiality shall be observed in the appeals process.

U. Withdrawal from Classes and Class Attendance

Students may withdraw from any class without grade penalty prior to the end of the fifth week of a semester. (See X.9 below for procedure.) After this, withdrawal from any class without grade penalty is possible only with WFA. (See above J: Grading.)

Leave of absence or Withdrawal

A leave of absence or withdrawal from all classes (and hence from the Seminary) requires that the student make this known by completing the online "Leave of Absence or Withdrawal" form, located in the My.PTS.edu student portal: <https://my.pts.edu/ICS/Students/Registrar.jnz>. Federal law governing federally insured student loans requires PTS to declare a date for any student's withdrawal from classes. If the form is not used, or if a letter of withdrawal is not received from the student, professors will be asked to name the last day (or approximate last day) of class attendance. (See X.9 for official drop dates.)

Professors state class attendance rules in their course descriptions and/or syllabus. Students who anticipate being absent from several classes should inform their professors; students may also inform the Office of the Dean of

Faculty, which will then inform the professors. (See also above, J: Grading.)

Other Information:

- The Seminary is interested in helping students make an informed decision about withdrawing from PTS. You are encouraged to meet with the Enrollment Office or Registrar to discuss your decision.
- Student *must* inform their faculty advisor of their intent to withdraw from their courses.
- Other offices to notify (if applicable): Business Office, Student Services, and Mailroom.
- PTS will officially withdraw a student if this form has not been returned fourteen (14) days after initial contact. If the Seminary is not notified, the last day of class attendance will be used as the withdrawal date.
- All students who leave the Seminary voluntarily for a time period of two years or longer and wish to return must re-apply to the Admissions Office.

V. Hybrid Gatherings Attendance Policy

Students enrolled in one or more hybrid courses in a given semester are required to attend two on-campus gatherings in their entirety in addition to regular attendance in weekly online class sessions. Gathering attendance is a course requirement for every hybrid course.

On-campus gatherings begin at 11:00am Thursday and conclude at 12:15pm on Saturday. They feature a variety of formational activities including hybrid class meetings.

Participation in all gathering activities is expected. Students are responsible for making travel arrangements to ensure their presence for the entirety of each gathering.

In case of emergencies, students unable to attend a hybrid on-campus gathering or a portion of a gathering must submit a Petition for Excused Gathering Absence to the Dean of Faculty detailing the nature of the emergency and providing supporting documentation. Petitions are rarely granted, except for the most extreme situations, and, if granted, will require a make-up assignment submitted to the Dean's Office for evaluation.

In most cases, missing all or part of a gathering will result in an automatic 20% reduction in the final grade for each hybrid course taken that semester, and missing both gatherings will result in a failing grade. Students who petition for excused absences for more than two consecutive gatherings in an academic year must consult the Dean of Faculty about whether a leave of absence will be necessary to continue in the program.

To petition for an excused absence, click on the following link and complete the Webform (note: you must be logged in to my.pts to see the form): https://my.pts.edu/ICS/Students/Hybrid_Programs.jnz

You can also access the form by logging into <https://My.PTS.edu>, clicking the "Students" tab, then clicking the "Hybrid Programs" page on the left-hand side.

W. Re-Admission

All students who leave the Seminary voluntarily for a time period that exceeds two years and wish to return must re-apply to the Admissions Office.

Students who have been dismissed from the Seminary by action of the faculty must re-apply to the Admissions Office. Application can only be made one full academic year after dismissal. Students who are re-admitted after dismissal assume their academic record prior to dismissal.

Re-admission is not permitted after two dismissals.

X. Change of Degree

As students continue to discern their call to ministry after admission to seminary, it may become necessary to request a change of degree program in order to pursue that call. Students who find it best to request a change of degree should complete the Request for Change of Degree form and provide a brief reason for requesting the change. The completed form should then be submitted to the Office of the Dean of Faculty. The request will be reviewed by the Admissions and Standings Committee of the Faculty and the student will be notified of the committee's decision via letter from the Dean of Faculty. Credits earned will then be applied by the Registrar to the new degree program. The Request for Change of Degree form can be found on the PTS website (Academics/Registrar page) and on My.PTS.edu (Student tab/Registrar page).

Y. Student Evaluation of Courses/Professors

All courses are evaluated by students at the end of each semester. Forms are provided for this process and returned to the Office of the Dean of Faculty. The professor may see the evaluations only after final grades for the course have been given to the Registrar.

Z. Prizes and Awards

The Catalog lists all available PTS awards and prizes and their definitions. Prizes are generally awarded to students who have completed all course work at PTS and meet criteria. However, students who have completed course work at another institution may receive a maximum of 12 transfer credits toward a PTS degree and still be eligible for prizes and awards, unless otherwise stipulated in the prize or award description.

AA. Cross Registration

Students have the opportunity to cross-register for elective courses either through the Presbyterian Church (USA) Exchange program or through the Pittsburgh Council on Higher Education (PCHE). Basic guidelines for cross registration are:

- A maximum of 1 cross-registered course per semester through either the PCUSA Exchange Program (unless one enrolls in residence at a PCUSA school for a semester); or Pittsburgh Council on Higher Education (PCHE) schools
- A maximum of six cross-registered courses is permitted for the M.Div program, and four courses in the MA (MAPS and MTS) program.
- PTS students may only cross-register for graduate level courses at PCHE schools.
- Ordinarily, cross-registration is not permitted for required PTS courses. Any exceptions would require a review of the syllabus and approval from the Academic Dean.
- Approval for requested courses is granted by the host school based on availability in the course.
- Tuition for cross registered courses is paid to the home institution. Grades will be submitted by the host institution and recorded by the Registrar.

Further guidelines for each cross-registration program can be obtained from the Registrar.

Presbyterian Church (U.S.A.) Exchange Program

Presbyterian Church (U.S.A.) students enrolled in master's degree programs at Pittsburgh Theological Seminary may register for most courses offered at any of the other theological institutions of the Presbyterian Church (U.S.A.) through the PC (USA) Exchange Program. These schools include Austin Presbyterian Theological Seminary, Columbia Theological Seminary, University of Dubuque Theological Seminary, Johnson C. Smith Theological Seminary, Louisville Presbyterian Theological Seminary, McCormick Theological Seminary, Princeton Theological Seminary, San Francisco Theological Seminary, Union Presbyterian Seminary (Richmond & Charlotte). Information about the PC (USA) cross-registration and the application are available from the Registrar.

Pittsburgh Council on Higher Education (PCHE)

The Pittsburgh Council on Higher Education (PCHE) is a cooperative organization composed of Pittsburgh area colleges, universities, and graduate schools. Participating institutions include: Carlow University, Carnegie Mellon University, Chatham University, Community College of Allegheny County, Duquesne University, LaRoche College, Pittsburgh Theological Seminary, Point Park University, Robert Morris University, and the University of Pittsburgh.

The membership of the Seminary in PCHE benefits only full-time students by providing possibilities for cross-registration in courses at the graduate level, by establishing library privileges at eight academic libraries, other than their own and by initiating programs in specialized areas. One course per semester (6 courses over the course of the MDiv program) of graduate level work may be taken as electives at one of the PCHE member schools. Twelve hours (4 courses) may be included in the 48 Master of Arts hours. These credits must be approved by the Dean of Faculty.

No cross-registration may be done during the summer at any of the PCHE institutions. A link to the PCHE cross-registration form is available on the PTS website on the Registrar page.

BB. Family Educational Rights and Privacy Act (FERPA)

Pittsburgh Theological Seminary is required to provide you a brief summary of your rights under the Family Educational Rights and Privacy Act (FERPA), the federal law that governs release of and access to student education

records. Students' rights under FERPA include:

1. The right to inspect and review your education record within a reasonable time after the Seminary receives a request for access.
2. The right to request an amendment of your education record if you believe it is inaccurate or misleading. If you feel there is an error in your record, you should submit a written statement to the Dean or Registrar identifying the part of the record you want changed and why you believe it is inaccurate or misleading.
3. The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with "legitimate educational interests." A school official has a legitimate education interest if the official has "need to know" information from your education record in order to fulfill his or her official responsibilities. At Pittsburgh Theological Seminary a "school official" is defined as:
 - a. A person employed by PTS in an administrative, academic or research, supervisory, or support staff position;
 - b. A person or company with whom PTS has contracted as its agent to provide a special task such as auditors, attorneys, contractors, consultants, etc.
 - c. A person serving on an institutional governing body, such as the Board of Directors;
 - d. A student serving assisting another school official in the performance of his or her tasks (work study).
4. The right to file a complaint with the US Department of Education concerning alleged failures by the Seminary to comply with the requirements of FERPA.

Pittsburgh Theological Seminary may disclose information that it determines to be Directory Information without a student's consent. "Directory Information" is defined as information that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information at Pittsburgh Theological Seminary typically includes student's name, address, email address, telephone number, class level, division, campus box number, advisor, religious affiliation, college previously attended, and spouse's name. Students have the right to opt out and have some of their information excluded from Directory Information. Directory information is requested from students each year on the Student Information form and only information supplied by the student is published. Students cannot opt out in order to prevent the disclosure of their name, institutional email address, or other identifier in classes in which they are enrolled. Students are asked to sign a FERPA release to request other information be released to specific individuals (e.g. spouse, partner, parents, etc.).

A copy of the Family Educational Rights and Privacy Act, more details about your rights, and any Seminary policies related to FERPA are available in the Registrar's office. If you have any questions regarding FERPA please feel free to contact the Registrar.

CC. Students with Special Needs/Disabilities

Students who may need accommodations in their classes should contact the Dean of Community Life and Formation as soon as possible to ensure that such accommodations can be implemented in a timely fashion. Please see appendix 73-81.

DD. Internet in the Classroom

No use of the Internet in the classroom is allowed when a class is in session without faculty approval.

EE. Recording Policy

Purpose

The heart of a seminary education is interaction among professors and students in the classroom. To protect the integrity of the learning environment and to address concerns over privacy and intellectual property, the Seminary limits the recording of course-related activities and the dissemination of such recordings.

General Prohibition

Unless specifically authorized in this policy:

1. The use of recording devices, including but not limited to cameras, audio recorders, video recorders, or recording functions built into other devices such as mobile phones, is not permitted during classes or other course-related activities.

2. The publication or transmission of recordings of classes or other course related activities, including transmission over the internet, uploading to a website, or sending through email or any other messaging function, is not permitted.

Specific Authorizations

1. An instructor may authorize the use of recording devices in order to meet unusual circumstances or the learning needs of an individual student as required by the Americans with Disabilities Act or other law if documentation of the individual student's learning needs is on file in the Registrar's Office
2. An instructor may authorize audio recordings for a specific course by including in the course description and syllabus the statement, "audio recordings are permitted under certain conditions" in which event students registered for the course, including registered auditors, may use audio recording devices only to record plenary class sessions that are primarily lecture in format. The instructor reserves the right to specify which sessions are suitable for recording or to request that recording devices be turned off at any point during a session. A student may use the recording privately, transfer and store it in a computer, or modify its file format. A student may also share the audio recording by sharing the recording device, by email attachment, or other limited means with any other student who is also registered in the same course in the same term, provided care is taken to avoid further distribution. Beyond sharing with other registered students, no student may publish, transmit, or distribute the recording in any form. Students who acquire such recordings under this policy may keep them indefinitely, but possessing them constitutes consent not to distribute these recordings contrary to this policy. Nothing in these exceptions to the policy constitutes permission to make or transmit video recordings or photographic images in classrooms or public lectures or events.
3. An instructor may make audio or visual recordings of classes and course-related activities, or to have students assist them in doing so, and publish or distribute these recordings by any means provided written permission from any students whose voice can be heard on the recording is obtained before distribution and the intentions are stated in the course description and syllabus.
4. In order to enhance the learning experience, the Seminary may require that audio or video recordings of students will be made during class or course-related activities, for instance in the practice of preaching. These recordings will be used only by the course instructors and never distributed to anyone other than the student being recorded, who may use the recording for any purpose and distribute it, provided that consent is obtained from any other audibly or visually recognizable individuals.

General Consents

Registration for any course at the Seminary constitutes permission to be recorded for the purposes authorized by this policy. Students are advised that in such a class their comments might be recorded and that making a comment in class constitutes permission for others to record the comment.

Violations and Discipline

The first instance of a recording violation under this policy may result in failure of the course. Any dissemination of recorded materials or any subsequent recording violation may be cause for dismissal by action of the faculty.

FF. Transfer Credit Policy

In accordance with ATS 2020 Standards of Accreditation, Standard 3.12, Pittsburgh Theological Seminary (PTS) establishes the following transfer credit policy for Master of Divinity and Master of Arts programs. The Registrar and VP of Academic Affairs and Dean of Faculty collaboratively review transfer credits, with final decisions made by the VP of Academic Affairs and Dean of Faculty.

In all cases:

PTS core requirements must be met, whether by transfer of credits or by courses taken at PTS.

2. Transfer credits are generally accepted from other Presbyterian seminaries and from non-Presbyterian seminaries deemed educationally equivalent. Transfer credits from institutions not accredited by ATS and/or a regional Association of Colleges and Schools (e.g., Middle States) will not be accepted.

3. Transfer credits may be accepted from approved institutions only if the coursework was completed not more than 10 years prior to acceptance and the student received a grade no lower than B-. No transfer credit or advanced standing will be granted from degrees that are 10 years old or older.
4. Credit hours typically transfer as listed on transcripts (e.g., 3 semester hours transfer as 3 credit hours). When institutions use different credit hour standards, 30 classroom hours will equal 3 credit hours. If a transfer course exceeds 3 credit hours, transfer of the additional credit hour(s) will be considered on a case-by-case basis.
5. Transfer credits for required courses cannot be approved without the Dean's review of the course description. A copy of the syllabus and additional relevant documents may also be required.
6. PTS will generally accept credits for distance education courses that meet the same educational standards as in-person courses. Distance education courses should be clearly identified on official transcripts or identified by the student.
7. PTS does not award credit, including Field Education credit, for life experience.

In the case of transfer of credits from a program at another institution into PTS's Master of Divinity or Master of Arts (MAPS/MTS) program:

1. A maximum two-thirds (54 credits) of the total credit hours required for completion of the Master of Divinity degree may be transferred.
2. A maximum of one-half (24 credits) of the total credit hours required for completion of the Master of Arts degree may be transferred.
3. Regarding the transfer of credits from a completed degree, if a theologically related degree was granted not more than 10 years ago, up to one-third of the credits may be accepted towards advanced standing in PTS's Master of Divinity degree. Certain requirements may be waived or replaced at the Dean's discretion.
4. If a student who completed Master of Arts degree from PTS later wishes to obtain a Master of Divinity degree, up to one-third of the credits from the completed degree can be transferred. If the student wishes to use all the credits from their MA degree, the student must rescind the MA degree to obtain a complete transfer of credits. A degree completed more than ten years prior to the application shall not qualify for transfer of credits.
5. If a student with an uncompleted Master of Arts degree from PTS wishes instead to pursue the Master of Divinity degree, all credits may be transferred so long as they are not more than ten years old and are considered equivalent to course credits in the Master of Divinity program.

In cases where a student in another institution's program wishes to take courses at PTS and transfer credits from PTS to that institution:

1. If there is an agreement with the other institution (e.g. the cooperative agreement among institutions in Pittsburgh), the rules of that agreement apply.
2. If no such agreement is in place, the student shall apply to PTS as a non-degree student. In place of references, the student will ask the Dean's office at their institution to send the PTS Admissions Office a statement confirming that the student is in good standing and that the student's intention for study at PTS is understood and approved. Tuition will be paid to PTS for the courses taken and a transcript provided to the home school upon completion of the course(s).
3. In the cases not covered explicitly by the above rules, the principles of these rules and best practices shall be applied.

Note: PTS shall strive to make decisions about transfer credits known to transfer students as soon as possible after reception of their completed applications.

Course exemptions:

Once accepted at PTS, any student may request to be exempt from a required course by being examined by a faculty member who teaches the required course. If the examination is successful, the faculty member shall communicate this in writing to the Dean, who shall note the exemption in the student's file in the Office of the Registrar. The exemption does not reduce the number of credit hours required for graduation. Credits from suggested or elective courses may be substituted.

II. LIBRARY

The Clifford E. Barbour Library is the largest theological library in the tri state area and your first stop to find theological research and reference information for your classes and personal use. Through [the online catalog](#) you can find information about the 260,000 volumes and over 820 periodical subscriptions in the collection. Students also have access to several [online databases](#) and other online research tools. [Reference help](#) is available in-person and online (chat or email). [Visit our website](#), [FAQs](#), [Libguides](#), and [policies webpage](#) for more information.

Contact Us

For general inquiries and account help, contact us by phone at the Circulation Desk: 412-924-1354 or by email: libraryinfo@pts.edu

To contact one of our librarians, [visit our staff directory](#).

Library Hours

Fall and Spring Terms:

Mon-Thu	8:30 am to 10:00 pm
Fri	8:30 am to 4:30 pm
Sat	10:00 am to 2:00 pm
Sun	CLOSED

Visit the [Library Calendar](#) for summer, J-term, and special/holiday hours.

Current PTS students can use their PTS OneCard to gain access to the [24/7 space](#) when the library is closed.

Borrowing Privileges

Students may check out a maximum of 50 items at a time (10 media items). See the [Borrowing and Patron Information webpage](#) for more information.

Patrons may request holds only on items that are currently checked out. Items cannot be renewed if another borrower has requested the item. All library materials are subject to recall.

Reciprocal borrowing privileges are also available: 1. Locally at the University of Pittsburgh, Duquesne University, Reformed Presbyterian Theological Seminary, Trinity Anglican Seminary, and Byzantine Catholic Seminary; 2. Throughout the US and Canada through participating members of the ATLA Reciprocal Borrowing program (contact the library for more information).

Renewals

Renew your items in person, by phone, or online by clicking the [My Account link](#) at the top of the library website or catalog homepage. Multiple overdue items or excessive fines will block the ability to checkout or renew items.

Book Drop

If the library is closed, materials may be returned at the book drop to the right of the front entrance.

Fines and Lost/Damaged Items

Courtesy notices are sent via email before books are due. Excessive overdue fees/items or lost/damaged items will result in privileges being blocked until these are resolved. Visit our [Borrowing and Patron Information webpage](#) for more information.

Reserves

Materials placed on reserves for classes are located at the library circulation desk. Loan periods range from two hours to seven (7) days, depending on the instructor. Many titles are also available as eBooks through the library catalog.

Two hour reserves are for in-library use only. Reserve items are not holdable or renewable.

Interlibrary Loan

If an item is unavailable at the Barbour Library or a reciprocal library, it is possible to obtain it from another library. The form for requesting books or articles through ILL is available on the library website. The process normally takes from seven (7) to ten (10) days for book loans, and one to three days for scanned articles or book chapters, although longer wait times are possible. After requested loan materials arrive, patrons typically may keep books for three to four weeks. Some libraries will also allow borrowers to renew interlibrary loan books for an additional loan period.

Remote Library Access

When off campus/using a wireless connection, our eBooks and subscription databases can be accessed by logging into your session using your 14-digit library account number. For more information, see our Remote Access libguide.

Reference Help

For in-person research help, stop by the reference desk on the first floor. You can also arrange an appointment with our Research & Instruction Librarian. Online help is available via chat at our FAQs page as well as the online catalog (click the "Ask A Librarian" box). Many of our libguides also contain helpful reference information.

Computers & Printers

Desktop computers are available 24/7 in our first floor computer lab. There are also computer stations on the ground and second floors. You will need to log in to these computers using your PTS username and password. Patrons should follow the Seminary's Computer and Network Usage Guidelines found in this handbook. There are two public printing stations on the first floor, including one in the computer lab. You may print and scan materials at no cost. We do not offer printing from personal devices at this time.

Library Etiquette

Food and drink in closed containers are permitted throughout the building with the exception of the Reference Room (covered drinks permitted only). The Reference Room is also a quiet study area. Computers have no filtering software and are for use by patrons ages 18 and over. See our Policies page for additional policies.

Group Study Rooms and Individual Carrels

Open carrels for individuals are available on all floors. There are limited number of closed carrels on the ground and second floors, and three soundproof group study rooms on the second floor. These are used first come, first served, or may be reserved up to one full day through 25Live.

Recording & Media Room

This room provides audio-visual equipment for recording presentations, sermons, etc. The library provides SD cards, if needed. There is also a record player/cassette deck/CD player and a VHS player for listening to/viewing media. This room can be reserved through 25Live, or patrons can come to the front desk to request use.

III. ADMINISTRATION AND STUDENT SERVICES

- A. The Dean of Community Life and Formation is the main person of reference for student questions and needs, including pastoral concerns and non-academic grievances (See Non-Academic Regulations and Grievance below in "Other Seminary Policies"). The Dean's office is Room 211 on the second floor of Long Hall and is available by phone at 412-924-1398.
- B. Business Office
Cashier Hours at the Business Office are as follows:
Academic Year:

Tuesday through Thursday, 9:00 a.m. - 4:00 p.m.

Monday, Friday and evenings, by appointment, phone or e-mail

During Hybrid gatherings the business office holds extended hours, you can find the extended hours for any particular hybrid gathering on the hybrid schedule.

1. Check Cashing

The Business Office will not cash any personal checks.

2. Check Request and Credit Balance Refund Policy

Credit balances on student accounts will be refunded to the student after all charges for the entire current term have been deducted. This includes but is not limited to tuition, fees, and housing. Check requests are to be made by the student three (3) business days prior to the check processing dates. The Seminary's Business Office typically processes requests for the 15th and 30th of each month. **Checks are placed in student mailboxes when available.**

3. Payment of Tuition, Rent, and Fees

Billed tuition, rent and fees are payable, in full, by the 15th day of the following month (for example: Student billing statements dated September 30th are due no later than October 15th). There is a finance charge of 1/2% per month on the open account balance. The Seminary's Business Office requires all students' account balances to be paid in full before they can register for the following term.

The Seminary accepts cash, check, e-check, Visa, MasterCard, or Discover for course payment. Please make checks payable to Pittsburgh Theological Seminary (or PTS). Credit card payments are accepted online at My.PTS.edu or in person at the Business Office.

All Seminary charges and fees are payable in U.S. funds. Foreign checks or money orders must have the U.S. bank with which they are affiliated printed on the check or money order. Additional fees may be assessed for foreign checks or money orders. If checks are returned to us by the bank for the reason of insufficient funds (nsf), an additional fee of \$30.00 will be assessed.

In order for a student to graduate, all fees must be paid in full.

C. Lockers

A limited number of lockers are available in the Barbour Library lobby. Locks are non-functional and the patron assumes any risk in using these storage spaces.

D. Lost and Found

All articles lost or found should be reported to the Reception Office and may be picked up there.

E. Mail

The Mailroom is located on the lower level of the George A. Long Hall. All students, faculty, and staff at Pittsburgh Seminary are assigned a mailbox by the Mailroom and issued a combination card to that box.

For students living in **Calian Hall**, mail should be addressed to:

Name

616 North Highland Avenue

Box No.

Pittsburgh, PA 15206

For students living in **Fulton Apartments**, mail should be addressed to:

Name

Name of building and apartment number

700 North Highland Avenue

Pittsburgh, PA 15206

For students living in **Stanton Highland Apartments**, mail should be addressed to:

Name

Maple Building and apartment number

6020 Stanton Ave
Pittsburgh, PA 15206

Name
Alder Building and apartment number
6004 Stanton Ave
Pittsburgh, PA 15206

The Mailroom is open from 8:00 a.m.-12:00 p.m. and 1:00 p.m.-4:00 p.m. Monday through Friday.

Mail arrives once each day and is usually in boxes by noon. Students should regularly check their mailboxes. Parcel post is also distributed in the Mailroom. Seminary information is distributed through the mailboxes. Out-going mail is picked up at 3:45 p.m. each day.

Mailroom Personnel are not authorized or required to sell stamps or mail packages. Letters and packages can be mailed through the East Liberty Post Office or ordered online at www.usps.com.
East Liberty Post Office
6360 Broad St.
Pittsburgh PA 15206
412-661-5780

F. Counseling Services

The Dean of Community Life and Formation provides pastoral/chaplaincy support for students and normally concerns should be addressed to him/her, in Room 211 Long Hall or 412-924-1398. The Dean of Community Life and Formation can assist in making appropriate referrals if circumstances warrant more specialized attention.

G. Early Childhood Care in the Pittsburgh Public Schools

The Pittsburgh Public School system also offers early childhood care. The Pittsburgh Public Schools Early Childhood Program provides children, ages birth to 5, with a comprehensive, educational program designed to reinforce and respond to the unique strengths and needs of the individual child and family. Early Childhood Programs are available at no cost to Pittsburgh residents in various neighborhoods across the City. In the vicinity of the Seminary closest Early Childhood Center is Peabody Early Childhood Education Center, 515 N. Highland Avenue, Pgh, PA 15206, (412) 529-8702 More information can be obtained at the following Pittsburgh Public School link: PBOE Early Childhood Education.

H. School-Age Children Educational Information

The Seminary is located within the Pittsburgh Public Schools area. There are two elementary schools in the area.. The Pittsburgh Public Schools Accelerated Learning Academies (ALAs) feature learning environments that engage students, reduce discipline issues, and support individualized instruction. The instructional program is based on the America's Choice School Design model, which was developed after an extensive study of the best educational practices in the United States and abroad. One elementary school is the Dilworth Traditional Academy Magnet School, a K to 5 school located at 6200 Stanton Ave. The other local elementary school options are the Fulton Academy located at 5799 Hampton Ave, Lincoln Elementary located at 328 Lincoln Ave. There is a middle school (grades 6-8) nearby known as Arsenal, at 40th and Butler St. and The Barack Obama Academy of International Studies (formerly Pittsburgh Frick/Pittsburgh IB) which is an International Studies magnet school located across from Pittsburgh Seminary, is currently serving students in grades 6-12. They are a certified International Baccalaureate Middle Years Program (grades 6-12). More information can be obtained at the Pittsburgh Public School website: www.pghboe.net.

I. Recreation on Campus

The Seminary has an Exercise/Fitness Room located on the ground floor of Calian Hall. This room includes stationary bicycles, treadmills, and an exercise area. This area is available for all students, faculty and staff. To gain access to the room please visit the Welcome Center and Events Manager in the rotunda of Long Hall, or reception@pts.edu. All applicable rules and regulations must be strictly followed.

J. Tours

Campus tours are available for small groups. Arrangements for the tours must be made through the Office of Enrollment Management.

- K. Campus Worship
In theological studies, we aim to understand God truly. We cannot understand God without worshipping God. Worship is therefore an integral part of our common life at Pittsburgh Theological Seminary. Mid-day chapel services are held two times each week while classes are in session. The services are organized by the Chapel Team, a group of students led by the Director of the Worship Program, under supervision of the Seminary's Community Life Committee. All faculty and students are expected to regularly attend worship as well as periodically participate in worship leadership.
- L. Reception Services
Services provided by the Reception Office include handling reservations for guest rooms, scheduling the use of Seminary meeting spaces, directing inquiries to the proper offices, assisting visitors of the Seminary, providing spare keys for the Residence Hall, distributing computer lab keys, contacting maintenance and first aid personnel in case of an emergency, and providing information for new and existing members of the Seminary community. You can reach the Receptionist at 412-362-5610.
- M. Computer Lab
The Computer Lab is located on the first floor of Barbour Library. The computer lab is part of the library's 24/7 space. PTS faculty, staff and current students can use their OneCards to badge into the front doors at any time, which also gives them access to the lab. You will need to log in to these computers using your PTS username and password. Patrons should follow the Seminary's Computer and Network Usage Guidelines found in this handbook.
- N. Placement Office
The Placement Office provides job placement counseling and other services. Every student is encouraged to meet with the Dean of Community Life and Formation and discuss ministry opportunities and goals. To make an appointment, please contact the Dean of Community Life and Formation at 412-924-1398 or Associate Director of Student Services, Ashley Johnson, at 412-924-1414, placement@pts.edu.

IV. GENERAL SEMINARY INFORMATION

- A. ID Cards
A photo identification card is issued to each entering student and provides access to campus facilities. Additionally, the OneCard includes your personalized library bar code. Lost, stolen, or broken IDs are subject to a \$25 replacement fee; a new one can be obtained from the OneCard Office. The ID card is for the exclusive use of the student, is non-transferable, and remains active until the user separates from PTS.
- B. Security and Safety
1. The resident entrances of Calian Hall and all entrances of the apartment buildings will be locked at all times. Students are requested not to prop the interior or exterior doors open. It should be stressed that the security of the residence buildings is maintained to a large degree with the cooperation of the students and their families. It is up to students to secure doors on entering and exiting buildings for safety and security.
 2. The security guard on duty should be notified immediately of crimes and/or property damage.
 3. The Seminary security phone answers 24 hours a day 412-889-2208. Uniformed security are on duty from 3:00 pm until 7:00am Monday –Friday. Saturday, Sundays and holidays, uniformed security are available 24 hours. A security guard is available for help as required. Monday through Friday between the hours of 8:30 a.m. - 4:30 p.m., contact the Receptionist at 412-362-5610 if you have security problems. You may contact security by calling 412-889-2208 or by activating any emergency call box. These call boxes are located in the following areas:
Back of the chapel
The Long Hall courtyard entrance
Guest parking area in front of campus
At the entrance to Calian Hall
If you would like an escort from your car into the buildings or from the buildings to your car, please call 412-889-2208 and the security officer will be glad to provide this

4. In the case of a medical emergency, do not hesitate to call 911. You should also contact one of the following offices in descending order: the Reception Office during business hours or PTS Security after 4:30 p.m. First-aid kits are located at the Reception Office on the first floor of Long Hall and in the Kadel Dining Room in McNaugher.

Automated External Defibrillator or AED locations:

Long Hall - Outside Knox (near women's restroom)
Library - In front of the Library elevator
Chapel Auditorium Lounge - Near women's restroom
Calian Hall - Left of main entrance
McNaugher Hall - Ground floor; hallway intersection near Dean of Student's Office
Fulton - Basement corridor outside Laundry Area
Maple - Second tower entrance
Alder - Second tower entrance

C. Scheduling Facilities and Events

Depending on the size of the event, people in various departments are frequently involved in completing arrangements, and each department needs to know in advance of the event what is required of them in order to implement their part of your meeting plans. Some of the people involved might include the following:

Welcome Center and Events Manager..... 412-924-1397
for scheduling overnight accommodations
for availability of desired meeting rooms
for audio/visual equipment
Facilities Director412-924-1434
for special setup of meeting rooms
Security Guard.....412-889-2208
for locking and unlocking doors

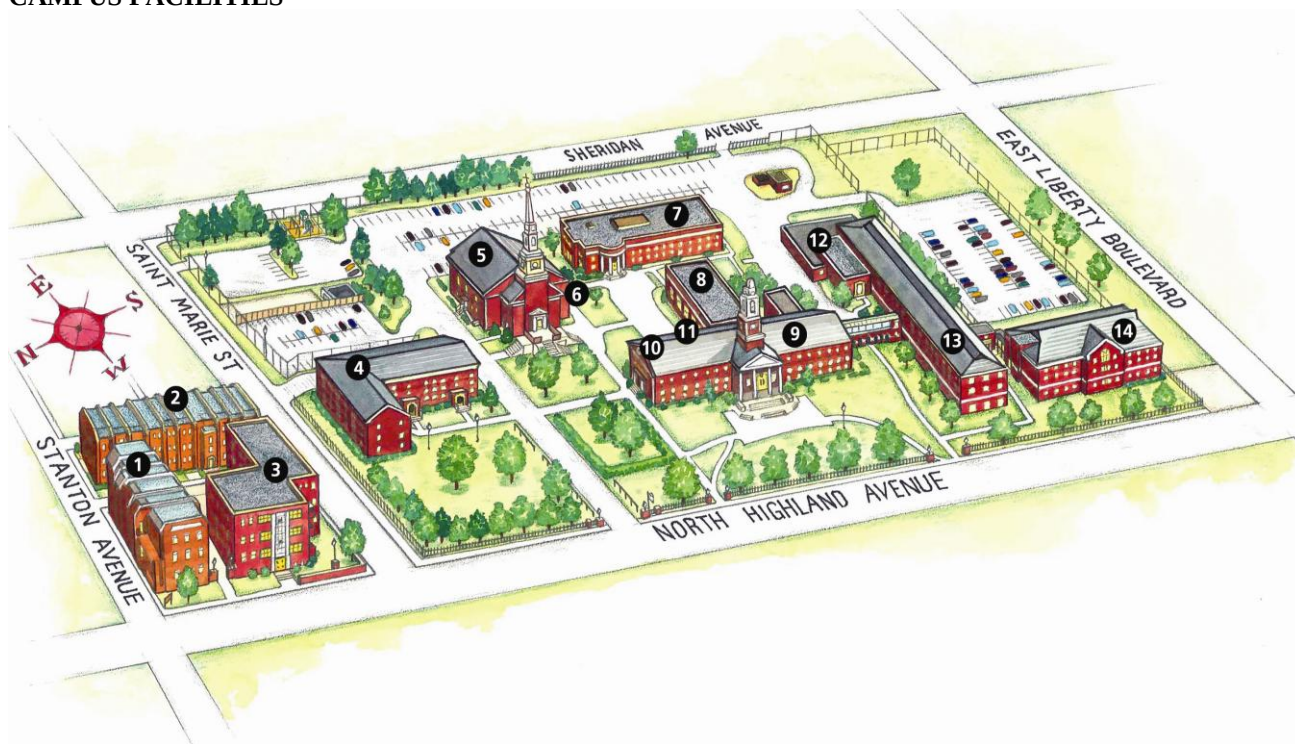
The person responsible for the Seminary calendar is the Welcome Center and Events Manager. Students and employees have the ability to reserve rooms through our online event management system, 25-Live. Reservations are confirmed by the Welcome Center and Events Manager based on room availability. When you are planning an event which involves any of the above departments, the following information and procedures should be followed:

1. Check with the Welcome Center and Events Manager as early as possible concerning the requested date(s) and the availability of rooms. **Please do not finalize any plans until the date(s) and room(s) have been reserved.**
 1. Requests for additional needs, sleeping accommodations, special room arrangements, extra security, audio/visual and/or other equipment should be communicated to the Welcome Center and Events Manager when the event is confirmed. **Plans for all events must be confirmed no later than two weeks in advance of the event** --earlier if possible. If the planned event is cancelled, or the date is changed, please notify the Welcome Center and Events Manager immediately.

D. Snow or Other Emergencies – Cancellation of Classes

Cancellation of classes due to snow or other emergencies will be announced through the PTS Emergency Alert System (Shofar). Users are notified by voicemail or text message at a number of your choice. To sign up for Shofar, visit www.pts.edu/shofar/. Cancellations will also be broadcast on radio station KDKA-AM (1020) and television stations KDKA and WPXI. The same message will be on the Seminary telephone, 412-362-5610, the Seminary's website (www.pts.edu), and on Facebook (friend Pittsburgh Theological Seminary).

V. CAMPUS FACILITIES



1. Alder Apartments
2. Maple Apartments
3. Hawthorn Apartments
4. Samuel A. Fulton Memorial Apartments
5. Hicks Memorial Chapel
6. Auditorium Entrance (Lower Level)
7. Clifford E. Barbour Library
8. John Knox Room
9. George A. Long Hall

10. Kelso Bible Lands Museum Entrance
11. Shakarian Campus Center Entrance
12. William H. Kadel Dining Room
Basfield Dining Room
President's Dining Room
Starr Dining Room
Small Dining Room
13. John McNaugher Memorial Hall and Lounge
14. Calian Residence Hall

A. Housing

1. Rooms

Calian Hall - Calian Hall - The Calian Residence Hall accommodates men and women in single rooms. These state-of-the-art rooms are all air-conditioned, contain private showers and internet access. The Residence Hall has fully furnished rooms with a kitchenette that includes a mini refrigerator, microwave, sink, and storage. Rooms in the residence hall are strictly for one person. There is a fitness center, recreation room, and a full kitchen in the basement of Calian Hall that all residents and guests are welcome to use. Free laundry facilities are provided on each floor of Calian Hall. Student lounges are located on each floor and there is a small kitchen facility on the ground floor. The Seminary's Exercise/Fitness Room is also located on the ground floor, as is a Recreation Room complete with a pool table. The residence hall has an elevator and is fully accessible. The first floor of the building is equipped with hotel-style guest rooms for seminary guests, program participants and visiting scholars.

2. Apartments

Fulton Hall provides 18 efficiency and 21 one-bedroom apartments. Each unit includes a kitchenette, a bath, and a storage locker. Each apartment is equipped with a refrigerator and stove, and wall-to-wall carpeting. Free laundry facilities are available in Fulton Hall. Apartment sizes are efficiencies, 1 bedrooms, and a four bedroom; eligibility is based on availability and family size.

B. Chapel and Attached Facilities

The sanctuary of **Hicks Family Memorial Chapel** is used for worship during the Seminary's chapel services and the spacious and comfortable **Auditorium** is used for conferences, special lectures, and other events. Christian Associates of Southwestern Pennsylvania is located on the right hand side facing the Chapel building.

C. Long Hall

George A. Long Hall is the focal point of campus life. In addition to classrooms, the building contains administrative offices and the **John Knox Room**, which has state of art technology and lighting and is used for many special lectures and gatherings.

The lower floor of George A. Long Hall contains the following facilities:

Mailroom with campus mailboxes and the **Kelso Museum of Near Eastern Archeology**.

D. McNaugher Hall

McNaugher Hall contains faculty offices, Pneuma Spiritual Direction, McNaugher Lounge (frequently used for meetings), and a Prayer Room. The Facilities Director's Office is located in the basement of McNaugher Hall. Attached to McNaugher Hall is the **Kadel Dining Room** which also contains the **Basfield, Starr, Small**, and **President's Dining Rooms**.

VI. STUDENT HOUSING

A. Student Housing

1. General Statement

Pittsburgh Theological Seminary provides a selection of housing for students who are engaged in recognized programs of the Seminary or PCHE schools. There is one residence hall (Calian Hall) with space for 32 people, and apartments: efficiency, one-bedroom (and one four-bedroom apartment). Families with children have priority for larger apartments. No Seminary housing is available to individuals or families who are not engaged in a recognized program of study at Pittsburgh Theological Seminary or a PCHE school. [PCHE Schools are as follows: Carlow University, Carnegie Mellon University, Community College of Allegheny County, Chatham University, Duquesne University, La Roche College, Pittsburgh Technical College, Point Park University, Robert Morris University, and University of Pittsburgh.] Residence Hall and apartment rents are below commercial rates with utilities included in the rent.

2. Procedures for PTS students only (PCHE students may be subject to a different process)

a. Qualification for Student Housing

- a. You must be a full time Masters-level student at PTS to qualify for housing.
- b. PCHE students can be part-time based upon doctoral degree program but must be enrolled in a recognized course of study.
- c. It is the Seminary's understanding and expectation that with the required full-time course of study, a student's stay in Seminary housing will be no more than four years (or two years for transfer students).

b. Application

- a. To be considered for housing, fill out the application [here](#). Students are only considered for apartments selected on the application.
- b. Applications for PTS students are accepted year-round. Ordinarily, the Housing Office needs 4 weeks from the time that it receives an application until the move-in date.
- c. New students must send a commitment fee of \$300 with their housing application.
- d. The security deposit (the difference between one month's rent minus the \$300 commitment fee) is due upon arrival and before collecting keys.
- e. Students who relinquish their housing request forfeit their \$300 commitment fee.

c. Conditions of Assignments

- a. Assignments to Seminary apartments are made by the Housing Coordinator in accordance with the policies recommended by the Office of Student Formation and approved by the Seminary cabinet.
- b. Intentional failure to provide accurate and correct information on the housing application will result in immediate termination of the apartment lease and possible expulsion from the Seminary.
- c. Special exceptions to this policy may be considered by written request with approval required from both the Dean of Community Life and Formation and the Vice President of Finance and Administration.

d. Renewals

- a. In February, the Housing Office sends out a survey concerning students' plans for the next school year. This is the time to request a lease renewal. Requests for different apartments are only accepted during this time, through the housing renewal survey.
- b. PTS students must be enrolled full time to be considered for and to remain in student housing.
- c. Students are expected to notify the Housing Office of changes in their marital or family status. This information will be considered each year when apartment assignments are made for the following summer and academic year.
- d. It is the Seminary's expectation that students stay in Seminary housing no more than four years (or two years for transfer students).

e. Graduating Students

- a. If you graduate in December your lease ends in January
- b. If you graduate in May your lease ends May 31. Graduating PTS students may petition for a one-month lease extension based upon available space and summer program needs. Graduating PTS students may not seek extensions beyond June 30th following graduation.
- c. Per VISA requirements, graduating international students may not seek extensions beyond July 31st following graduation.
- d. PTS seminary student housing does not provide short-term summer rentals. All leases signed in May will not be for less than 6 months and students should anticipate rental obligations through November 30 at the earliest. PCHE students planning to complete doctoral studies over the summer or anticipating an August graduation should plan accordingly through November.

3. Guests

Seminary housing is limited to single students and married students with families. Students must register their guests in the Housing Office. Guests are permitted to stay with students for a time limit not to exceed seven (7) days. If it is believed guests will need to stay beyond this time it is encouraged that they stay in our guest housing. PTS or PCHE students found in violation of this rule are subject to immediate lease termination.

There are several guest rooms available in Calian Hall for a fee. Official guests of the seminary will be given priority for the use of the guest rooms. Reservations are handled by Guest Services and must be made through the website well in advance of the date needed. Meeting room reservations are also made through the Welcome Center Events Manager, 412-924-1397. The Student Housing Office does not handle guest housing or meeting room reservations.

B. Building Regulations

1. Accessibility

Modifications and additions to Seminary facilities have provided access to our major buildings and educational resources for persons with disabilities. Classrooms, offices, the residence hall, dining facilities, restrooms, the mailroom, speech studio, museum, and the entire Library complex are accessible. The Seminary is committed to providing a barrier-free environment in order to serve all individuals regardless of their physical limitations.

2. Animals and Pets: Dogs and cats are permitted in designated apartments in Fulton Hall only. (See Pet Policy in Appendices Page 63) Other pets may be allowed with the prior approval of the Dean of Community Life & Formation. In very special circumstances, rare exceptions to the pet policy are made by the Dean of Community Life and Formation.

3. Apartments at Pittsburgh Theological Seminary are rented unfurnished. With the exception of international students enrolled at Pittsburgh Theological Seminary, students are expected to furnish the apartments on their own.

4. Emergencies

Fire extinguishers are located in the halls of all residences. These dry chemical extinguishers should be used if a fire ignites, especially in the event of a grease fire. Fire alarm stations are located in the stairwells of all residences. Hallway pull stations will automatically notify the fire department.

Smoke detectors are also located in the halls of Calian Hall plus in all the residence hall rooms and apartments. Cigar/cigarette smoke, fumes, or steam will set off the smoke detectors. Please keep doors to cooking areas

closed while cooking or the detectors will be tripped.

5. Fire Alarms and Smoke Detectors

Fire alarms and smoke detectors will be tested the first Tuesday of every month at 8:00 a.m. on campus and at 10:00 a.m. in the apartments. If the smoke detector in your apartment activates, never touch it or remove the head. The fire alarms are monitored 24/7 and someone will be over to assist you with the alarm in a matter of minutes.

6. Garbage

Garbage should be removed daily from the apartments. Only garbage in plastic bags should be put in dumpsters for sanitary reasons. Pick-up is Monday, Wednesday, and Friday.

7. Calian Hall Kitchen is a communal space that exists to promote hospitality. Cooking is not permitted in Calian Hall rooms (other than in the microwaves provided by the Seminary). However, there is a kitchen on the ground floor of the building. Students are responsible for cleaning the kitchen and refrigerators. Do not remove the pots, pans, and dishes from the kitchen. All personally owned kitchen items should be kept in the resident's room. Residents should not store cookware in the kitchen. Food belongs to individuals and is not communal. Residents should not remove or touch food that does not belong to them. Names and dates must be placed on the food. If this is not done, it is the discretion of management to remove the food regularly (See Calian Kitchen Policy in Appendices Page 68).

8. Laundry facilities are located in the basement of Fulton. In Calian Hall, laundry facilities are located at the end of each floor. All washing and drying should be done in the laundry area. If you have problems with machines, it is up to you to call the number listed on the machines for repair.

9. Maintenance: If you have a maintenance problem, submit a request on My.PTS.edu as soon as possible to alert the team to facility needs. Any leaks or blockages must be reported immediately. The Facilities Director's office is located below the Kadel Dining Room in McNaugher Hall. The Housing Coordinator is located in Long Hall 213.

10. Maintenance Emergencies: Please contact campus security at 412-889-2208, who will notify the maintenance person on duty. Leave a phone number where they can get back to you.

11. Moving and Storage of Goods

a. Apartment Buildings

A storage locker in the basement is assigned to each apartment. The assigned locker number corresponds to the tenant's apartment. An extra chain lock is recommended on storage lockers. NO items are to be stored outside the lockers. NO flammable liquids (paint thinners, varnishes, etc.) or hazardous materials are permitted to be stored in lockers or basement storage areas.

b. Calian Hall: All heavy incoming baggage (trunks, boxes, etc.) should be received at the rear entrance of Calian Hall. Outgoing baggage also should be taken from this door. The owner is responsible for the receipt and shipment of his/her belongings.

12. Recycling: Bins are placed throughout the Long Hall and McNaugher Hall for recycling aluminum cans, corrugated boxes, and high-grade office paper only. Apartment residents are responsible for their own recycling. Large recycling bins are located outside the apartment buildings.

13. Personal Telephones and Cable Television: Phone/Internet services may be installed in your rooms or apartments, under your name and billing responsibility, there are many options available (Verizon FiOS, Xfinity, etc.). You or your appointed agent must be present during any installation/repair work associated with this service. If the installation/repair requires access to locked areas of the building, please coordinate this with the Facilities Director and/or onsite facilities personnel.

C. Parking and Traffic Regulations

Parking is permitted for persons affiliated with the Seminary. No major car repairs are permitted on the campus parking lots. The Seminary assumes no responsibility for the protection of any vehicle or its contents that is parked

on the Seminary grounds. We suggest that you provide security to protect your own vehicle. Any car without a current inspection sticker or license plate will be towed away at the owner's expense.

1. Parking is permitted only in the designated areas. There are designated spaces for those with mobility challenges. Please do not park along the driveways, as we must maintain a two-way traffic right-of-way through the grounds. No parking is allowed in the quad apartment area. Please do not park near entrances to the quad or the rear of Fulton in order to leave room for the garbage trucks.
2. Due to some small children living on campus, all cars must be driven at a very reduced speed. Care must also be taken in backing out of parking spaces.
2. The three rear driveway gates are closed. Please do not block the back gates with cars, due to possible fire emergencies. "Loading Zones" are designated for deliveries and should not be used as regular parking places.

D. Stanton Highland Apartments (ACTION-Housing under management by TREK)

In an effort to help address the affordable housing needs in the city, Pittsburgh Theological Seminary engaged ACTION-Housing Inc. of Pittsburgh and sold three apartment buildings for conversion into affordable units. This revitalization project on N. Highland Ave. between Stanton and St. Marie in East Liberty includes updates of kitchens and bathrooms, new windows, a community room, a number of ADA accessible apartments, and landscaping of the grounds around the buildings (you can read about it here: <https://www.pts.edu/affordable-housing>). Three buildings, Maple, Alder, and Hawthorn form a quadrangle that encloses a play area for children. All apartments in Maple and Alder have a living room, kitchen, bath, and a storage locker. All apartments have wireless Internet access. There is a pay laundry onsite. Today 2, 3, and 4 bedroom apartments in Stanton-Highland are completely managed and maintained by TREK property management under ownership by Action-Housing Inc. of Pittsburgh. Every aspect of the leasing process--move in arrangements and appointments, keys, security deposits, lock-outs, all maintenance requests, move-outs, and all communications--are all handled according to the policies and processes of TREK Management. The current property manager and contact person is Heather Mitchell. The PTS Housing Coordinator and maintenance staff are unable to receive or fulfill any Stanton Highland maintenance requests.

Pittsburgh Theological Seminary leases a small number of two-bedroom, three-bedroom and one four-bedroom apartments back from ACTION-Housing. PTS offers the following benefits to our PTS and PCHE students living in Stanton Highland: priority placement, student billing and discounted rates.

1. *Priority Placement* in larger apartments. PTS and PCHE students have priority access to receive certain 2- and 3-bedroom apartments managed by TREK.
2. *Student Billing*. PTS/PCHE student billing goes through the PTS business office which allows for housing expenses to be covered by student grants, scholarships and gifts and it allows PTS students the flexibility of paying once-per-semester after grants and student aid is applied to accounts.
3. *Discounted Rates*. PTS subsidizes a portion of the cost of the units for PTS Students. PTS students receive the apartments at a monthly cost *lower* than what students would pay directly to TREK management.
 - a. Application for a Trek Apartment
 - a. To be considered for student priority for a larger Trek-managed apartment, fill out the application [here](#). Students are only considered for apartments selected on the application.
 - b. New students must send a commitment fee of \$300 with their housing application.
 - c. Students who relinquish their housing request forfeit their \$300 commitment fee.
 - d. If PTS has space available in one of the Stanton-Highland Apartments—and a student otherwise meets all of the requirements for student housing, the leasee's name is passed on to Trek Management for application, background checks, etc.
 - e. Although the apartments are managed by Trek, the housing policies and procedure found in section VI.A.1, 2 & 3 apply to any student taking advantage of PTS priority placement, billing, and discounts. Policies which apply to students in PTS leased apartments include: eligibility for assignment, conditions of assignment, conditions for renewal, policies for graduating students, and policies applying to guests, etc.
 - b. The apartments in Stanton Highland are managed entirely by TREK management.

VII. OTHER SEMINARY POLICIES

A. Non-Academic Regulations and Grievance Procedure

In non-academic affairs the students shall be subject to rules in the Student Handbook and other rules promulgated from time to time by the President in consultation with the Cabinet; provided such rules and regulations may be suspended or vetoed by the Board of Directors at any time. Each student shall agree by matriculation in the Seminary to abide by all the rules and regulations of the Seminary then in force or thereafter promulgated and to be subject to discipline including dismissal, in accordance therewith.

Non-academic discipline shall include all violations of Seminary rules and regulations for (1) the efficient operation of the Seminary's academic programs; (2) the protection of persons and property; and (3) the maintenance of the integrity of the community. Rules and regulations (including penalties for violation thereof) governing non-academic conduct shall be promulgated and changed from time to time by the President in consultation with the Cabinet and shall be enforced by informal action of administrative officers or upon the request of the complainant, in accordance with such rules and regulations which shall include provisions for appeal from a decision adverse to the student. Where the Anti-Discrimination Policy applies, its rules and regulations shall govern the grievance procedure.

Occasions or events may occur where a student believes that a condition or a decision affecting him or her is unjust or inequitable. These situations are to be resolved quickly and fairly. The intent of this procedure is to provide a means for a student to voice feelings, complaints, and/or desires.

Complaint Procedure

Filing a Complaint.

A student who has a non-academic complaint should present the situation to Dean of Community Life and Formation. Complaint forms are available in the My.PTS.edu portal under "Student Services." All complaints will be responded to within a seven (7) day period. It is in the student's interest to make the complaint as soon as possible after the incident has occurred or the issue has arisen. The appropriate administrator/staff person will respond to the situation during the initial discussion or will try to submit a written answer within seven (7) days.

If the problem should remain unresolved to your satisfaction within the seven (7) day window, then the matter should be submitted in writing to the Dean of Community Life and Formation.

If there is an unusual situation or personal conflict with an administrator/staff person involved in the complaint then you should notify the Dean of Community Life and Formation. If the personal conflict involves the Dean of Community Life and Formation, then you should notify the Dean of Faculty. All facts will be carefully re-examined and evaluated in an effort to resolve the problem. You will receive a response from either the Dean of Community Life and Formation or the Dean of Faculty within seven (7) days from the time they have been notified.

Appeal of a Sanction

A student seeking redress from a sanction imposed shall have access to an Appeals Committee made up of the following 5 people: a member of the Cabinet, appointed by the Seminary President; a member of the student body, selected by the student filing the appeal; a student, appointed by the President of the Student Association; an administrator not serving on the Cabinet, appointed by the Seminary President; a faculty member, appointed by the Chairperson of the Faculty Nominations Committee. If the complainant appeals the decision of the Appeals Committee, final adjudication shall be made by the President of the Seminary.

Many student rights are defined and regulated by law. They are too numerous to be listed in this Handbook. For more information about your rights as a student, please refer to the Family Educational Rights and Privacy Act (FERPA) on www.ed.gov, or contact the admissions office or registrar's office for more information on FERPA.

B. Standard of Behavior

Pittsburgh Theological Seminary is committed to forming students for ministry in a community marked by mutual respect, justice, and spiritual integrity. All students are expected to uphold standards of respectful communication, acknowledge diversity, and strive for reconciliation when conflict arises. The Seminary emphasizes holistic formation—academic, professional, personal, and spiritual—and expects students to maintain integrity and civility in all interactions. Serious behavioral offenses such as harassment, dishonesty, or public indecency may result in

dismissal. When conduct violations occur, a formal process involving administrative review, hearings, and appeals is followed. Students may appeal decisions up to the President. The Seminary also affirms inclusive language and nondiscrimination across all community life. Through these policies, PTS seeks to create a supportive, accountable environment where students grow in their calling while honoring the dignity of all members of the community.

C. Inclusive Language

The Seminary encourages both the sensitivity to and use of words that include, not exclude other persons, where this is appropriate (e.g., “humanity” instead of “mankind”). All persons should be treated with the same respect, dignity, and seriousness, and no person or group of persons should be trivialized or stereotyped.

D. Cell Phones

The use of cell phones during classes, special lectures and chapel services is disrespectful to the facilitators and instructors, as well as fellow classmates and guests. Please turn off your cell phones in these settings or make sure they are on vibrate. No cell phone recording allowed in any of these settings without prior permission. See the EE. Recording Policy.

E. Solicitation

Solicitation of money, subscriptions, and customers on campus is forbidden. Lists of names and addresses of students shall not be supplied to publishers, etc. Faculty and administrative personnel soliciting funds for any project should first consult with the Institutional Advancement Office.

No student may seek financial support from churches other than the home congregation, because students who make such appeals jeopardize the churches' gift response to Seminary appeals. Students making such an appeal lose eligibility for financial aid. This rule does not include scholarships and grants that are established by specific congregations and that have a formal application process for the award.

F. Use of Seminary's Name and Logo on Stationery, Publications and Websites

The name of Pittsburgh Theological Seminary is the property of the institution and may not be used by other individuals or organizations without its consent. Stationery used by students or student groups should not have the name of Pittsburgh Theological Seminary printed on letterheads or envelopes unless this is preceded by the name of the student or student organization or by some other indication that this is not the official stationery of the institution. Official PTS stationery may not be used for personal use.

The Seminary logo is important to the overall image of the institution. Any use of the logo must be approved by the Director of Communications. Publications or items bearing the logo must be approved by this office prior to printing. Graphic images of the logo are available for approved purposes.

Official student organizations may use Seminary resources to create websites for their groups. Those wishing to build a web presence must work with the Director of Communications and Database and Website Administrator to create the site. Student organizations must abide by the rules set forth by the Policy for Creating New or Updating Old Websites. Maintenance of the site is the direct responsibility of the student organization. Any site in violation of other Seminary policies (Computer Usage, Anti-Discrimination, etc.) may be terminated.

G. Drug and Alcohol Policy

Pittsburgh Theological Seminary is committed to maintaining a safe, healthy, and productive academic environment, free from the unlawful use of drugs and alcohol. The Seminary prohibits the possession, use, distribution, or sale of controlled substances and the misuse of alcohol on its premises or during Seminary-sponsored activities. Limited, responsible alcohol use may be permitted at approved Seminary events. Violations of this policy may result in disciplinary action up to and including dismissal, referral for counseling, or notification of law enforcement authorities. The Seminary upholds compliance with all federal, state, and local laws, including the Drug-Free Schools and Communities Act. Students and employees are encouraged to seek assistance for substance-related problems and can be provided with information about local counseling, rehabilitation, and treatment resources. Through education, accountability, and care, the Seminary seeks to promote the well-being of the entire community.

H. Pittsburgh Theological Seminary Weapons Policy

Pittsburgh Theological Seminary is committed to fostering a safe and hospitable campus environment. To support this vision, the Seminary prohibits the possession or use of weapons by students, faculty, staff, contractors, and visitors while on Seminary property, regardless of licensure. Weapons may not be carried or stored in personal

belongings, vehicles, or other effects on campus. Prohibited weapons include firearms (e.g., handguns, rifles, pellet guns, tasers), explosives (e.g., bombs, grenades), and items capable of causing serious bodily harm, such as large knives, chemical sprays, brass knuckles, and clubs. Small personal pocket knives with folding blades under three inches are permitted. Exceptions are made for active or retired law enforcement officers, who must notify the Vice President for Finance and Administration. Violations of this policy will result in disciplinary action and may lead to criminal prosecution. The policy applies to all individuals on Seminary premises to ensure a secure learning environment.

I. Demonstrations

While recognizing that constructive protest and discussion of issues are vital in a seminary community, the seminary also recognizes an obligation to maintain an atmosphere conducive to academic work and one that respects the private rights of all individuals.

The following guidelines govern student protests and demonstrations:

- Student demonstrations (marching, picketing, silent vigils, etc.) are to be registered for information purposes with the Student Association officers and with the Dean of Community Life and Formation no later than two (2) days preceding the occurrence.
- Sponsoring organizations, their officers, and all individual participants, will be held responsible for their conduct during demonstrations.
- Student demonstrations are to be conducted in an orderly manner and are not to interfere with the normal operations of the seminary.
- The privilege of on-campus demonstrations is not extended to organizations or students not directly affiliated with Pittsburgh Theological Seminary.

If Pittsburgh Theological Seminary staff or faculty observes a demonstration by students, be observant of the following protocol:

Demonstration (peaceful)

Almost all demonstrations that may occur will be peaceful and non-obstructive. If this is the case, those participating in the demonstration are to be left alone. DO NOT argue with those demonstrating. Keep the atmosphere calm and controlled, and keep opinions to yourself.

Demonstration (hostile)

Sometimes a demonstration can become unstable and the crowd will display a mob mentality. DO NOT argue with those demonstrating. Try to keep the atmosphere calm and controlled. If the crowd becomes unstable, secure your area and/or get to a safe location immediately and call Reception during business hours at 412-362-5610 or Campus Security after 4pm at 412-899-2208.

If Pittsburgh Theological Seminary staff or faculty observes a demonstration by those not directly affiliated with the seminary, be observant of the following protocol:

If you see a demonstration occurring on seminary property by a group not affiliated with the seminary, you should call Reception during business hours or Campus Security after 4pm to report this. Demonstrations by these groups are handled on a case-by-case basis. If demonstrators are allowed to conduct their demonstration on campus, they may be directed to a designated area so as not to interfere with the normal operations of the seminary.

J. Annual Security Report and Crime Statistics

Who We Are

PTS is a 13-acre campus that sits on the border of East Liberty and the Highland Park neighborhoods in the City of Pittsburgh. In our on-going effort to provide a safe and secure environment for all students, staff, and visitors, and in accordance with the Jeanne Cleary Act of 1990, we make all crime statistics available to anyone who wishes to view them.

These statistics include incidents related to the following areas:

- On campus and within campus buildings

- On campus within residence halls
- Public property – all public property that is within the campus or immediately adjacent to and accessible from the campus (see map below)

Access to Reports

Crime statistics are reported on an annual basis by October 1. A Security Report will be e-mailed to all students and staff at that time. Additionally, all annual campus crime reports may be viewed at any time via the internet at the following web address: <http://ope.ed.gov/security>. If you wish to obtain a hard copy of these reports, you may do so by calling the Facilities Department at 412-924-1434.

Campus and Area Crime Timely Warning

At PTS, we believe that an early warning concerning threats to the safety of our campus and community and crimes that have been committed on our campus or in our local area is vital to the overall security of our campus. We will make these warnings available electronically through campus email and the SHOFAR system by phone and/or text messaging for which you are able to register. Paper copies of these warnings will be posted in all dormitory and apartment buildings. We often post these warnings with information provided to us by the Pittsburgh Police, Zone 5 Station. These warnings will be issued when any of the following crimes are reported:

- Homicide
- All sex offenses
- Robbery
- Assault
- Burglary
- Vehicle theft
- Arson
- Violations of liquor and drug laws and weapons violations
- Any incidents not considered criminal, but may be of concern to our campus community.

K. Smoking

The Seminary facilities and their immediate surroundings have been designated as non-smoking facilities. This prohibition includes electronic cigarettes. Students who choose to smoke on premises may do so only inside of a car in the parking lot. Otherwise, smoking must take place outside of the Seminary fence. All cigarette butts must be disposed of properly and cannot be left on the ground.

L. Pets

Dogs and cats are permitted in designated apartments. (See Pet Policy in Appendices Page 63) Other pets are allowed with the approval of the Dean of Community Life and Formation. Rare exceptions to the pet policy are made by the Dean of Community Life and Formation.

M. Computer and Network Usage Guidelines

This document outlines the Pittsburgh Theological Seminary guidelines on the use of the campus computer facilities and data networks. These guidelines reflect the general ethical principles of the PTS community and indicate, in general, what responsibilities are characteristic of the Seminary computer network. Access to computing resources is a privilege to which all Seminary faculty, staff, students, alumnae/I, and library patrons are entitled. Certain responsibilities accompany that privilege; understanding them is important for all computer users. The following is a listing of those responsibilities.

1. Institutional Responsibilities

- a. Pittsburgh Theological Seminary provides computer resources to support its mission of instruction and research and to foster a community of shared inquiry. The use of the campus computer network must be consistent with these goals. Members of the PTS community may use computer resources only for purposes consistent to their studies, their research, the discharge of their duties as employees, their official business with the Seminary, and other Seminary sanctioned activities. Personal use is permitted and must not interfere with primary responsibilities non-working hours. The use of Seminary computing resources for commercial use is permitted by special arrangement with their supervisor, the Director of Information Technology, and the Vice President for Finance and Administration.

- b. The Seminary provides programs and data which have been obtained under contracts or licenses saying they may be used, but not copied, cross-assembled, or reverse-compiled. Due to threats posed by malicious software, network security and integrity, incompatibility and possible legal issues in relation to licensing agreements, hardware and software may not be installed on networked computers without prior authorization by the Director of Information Technology.
- c. Pittsburgh Theological Seminary will not remove any information from individual records, files, e-mail, or various services unless it is determined that: a) such information in the account or on the network involves illegality; b) the information in some way endangers computing, networking resources, or the information of other users (e.g. a computer worm, virus, or other destructive programs; c) the information is judged to be contrary to Seminary policies by the appropriate body.

2. User Responsibilities

- a. You are responsible for PTS account. Set your password and change as per the Seminary's password policy. Files stored on networks drives or your account's "My Documents" folders and your e-mail account are backed up. Files on USB drives/flash drives/external hard drives are removable and therefore not backed up.
- b. Recognize realistic limitations to the privacy, which can be provided in a campus network. You have the right to expect the contents of what you write or otherwise create, store, and send to be seen only by those to whom you intend or give permission. The IT Department may need to view the contents of files to diagnose or correct problems.
- c. Respect the rights of others to be free of harassment or intimidation. Do not send abusive or unwanted materials to others.
- d. Respect copyright and other intellectual-property rights.
- e. Identify yourself clearly and accurately in electronic communications.
- f. Attempting to "crack," evade, or disable passwords or other security provisions is prohibited. If you find any breeches in the security system of the network, it is your responsibility to report them to the Director of Information Technology.
- g. The use of computer services for any unlawful purpose is prohibited.
- h. Use resources efficiently. Accept limits or restrictions on computing resources when asked to do so by the Director of Information Technology. Avoid tying up computing resources needlessly; printing excessive copies of documents, files, images, or data. It is also prohibited to attempt to prevent others from using shared resources by running unattended processes or reserving computers without authorization.

3. Policy on Internet Access

Pittsburgh Theological Seminary provides Internet access through all its networked computers. Students who use these computers will have access to Internet e-mail and other Internet features, such as the World Wide Web. PTS provides this access so that employees might be more effective in their work. All activities are traceable to PTS and your PTS account.

Therefore, personal use of Internet access must observe these rules:

- a. All personal use must be on personal time and must not interfere with work responsibilities.
- b. Web sites with inappropriate or pornographic materials must be avoided.

4. Violations

Violation of the policies described above for the legal and ethical use of computing resources at Pittsburgh Theological Seminary will be subject to the normal disciplinary procedures of the Seminary as outlined in the Seminary Catalog, the Student Handbook, the Faculty Handbook, and the Employee Handbook, or as recommended by Seminary legal counsel and/or the appropriate law enforcement agency.

N. Professional Conduct Policy

Pittsburgh Theological Seminary prohibits romantic relationships outside of marriage between faculty and students, staff and students, or between supervisors and their direct reports. These relationships pose a risk of power imbalance, favoritism, and potential legal and ethical concerns. Romantic relationships among faculty, staff, or administrators who are not married to each other are strongly discouraged. If such a relationship develops, it must be reported to the Dean of Faculty or the appropriate supervisor, who will inform the President. The President, in consultation with the Cabinet, will take necessary steps to protect the integrity and welfare of all parties and the Seminary. Violations of this policy may lead to disciplinary action, including dismissal. Allegations will be investigated by a Hearing Team per the Seminary's Anti-Discrimination Policy, and serious cases may trigger formal dismissal proceedings. The Seminary reminds employees that initial consent does not prevent a finding of sexual harassment under institutional policy.

O. Anti-Discrimination Policy and Procedures

Pittsburgh Theological Seminary's Anti-Discrimination Policy prohibits discrimination and harassment based on race, gender, sexual orientation, religion, disability, age, national origin, and related identities, affirming the dignity of all persons in accordance with Christian values. The Seminary also forbids retaliation against those who raise concerns and is committed to fostering a respectful and inclusive learning environment. This policy applies to conduct both on and off campus and outlines a detailed complaint procedure for students who experience discrimination or harassment. Complaints are reviewed by trained advisors and a hearing team, with confidentiality maintained throughout the process. Sanctions for substantiated complaints may include warnings, probation, suspension, or dismissal; support measures are provided for complainants. The policy is administered by designated Anti-Discrimination Coordinators and integrates with the Seminary's Title IX policy where applicable. Annual reporting ensures accountability. While not a legal admission of jurisdiction, the policy reflects the Seminary's commitment to justice, reconciliation, and inclusive theological education. (<https://www.pts.edu/antidiscrimination>)

P. Financial Code of Conduct, Including Conflict of Interest and Whistleblower Policy

Statement of General Principles

This financial code of conduct ("Code") applies to the following members of the Seminary community:

- A. Individuals who are paid by the Seminary when they are working for the Seminary, including officers, faculty, staff, and independent contractors
- B. Consultants, vendors, and contractors when they are doing business with the Seminary
- C. Directors
- D. Individuals who perform services for the Seminary as volunteers

This Code refers to all of these persons as "members of the Seminary community" or "community members."

This Code is intended to only address conduct of community members with regard to financial and related matters. Other policies of the Seminary govern personal conduct, e.g. Anti-Discrimination Policy.

Integrity and Ethical Conduct

The Seminary is committed to the highest ethical, moral, and professional standards of conduct as an integral part of its mission to prepare men and women for pastoral ministry and Christian lay leadership in all phases of the Church's outreach. The Seminary relies on each community member's ethical behavior, honesty, integrity, fairness, and good judgment to achieve this goal. Each community member should conduct himself or herself in a manner which maintains the financial and ethical integrity of the Seminary and be accountable for his or her actions.

This Code describes standards to guide each community member in his or her Seminary related activities. Although it is believed that these standards are being applied, expressing them in writing ensures that they are clearly understood by all members of the Seminary community.

This commitment to the highest standards of ethics, morality, and professionalism requires that all members of the Seminary community refrain from fraudulent or dishonest conduct. Fraudulent or dishonest conduct consists of a deliberate act, or failure to act, with the intention of obtaining an unauthorized financial benefit from the Seminary or to obtain a financial benefit from the Seminary which is not properly disclosed and approved. Examples include, but are not limited to, forgery, fraudulent financial reporting, failing to disclose a conflict of interest, misappropriation or misuse of funds, and any violations of this Code.

Compliance with Laws, Regulations, and Seminary Policies

Pittsburgh Theological Seminary through each community member must transact Seminary business in compliance with all laws, regulations, and Seminary policies related to his or her position and area of responsibility. Since understanding and following these standards can be complex, the Seminary offers both internal and external professional development opportunities to help clarify these standards. In addition community members are expected to behave in a cooperative manner which respects the freedom of others as well as refraining from interfering with, obstructing, or disrupting any normal Seminary activity, even while exercising individual freedom of expression. Supervisors are responsible for teaching and monitoring compliance in their areas.

Documents and Record Retention

Every member of the Seminary community is responsible, within the scope of his or her work, for the integrity and accuracy of the Seminary's documents and records. No one may falsify or improperly alter information on any record or document. All records containing confidential information must be safeguarded while in use and properly stored when not in use. Seminary documents and records are to be retained in accordance with all applicable governmental retention regulations and the Seminary's Document Retention and Destruction Policy.

Grants and Contracts

The Seminary receives restricted grants and contracts from government and private sources. Faculty and staff involved with sponsored projects must strictly follow the rules and regulations related to each such project. Failure to comply with the rules and regulations set forth in the grant or contract document can result in the loss of funds and in some instances subject the participants and the Seminary to civil fines or criminal penalties. Compliance support is available from the Vice President of Finance and Administration.

No grant or contract proposal may be submitted or negotiated without the prior written approval of the Cabinet.

Conflict of Interest

This Code addresses situations where there is a potential financial or personal conflict, or the appearance of such a conflict, between an outside interest of a member of the Seminary community and the obligation that the community member has to the Seminary. No member of the Seminary community may use his or her position at the Seminary for personal or financial advantage to the detriment of the Seminary.

- A. No member of the Seminary community may have an undisclosed direct or indirect interest, financial or otherwise, of any nature that is in conflict with the proper discharge of his or her duties.
- B. No member of the Seminary community shall solicit or accept any gift, favor, or service that might reasonably influence the discharge of his or her duties or that the Seminary community member knows or should know is being offered with the intent to unduly influence his or her official conduct.
- C. No member of the Seminary community shall disclose or use confidential information gained by reason of his or her official position with the Seminary for his or her benefit.
- D. No member of the Seminary community may transact any undisclosed business in his or her official capacity with any business entity of which the member, or a person in his or her immediate family, is an officer, agent, or director, or owns a substantial interest.
- E. No member of the Seminary community may accept outside employment or other positions that actually or potentially results in any conflict of interest with or intrudes upon or detracts from his or her responsibilities to the Seminary unless disclosed and approved in accordance with this Code. Outside professional commitments should also not interfere with the community member's obligations to the Seminary.

Disclosure of Conflicts

Each member of the Seminary community must disclose potential conflicts of interest to the President and the Chair of the Audit Committee as soon as possible after he or she knows, or should know, that a conflict or potential conflict exists. Each Director shall annually file a written report of any conflict or potential conflict, or confirm the absence of same. The President, with the concurrence of the Chair of the Audit Committee, shall determine how the Seminary and the member of the community shall manage any conflict or potential conflict of interest in the best interests of the Seminary, and the matter shall be reported to the Audit Committee and Legal Counsel. Any such conflict shall be reconsidered annually until the conflict or potential conflict is resolved. With regard to a conflict of interest involving the President, the management of such conflict shall be determined by the Chair of the Audit Committee, with the concurrence of the Chair of the Board of Directors.

Reporting Suspected Violations or Concerns

The Seminary's compliance efforts will focus on the Controller teaching the appropriate compliance standards to members of the Seminary community specific to the areas in which they work. Additionally, members of the Seminary community may have concerns about matters that may be violations of the Code. Each community member has the responsibility to report violations or express concerns about possible violations to his or her supervisor, the Vice President of Finance and Administration, or Chair of the Audit Committee as discussed herein.

The Seminary's Board of Directors, Officers, Administrators, Faculty, and Staff with managerial responsibility have a special duty to adhere to the standards set forth in this Code, to recognize violations, and to enforce these standards. Disciplinary actions for proven violations of this Code, or for retaliation against anyone who reports possible violations, will be determined on a case-by-case basis, and may include termination of employment. Individuals who violate this Code may also be subject to civil and criminal actions as warranted.

If any member of the Seminary community suspects fraudulent or dishonest conduct, he or she shall report it to his or her supervisor or, alternatively, to the Vice President of Finance and Administration. All managerial or supervisory members of the Seminary community are required to report suspected fraudulent or dishonest conduct to the Vice President of Finance and Administration. The Vice President of Finance and Administration shall take the action he or she deems appropriate for each individual situation and report the matter to the Chair of the Audit Committee and Legal Counsel. In the event that the Vice President believes any member of the Seminary community should be subject to disciplinary action, including termination, or if civil or criminal actions are contemplated, the Vice President of Finance and Administration shall refer the matter to the Cabinet for determination.

In the event that any member of the Seminary community wishes to make a confidential report of suspected fraudulent or dishonest conduct or other violations of this Code, he or she may report the suspected activity directly to the Audit Committee by calling **412-924-1679** and leaving an anonymous message or by sending a written communication to the Chair of the Audit Committee at his or her residence. In the message or communication, the caller should identify the specific suspected activity and individuals involved.

Whistleblower Policy

No employee, student, or independent contractor of the Seminary community who reports suspected fraudulent or dishonest conduct or other violations of this Code will be subject to discipline or retaliation of any kind in his or her terms or conditions of employment or enrollment by reason of making such a report unless such report is determined to be plainly false and made with malicious intent to harm another. Any individual within the Seminary community who believes that he or she has been retaliated against may report the same by using the procedures outlined above for violations of this Code.

Q. Internal Policy for Posting of Flyers or Advertisements

Pittsburgh Theological Seminary seeks to be a place of hospitality where communication is clear and dialogue is promoted. Our vision statement names our desire to "draw upon the best of our tradition and learn from others as the Spirit shapes and reshapes our common life and work in order to become a leading resource for theologically reflective and contextually engaged ministries." To this end, it is important that we offer ways to learn from each other both inside and outside of the classroom, on campus and beyond, through the sharing of information, the practice of conversation, in the promotion of public safety, and alongside respect for Seminary property. In order to accomplish these things, the posting of advertisements of any kind on windows of doorways in hallways and building entrances or on campus walls is prohibited. Flyers and advertisements, however, can be physically posted on bulletin boards located:

McNaugher 103 (1st Floor McNaugher Hall)

Student Association Office (1st Floor McNaugher Hall)

Long Hall (Mailbox area)

Barbour Library (in the café and the Active Learning Space; please see library staff before posting materials).

In addition to these areas, information can also be posted electronically and/or shared in the Seminary's weekly 25-Live email. To do so, send information to the Event Coordinator/Receptionist at reception@pts.edu by 10am Friday. Digital boards are located in Calian Hall, Kadel Dining Room, Long Hall first floor and the Barbour Library. The

Seminary's administration reserves the right to remove postings that do not adhere to these standards.

R. Swart Student Emergency Fund

The Swart Student Emergency Fund of Pittsburgh Theological Seminary is under the management of the Dean of Community Life and Formation and provides assistance to students who are facing unanticipated and temporary financial hardships. These funds are not loans but are awarded as grants in hopes of addressing a financial need. Students who think they may qualify can fill-out and submit the Student Emergency Fund application, available on My.PTS.edu, along with supporting documentation of need and hardship.

Expenses covered may include but are not limited to:

- car repairs
- dental, physical, and mental health medical expenses including medications and prescriptions (not covered by insurance)
- emergency or unexpected transportation costs
- assistance with rent or utilities due to an emergency situation
- travel arrangements for family emergencies
- loss from theft or fire
- books for courses

Expenses not covered:

- Tuition and fees
- Non-essential utilities such as satellite or cable TV
- Household and furniture costs not related to theft or damage
- Parking tickets
- Entertainment or recreation

FUND STIPULATIONS

1. Grants cannot exceed \$400
2. Grants may be awarded ONCE during a student's academic year
3. Grants do not have to be repaid

ELIGIBILITY REQUIREMENTS

To be eligible for a grant you must meet the following eligibility requirements:

1. Enrolled in and attending at least 6-credits for the semester in which funds are being requested.
2. Must be a degree-seeking student in good academic standing with minimum cumulative GPA of 2.0 or show evidence of recent satisfactory progress.
3. Must be experiencing an unexpected financial hardship resulting from an emergency or crisis situation that threatens your ability to successfully complete the current semester.
4. You can provide sufficient documentation of financial need (e.g., billing statements, receipts, repair estimates).
5. You have exhausted all other possible financial resources before applying for student emergency funds, such as student loans, Medicaid, personal financial accounts, people that owe you money, and community resources.

If you are unable to upload your documentation with your application, you should deliver directly to the Office of the Dean of Community Life and Formation, Long Hall Room 211 or to the Associate Director of Student Services in Room 209.

APPLICATION PROCESS

Requests for Swart Student Emergency Funds should be made to office of the Dean of Community Life and Formation and awards will be granted on a limited, as needed basis after a conversation with the Dean and adequate conveyance of need. The student would then be instructed to complete a Student Emergency Fund Application on My.PTS.edu under Student Services section. Upon completing a form, electronically submit it to the Dean of Community Life and Formation along with the attachment of receipts documenting need. Your completed request will be reviewed for approval and an appropriate amount will be determined if less than requested. Criteria for approval and granted

amounts will be based on eligibility, documentation of need, and availability of funds. The student will be notified by email of the decision along with follow-up instructions.

APPENDICES

Appendices

Committees with Appointed Student Representatives

Appointment Committee

The Appointment Committee is currently staffed by the Dean of Faculty and Dean of Community Life and Formation. The Deans convene over summer to appoint student representatives to the necessary committees. Each spring master's level students have the opportunity to nominate (or self-nominate) students to serve on faculty committees. Student Representatives to Faculty Search Committees, as stipulated by the Seminary Constitution, will be elected positions. However, the Appointment Committee may submit nominations.

Student Formation Committee

1. The concern of the Student Formation Committee shall be all co-curricular and non-academic aspects of student formation, including community life, campus worship, and the residential components of the Seminary's hybrid degree programs.
2. The Student Formation Committee shall consist of three faculty members, who shall elect a chairperson from among themselves, the Dean of Community Life and Formation, the Director of the Worship Program, and the President of the Student Association. Up to three additional students or staff members may be invited to join the committee in an advisory capacity.
3. The Student Formation Committee shall consider matters related to student life, including social, pastoral, justice and health concerns, in cooperation with relevant leadership in the seminary community.
4. The Student Formation Committee shall be responsible for addressing matters related to international students, in cooperation with the Dean of Community Life and Formation.
5. The Student Formation Committee shall be responsible for worship on campus by ensuring that quality, variety, and integrity will be upheld at all times, and that worship includes and respects the diversity of traditions represented in the seminary community; by overseeing celebrations of the Lord's Supper; by supporting the Director of the Worship Program in the execution of the Director's responsibilities; and by supporting the spiritual life of the seminary community.

Commencement Committee (Faculty/Administration)

The Commencement Committee convenes in the fall of the academic year prior to the year of the Commencement event. It plans the Service of Thanksgiving, and sees to other details of Commencement. At the beginning of the academic year, four student representatives are appointed by the Appointment Committee from the Middler Class for a two year term (those who anticipate being Seniors and graduating in the following academic year).

Search Committees (Faculty)

A faculty search committee recommends one or more candidates for a vacant position on the faculty. It solicits and reviews applications and invites a select group for on-campus interviews. Each search committee has one student representative appointed by the Appointment Committee in the absence of elections.

Ad Hoc Committees (Faculty, Administration)

Occasionally temporary ad hoc committees are formed for which one or more student representatives may be requested. Student representatives are appointed by the Appointment Committee or elected by the SA

**PITTSBURGH THEOLOGICAL SEMINARY
REQUEST FOR EXTENSION**

Name: _____ **Date:** _____

Course: _____ **Term:** _____ **Academic Year:** _____

Professor: _____

Reason for the Extension Request - Check One: Illness _____ Family Crisis _____ Other _____

Explain: _____

Requesting Extension Date of: _____

Note: (Extensions may be granted for not more than three weeks after the day final papers are due.)

Extension Instructions and Conditions:

1. According to the PTS extension policy (see Student Handbook), an extension is normally granted on the basis of illness or a crisis in the student's immediate family. Non-academic commitments, computer problems or other class work are not sufficient reasons for an extension.
2. It is the responsibility of the student to request the extension of the professor, to obtain her/his signature, and to bring this extension request to the Office of the Dean of Faculty for final approval. Extension requests must be completed and submitted by 4:30 p.m. on the Monday of Reading/Exam Week, one week prior to the date final papers are due. Extension requests made after the deadline are submitted by the Dean of Faculty to the Admissions and Standings Committee of the Faculty for approval or disapproval. All approved extension requests will be placed in the Registrar's Office and copies will be forwarded to the professor and the student.
3. The student turns in all extension work to the Office of the Dean of Faculty, which records the date the work is received and forwards the work to the professor for grading. If the work is not delivered to the Dean's Office by the date stated in the extension request, a grade of "F" is to be recorded for the work due and the professor notified by the Dean's Office. (There is no grade of "incomplete.")
4. Withdrawal with Faculty Approval (WFA): Upon written request of the student the faculty may grant a WFA for a course, if special circumstances justify it (see Student Handbook). Normally the deadline for WFA requests is the final date for grades to be delivered to the Registrar, i.e., two weeks after final papers are due. WFA request forms and instructions may be obtained in the Office of the Dean of Faculty.

By signing, I acknowledge that I have read and understand the extension instructions and conditions listed above and agree to the terms:

Student's Signature: _____

Professor's Approval: _____

Dean of Faculty's Approval: _____

Date Extension Request Received in Dean's Office: _____

Date Extension Work Received in Dean's Office: _____



Pittsburgh Theological Seminary
616 North Highland Avenue
Pittsburgh, PA 15206
Ph: 412-362-5610

Pittsburgh Theological Seminary Withdrawal with Faculty Approval (WFA) Request Form & Conditions

Students at Pittsburgh Theological Seminary may withdraw from any class without grade penalty prior to the end of the fifth week of a semester. After this, withdrawal from any class without grade penalty is possible only with a Withdrawal with Faculty Approval (WFA). If you are seeking a WFA, please complete this form.

Name: _____ **Date:** _____

Address: _____

List the courses and professors for which you are seeking a WFA:

Reason(s) for WFA Request: Check One

☐ **Illness**

☐ **Family Crisis**

☐ **Other**

Please Explain:

DIRECTIONS: PLEASE READ THE FOLLOWING CONDITIONS AND CONFIRM YOUR UNDERSTANDING WITH YOUR SIGNATURE:

- After the end of the fifth week of a term, withdrawal from any course without grade penalty may be done *only* with a WFA. Prior to the end of the fifth week of the term, any course may be dropped without grade penalty. The deadline for a WFA request is the date grades are due from the faculty at the end of the term, except for students on academic probation.
- *WFA is intended for cases of family crisis or illness that prevent a student from completing a course.* In case of illness a written note from a medical doctor is ordinarily required. Excuses such as anticipating the workload for the term or having to work at a church do *not* warrant a WFA.
- This request for a WFA must be given approval by all professors teaching classes for which the WFA is requested. After approval is given, this request, with a clear explanation of the reason for it, must be given to the Dean of Faculty, with copies to those professors.
- The request must be taken to the Financial Aid Office so that the student who is seeking the WFA may be counseled on how a WFA may impact their financial aid eligibility going forward for need-based aid, merit scholarships, and student loans.
- The request is taken by the Dean of Faculty to the Admissions and Standings Committee for review. From there it is taken by the Committee before the Faculty for final review and approval or disapproval. If it is approved, the Dean notifies the student in writing, and a WFA is entered on the student's transcript for the course.
- There is no reimbursement of tuition and fees for a WFA, and financial aid from PTS is not given again for a course that is repeated because of a WFA.

I have read and understand these conditions:

Student's Signature: _____ **Date:** _____

Professor's Signature of Approval:

Name: _____ **Date:** _____

_____ **Date:** _____

_____ **Date:** _____

_____ **Date:** _____

Financial Aid Office:

Name: _____ **Date:** _____

Dean of Faculty:

Name: _____ **Date:** _____

Pittsburgh Theological Seminary Academic Grievance Form

Academic Grievance Procedure

A student who has a grievance about an academic matter shall consult first with the faculty member whose course is involved. If there is no satisfactory resolution, the student may ask the Dean of Faculty to consult with the faculty member on his or her behalf. At that time the Dean of Faculty shall inform the student about possible further appeal according to the following procedure:

1. *If the matter is not resolved through the consultation of the Dean of Faculty with the faculty member, the student may make a formal appeal in writing* to the Dean of Faculty; such appeal must be made not later than the end of the fifth week of the term following the term in which the occurrence(s) giving rise to the grievance took place. Grievance forms can be found in the "Student Services" section on the My.PTS.edu portal.*
2. *On receipt of the student's letter of appeal the Dean of Faculty shall appoint and convene an ad hoc committee to address the issue. The committee shall consist of one faculty member from the area of the course in which the grievance arose, one faculty member from another area, and the Dean of Community Life and Formation. The Dean of Faculty shall serve as a non-voting, advisory member of the committee.*
3. *The committee shall gather information and shall arrive at a decision no later than the end of the ninth week of the term in which the letter of appeal was received.*
4. *The committee shall give written notification of its decision to both parties, the President, and the Registrar. If the decision involves the change of a course grade, the Registrar shall change the course grade in accordance with the committee's decision.*
5. *The filing of an academic appeal and its outcome will be noted in the student's file and kept until graduation. The greatest possible confidentiality shall be observed in the appeals process. The greatest possible confidentiality shall be observed in the appeals process.*

Student Name: _____

Faculty Name: _____

Course name and number: _____

Semester/Year: _____

Date of initial student conversation with faculty member: _____

Date formal appeal* submitted to Dean of Faculty: _____

Date ad hoc committee appointed: _____

Date of ad hoc committee meeting: _____

Date of written decision by ad hoc committee: _____

*The formal appeal in writing shall include: 1) a description of the nature of the grievance, 2) steps already taken to attempt resolution, 3) any supporting documentation (such as a copy of the assignment and graded submission), and 3) an indication of what you would consider to be a satisfactory resolution to your concern.

PTS Academic Grievance Form – July 2020

GUIDELINES FOR COURSE PAPERS

First consult (Academic Regulations and Procedures) above, Section T. Papers, noting especially the rule on **Plagiarism** and how to avoid it. Plagiarism, which includes the inappropriate uses of others' words and ideas as well as inadequate or absent citations, may result in a failing grade and/or a dismissal!

BIBLIOGRAPHY and FOOTNOTE FORMATTING GUIDANCE

At PTS, the default Style for bibliography and footnote entries is consistent with Kate Turabian's classic guide, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th ed. (Chicago: University of Chicago Press, 2017). Be sure to follow Notes-Bibliography Style (rather than Author-Date Style) for your PTS courses, as Notes-Bibliography is designed for humanities-oriented areas of study, including theology.

Turabian's 9th edition includes helpful information on citing online and other digital content as well as print sources. Additionally, students may consult the *Chicago Manual of Style Online's* "Chicago-Style Citation Quick Guide" for detailed guidance of print and digital formatting; this link may be found at https://www.chicagomanualofstyle.org/tools_citationguide.html. Again, be sure to follow Notes-Bibliography Style.

The Center for Writing and Learning Support has created a specialized "PTS Style Guide" for Pittsburgh Theological Seminary students, which covers many variations on basic Chicago Style that are relevant to the kinds of sources required in papers for our courses. You will find this Style Guide, entitled "PTS Style Guide Spring 2022," under the Writing Center tab on My.PTS.edu. This special PTS version of Chicago Style can be downloaded and/or printed for your convenience.

If you are asked by your professor to use another style manual (American Psychological Association, Society for Biblical Literature, etc.), please consult the resources in the Clifford E. Barbour Library or contact the staff of The Center for Writing and Learning Support through Dr. Shan Overton, Director (movert@pts.edu), for assistance. As always, follow your professor's directions regarding which style is preferred for each course you are taking; unless directed otherwise, assume Chicago Style is correct.

Because students have easy access to the "PTS Style Guide Spring 2022," we are including in this handbook only a single example of a Chicago Style print book citation for brief reference. Please refer to the Turabian book, the *Chicago Manual of Style Online*, and the "PTS Style Guide" for all of your citation formatting needs or contact The Center for Writing and Learning Support for help.

Key to Examples:

- B= Bibliography format** (Flush left on your paper with runover lines indented five spaces. A blank line is placed between entries.)
- FN= Footnote** (Footnotes are separated from the paper by a short line separator. Each footnote begins on a separate line indented the same number of spaces as your paragraph indentation. Footnotes are single-spaced with a blank line between notes.)

Book – One Author

- B: Calian, Carnegie Samuel. *Survival or Revival: Ten Keys to Church Vitality*. Louisville, KY: Westminster John Knox Press, 1998.
- FN: 1. Carnegie Samuel Calian, *Survival or Revival: Ten Keys to Church Vitality* (Louisville, KY: Westminster John Knox Press, 1998), 31.

Guidelines for MTS Projects

Project Formatting:

1. Projects should be submitted electronically in PDF format. Submissions should be one document, including a title page and the rest of the project, in that order.

2. Formatting:

- All pages must be formatted with 1-inch margins. All text must be in a font commonly used in your field. Citations should follow the standard accepted in your field (e.g. SBL, MLA, Chicago, etc.)
- Title page should contain the following information:

TITLE OF THE PAPER

By
Candidate's full name

A PAPER
SUBMITTED TO THE FACULTY OF PITTSBURGH THEOLOGICAL SEMINARY
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF
[DEGREE RECEIVED]

Pittsburgh, Pennsylvania
[Year]

Length and Details:

Students will receive 6 semester hour credits for the completion of a final project that explores more deeply the chosen area of concentration. The focus and design of the final project, which ordinarily takes the form of a comprehensive research essay of 10,000-15,000 words (approximately 40-60 pages), are developed in consultation with the student's advisor. As a capstone assignment, the MTS final project should demonstrate the ability to reflect on Christian traditions (SLO #1), an awareness of how socio-cultural context shapes interpretations of tradition, thought, and/or practice (SLO #2), and the capacity to engage in graduate level theological research (SLO #4). Moreover, at some point in the project, students must connect their work to SLO #3: the ability to participate in God's work of enacting justice in its many forms by addressing their research to issues of race or other examples of human conflict. It is up to the student and their advisor to determine the manner and extent to which this connection appears in the final project.

Submission Process:

1. Students should coordinate with their advisors to submit a finished draft of their project approximately three weeks prior to the Registrar's final deadline for all coursework that term (or deadline for Senior coursework, if applicable).
2. Advisors then read the project and respond with any needed edits and changes.
3. Students make the requested changes and submit finished/polished project to advisor and the Registrar by the final deadline for all coursework that term (or deadline for Senior coursework, if applicable).
4. At the time of final submission, finished/polished projects should be formatted as noted above and submitted in PDF form to the Registrar and their advisor. The Registrar will upload the PDF to a folder that library staff can access; it will be added to the institutional archives and the library catalog.

REMINDER ON PLAGIARISM

Plagiarism is not only strictly prohibited, but also carries a stiff penalty. It is far more than a mere rule of academic ways and means. To be sure, it pertains to the "academic house," and persons outside the school may never have occasion to understand its meaning. But in this "house" its sense is clear, and, as always, the practice of honesty in one place will solidify you in the practice of honesty in all places. As a form of theft, plagiarism falls under the prohibition of the 10 Commandments. When it goes undetected, it puts the student at an unfair advantage in a professor's judgment of all those in the class - a form of false witness, also prohibited in the 10 Commandments. A trust is violated, which damages the community of students and teachers.

The temptation to plagiarize usually arises when a student is under pressure to finish papers at the end of term. When you register for courses and especially when you read a course syllabus, try as best you can to estimate what the work load will be at the end of term. Remember that extensions may be requested only in some cases, and that in certain cases WFA may be requested.

You are responsible for being aware of all the information in this handbook, which includes the policy on academic honor, plagiarism, and testing. If you have questions, ask your faculty advisor.

Policies and Procedures for Students with Disabilities Pittsburgh Theological Seminary

Pittsburgh Theological Seminary affirms disability as a vital aspect of diversity and provides resources to ensure accessibility and inclusion in its academic community. Students with disabilities are encouraged to work with the Associate Dean for Students and Formation to request accommodations under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students have the right to equal access, confidentiality, and appropriate accommodations, while also bearing the responsibility to provide documentation and meet academic standards. The Seminary, in turn, has the right to request supporting documentation and to determine reasonable accommodations, while ensuring confidentiality and timely support. A formal process outlines the steps for students to request and receive a “Plan of Accommodation,” which is approved by the Dean of Faculty and shared with relevant instructors. Plans are reviewed annually. Students who believe their rights have been denied may file a grievance under the Seminary’s ADA policy.

(<https://www.pts.edu/accessibility>)

Pittsburgh Theological Seminary Title IX Policy and Procedures

Pittsburgh Theological Seminary prohibits gender discrimination, sexual harassment, and sexual violence in alignment with Title IX and its theological commitment to dignity and justice for all. The Seminary's policy applies to all students, employees, and vendors and addresses conduct both on and off campus when it affects the Seminary community. Title IX Coordinators and trained advisors oversee complaints, which may be filed in person or in writing, including anonymously. Complaints are reviewed by a designated Hearing Team, which investigates and recommends appropriate outcomes—ranging from advisories to permanent dismissal. The President makes the final decision. Victims of sexual violence are strongly encouraged to contact law enforcement and will receive Seminary support. Confidentiality is prioritized, though full anonymity cannot be guaranteed in formal processes. The policy emphasizes fairness, care, and safety throughout, and complements other Seminary policies while encouraging community accountability and restorative responses to harm.

(<https://www.pts.edu/title-ix-and-antiharassmentv>)

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within forty five (45) days after the day the Pittsburgh Theological Seminary receives a request for access. A student should submit to the registrar, dean, head of the academic department, [or other appropriate official,] a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask Pittsburgh Theological Seminary to amend a record should write [the school official responsible for the record], clearly identify the part of the record the student wants changed, and specify why it should be changed. If [School] decides not to amend the record as requested, Pittsburgh Theological Seminary will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before Pittsburgh Theological Seminary discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Pittsburgh Theological Seminary discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by the Pittsburgh Theological Seminary in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Pittsburgh Theological Seminary who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Pittsburgh Theological Seminary. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires a school to make a reasonable attempt to notify each student of these disclosures.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Pittsburgh Theological Seminary to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

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

A list below of the disclosures that postsecondary institutions may make without consent appears below. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within Pittsburgh Theological Seminary whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§99.31(a)(10))

- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11)). At Pittsburgh Theological Seminary, ‘directory information’ typically includes: student’s name, address, email address, telephone number, class level, division, campus box number, advisor, religious affiliation, college previously attended, and spouse’s name. Students have the right to opt out and have some of their information excluded from Directory Information. Directory information is requested from students each year on the Student Information form and only information supplied by the student is published. Students cannot opt out in order to prevent the disclosure of their name, institutional email address, or other identifier in classes in which they are enrolled.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Family Educational Rights & Privacy Act (FERPA) Release Form

Overview:

The Family Educational Rights & Privacy Act (FERPA) provides students certain rights concerning the privacy of their educational records. Pittsburgh Theological Seminary, in compliance with FERPA, requires the written consent of students before releasing protected information from educational records to third parties for reasons such as employment, admission to educational institutions, providing information to authorized third party (family member), etc.

To consent to the release of information to a third-party for such purposes, students must complete this form and return it to the Registrar's Office.

Student's Name: _____ **Student ID:** _____
(Please print)

Types of Information to Release:

- ☐ Academic Records (grades, transcripts, schedule, etc)
- ☐ Financial Aid Data (institutional, federal, and other external aid)
- ☐ Student Account Information (billing, current balance, etc)
- ☐ Other (Please specify) _____

Recipient:

Name: _____ **Phone Number:** _____

Relationship to Student: _____

Reason for Disclosure: _____

Street Address: _____

City/State/Zip: _____

Email: _____

I understand that some of my records may be protected under the Family Educational Rights and Privacy Act of 1974 and cannot be released without my written consent. By completing and signing this release form, I am authorizing Pittsburgh Theological Seminary to discuss, disclose, and disseminate any and all information that is housed in my education records to the individual(s) whom I have identified above. I realize that unless I opt-out in writing, certain parts of my education records may be disclosed regardless of this release, such as directory information as defined by Pittsburgh Theological Seminary. I also realize that there are exceptions to FERPA that may allow Pittsburgh Theological Seminary to release my educational records regardless of this release. The person and/or agency receiving my education records may not disclose the information received unless specifically authorized in the "purpose" section of this release. However, since Pittsburgh Theological Seminary cannot control the actions of other people, I release Pittsburgh Theological Seminary and waive all rights as it concerns others' actions once my information is in their possession. This release will expire five (5) years from the date of signature unless noted differently. I certify that this consent has been given freely and voluntarily. I may revoke this consent at any time by providing written notice of such revocation to Pittsburgh Theological Seminary's Registrar's Office.

Students Signature: _____ **Date:** _____

NOTE: *Student's original signature is required*



Name Change / Preferred Name Request Form

Legal names are required when students apply to PTS and are tied to official academic records. A student's legal name is tied to any records held by the government – birth certificate, Social Security number, tax records, etc. To change the legal name on your academic record, please provide the information requested below and provide a copy of an official court or legal document required for validation. **NOTE: The new name must be legally tied to the individual's Social Security number and federal tax records.**

Please Print:

Former Legal Name _____

Current Legal Name: _____

Reason for Change: _____

VERIFICATION PROVIDED:

☐ Official Court Document (Marriage license, Court order reflecting a legal name change)

☐ Government issued proof of identity

(Passport, newly issued birth certificate with name change, or other type of government issued documentation)

REQUEST FOR USE OF PREFERRED NAME:

Pittsburgh Theological Seminary provides students with an option to be known by a 'preferred' name which is different from their legal name. Preferred names can be used on the following internal platforms: Email address, Canvas Learning Management system, PTS ID card, Library account, campus mailbox, and PeopleFinder (internal campus directory).

It is not possible to use a preferred name on legal academic records (academic transcript, enrollment verifications, employment verification, degree verifications), payroll records, tax forms, financial aid and student loan documents, billing records, and immigration/visa documents.

To request the use of a preferred name on internal PTS platforms, please provide the information requested below. PTS reserves the right to reject the request if the name is not reasonable and respectful.

Please Print:

Current Legal Name: _____

Preferred Name: _____

Signature: _____ Date: _____

Please submit this form along with valid verification to the Registrar's Office.

Pittsburgh Theological Seminary
PET POLICY

SUMMARY

Students living in designated apartments are permitted to have pleasant and mature (house-trained) dogs, cats, and caged pets with approval from the Dean of Community Life and Formation. **Reptiles, large rodents, ferrets, and rabbits will not be given consideration.** Immature and/or pets not house-trained are not permitted. Pets are not permitted in Calian Hall.

A pet deposit of \$250 is required for an un-caged pet. Pets are limited to no more than 1 per unit. A pet application form must be completed for all pets (except fish). Fish tanks are limited to a total of no more than 30 gallons. **Pets are not permitted in an apartment until a pet application has been approved by the seminary.** All pet owners must clean up after their pets, especially when their pets defecate in the yards or any other public areas. Pet owners must ensure that their pets do not bother or disturb other residents.

Pets, including cats are not permitted to be outside without being supervised by their owner. Visiting pets are not allowed to stay overnight in a seminary apartment. Only pets approved by the Dean of Community Life and Formation are allowed to be on the premises of the main campus bounded by Saint Marie, Saint Marie, North Highland, Sheridan, and East Liberty Boulevard. Any damage to an apartment unit or other Seminary owned property (including but not limited to grass, trees, shrubs, fences, walls, doors, etc.) is subject to being charged to the student, at the sole discretion of the seminary.

Rabies Vaccinations

Pet owners must provide a copy at the time of application of current rabies and other vaccinations as required by the City of Pittsburgh.

Other City of Pittsburgh Regulations

Dog owners must also provide a copy of a valid City of Pittsburgh dog license
https://pittsburghpa.gov/publicsafety/docs/Dog_License_Application.r3.pdf.

Dog owners must keep dogs on a leash when on seminary property (except when in the owners apartment) and adhere to City leash regulations.

A complete listing of all City regulations residents must adhere to can be found at the following:
<https://pittsburghpa.gov/publicsafety/pet-owners>
<https://pittsburghpa.gov/publicsafety/stray-animals> <https://pittsburghpa.gov/publicsafety/spay-neuter>

Issue Resolution

Any questions, comments, concerns, or issues of interpretation of this policy and/or its enforcement or modification must be submitted in writing to the Dean of Community Life and Formation. The Dean of Community Life and Formation shall consult with the school's VP for Finance and Administration in making any recommendation or decision. All decisions of the Dean of Community Life and Formation are subject to, and effective only upon, the concurrence of the VP for Finance and Administration.

Special Exceptions

Special exceptions to this policy may be considered by written request to the Dean of Community Life and Formation. Such request will be reviewed and approved/rejected by the Dean of Community Life and Formation.

I have read the Seminary Pet Policy and agree to adhere to all terms of the Policy

Signature _____

Date _____

Pittsburgh Theological Seminary BEHAVIORAL CONDUCT POLICY

Whenever the Seminary is presented with a problem of inappropriate student conduct in violation of the Expectations for Holistic Formation, the following procedure will be followed¹:

1. A written complaint regarding the student must be made to the Dean of Community Life and Formation by the injured party or their representative. The complaint may be sent through regular mail or e-mail. The complaint, as succinctly as possible, should identify the student and describe the conduct causing the concern.

2. There shall be an initial conference between the student whose character or conduct has been questioned and the Dean of Community Life and Formation to ascertain the facts of the case. This conference shall take place no more than five (5) business days after the complaint is made² Any international students studying on an F-1 visa must immediately consult with the Registrar at the start of any disciplinary hearing to be advised of their options for maintaining immigration status. In the initial conference, the student shall be informed of the nature of the complaint and the student shall be invited to respond. The student will be provided with a copy of this process. In some cases, the Dean of Community Life and Formation may be able to help the parties involved come to a resolution without initiating the next steps described in this process.

3. The Dean of Community Life and Formation shall then make a decision concerning resolution of the charges or referral to an ad hoc committee for further review and action. The committee shall consist of the Dean of Community Life and Formation, the Dean of Enrollment Management, the Dean of Faculty, and an additional faculty member (to be appointed by the Dean of Faculty). Decisions of the Dean of Community Life and Formation may be appealed to the ad hoc committee; decisions of the ad hoc committee may be appealed to the Dean of Faculty.

4. If the matter is referred to the ad hoc committee, the Dean of Community Life and Formation shall write a letter to the student stating the nature of the evidence in the hands of the Seminary, and in what respects the evidence may indicate that the student is in violation of the Seminary's Expectations for Holistic Formation. The letter will request that the student meet with the ad hoc committee no later than seven (7) business days after receipt of the letter, at a time and place designated.

5. The student will meet with the ad hoc committee. The student will be allowed to bring a support person of their choosing to the meeting; however, the support person is not allowed to speak during the committee's proceedings. Following this meeting, the ad hoc committee shall make a decision concerning the resolution of the complaint. Where the resolution includes dismissal from the Seminary (including for some period of time less than a final expulsion), the ad hoc committee shall refer the matter to the Dean of Faculty.

6. Should the ad hoc committee refer the student to the Dean of Faculty for dismissal, a letter will be sent from the committee to the Dean of Faculty and to the student. Such a letter shall include designation of the nature of disciplinary or other action to be taken. The student shall be given the opportunity to send comments or objections by letter to the Dean of Faculty at this time. The letter from the committee shall advise the student of the timing for submitting any comments or objections, but in no event shall the deadline for the submission be less than ten (10) days from the date of the letter. The Dean of Faculty shall take action by ratifying, modifying, or vacating the recommendations of the ad hoc committee. The Dean of Faculty shall notify the student in writing of the decision.

¹ Where the Anti-Discrimination Policy applies, its rules and regulations shall govern this procedure. Likewise, where the Seminary's Anti-Discrimination Policy applies, its rules and regulations shall govern this procedure. The Dean of Community Life and Formation and the Seminary's Title IX/Anti-Discrimination Coordinator shall confer on any situation in which any challenged conduct could fall under the Anti-Discrimination Policy to make an initial determination whether this policy or one of those Policies governs.

² Time frames stipulated in this policy apply to cases adjudicated during the usual rhythms of the academic year. Complaints lodged during academic breaks (e.g., Christmas holidays, summer, etc.) may take additional time to adjudicate, in which case, the student shall be advised in writing of new deadlines. The student may also request additional time at any point of this process, in writing, and directed to the Dean of Community Life and Formation. The Dean of Community Life and Formation, in the Dean's sole discretion, shall determine whether to grant any additional time.

7. A student who wishes to appeal dismissal by the Dean of Faculty may appeal to the entire Faculty. The request for appeal should be sent to the Faculty no less than ten (10) days prior to the next scheduled faculty meeting. The student shall be given the opportunity to send comments or objections by letter to the Faculty through the Dean of Faculty at this time. The Faculty upon motion duly made shall take action by ratifying, modifying, or vacating the recommendation of the Dean of Faculty. The Dean of Faculty shall notify the student in writing of the Faculty's decision. The student may appeal a decision of dismissal by the Faculty, such appeal to be sought in writing by letter to the President of the Seminary within ten (10) days of the student's notification of the Faculty's decision to dismiss the student. Upon appeal, the final review of any decision to dismiss the student from the Seminary (including for some period of time less than a final expulsion) shall be made by the President of the Seminary, based upon whatever information, interviews, and evidence (if any) that the President may request. The President, in the President's sole discretion, may ratify, modify, or vacate any dismissal.

Pittsburgh Theological Seminary HYBRID GATHERINGS ATTENDANCE POLICY

Students enrolled in one or more hybrid courses in a given semester are required to attend two on-campus gatherings in their entirety in addition to regular attendance in weekly online class sessions. Gathering attendance is a course requirement for every hybrid course.

On-campus gatherings begin at 11:00am Thursday and conclude at 12:15pm on Saturday. They feature a variety of formational activities including hybrid class meetings.

Participation in all gathering activities is expected. Students are responsible for making travel arrangements to ensure their presence for the entirety of each gathering.

In case of emergencies, students unable to attend a hybrid on-campus gathering or a portion of a gathering must submit a Petition for Excused Gathering Absence to the Dean of Faculty detailing the nature of the emergency and providing supporting documentation. Petitions are rarely granted, except for the most extreme situations, and, if granted, will require a make-up assignment submitted to the Dean's Office for evaluation.

In most cases, missing all or part of a gathering will result in an automatic 20% reduction in the final grade for each hybrid course taken that semester, and missing both gatherings will result in a failing grade. Students who petition for excused absences for more than two consecutive gatherings in an academic year must consult the Dean of Faculty about whether a leave of absence will be necessary to continue in the program.

To petition for an excused absence, click on the following link and complete the Webform (note: you must be logged in to my.pts to see the form): https://my.pts.edu/ICS/Students/Hybrid_Programs.jnz

You can also access the form by logging into <https://My.PTS.edu>, clicking the "Students" tab, then clicking the "Hybrid Programs" page on the left-hand side.

Pittsburgh Theological Seminary CALIAN KITCHEN POLICY

The Calian kitchen is a space for the enjoyment and edification of community and a place to practice hospitality. The Housing Office has worked in tandem with the Facilities Team to develop these policies and procedures to ensure the cleanliness of the kitchen.

1. Residents are responsible for cleaning the kitchen after each use of the kitchen.
 - a. All cookware must be cleaned and put away.
 - i. Cleaned cookware is entirely dry and does not have grease or oil on it.
 - b. All cookware that belongs to residents is to be kept in the resident's room.
 - c. All counters must be wiped and cleaned.
 - d. The floor must be swept.
 - e. If there has been a spill it must be wiped up and the floor must be mopped.
2. Do not remove the pots, pans, or dishes from the kitchen.
3. The kitchen door must remain closed at all times so that all residents have to swipe to enter. This allows the Housing Office to enforce these policies and procedures. This will also prevent smoke alarms from going off while residents are cooking.
4. All food must be stored properly in the refrigerator, freezer, or removed from the kitchen.
 - a. All food stored in the refrigerator or freezer must be fully covered and be labeled with the resident's name and the date that the food was put into the refrigerator or freezer.
 - b. Food that is not stored properly (as described in 3a) will be disposed of at the discretion of management.
 - c. Food that is more than two weeks old and/or has gone bad will be disposed of at the discretion of management.
 - d. All spices, oils, and other "kitchen staples" should be kept in the residents' rooms.
5. All food belongs to individual residents and is not communal. Residents should not remove, touch, or cook with any food or spices that does not belong to them.

If the kitchen is not cleaned after each use, PTS reserves the right to limit or remove access to the Calian Kitchen.

Pittsburgh Theological Seminary
ON-CAMPUS CREDIT CARD MARKETING TO STUDENTS POLICY

In compliance with Act 35 of 2023, 24 Pa. Stat §23-2302-A, Pittsburgh Theological Seminary establishes the following policy governing the marketing of credit cards to students on campus.

Policy

Pittsburgh Theological Seminary prohibits the advertising, marketing, or merchandising of credit cards on campus to students.

This includes advertising or solicitation at campus vendor tables, as well as posting or distribution of applications, flyers, posters, handbills and signage (electronic and otherwise) on Seminary premises. The Seminary's e-mail system, social media, or website may not be used for advertising or solicitation of credit cards to students. Banks, credit unions, and other businesses approved to be present at student orientations and other campus activities may not provide credit card applications to students during those events. In addition, no campus employee, student group, or department may accept financial support or other goods and services from credit card issuers or vendors in exchange for allowing them to market credit cards to students.

Standards and Procedures for Human Subject Research Conducted by Persons Affiliated with Pittsburgh Theological Seminary

Definition of Terms¹

Research	means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. Activities that are solely related to parish ministry and have no bearing upon any research are not intended to fall under this policy.
Human subject	means a living individual about whom an investigator (whether professional or student) conducting research obtains, uses, studies, or analyzes information through intervention or interaction, or whose identifiable, private information is used, studied, analyzed, or generated
Risk	means the extent of exposure to physical, psychological, or other types of harm or potential harm through participation in research
Minimal risk	means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests
Informed consent	means an active and on-going process of providing research subjects with all of the relevant information they need to make a fully informed, independent decision about whether the research subject wishes to participate in, and to continue participating in, the research study. Its three key features are disclosing information about what will happen in the research; facilitating the understanding of what has been disclosed; and promoting the voluntariness of the subject's decision to participate, especially by using language that can be understood and ensuring that the subject is not unduly influenced.
Assent	means a child's affirmative agreement to participate in research. Mere failure to object shall not be construed as assent, and a child's Assent to participate in research shall not be sufficient consent without also obtaining Permission (as defined below).
Permission	means the written agreement of parent(s) or guardian to the participation of their child or ward in research.
Confidentiality	means not divulging information that an individual discloses in a relationship of trust and with the expectation that it will not be divulged without his or her permission.
Anonymity	means receiving an unknown or unacknowledged name.
Privacy	is having control over the extent, timing, and circumstances of disclosing an aspect of oneself (physically, behaviorally, or intellectually) with others.
Protocol	is the formal design or plan of an experiment or research activity; specifically, the plan submitted to an Institutional Review Board for review. The protocol includes a description of the research design or methodology to be employed, the eligibility requirements for prospective subjects and controls, the treatment regimen(s), and the proposed methods of analysis that will be performed on the collected data.
Institutional Review	is the specially constituted review body established to protect the welfare Board of human subjects recruited to participate in research.

Introduction

All persons who conduct human subject research under the auspices of Pittsburgh Theological Seminary (faculty, staff, and students) will treat individuals participating in their research with appropriate professional respect, regard, and care. The purpose of these Standards and Procedures is to ensure an adequate review of research plans regarding two central ethical concerns: a) that human subjects are treated in a manner consistent with their dignity and autonomy, and b) that human subjects are protected from risks or harms that could be posed by the research and that the privacy of human

¹ * Certain definitions are adapted from the Code of Federal Regulations, Title 45 Part 46.102.

subjects is adequately and appropriately protected.

Pittsburgh Theological Seminary (PTS) recognizes that human subject research in a seminary context includes several kinds of research, including those that will be a) published and publicly available for wide review; b) submitted for course-related assignments and disseminated or discussed among students; and c) submitted solely to a professor.

Human subjects are involved if

a) there is an intervention or an interaction with a living person that would not be occurring, or would be occurring in some other fashion, but for this research; or b) identifiable personal data or information will be obtained for this research in a form associable with individual(s).

An Institutional Review Board (IRB) will have the final authority to approve, require modification of, or disapprove of all research activities. No research participants may be approached, for pilot work or for the main study, until the researcher is formally notified that the proposed research has either been exempted or has been approved by the IRB.

Ethical Standards

When the IRB reviews research protocols, the board will seek to ensure that ethical standards will be followed, including standards of informed consent, confidentiality, privacy, anonymity, and disclosure of affiliation and/or sponsorship.

Informed Consent

Informed consent must be obtained in writing from all participants prior to the initiation of research. Researchers shall set forth the following information with potential subjects prior to their participation in the research:

- a. The purpose of the study and that the study will involve research;
- b. All research procedures to be followed;
- c. The expected duration of the subject's participation;
- d. Any reasonably foreseeable risks or discomforts to the subjects;
- e. Any benefits to the subject or others which may reasonably be expected from the research;
- f. The research subject's rights;
- g. The identification of an individual who can be contacted by the subject for answer to questions related to the research, adverse effects of the research, or the subject's rights as a research subject;
- h. A statement that the participation is voluntary, that refusal to participate or to continue to participate further will not result in penalty or any loss of benefits that the subject might otherwise be entitled to receive, and that the subject can stop participating at any time;
- i. Disclosure of any conflict of interest (including financial conflicts) that the researcher may have with the study. In this regard, Researchers must carefully consider and disclose any conflict between the Researcher's role as pastor/priest versus the Researcher's role as a student in any research that involves research of a congregation/parish where the Researcher is or has been a member of the clergy;
- j. Disclosure of any costs (including emotional costs) that the subject may incur from participation in the research, as well as any compensation that the subject will receive from participation in the research;
- k. The ways that the research's context and location, and participants' identities, will be disguised;
- l. The manner and extent to which the anonymity and or confidentiality of the records identifying the subject will be maintained;
- m. The importance of candor;
- n. How the results will be disclosed; and
- o. The possibility of publication.

Information shall be shared with subjects in language understandable to them. Research involving subjects who are not able to give legal consent (*e.g.*, persons under 18 years of age or with cognitive impairments) will require the written permission of a parent, guardian, or legally authorized representative (LAR) and (when possible) their own written assent. The IRB will take into account special considerations required for research involving vulnerable populations, including persons under the age of 18, persons with cognitive or other impairments, and incarcerated persons. The informed consent process shall not include any language through which subjects are made to waive or appear to waive their legal rights, or release or appear to release the researcher, the advisor, or the school from liability or negligence. It shall be made clear to subjects that they are free to withdraw from active participation in the research at any time. Should subjects indicate a desire to withdraw later, they shall be allowed to do so promptly and the researcher will display no discontent.

The written document to be used in obtaining the initial informed consent from each subject shall be approved in advance by the IRB, and a fully completed written consent must be obtained from the subject before the subject is permitted to participate in any manner in the project. The IRB may at any time, or from time to time, require the execution of new or revised written consents in connection with any project.

Confidentiality, Privacy, and Anonymity

Researchers shall respect and attempt to guard and protect the privacy of their research subjects. They shall protect confidential information disclosed to them, advising subjects in advance of any risks or limits upon their ability to ensure that the information will remain confidential and anonymous. They shall document their procedures for protecting confidentiality and ensuring privacy. During the researcher's active use of any confidential information, the researcher will maintain electronic data and information only on computing devices that are properly secured via passwords and other means so that the data cannot be improperly accessed. The researcher shall also take proper precautions when uploading or sending any data and be mindful that when working in public areas, care must be taken to avoid persons from viewing confidential information or intercepting it through insecure internet access. Notes and other physical documentation must be kept in a secure area and should be reviewed only where the researcher can do so while preserving confidentiality. In no event should documents containing confidential information be carried or transported in any envelope, file folder, or the like where the labelling reveals the name or personal information of any subject.

At the completion of the project, any other data or documentation, including information stored in any electronic device, should be deleted in a manner (as outlined in the informed consent form) that will not permit recovery.

Researchers shall not release any of their subjects' personally identifiable information. All personally identifiable information about human participants will be fully anonymized before being included in any course assignment, project, thesis, public document, or presentation.

However, subjects shall retain the right to release their personally identifiable information to third parties (e.g., a therapist, counselor or pastor). Subjects wishing to release their information shall complete a *Permission to Release or Obtain Personal Information Form*.

Researchers who are seeking to obtain previously collected personally identifiable information about their subjects (e.g., records of prior therapy, counseling or interviews) may also do so by completing the same *Permission to Release or Obtain Personal Information Form* and securing the subject's permission to examine this previously gathered information. Any information about a subject gathered through an authorized release of previously collected information is entitled to all the same protections and subject to all the same restrictions as information gathered directly from the subject.

Disclosure of affiliation and sponsorship

Researchers shall clearly indicate their relationship with Pittsburgh Theological Seminary to their subjects. When indicating their relationship with the seminary, they must also disclose whether the research is sponsored by PTS.

Mental Health Considerations and the Special Role of Clergy

All research shall be evaluated for its potential impact upon the mental health of the participants. Researchers must consider that even asking certain questions could be upsetting, or even emotionally destabilizing, to a participant. Additionally, the Researcher must be mindful that most subjects will tend to place a clergy member (or someone training for the ministry) in a relationship of immediate and significant trust. When the Researcher is or was serving as a minister in a congregation where the subject is a member, not only is the inclination to trust amplified, but also the Researcher faces ethical and legal issues in disclosing statements that a subject makes. It is not always easy or even possible to separate when the Researcher is in the role of researcher and when the Researcher is in the role of a pastor/priest.

Because of these concerns, Researchers shall be required to consider the project's impact upon the mental health of its participants and the Researcher's ethical duties in any situation where human subjects shall be asked to provide sensitive information. Where the Researcher will be using members of the Researcher's congregation as subjects or where any subject is a member of a vulnerable population (e.g., children, incarcerated persons, veterans), Researchers may be required to obtain further training before engaging in the project, including training on ethical matters and/or on identifying signs of distress and destabilization in subjects. Researchers may also be required to obtain the support of a

qualified mental health professional to participate with the Researcher in interacting with the subjects.

Finally, Researchers should err on the side of caution in allowing any subject to be alone who appears to be upset or destabilized. All Researchers are expected to know how to receive immediate help if a subject is in distress and the Researcher has any concerns that the subject might be a danger to themselves or others. For example, in such a situation occurring in Western Pennsylvania, the Researcher should call the Resolve Crisis Services (1-888-796-8226) and should make sure that the subject is safe and not alone until a representative from Resolve provides further guidance.

Dual Relationship Considerations

Often, ministers have more than one kind of relationship with the persons they seek to research, including relationships where they have power over those persons. These kinds of dual relationships often make it difficult for persons to decline participation in the research or to be fully candid if they do participate. Conversely, persons may seek influence, favor, or advantage by readily agreeing to participate or they may modify their responses in an attempt to be amenable. In any event, awareness of the other relationship may qualify and affect the research—as well as the ministerial relationships—in unintended and even potentially harmful ways for both researcher and subjects.

Therefore, not only must researchers who conduct research within their own communities offer special justification for it, they must put safeguards in place if the research goes ahead. Assurance that subjects will experience no harm is not a safeguard. Different research protocols will require different safeguards, but some may include: *deferring* research until the dual roles have ended, enlisting a *third party for participant recruitment* (thus keeping the researcher from knowing who agreed to participate and who declined), and using a *third party for data collection* (thus keeping the researcher from knowing which participants offered which information).

In addition to these safeguards, researchers conducting research within their own communities or with persons with whom they have dual roles and relationships, must at the same time candidly and explicitly acknowledge the duality and/or power-over nature of their relationship.

Researchers must tell subjects that while in the role of researcher, they are not invoking their other role(s) and will avoid all inducement or pressure to do so.

Initial Process

When PTS faculty, staff, or students plan to conduct research with human subjects, the project will first be described in a written proposal that will include the research protocol for the project in addition to other information required under this policy. At the very least, a protocol must be reviewed by the IRB for any research that is likely eventually to be published, or that carries more than minimal risk to participants.

More than minimal risks include:

1. subjects' responses or observations being recorded in such a way that subjects might be directly identified;
2. subjects' responses or observations, were they to become known outside the research, reasonably placing subjects at risk of criminal or civil liability or damaging subjects' financial standing, employability or reputation;
3. research dealing with sensitive aspects of subjects' own personhood or behavior, such as exposing sensitive personal information or secrets, illegal conduct, drug use, sexual behavior, or use of alcohol; or
4. participation in the research potentially producing negative emotional, psychological, spiritual, behavioral, or relational responses in some subjects.

The proposal will be submitted to the IRB for review. A representative will respond by:

- a) returning the proposal to the researcher for revisions and resubmission. Projects that are under revision may not go forward until the IRB grants approval;
- b) declaring the project exempt from review by the full IRB. Exempt research may commence as soon as notice is received. Exemptions will normally be granted to proposed projects which meet these criteria:
 1. the project carries no more than minimal risk to the human participants;
 2. the project does not collect any personal identifiable information; and
 3. the project falls within the normal activities of educational enterprises.
- c) granting approval of the proposal.

Researchers who are candidates for a degree program and producing a summative project for that degree (i.e., students in

the DMin program) shall gain the endorsement of their supervising faculty members before submitting a written proposal. The student shall submit the endorsement along with their research protocol for their proposed project. The supervising faculty member shall assist the student with the IRB process, but obtaining IRB approval is the responsibility of the student. When student projects (such as DMin projects) additionally need academic approval, their final approval must await approval by the IRB. IRB approval does not guarantee academic approval of the project because the IRB is charged only with ethical and not with academic oversight.

The Full IRB Review Process

The PTS Institutional Review Board shall be composed of the Vice President for Academic Affairs and Dean of the Faculty (who serves as its Chair), the Director of the Doctor of Ministry program, and one member of the faculty appointed *on a rotating basis* by the Dean of the Faculty. The Vice President for Finance and Administration will serve in an advisory role to the IRB and shall meet with the full board on an as-needed basis.

The IRB will always stand ready to meet to review proposals monthly. The IRB will consider requests for reviews at other times as needed.

The IRB normally conducts its business in person. The researcher may be invited.

The IRB will meet to review the proposed research protocol. It will complete its review and respond to the researcher within fourteen days from the date the proposal was distributed to the full board.

The IRB will respond to proposals in one of four ways:

- a) Approve the proposal as submitted;
- b) Require modification of the proposal and resubmission;
- c) Approve with specific required revisions; or
- d) Disapprove the proposal.

The researcher will be notified promptly. The IRB will respond to the researcher with a written explanatory statement in the cases of b), c), or d).

Renewal of IRB Approval

Researchers whose interaction with subjects and/or data collection is not completed within one year of IRB approval must seek renewed approval. The researchers shall submit their original research protocol along with an addendum explaining any changes to their original research protocols and a revised projected date for completion of interaction and/or data collection. Researchers who have not yet completed their data analysis but have completed their interaction and/or data collection are not required to seek renewed approval.

Changes in Research Protocol and Recognition of Increased Risk

Significant changes to the research protocol, either after a determination that the project is exempt from full IRB review or after IRB approval, must also receive renewed approval from the IRB. In addition, research protocols must not only be reviewed but research itself *immediately suspended* if researchers observe that it is producing more risk than anticipated, or if they observe adverse consequences that may be attributable to the research.

Records

The IRB shall maintain the following records for three years in the office of the Vice President of Academic Affairs and Dean of the Faculty.

- a) Copies of research protocol proposals.
- b) Original consent forms.
- c) Any reports of harm to subjects.

Researchers are encouraged also to keep their own records of their protocols and consent forms.

Research Projects in Courses

Assignments involving human subject research will undergo the Initial Process, described above, and will normally be expected to meet the criteria for exempted research. If not, course instructors are responsible for obtaining full IRB approval for the assignments. Once an assignment has been approved through either process, students themselves are exempt from seeking IRB approval for their research. They shall, however, be held accountable for following the approved detailed assignment instructions and shall receive instruction in the ethics of human subject research. Since

they serve not only as policy but also as education, these Standards and Procedures for Human Subject Research shall be included in:

- a) the Masters students' handbook;
- b) the DMin handbook; and
- c) DMin Research Methods course syllabi.