



STUDENT HANDBOOK



Pittsburgh Theological Seminary Student Handbook

Students are responsible for knowing and understanding its contents.

Revised: September 30, 2016

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Pittsburgh Theological Seminary
PURPOSE

Pittsburgh Theological Seminary is a graduate professional institution of the Presbyterian Church (U.S.A.). Located in the heartland of Presbyterianism and part 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 (USA). 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.

¹ PTS Mission Statement edited

² PTS Faculty Identity Statement

³ PTS Faculty Identity Statement

⁴ PTS Prayer of Lamentation and Repentance

- 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 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
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

Monday through Thursday, 9:00 a.m.-12:00p.m. and 1:00p.m. - 4:00 p.m.
Friday, 9:00 a.m. - 12:00 p.m.

Cafeteria Hours

Breakfast - Monday through Friday, 7:30 a.m. - 8:30 a.m.

Lunch - Monday through Friday, 11:30 a.m. - 1:00 p.m.

Snacks and beverages are available from 7:30 a.m.-2:00 p.m. Monday through Thursday, and 7:30 a.m. -1:00 p.m. on Friday. 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. - 5:00 p.m.

Saturday, 9:00 a.m. - 4:30 p.m.

Sunday (circulation services only), 5:00 p.m. - 10:00 p.m.

Summer:

Monday - Friday, 9:00 a.m. - 4:30 p.m.

Hours for special events 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 programs.

A. Residency Requirement

A minimum of one full academic year of attendance at Pittsburgh Theological Seminary ordinarily is required for all masters 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 term. A student in the above-mentioned programs will be considered half time when carrying at least six credits per term.

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 form with the student prior to registration and give her/his signature as sign of 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 Students.

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 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 term (Usually the ninth week of the previous term). 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, please meet with the Dean of Faculty.
2. Student Health Insurance:
Students must provide proof of health insurance to the Registrar prior to registration each academic term. Information on student insurance plans is posted on the Student Services page on <http://my.pts.edu>.
3. Late Registration:
Registrations entered after final exams 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 second week of class each term.

4. **Minimum Enrollment:**
There must be at least six 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 dropped or added during the first two weeks of each term without penalty. Students should add or drop courses online through <http://my.pts.edu>. Adding new classes is not permitted after the second week of each term.

Students may withdraw from any course without grade penalty until the end of the fifth week of a term. 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 fifth week of a term. The course is not listed on the student's transcript. Withdrawal after the end of the second week but before the end of the fifth week means that students must pay one half of course tuition.

Courses dropped after the fifth week of term (without WFA) require full payment and recording of a failing grade. (See below G: WFA.)

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 which is 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 may involve 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.A. and M.A.T.M. programs (exceptions may be made for students writing a thesis). 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 and should be completed before Registration for the term in which the work is to be completed.

M.Div. Thesis Option: - At the completion of 60 hours of course work, an M.Div. student with a cumulative GPA of a least 3.5 can petition the faculty to be admitted to the Thesis Option, using the Thesis Option Petition Form available in the office of the Dean of Faculty. Admission to the Thesis Option is by vote of the faculty upon recommendation by the Dean of Faculty. The Dean negotiates the assignment of members of the faculty as advisors. Once admitted to the Thesis Option, a student registers for three consecutive terms totaling nine credit hours for Thesis Research. A pass (P) will be entered for the first two terms and then retroactively changed upon completion of the thesis in Term III to the letter grade to be received for the entire course of work.

M.A.T.S. Thesis or Portfolio: M.A.T.S. candidates are required to write a thesis which will normally be between 80 and 100 pages in length. Students may register twelve hours of credit under the direction of the thesis or portfolio advisor, who must be a member or adjunct of the faculty. It is the responsibility of the candidate, with the assistance of the director of M.A. studies, to select an appropriate advisor, who should agree to work closely with the candidate. Written agreement to do so should be in the hands of the candidate by the spring preceding expected graduation, since the thesis will be due at the end of Term 2 of the graduation year.

A student enrolled in the M.A.T.S. Degree program must have a cumulative grade point average of 3.5 upon entering the program.

A grade of pass (P) will be entered for the terms a student in the M.A. Degree program registers for thesis or portfolio research, which will retroactively be changed to the letter grade received for the thesis or portfolio when it is completed.

Refer to page 65 for Guidelines for Masters Thesis.

M.A./M.A.T.M. Integrative Essay - To fulfill the requirement for a summative evaluation for the M.A. program a student may elect to write a final essay of 5,000 words (approximately 20 pages, typed, double-spaced) to be accompanied by a one-hour oral examination when the paper is complete. The essay should focus on an area of interest to the student and should be sufficiently narrow so that a detailed discussion is possible within the prescribed 5,000 word limit. The essay (and the oral exam), however, must demonstrate an awareness of the relationship between the chosen subject and the three major areas of study required for the M.A. (Bible, theology/ethics, and church history). The relevance of the required areas of study for the subject of the essay may be explored in the oral examination if not sufficiently discussed in the essay proper. The following steps should be followed to complete this requirement:

1. By the end of the first year of full-time study (or the completion of 28 quarter hour credits for part-time study) the student should indicate in writing to the M.A. Director an intention to write a final essay to fulfill the requirement for a summative evaluation.

2. After making the declaration to write a final essay the student should initiate discussion with a faculty member she or he desires to work with closely on the essay; the faculty member may be from any discipline, but must be a full member of the faculty of Pittsburgh Theological Seminary (i.e. not an adjunct instructor, visiting faculty, etc).
3. In consultation with the faculty member, the student should develop a plan and outline for writing the essay; consultation with other members of the faculty is strongly encouraged to aid in the integration of material from the three areas of study.
4. Normally one faculty member will serve as reader/examiner. However, at the request of the student or the recommendation of the faculty member, a second reader or examiner may be enlisted for consultation.
5. The student must complete the essay in the final term of his or her study in the program and consequently should register for the summative essay in that term.
6. The essay must be completed and a copy provided to the faculty reader by the end of the seventh week of the term in which the essay is written.
7. The oral examination shall be administered by the faculty reader by the end of the ninth week of the term.
8. Throughout this process it should be recognized that the essay is an integrative work that advances an argument by considering the relevance of biblical, theological, ethical, and historical research on the chosen subject (the subject may in fact be from one of these areas in which case the other areas must be brought to bear as well). While exhaustive research is not the primary focus as it is in a thesis, research and proper documentation are expected. The student should consult the Student Handbook for guidelines on this matter.

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.

1. Requirement:
Master of Divinity 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 while students are enrolled in the Pastoral Studies sequence of courses. Students are expected to use their field placements as laboratory settings for specific assignments in those courses. During this year students are also required to participate in a weekly seminar (MS02) for theological reflection on their experiences, under the guidance of a member of the faculty and a local pastor.
2. Time Commitment:
Students in the field education program are expected to give approximately 10 hours of service in the field per week. Time spent with the field supervisor and in staff meetings 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 and professional growth. Placements in hospitals and other service agencies can sometimes be arranged 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 a term 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").

5. Supervised Ministry/Internships:

Internships in a wide variety of settings can be investigated through the Office of Field Education or the office of the Dean of Students. Students wishing to fulfill their field education requirement through a year-long internship rather than through the usual field placement must receive the approval of the Director of Field Education. Students seeking additional academic credit for field experience through an internship should also consult with the Director of Field Education.

The year-long internship is supervised by an experienced ordained minister, utilizing an action/reflection process for learning. The following campus components are included: a pre-internship orientation, one week of directed study in January, and a final paper reflecting on the intern experience. By completing the on-campus components of the intern year, students are granted three academic credits in fulfillment of the field education requirement. Students may register for as many as six additional credits for independent study during the intern year.

Students who wish to have the experience of an intern year primarily to enhance their personal and professional growth during seminary are encouraged to explore opportunities for internships through the office of the Dean of Students.

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 or an equivalent program. If you have any questions regarding academic credits, please see the Registrar. If you need information on CPE opportunities, please see the Dean of Students.

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. 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.

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.

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 above J: 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) and MS02 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 all three terms but are dropped after one or two terms 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 fifth week of term, withdrawal from any course without grade penalty may be done *only* with a WFA. Prior to the end of the fifth week of term, 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 work load 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 term (except for students on academic probation: see below, J).

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 thesis for an M.A.T.S or M.Div. degree but decide to transfer to another institution before the thesis is completed must request a WFA for the incomplete thesis.

- 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 Arts, Master of Arts in Theological Ministry, Master of Arts in Theological Studies, or Master of Theology degree 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 F: Grading above.)

N. Auditing Classes

Regular Audit: PTS students may attend any course only for listening purposes with the permission of the professor. 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 courses without cost, with permission of the professor. A registration form must be submitted.

O. Transcript Requests

The Family Educational Rights and Privacy Act of 1974 prohibits the release of academic records without the student's written request. Any requests for transcripts must be made in writing or through the student portal <http://my.pts.edu> (e-mail requests are not acceptable). Transcript Request forms are available on the PTS website, on <http://my.pts.edu>, and in the Registrar's office. While a student is enrolled at the Seminary, the Seminary will issue transcripts without cost. Subsequent transcripts will be issued at the charge of \$5 each. The Seminary will in no instance retransmit transcripts from other schools that may be in its possession. Transcripts will not be issued for persons who have unpaid accounts with the Seminary.

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 27 credits per academic year; part-time students must complete 18 credits per year (six credits per term). 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 must complete the M.Div. program within six years after entering the program; M.A., M.A.T.M., and MA.T.S. students have four years to complete the program; Th.M. students have three years to complete the Th.M. 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. students based on number of credits completed successfully:

Junior - 0-36 credits;

Middler - 37-75 credits;

Senior - 76-111 credits.

M.A., M.A.T.M., and M.A.T.S. students are listed as Juniors (0-36 credits) and Seniors (37-72 credits).

Q. Academic Honor

Each student bears responsibility for honor and honesty in taking examinations, writing papers, and in fulfilling all other academic requirements. The first instance of plagiarism or cheating on an exam or paper will result in failure of the course and/or dismissal by action of the faculty. Any subsequent offense will be cause for dismissal by action of the faculty. Dishonesty includes but is not limited to the infractions mentioned below under "Papers, Examinations and Extensions."

Students who witness dishonesty should speak openly with the professor in or for whose class the dishonesty occurred.

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 term.

If a student's cumulative GPA remains below 2.0 for two consecutive terms, the student will be placed on academic probation for a full academic year (three terms). 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 Students 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 term 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 below, T: Extensions) and for WFA (see above, F: 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 terms or eighteen credit hours, or who otherwise in view of past academic performance lacks the requisite number of terms 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 below, Section S) 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 MYPTS.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 Students. 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 term. (See X.9 below for procedure.) After this, withdrawal from any class without grade penalty is possible only with WFA. (See above F: Grading.)

Withdrawal from all classes (and hence from the Seminary) requires that the student make this known by the use of an official withdrawal form, obtained from the Registrar's Office. (See the model form in the Appendix.) Federal law governing federally insured student loans requires PTS to declare a date for any student's withdrawal from classes, should a student for any reason withdraw. 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, F: Grading.)

V. 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.

W. 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 VP for Academic Affairs. 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 Academic Dean. Credits earned will then be applied by the Registrar to the new degree program. The Request for Change of Degree form is available from the Registrar or can be found on the PTS website (Academics/ Registrar page) and on my.pts.edu (Student tab/Registrar page)

X. Student Evaluation of Courses/Professors

All courses are evaluated by students at the end of each term. Forms are provided for this process and returned to the Dean of Faculty's Office. The professor may see the evaluations only after final grades for the course have been given to the Registrar. (See Appendix: Final Course Evaluation Form.)

Y. 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.

Z. Cross Registration Among Presbyterian Church (U.S.A.) Theological Institutions

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 Registrar's Office at Pittsburgh Theological Seminary. Information about the cross-registration policy is available from the Registrar.

AA. 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. Sixteen hours of graduate level work may be taken at PCHE member schools and may be included in the 111 Master of Divinity hours. Twelve hours may be included in the 72 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.

Registration and payment will be handled according to PCHE procedures for cross-registration at the graduate level. PCHE courses will be recorded with the grades given by the host institution (A or B). Grades lower than B will not receive academic credit at Pittsburgh Theological Seminary.

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.

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 Faculty as soon as possible to ensure that such accommodations can be implemented in a timely fashion.

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 keeping with ATS guidelines ["Degree Program Standards", ATS Bulletin 43, Part I, 1998, pp. 138f] the following is proposed to be the official policy of the Seminary for allowing transfer of credits to transfer students in the M.Div. program. (As previously, the application of the policy falls to the Dean of Faculty.)

In all cases:

1. PTS core requirements must be met, whether by transfer of credits or by courses taken at PTS.
2. Transfer is considered non-problematic from other Presbyterian seminaries and from non-Presbyterian seminaries PTS considers on its educational level. No transfer credit is allowed for institutions not accredited by ATS and/or a regional Association of Colleges and Schools (e.g., Middle States). [Note: About 20% of ATS accredited institutions are not accredited by a regional Association of Colleges and Schools.] Transfer from degree programs that are not at the educational level of the seminary is decided by the discretion of the dean, who may consult the Admissions and Standings Committee.
3. Courses completed at other institutions not more than 10 years prior to acceptance, for which the grade is no lower than B- and are considered by the dean equivalent to PTS's courses [whether as core or as elective courses] are recognized as transfer credits. C grades may be recognized if the GPA is not lower than B, at the discretion of the dean.
4. Credit hours are normally transferred as they stand on transcripts (e.g. a course credited as 5 semester hours transfers as 5 hrs. of credit.) However, since seminaries do not follow a single standard in awarding credit hours, in questionable cases the number of classroom hours determines the credit to be awarded, based on the standard at PTS: 30 classroom hours = 3 credit hours. Where a course with credit in excess of 3 credit hrs. is taken as equivalent to a course at PTS, the excess hrs. may be applied as credit for other core (if appropriate) or elective requirements. For example, after granting 3 credit hours for a course, the excess of two semester hrs. might be added to other transferred credits: 2hrs. + 5hrs. = two 3hr. courses. On reviewing the quality of a course, the dean may decide to award fewer credit hours.
5. In the case of distance learning courses, no more than 12 credit hours may be transferred. In addition to the above requirements, no approval can be given without the Dean's review of the course description and syllabus, which must include the name of the person who taught the course, required reading and other course requirements, and how students' work in the course was evaluated. The student should also present to the Dean other relevant material, such as term papers and examinations; in some cases these may be required before approval is given. Distance education courses should be clearly identified on official transcripts or, if not so noted on the transcript, identified by the student.

In the case of transfer of credits from an M.Div. or MA program in Religion at another institution into PTS's M.Div. program or MA program:

1. M.Div. degree: a maximum of two-thirds of the total credit hours required for graduation may be transferred.
2. Transfer of M.A. or M.Div. degree credits into the M.A. program: a maximum of one-half of the total credit hours required for graduation may be transferred.
3. In the case of transfer of credits from a completed MA degree program in Religion at another institution [with degree granted]: not more than half of the credits required for the MA degree may be transferred into PTS's M.Div. degree, according to the discretion of the dean.
4. In the case of a completed MA degree from PTS, if the degree was granted not more than ten academic years prior to the application, PTS shall require that the student relinquish the MA degree in order to receive the maximum number of transfer credits, i.e. that are considered equivalent to course credits in the M.Div.

program. A degree completed more than ten years prior to the application shall not qualify for transfer of credits.

5. In the case of an uncompleted MA degree from PTS, if the courses are not older than 10 years, dissolution of the MA degree program in favor of the M.Div. program allows all credits to be transferred that are considered equivalent to course credits in the M.Div. program.
6. Once transfer credits from another institution are applied to a student's transcript, they may not be removed for the purposes of taking additional courses at PTS in order to receive ongoing financial aid.

In cases where a student in another institution's M.Div. program does not wish to transfer to a program at PTS, but only wishes to take certain courses, credit for which is to be transferred 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 ask the dean's office at his/her 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. The student shall also make (an abbreviated) application to PTS and shall pay tuition for the courses taken.

In the cases not covered explicitly by the above rules, the principles of these rules shall be applied.

PTS shall strive to make decisions about transfer credits known to transfer students as soon as possible after reception of their completed applications. Once accepted at PTS, any student shall be offered the opportunity to exempt 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. Normally the exemption does not subtract from the total of credit hours required for graduation.

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 (CALVIN) you can find information about the 290,000 volumes and over 860 periodical subscriptions that the library owns. Students also have access to several online databases and other online research tools. The library also houses the archives, microforms, and a variety of audio-visual materials. The information in this section of the Student Handbook gives a general overview of the library's policies and procedures. Visit the library for current information and additional library news. Or, consult the library website (<http://www.barbourlibrary.org>) for the library catalog, library hours, important announcements, and remote access to databases.

Library Hours

During the regular academic school year, the library hours are:

Monday – Thursday..... 8:30 a.m. -10:00 p.m.

Friday..... 8:30 a.m. - 4:30 p.m.

Saturday..... 12:00 p.m. - 5:00 p.m.

No Sunday Hours

Summer library hours are:

Monday - Friday.....8:30 a.m. - 4:30 p.m.

Hours for special events and holidays are posted at the entrance of the building and on the library website.

(<http://www.barbourlibrary.org>)

Library Staff

Library staff members are available for your assistance and may be contacted in person during normal working hours or by telephone.

For borrowing information and general questions contact the Circulation Desk at 412-924-1354.

Library Director	412-924-1350
Public Services/Reference Librarian	412-924-1351
Electronic Services Librarian	412-924-1352
Interlibrary Loan Librarian	412-924-1356
Circulation Supervisor	412-924-1355
Archivist	412-924-1353

Campus mail for the Library can be sent to Staff Box 13.

E-mail addresses are published in the People Finder and on the library website (see Library Information).

Borrowing Privileges

PTS students have borrowing privileges from the Barbour Library as well as from the libraries at the University of Pittsburgh, Duquesne University, Reformed Presbyterian Theological Seminary, Trinity Episcopal School for Ministry, and Byzantine Catholic Seminary. Your current PTS Photo ID is proof of your student status at Pittsburgh Theological Seminary and you need this to use the libraries of the other institutions listed above. It is the student's responsibility to abide by the rules and policies of the lending library.

Loan Periods

Library materials may be checked out of the building for the following loan periods:

Books and Circulating Theses

FER materials, and slides.....4 weeks (2 renewals)

Audio-Visual materials

(DVDs, CDs, etc.).....2 weeks (1 renewal only)

Reference books, special collections materials, and periodicals may be used in the library but cannot be taken from the building. For loan periods for reserve items, see the paragraph below on "Reserves."

Items cannot be renewed if another borrower has placed a request for the item. All library materials are subject to recall.

Number of Items

PTS students may check out a maximum of 50 items at a time (10 of which may be audio-visual materials). Ph.D. students in the PTS/University of Pittsburgh joint program may check out a maximum of 100 items at a time (20 of which may be audio-visual materials).

Renewals

Books may be renewed twice for a maximum loan period of three 28-day periods. Audio-Visual materials may be renewed once. Items may be renewed at the circulation desk or online (see the "View Your Record" button or <http://innovative.pts.edu/patroninfo/>). Students with overdue materials, especially reserve items, or excessive fines will lose their library privileges. If you have questions or problems, contact the Circulation Desk at (412)924-1354.

Book Drop

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

Fines

Borrowers who do not return items by their due dates will be fined \$.25 per day for overdue materials (14 and 28-day circulation periods). Fines for overdue reserve materials are \$1.00/day and \$.25/hour.

Lost or Damaged items

A librarian will determine the replacement cost of any lost items. The patron losing the item will be charged the cost of the replacement plus a \$20.00 processing fee. Patrons will also be charged a repair or replacement fee for damaged materials.

Reserves

Materials placed on reserves for classes are located at the library circulation desk. They may be borrowed according to the circulation period designated by the professor.

These items have the following circulation periods:

Desk -----In library only - items circulate for two hours for use in the library.

One day-----Items are due the following day at the time checked out (excluding Sundays).

Three day-----Items are due the third day at the time checked out (excluding Sundays).

Seven day-----Items are due one week from the day checked out (excluding Sundays).

Reserve items may not be renewed, and holds may not be placed on reserve items.

Interlibrary Loan

PTS students in good standing are eligible for Interlibrary Loan service. If an item is unavailable at the Barbour Library, it may be obtained through Interlibrary Loan. Or, a student may borrow a book directly (with a current PTS ID card) from any of the libraries with which PTS has a reciprocal borrowing agreement (University of Pittsburgh, Duquesne University, Reformed Presbyterian Theological Seminary, Trinity Episcopal School for Ministry, and Byzantine Catholic Seminary). Interlibrary Loan request forms for books or articles are available at the circulation desk. Students are responsible for any photocopying fee the lending library may charge. The process normally takes from seven to ten days, but it can take longer. After requested loan materials arrive, patrons typically may keep books for three to four weeks. Some libraries allow borrowers to renew interlibrary loan books for an additional loan period.

Computers

Library public-access computers are available for PTS students, faculty and staff to access research and reference materials. Their use should follow the school's Computer Use Policy found in this handbook. PCs for word-processing are available in the Computer Lab in Long Hall. Only current PTS students in good standing, faculty and staff are authorized for remote access to the library's subscription databases. Other users have access to these databases only in the library building.

Copy/Scanning Machines

The photocopy machines in the Library are available for general use. Copies are ten cents per page. Scanning is free. Copy cards are available for purchase at the Library Circulation Desk.

Library Etiquette

Students are invited to use the Student Lounge for relaxation, eating, and drinking. Food is not permitted in any other part of the library. No food may be kept in student carrels or lockers. Only beverage containers with secure tops may be brought into the library (no soda cans, please.) Students violating this policy will be asked to remove the food and/or

open beverage from the library. Smoking is not permitted anywhere in the library. Please respect your neighbor and the quiet study atmosphere of the library. Turn your cell phone off or set it to "vibrate." If you receive a call on your cell phone or want to place a call, please use the small phone room (off the lobby in the library) or leave the library for your conversations.

III. ADMINISTRATION AND STUDENT SERVICES

A. The Dean of Students 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 "Policies.") The Dean's office is on the second floor of Long Hall. His telephone number is 412-924-1401.

B. Business Office

Cashier Hours at the Business Office are as follows:

Academic Year:

Monday through Thursday, 9:00 a.m. - 12:00pm and 1:00 - 4:00 p.m.

Friday, 9:00 a.m. - 12:00 p.m.

1. Check Cashing

The Business Office will cash personal checks up to a maximum of \$20.00 when funds are available. Such checks should be made out to *Pittsburgh Theological Seminary*. If any checks are returned to us by the bank for reason of insufficient funds, the writer will be charged a fine of \$25.00.

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 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, 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 \$25.00 will be assessed.

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

C. PTS Virtual Bookstore

<http://barbourlibrary.org/bookstore.htm>

D. PTS Gift Shop

www.pts.edu

E. Dining Room

Breakfast - Monday through Friday, 7:30 a.m. - 8:30 a.m.

Lunch - Monday through Friday, 11:30 a.m. - 1:00 p.m.

Snacks and beverages are available from 7:30 a.m.-2:00 p.m. Monday through Thursday, and 7:30 a.m. -1:00 p.m. on Friday. The cafeteria is only open during special events or class sessions during the summer.

F. Lockers

A limited number of lockers are available for commuting students in Long Hall across from the Reception Office on a first come, first serve basis. Students must provide their own lock.

G. Lost and Found

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

H. 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

700 North Highland Ave., Apt. No.

Pittsburgh, PA 15206

For students living in **Highlander Apartments (Highland Ave. Entrance)**, mail should be addressed to:

Name

738 North Highland Ave., Apt. No.

Pittsburgh, PA 15206

For students living in **Highlander Apartments (Saint Marie St. Entrance)**, mail should be addressed to:

Name

6001 Saint Marie St., Apt. No.

Pittsburgh, PA 15206

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

Name

6020 Stanton Ave., Apt. No.

Pittsburgh, PA 15206

The Mailroom is open from 8:30 a.m.-12:00 p.m. and 1:00 p.m.-4:30 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

I. E-Prologue (Campus Email)

The weekly Campus E-mail, E-Prologue, is updated by 2:00 p.m. each Friday. Items to be included in the email must be submitted to the Hospitality Receptionist by Friday morning by 10:00 a.m. via email to ssmith@pts.edu. All room reservations for "current events" must be made through the Hospitality Receptionist before listing in the E-Prologue.

Included is information about events for the coming week, upcoming campus events, local community events and news, plus a classified section which may include job opportunities, apartments for rent, and other student related services. Student organizations are encouraged to use this as one way to advertise and promote their events.

Students are encouraged to stay informed by reading this email on a weekly basis.

J. Counseling Services

The Dean of Students provides pastoral/chaplaincy support for students and normally concerns should be addressed to him/her, McNaugher 103 or 412-924-1401. The Dean of Students can assist in making referrals to the Pittsburgh Pastoral Institute if circumstances warrant more specialized attention.

Services are offered by the Pittsburgh Pastoral Institute (PPI) on the Seminary campus (McNaugher Building, Room 104) as part of a cooperative counseling ministry arrangement. Each week throughout the academic year, PPI will provide clinical consultation and ongoing services to students. Students who are interested in counseling services should call PPI directly, at 412-661-1239.

K. People Finder

The Institutional Advancement Offices publishes the People Finder each year. This pictorial directory is produced for distribution only within the Seminary community. The IA Office does not distribute it in any other way. Likewise, students, faculty, and staff should not distribute their copies of the People Finder in any way. The photograph used in this directory is taken at the same time the photo for the Seminary ID card is taken. Students may update the directory information at any time by contacting Melissa Logan at mlogan@pts.edu.

L. 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 there are three: the Dilworth, Fulton, Lincoln and Fort Pitt Early Childhood Centers. More information can be obtained at the Pittsburgh Public School website: www.pghboe.net.

M. School-Age Children Educational Information

The Seminary is located within the Pittsburgh Public Schools area. There are two elementary schools in the area. One is the Fort Pitt Accelerated Learning Academy for grades Pre-K to 5. 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. Another elementary school is the Dilworth Traditional Academy Magnet School, a Pre-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.

N. Recreation on Campus

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

Groups of students play basketball games at several local churches.

O. Tours

Campus tours are available for small groups. Arrangements for the tours must be made through the Institutional Advancement Office.

- P. 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 four times each week while classes are in session. The services are organized by the Chapel Team, a group of students led by the Worship Coordinator, 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.
- Q. 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.
- R. Computer Lab
 The Computer Lab is located on the ground floor of Long Hall. Access is gained by a swipe card, which can be obtained through the Reception Office. Rules and regulations of the lab must be strictly followed.
- S. Placement Office
 The Placement Office provides job placement counseling and other services. Every student is encouraged to meet with the Dean of Students and discuss ministry opportunities and goals. To make an appointment, please contact the Dean of Students at 412-924-1401 or Placement Office at 412-924-1445, 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 provides security service from 4:00 p.m.-7:00 a.m. Monday through Friday. On Saturdays, Sundays, and holidays security service is available 24 hours a day. 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. At all other times, security may be reached as they patrol the grounds by calling 412-889-2208 or by activating any emergency phone or button (located behind the chapel, at the Long Hall courtyard entrance, near the temporary parking located in front of Long Hall). The security guard's station is located in the loading dock area behind the dining hall, but the guard is usually on campus patrol.
 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 - Left of main entrance
 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
 Highlander - Basement laundry area
 McMillan - Second tower entrance
 Anderson - 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:

Hospitality Receptionist 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
 Metz Food Services412-924-1436
 for meals/receptions/coffee breaks
 Security Guard.....412-889-2208
 for locking and unlocking doors

The person responsible for the Seminary calendar is the Hospitality Receptionist. After a room has been reserved or an event has been scheduled, he/she then notifies those who will be involved. 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 Hospitality Receptionist 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.**
2. Requests for additional needs, sleeping accommodations, special room arrangements, extra security, audio/visual and/or other equipment should be communicated to the Hospitality Receptionist 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 Hospitality Receptionist immediately.
3. If you want a brief description of the event to appear in the weekly campus email, the E-Prologue, you must get the information to the Hospitality Coordinator by the Thursday of the week prior to the event.
4. Food Service reservations must be **cancelled** at least **three days prior** to the planned event. Individuals, departments or organizations failing to cancel food service within the prescribed time period will be **charged in full** for the scheduled services.

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

A. Housing

1. Rooms

Calian Hall - The new 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. 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 rooms for guests.

2. Apartments

Fulton Hall provides 18 efficiency and 21 one-bedroom apartments. Each unit includes a kitchenette, a bath, and a storage locker.

McMillan Hall, Anderson Hall and **The Highlander** form a quadrangle that encloses a play area for children. In **McMillan Hall** there are one four-bedroom, three three-bedroom, 12 two-bedroom and three one-bedroom apartments. On the ground floor of McMillan Hall there is a large community room which is used as a play care center for pre-school children through the school year. **Anderson Hall** includes six two-bedroom and six three-bedroom apartments, each of which has a living room, kitchen, bath, and a storage locker. **The Highlander** contains 17 one-bedroom and six two-bedroom units. Each apartment includes a living room, kitchen, bath, and storage locker. All apartments have wireless Internet access.

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.

The Continuing Education and Special Events Office and **The Center for Business, Religion and Public Life Office** 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: **Shakarian Campus Center, Mailroom** with campus mailboxes, the **Computer Lab**, the **Metro-Urban Institute Offices**, and the **Kelso Bible Lands Museum**.

D. McNaugher Hall

McNaugher Hall contains faculty offices, the Office of the Dean of Students, McNaugher Lounge (frequently used for meetings), and a Prayer Room. Several guest rooms are available on the first floor. The Facilities Director's Office is located on the ground floor of McNaugher Hall. Attached to McNaugher Hall is the **Kadel Dining Room** which also contains the **Basfield, Starr, Small, and President's Dining Rooms**. Additionally, the Preaching Lab is located on the second floor of McNaugher. Here students may record sermons for distribution when applying for church positions, internships, etc.

VI. STUDENT HOUSING

A. Student Housing Assignment Policy

Both residence hall and apartment housing are available on campus. Apartments in all buildings are unfurnished. Each apartment is equipped with a refrigerator and stove, and wall-to-wall carpeting. Coin-operated laundry facilities are available in each building. Apartment sizes range from efficiencies to four bedrooms; eligibility is based on availability and family size. Residence Hall and apartment rents are below commercial rates with utilities included in the rent.

Students are represented on the Housing Council. All student concerns and issues related to housing should be directed through this body.

1. General Statement

Pittsburgh Theological Seminary provides a fine selection of housing for those students who are engaged in recognized programs of the Seminary. There is one residence hall with space for 32 people, and 90 apartments ranging in size from efficiency apartments to a four-bedroom apartment. No Seminary housing is available to individuals or families who are not engaged in a recognized program of Pittsburgh Theological Seminary, University of Pittsburgh, Carnegie Mellon University, or Duquesne University.

2. Procedures

a. Application

1. A Housing Application Form is to be enclosed with each letter of acceptance sent to applicants for a recognized course of study leading to a degree.
2. A Housing Application Form is sent annually in the first week of April to students enrolled in a recognized course of study.
3. The completed application for Seminary housing is to be returned to the Business Office in April for returning students. New students must send a commitment fee of \$300 with their housing application. The balance (the difference between one month's rent minus the \$300 commitment fee) is due upon arrival. Students who relinquish their housing request forfeit their \$300 commitment fee. Ordinarily the assignment of Seminary housing for the summer vacation period and for Term 1 will be made in May.
4. Assignment or re-assignment to Seminary housing commencing in Terms 2 and 3 will be made as apartments and Calian Hall rooms are available.

b. Criteria for Assignments

1. The Calian Residence Hall is reserved as a singles only facility. Priority in the assignment of Residence Hall accommodations are as follows:
 - a. Full time (27 hours per year) first degree candidates (M.Div. and M.A.) with Juniors having first priority, Middlers having second priority and Seniors having third priority.
 - b. Master of Sacred Theology students;
Ph.D. candidates (on year-to-year basis);

Seminary apartment housing is according to the family/size of apartments. (i.e.-married couples with one child or a single parent with one child have priority for two-bedroom apartments, married couples with two children or a single parent with two children have priority for three-bedroom apartments, and married couples with three children or single parents with three children have priority for the four-bedroom apartment.)

2. Within these family/size apartments, the following priorities of degree status exist:
 - a. Full time (27 hours per year) first degree candidates (M.Div. and M.A.) with Juniors having first priority, Middlers having second priority and Seniors having third priority.
 - b. Master of Sacred Theology students;
Ph.D. candidates (on year-to-year basis).
3. Within the above priorities first preference will be granted according to the date of application for Seminary apartments and Residence Hall rooms.

c. Conditions of Assignments

1. Assignments to Seminary apartments are made by the Business/Housing Office in accordance with those policies recommended by the Seminary Housing Council and approved by the Seminary cabinet.

2. Students are expected to notify the Business/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.
3. It is the Seminary's expectation that students stay in Seminary housing no more than four years.
4. 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.
5. Special exceptions to this policy may be considered by written request with approval required from both the Dean of Students and the Vice President of Finance and Administration.

3. Guests

Seminary housing is limited to single students and married students with families. Guests are permitted to stay with students for a time limit not to exceed 7-days. If it is believed guests will need to stay beyond this time it is encouraged that they stay in our guest housing. Students must register their guests in the Business Office where a special form must be completed.

There are several guest rooms available in Calian Hall and McNaugher Hall, and limited apartments for guests are available in Fulton Hall. These facilities are available to both students and Seminary guests. (There is a fee for use of the rooms/apartments.) Official guests of the seminary will be given priority for the use of the guest rooms. Requests for reservations must be made through the Hospitality Receptionist well in advance of the date needed. Meeting room reservations are also made through the Hospitality Receptionist, 412-924-1397.

Keys can be picked up at the following locations upon arrival:

Monday-Friday before 4:30 p.m. - Reception Desk in Long Hall

After 4:30 p.m. and weekends - by calling the Guest Host at 412-316-6406

After 11:00 p.m. - by calling the Security Guard at 412-889-2208

B. Building Regulations

1. Accessibility

Recent 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: Dogs and cats are permitted only in designated apartments. (See Pet Policy.) Other pets are allowed with the approval of the Housing Council.

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. The 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.

6. 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: Cooking is not permitted in Calian Hall rooms (other than in the microwave ovens provided by the Seminary). However, there is a kitchen on the ground floor of the building. Students are responsible for cleaning kitchen areas and refrigerators. Most of the pots, pans and dishes belong to individual students and should not be removed from the kitchen they are in unless given permission by the owner. It is the responsibility of the owner to put his/her name on their equipment. Likewise, food should not be removed from the refrigerators unless given permission by the student who purchased the food. Names should also be placed on the food. If this is not done, it is the discretion of the person cleaning the kitchen to discard food that is spoiled.
8. Laundry facilities are located in the basement of Anderson, McMillan, Fulton, and Highlander. 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, please contact the Housing Coordinator at 412-924-1372 or the Facilities Director at 412-924-1434.

The Facilities Director's office is located below the Kadel Dining Room in McNaugher Hall. The Housing Coordinator is located in the Business Office.

10. Maintenance Emergencies. During regular business hours, call the Receptionist directly at 412-362-5610. After hours, please contact 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.) are 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 may be installed in Residence Hall rooms or apartments. Outlets are provided in these buildings. Apartment residents must make arrangements to have your own phone by calling Verizon (In PA 1-800-660-2215, Outside PA 1-800-840-5503) or have cable installed by calling Comcast (1-888-824-8403). Resident Hall residents must make arrangements to have your own phone by contacting Consolidated Communications (724-778-9589) or have cable installed by contacting Comcast (1-888-824-8403). Phones and cable, however, must be in your own name and not under the Seminary's name. You or your appointed agent must be present to admit telephone or cable service personnel into your private room or apartment for installation or repair work. **If telephone or cable personnel need to get into the locked areas in the basement of your building to install your service or for repairs, schedule this work Monday through Friday between 8:30 a.m. - 12:00 p.m. or between 1:00 p.m. - 3:00 p.m. so that maintenance personnel will be available to grant access. Call the Receptionist, 412-362-5610, when the service personnel are on their way so that maintenance is notified.**

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 the large number of 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.
3. 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.
4. The pedestrian gate at the back of Fulton and the front gates opening onto N. Highland Avenue are locked at all times. Gate keys are available through the Receptionist for residents who would like the convenience of access to these gates. Locking these gates is a precautionary method of endeavoring to lessen the theft of cars and vandalism. Entrance may be gained to the campus at all times through the N. Highland Avenue driveway entrances.

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 Sexual and Racial Harassment 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 complaint, should present the situation to Dean of Students. Complaint forms are available in the MYPTS.edu portal under "Student Services." All complaints will be responded to within a 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 days.

If the problem should remain unresolved to your satisfaction within the 7-day window, then the matter should be submitted in writing to the Dean of Students if the problem should remain unresolved.

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 Students. If the personal conflict involves the Dean of Students then you should notify the Vice President for Academic Affairs. 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 Students or the Vice President for Academic Affairs within seven 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

Proper behavior is expected of all persons on campus. Serious offense against proper behavior (e.g., disturbance of the peace, harassment or bullying (whether verbal or physical; in person or otherwise), dishonesty, public indecency, misuse of Seminary computers for harassment, pornography or otherwise) is cause for dismissal.

The mistreatment or willful destruction of Seminary property is cause for dismissal. This includes the mistreatment of books belonging to the Seminary Library, e.g. by making marks in them with ink or highlighter.

See also above, I., Section T: Academic Honor.

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 DD. 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, Racial and Sexual Harassment, etc.) may be terminated.

G. Drug and Alcohol Policy

In accordance with The Drug-Free Schools and Communities Act of 1989, and to help provide a safe, healthy, and productive academic and work environment for our students, employees, and others, to protect Seminary property, and to insure efficient operations, the Seminary has adopted a policy of maintaining an environment free from the abuse of drugs and alcohol.

Students and employees of Pittsburgh Theological Seminary are strictly prohibited from unlawful manufacture, distribution, selling, possession, or use of controlled substances on the campus or as part of any Seminary activity.

No person under 21 years of age shall possess, purchase, or consume alcohol on campus.

No person at the Seminary shall offer, give, or sell alcoholic beverages to anyone younger than 21 years of age.

Kegs of beer are prohibited on campus property.

Alcoholic beverages shall not be served or consumed at any Seminary event or function nor in the following locations on the Seminary campus without the permission of the Cabinet:

- Hicks Memorial Chapel
- Barbour Library
- Long Hall Administration Building
- Kadel Dining Room
- Outdoor spaces - including lawns, parking lots, and courtyard areas

Pittsburgh Theological Seminary considers the use of alcoholic beverages in moderate amounts to be a matter of responsible personal choice. Persons determined to be in violation of the above policy will be subject to disciplinary action up to and including termination or expulsion and/or referral to authorities for prosecution under applicable laws. The Seminary has available a voluntary counseling and rehabilitation program, which, when required by law for any employee or student of the Seminary, or as determined by the Cabinet, will be mandatory.

Where to go if you need help - Pittsburgh Area Resources

Adult Children of Alcoholics	412-734-5596
Alcoholics Anonymous	412-471-7472
Al-Anon	412-572-5141
Alternatives Regional Chemical Abuse Program	412-381-2100
Center for Addiction Services	412-622-4511
Center for Chemical Dependency Treatment	412-622-4511
Gateway Rehabilitation	412-766-8700
Greenbrier Treatment Center	412-421-4311
Men's Rehabilitation Center (Salvation Army)	412-481-7900
Mercy Treatment Center	412-734-1010
Narcotics Anonymous	412-391-5247
United Way Help Line	412-255-1155

In accordance with the Federal Drug Free Workplace Act, notification must be given to the Seminary of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Failure to timely notify the Seminary of a conviction for a criminal drug statute violation occurring on campus will be subject to disciplinary action up to and including dismissal.

H. Weapon Free School / Workplace

The unauthorized possession of a weapon in or on any premises or property owned or controlled by the Seminary is prohibited. A weapon is an item which is primarily designed or intended to be used for the purpose of hurting, harming, threatening, or otherwise endangering the personal safety of another. The possession of any weapon on the Seminary premises or property must be approved in advance by the Vice President for Finance and Administration. Any person who has a weapon in his/her custody or control without proper authorization or exceeds the authorization provided is subject to immediate discipline, up to and including dismissal or termination. Any member of the Seminary who is found guilty (including a plea of no contest) or who has a sentence, fine, or other criminal penalty imposed by a court for any offence involving a weapon that occurred in or on Seminary property must report such action to the Business Office within 24-hours. Regardless of penalties imposed under criminal statutes, community members violating this policy will be subjected to appropriate disciplinary action, up to and including dismissal or termination.

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 Students Office no later than two 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 observe 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 observe 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.



1. Anderson Apartments
2. McMillan Apartments
3. Highlander 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

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

All Seminary buildings are smoke free. Smoking is allowed only outside the buildings.

L. Pets

Dogs and cats are permitted in designated apartments. (see Pet Policy) Other pets are allowed with the approval of the Housing Council.

M. Church Education Materials and Equipment

1. Field Education Resource Center

The Center is located in the Library. Hours for the Center are the same as those for the Library. The Library staff is available for assistance in the use of the collection. The Center is designed for use by all interested persons.

2. Curricular and Audio-Visual Materials

These materials are available in the Center and are processed through regular Library routine.

3. Audio-Visual Equipment

Request forms for the use of Audio-Visual equipment are kept in the Reception Office.

Students should make reservations at least one week in advance. There are student assistants available to demonstrate the proper use of the equipment and to assist. The equipment may NOT be taken off the campus.

Churches and schools served must supply their own equipment or must borrow it from neighboring churches and schools.

N. 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 his/her 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.

O. Professional Conduct Policy

Romantic Relationships

Faculty and members of the Seminary administration and staff are in a delicate relationship of trust and power, particularly with regard to students. This trust must not be jeopardized by abuse of any kind, including but not limited to unfairness of professional judgment or the appearance of favoritism. For this reason the Seminary prohibits romantic relationships outside of marriage between faculty and students, between any other Seminary employees and students, or between administrators and supervisors and staff under their charge. All such relationships can involve abuse of power, and they place the faculty member, administrator, supervisor, or staff person and the Seminary itself in a questionable moral and potentially hazardous legal situation. Furthermore the Seminary discourages romantic relationships among members of the faculty, administration, and staff who are not married to each other. Should such a relationship develop, prudence and the best interests of the parties involved dictate that they should report the relationship to the Dean of Faculty or the appropriate supervisor who shall report the situation to the President. The President, in consultation with the Cabinet, will take steps to safeguard the welfare of all parties and the Seminary.

The failure to abide by this policy is ground for disciplinary action, including the possibility of dismissal, according to procedures stated in the Seminary Constitution and By-Laws, which, with regard to faculty members, concern issues of moral delinquency or incompatibility with the Seminary's purpose.

Allegations of or complaints about violations of this policy shall be directly referred to a Hearing Team, as formed and defined in the Sexual and Racial Harassment Policy, for investigation. Upon finding substantiation for the allegations or complaint, the Team shall make a recommendation to the President for action, in accord with the range of actions set forth in the Policy. In cases involving allegations about faculty misconduct, if the Team finds that its investigation may warrant dismissal, a hearing board shall be convened by the President, in accord with the Seminary By-Laws regarding faculty dismissals [VII, 2, F].

Members of the faculty, administration, and staff are reminded that initial consent to a romantic relationship does not preclude a finding of sexual harassment under the Seminary's policy regarding sexual harassment.

P. Sexual and Racial Harassment Policy

PREFACE

It is the policy as well as the responsibility of Pittsburgh Theological Seminary, as an institution preparing men and women for leadership roles in the Church, to establish an environment of trust in which the dignity and worth of all members of the institutional community are respected. Therefore the Seminary will not condone or disregard incidents of sexual or racial harassment.

Both sexual and racial harassment occur typically but not always in situations where unequal power and authority relations prevail between those who harass and those who are harassed. It creates confusion and an uncomfortable, hostile, and intimidating environment in which to work and study. It destroys opportunities for students, faculty, and staff to develop and affirm strong, positive self concepts and the sense of self-confidence and mutual respect which are essential both to the educational process and to the excellence of a well-functioning institution.

As a Christian community the Seminary does not wish to condone any form of harassment. If you have a harassment complaint that is not covered by this policy, you should make your complaint known to the Dean of Faculty or to one of those authorized to hear harassment complaints.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment, which may involve the behavior of a person of either sex against a person of the opposite or same sex, is defined as any unwelcome, inappropriate, and offensive sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature. Such conduct often has the purpose or effect of interfering with an individual's work or of creating an intimidating, hostile, or offensive social, academic, or working environment.

This definition of sexual harassment is understood to include but is not limited to the following: sexual innuendos; sexual remarks about a person's clothing, body, or activities; the trivialization of persons because of sex; role stereotyping by sex or according to a person's sexual orientation; unwelcome and unnecessary physical contact; inappropriate display of sexually suggestive or pornographic materials; subtle pressure for sexual activity; and physical assault.

Not every act that might be offensive to an individual or a group necessarily will be considered as sexual harassment. In determining whether or not an act constitutes sexual harassment, all circumstances pertaining to it and its context must be carefully reviewed and due consideration given to the protection of individual rights, freedom of speech, academic freedom, and advocacy. All terms contained herein shall be construed according to the standards of a reasonable person within the Seminary community.

DEFINITION OF RACIAL HARASSMENT

Racial harassment is racial prejudice expressed as inappropriate social behavior. It is intended to coerce, manipulate, intimidate, take advantage of, or demean persons who belong to a particular race. This includes: verbal behavior, i.e., racial slurs, demeaning remarks and jokes; physical behavior, i.e. assault, impeding or blocking movement or any interference with normal work or movement, and stalking; and visual behavior, i.e., derogatory posters, cartoons, or drawings. Incidences of racial harassment may occur that are not covered by this list.

Not every act that might be offensive to an individual or a group necessarily will be considered as racial harassment. It is recognized, and must be dealt with appropriately, that racial insensitivity may have the same effect as actual harassment. In determining whether or not an act constitutes racial harassment, all circumstances pertaining to it and its context must be carefully reviewed and due consideration given to the protection of individual rights, freedom of speech, academic freedom, and advocacy. All terms contained herein shall be construed according to the standards of a reasonable person within the Seminary community.

PROCEDURES

Organization and First Steps toward Problem Resolution

The Seminary community is best served by a procedure that both protects privacy and enables immediate action to resolve problems. The procedure for making a complaint should be neither complicated nor intimidating. Persons who handle complaints should be specifically trained for the task and clearly identified for the community.

The Dean of Faculty is responsible for oversight of complaint procedures and for the designation, training, and supervision of harassment complaint advisors. These persons shall be chosen in consultation with the President, Dean of Students, faculty, and representatives of the employees of the Seminary, and made known to the Seminary community. They should be representative of the Seminary's constituencies (faculty, students, staff, and administration) and include at least one woman, man, and person of color.

1. A person who wishes to make known a complaint may speak personally with either the Dean of Faculty or any of the harassment complaint advisors, or submit a written complaint to any of these persons.

2. A form for filing a written complaint and a current list of harassment complaint advisors shall be published in the Student, Faculty and Employee Handbooks and made available in the office of the Dean of Faculty. (See Appendix)
3. Intimidation of persons and acts of reprisal against persons filing a complaint are forbidden; violation of this policy will be brought before the Hearing Readiness Panel. (See below.)
4. If a harassment complaint advisor receives either a verbal or written complaint, the advisor shall inform the Dean of Faculty immediately.
5. If personal safety is an issue or if immediate action is otherwise required, the President of the Seminary shall be so informed and shall determine the appropriate measures to be taken, including, but not limited to, an immediate convening of the Hearing Readiness Panel. (See below.)
6. If such immediate action is not necessary, the harassment complaint advisor receiving the complaint shall, in consultation with or, as deemed advisable, together with the Dean of Faculty, promptly conduct separate interviews with the person making the complaint and the person about whom the complaint is made, with the intent of reaching a satisfactory resolution of the problem. The maximum possible degree of confidentiality shall be maintained and serious effort given to resolving the problem at this level, which may include a recommendation for counseling or sensitivity training. If resolution is successful, no further measures shall be taken to satisfy the complainant. (However, if the complainant has been satisfied, but the circumstances or the law warrant or require further action, the Seminary reserves the right to pursue the matter against the accused.)
7. If the attempt fails or if the problem persists, the complaint is referred for further action to the Dean of Faculty, who may convene the Hearing Readiness Panel.

If the Dean of Faculty chooses not to convene the Hearing Readiness Panel, but one of the persons involved in the complaint wishes to refer the case to the Hearing Readiness Panel, the case will be referred.

Complaints that are referred to the Hearing Readiness Panel (see below) must be in writing and filed with the Office of the Dean of Faculty not later than 180 days of the last occurrence.

When a formal written complaint is presented to the Hearing Readiness Panel, the Chair of the Hearing Readiness Panel shall immediately inform the accused that a complaint has been received and inform both complainant and accused of Hearing Readiness Panel procedures. The Chair shall also take steps to insure the separation of the parties.

The Hearing Readiness Panel

The Hearing Readiness Panel is convened by the Dean of Faculty or the President. (See above.) Its purpose is to elect a Chair, to serve as the group from which Hearing Teams (see below) shall be drawn, and to hear complaints about and make recommendations concerning procedures involved in implementing this policy.

1. It has 12 members: three persons from each of the four Seminary constituencies: faculty, students, staff and administration, each of whom shall name its three representatives in a manner and for a term of service it deems appropriate. It shall include men, women, and persons of color. It may include harassment complaint advisors.
2. The Dean of Faculty shall act as secretary to the Hearing Readiness Panel, maintain the list of Hearing Readiness Panel members, inform the constituencies when vacancies need to be filled and make known to them the need for gender or racial representation. The Dean of Faculty shall, to the degree needed, inform the members of the Panel about the procedure and duties of dealing with racial and sexual harassment complaints.
3. The Hearing Readiness Panel shall convene at the beginning of the academic year for the purpose of electing a Chair from among its members, who shall serve for one academic year.

The Hearing Team

Harassment complaints shall be brought before a Hearing Team of three members chosen by the Chair from the Hearing Readiness Panel for the purpose of dealing with a specific case. The Chair shall also designate the presiding member of the Hearing Team. The Dean of Faculty shall be a non-voting fourth member of the Hearing Team and shall act as its secretary. The Chair shall have the discretion to seek the advice of the Seminary's legal counsel.

1. The Chair shall make every effort to ensure that a fair, impartial, and representative Team hears the matter. In cases of sexual harassment, members of both sexes should be appointed to the Hearing Team. In cases of racial harassment, at least one person of color should be appointed.
2. If a harassment complaint advisor is assigned to the Hearing Team, it shall not be the advisor to whom the initial complaint was made.
3. If a conflict of interest or other valid reason prevents a Panel member from serving on the Hearing Team, the Chair shall select a substitute from the Hearing Readiness Panel.

The Chair shall provide the complainant and the accused with written notification of the identities of the persons serving on the Hearing Team. The complainant and the accused may file a written objection with the Chair regarding the service of any Hearing Team member. After reviewing the written objection, the Chair may, but need not, replace any member of the Hearing Team with another member of the Panel.

Within two weeks of its selection, the Hearing Team shall meet with the person(s) bringing the complaint in order to:

1. Hear the allegations of the complainant(s) directly;
2. Outline the process which will be followed in response to the complaint, emphasizing the fact that no determination will be made until both parties have been fully heard.

The Team shall then meet with the accused in order to:

1. Present him/her with the formal, written complaint;
2. Outline the process which will be followed in response to the complaint; emphasizing the fact that no determination will be made until both parties have been fully heard;
3. Request a written, signed, and dated response to the complaint;
4. Make available a copy of the response of the accused to the complainant(s) for comment.

The Hearing Team shall fully investigate the accusation through information and documentation from the complainant(s), the accused, and other relevant and appropriate sources.

Based on the investigation it conducts, the Hearing Team shall, using its best judgment, determine the veracity of the complaint and recommend action as follows:

1. IF THE ALLEGATIONS ARE NOT SUBSTANTIATED by the Hearing Team, the investigation will cease and every effort will be made to exonerate the accused. A record of the process and its conclusion will be provided for the accused, and a copy of this record will be placed in a secure file maintained by the Dean. A public statement of exoneration may be made if deemed appropriate. The Team shall respond with care and concern to the complainant(s) as appropriate.
2. IF THE ALLEGATIONS ARE SUBSTANTIATED by the Hearing Team, the Team will recommend to the President of the Seminary one of the following steps, as it deems appropriate. The Hearing Team may recommend:

- a. the issuance of an *advisory* to a person who has demonstrated poor judgment, providing clear guidance to correct the conduct.
- b. the issuance of a *warning* to a person who has demonstrated unquestionably inappropriate and unwise behavior. It is expected that this clear warning will bring a cessation of the behavior.
- c. the issuance of a *reprimand* for behavior which resulted in minor consequences. This action will be recorded and placed in the person's file.
- d. placing the offender on *disciplinary probation* for a specified period of time (not to exceed 90 days) in response to conduct which was persistent and resulted in (or could have resulted in) serious harm to others. Rehabilitation may be recommended.
- e. *suspending the offender temporarily* in response to conduct which resulted in harm to others and to the welfare of the community. Protection of others from further harm is paramount. The suspension may include loss of pay, housing, etc. It shall continue for a specified period of time or until there is clear evidence of contrition and rehabilitation, at which time the offender may petition the appropriate entity for cessation of the suspension.
- f. *dismissing the offender permanently* in response to conduct which resulted in substantial harm to others and, in the face of which, there is little probability of rehabilitation. Protection of others from harm and protection of the integrity of the Seminary are paramount.

The President, using his/her best judgment and in light of the recommendation of the Hearing Team, will determine what action to take and will meet separately with the complainant(s) and the accused to determine what action to take and will meet separately with the complainant(s) and the accused to communicate and explain the action taken. This action will also be communicated in writing to all parties. Actions taken by the President shall be recorded and placed in the offender's file.

Proof of repeated offense during the period of disciplinary probation or failure to comply with recommendations shall automatically result in the imposition of either temporary suspension or permanent dismissal.

For the purposes of this policy, the Chair of the Board of Directors or the Chair's designee shall act for the President whenever the President is a party to a proceeding; the President or the President's designee shall act for the both the Dean of Faculty and the Dean of Students whenever one of these is a party to a proceeding.

NOTICE TO THE SEMINARY COMMUNITY

Policy on racial and sexual harassment	Harassment of anyone because of that person's race or sex is prohibited. Complaints may be referred by the Dean or President to the Seminary's Panel and may result in a recommendation for dismissal (students) or discharge (employees). The complete statement of the Seminary's policy on racial and sexual harassment and the procedures for dealing with complaints may be found in the Student, Faculty, and Employee Handbooks or obtained from the Dean.
What is prohibited?	<u>Racial harassment</u> includes actions, remarks, gestures, jokes, comments, pictures, or actions relating to a person's race that are demeaning or offensive to those who are subjected to them. <u>Sexual harassment</u> includes requests for sexual favors, sexual advances, comments which are sexually explicit, physical contact, vulgar remarks or jokes, and any other words, pictures, or actions of a sexual nature which are unwelcome and offensive to those who are subjected to them.
What should you do about harassment?	If you believe you are being harassed in violation of this policy, you should immediately notify one of the harassment complaint advisors listed below, who have been trained and authorized to deal with harassment complaints. You may also notify any person you wish in the faculty or administration, who will then help you in making the report. A form for reporting a harassment complaint may found in the Student, Faculty, and Employee Handbooks or obtained from the Dean.
What will happen if you report harassment?	Your report will be investigated promptly and the investigation will be kept as confidential as possible, consistent with the need to determine the facts and to protect both your rights and those of the accused. Retaliation against anyone making a report is in violation of this policy.
Other forms of harassment	As a Christian community the Seminary does not wish to condone any form of harassment. If you have a harassment complaint that is not covered by this policy, you should make your complaint known to the Dean or to one of those authorized to hear harassment complaints.
Harassment Complaint Advisors	Bob Cieri (Staff) - Campus Box 5 Edith Humphrey (Faculty) - Campus Box 18, 412-924-1424 Drew Smith (Faculty) - Campus Box 57, 412-924-1457 Steven Tuell (Faculty) – Campus Box 62, 142-924-1407
Sexual Harassment Hearing Panel	Ron Cole-Turner (Faculty) - Campus Box 25, 412-924-1426 (Term 1) Leanna Fuller (Faculty) - Campus Box 26, 412-924-1459 Angela Hancock (Faculty) - Campus Box 67, 412-924-1451 (Term 3) L. Roger Owens (Faculty) – Campus Box 52, 412-924-1458 Barry Jackson (Faculty) - Campus Box 12, 412-924-1374 (Terms 2-3)

Q. 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. Racial and Sexual Harassment 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.

R. 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 (Next to Pittsburgh Pastoral Institute office)
Student Association Office (1st floor McNaugher)
Long Hall (Mailbox area)
Barbour Library (by the 1st floor elevator)

In addition to these areas, information can also be posted electronically and/or shared in the Seminary's weekly ePrologue email. To do so, send information to the Hospitality 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.

S. Swartz Student Emergency Fund

The Swartz Student Emergency Fund of Pittsburgh Theological Seminary is under the management of the Dean of Students 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 term 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 Students, Long Hall Room 211 or to the Administrative Assistant in Room 213.

APPLICATION PROCESS

Requests for Student Emergency Funds should be made to office of the Vice President of Student Service / Dean of Students 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 Students 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.

VIII. STUDENT GROUPS

A primary purpose of Pittsburgh Theological Seminary is to develop a Christian community on campus which lays the foundation of early and lasting friendships, productive of confidence and mutual assistance among ministers. Approximately 330 students, drawn from more than 20 states and several foreign countries, are enrolled at the Seminary. While a majority of students are Presbyterians, there are significant numbers from other denominations as well. Students at Pittsburgh Theological Seminary participate in the governance of the institution through membership on various committees of the Board of Directors, Faculty, and Administration. A number of student organizations flourish on campus to meet specific interests and concerns, sponsored by the Student Association.

The person of reference for all student groups is the Dean of Students, whose office is located on the ground floor of McNaugher Hall.

- A. The Student Association (SA) is composed of "all students (except Doctor of Ministry students) registered and enrolled in the Seminary." The Student Association's purpose is to "conduct all student social and extracurricular affairs," and to "conduct elections of student representatives to other Seminary committees or organizations as required." The Student Association conducts its own program of extracurricular events which range from meetings dealing with issues related to the Church and the world to social get-togethers. The Student Association is responsible for a large part of the annual student orientation program. Meetings of the Student Association are held at least once a month.
- B. Seminarians United for Racial Justice (SURJ) is a collective of students who believe that Christ has called us as a church to address race and systemic issues in society and on campus. As citizens, Christians, and future leaders of the Church, we are convicted to speak out and act in accordance with God's call to justice. We invite you to join and stand with us as we seek to help stimulate dialogue within the Seminary about racism, and how we can be agents of change.
- C. Presbyterian Student Fellowship provides an opportunity for Presbyterian students to meet to discuss matters that would be of specific interest. Topics include the process that leads to ordination (including the Ordination Exams), General Assembly, the connectional nature of the denomination, and ways that students can support one another.
- D. Rainbow Covenant is a student organization that intentionally offers genuine welcome to all of God's children. They stand with future and present leaders of the church united in honoring all those called to ministry through Pittsburgh Theological Seminary, regardless of sexuality or gender expression.
- E. The United Methodist Students Fellowship, a support group for United Methodist students, provides opportunities for fellowship, learning, prayer, and Bible study. Monthly luncheon meetings with a variety of speakers and other events throughout the academic year are planned.
- F. The Sports and Recreation Club offers opportunities for PTS students, faculty, and staff to exercise and interact together. Weekly events include games of basketball, ultimate Frisbee, and flag football. The group also travels to Union Presbyterian Seminary every year to participate in an ultimate Frisbee tournament with other seminary students from across the country.
- G. Pittsburgh Theological Journal - Through the *Pittsburgh Theological Journal*, students, faculty and alumnae/ii contribute to the development of pastor-theologians by promoting theological reflection, intellectual integrity, and practical wisdom in ministry. The *Journal* publishes research articles, dissertation abstracts, book reviews, sermons, and reflections on pastoral and educational ministry. It exists for the benefit of the extended community of Pittsburgh Theological Seminary.
- H. Women's Caucus -The mission of the PTS Women's Caucus is to build community with love, advocate for women, and to offer education for women and men in ministry to further the ideals of love, equality, and community. We strive to realize our mission on PTS's campus through prayer, monthly meetings, educational opportunities, service projects, and fellowship. Membership in the PTS Women's Caucus is open to both women and men interested in issues related to women in ministry.

- I. If you are making copies photocopies for a student organization, check with the Mailroom to see if there is an account for it. If so, you may use the copier in the mailroom for that purpose only.

If you are making room reservations, see section under General Seminary Information.

IX. CONSTITUTION OF THE STUDENT ASSOCIATION OF PITTSBURGH THEOLOGICAL SEMINARY (Revised August 2015)

PREAMBLE

We, the students of Pittsburgh Theological Seminary, committed to the Gospel of Jesus Christ, and dedicated to leadership through service, ordain and establish this Constitution of the Student Association.

ARTICLE I--Purpose of the Student Association

The Student Association supports the mission of Pittsburgh Theological Seminary to prepare women and men for ministries of worship, teaching and service. The Student Association commits itself to the formation of a community of seminarians dedicated to their ministry of preparation and scholarship.

ARTICLE II--Membership

The membership of the Student Association shall consist of all students registered and enrolled at Pittsburgh Theological Seminary with the exception of D.Min. and Ph.D. students.

ARTICLE III--Officers

Section 3.01 The Student Association shall have an Executive Committee consisting of four elected officers: President, Vice President, Secretary, and Treasurer. Each officer's term is for 12 months beginning the day after graduation.

Section 3.02 President

The duties of the President include the following:

- Convene and chair all meetings of the Student Association and the Executive Committee.
- Facilitate communication between the student body and other constituencies in the Seminary.
- Along with the Vice President, the Dean of Faculty, and the Dean of Students, form the Appointment Committee in September to appoint or allow the SA to elect student representatives to the committees listed in the Appendix.
- Attend all monthly faculty meetings and regular meetings of the Board of Directors, and report on student concerns and activities, or appoint a designate.
- Attend all meetings of the Student Affairs Committee, and work closely with the Board of Directors member who chairs that committee.
- Serve as a member of the Long Range Planning Committee and the Community Life Committee, or appoint a designate.
- Represent the Student Association at all meetings and events at which a spokesperson is required, or appoint a designate.
- Convene extra meetings of the student body and/or form ad hoc student committees as requested by the Administration and/or Faculty.
- Meet regularly with the Dean of Students and the Dean of the Faculty.
- Work with the Dean of Students to plan and organize Orientation.
- Meet with the President of the Seminary as necessary.
- Support all Student Association subcommittees and "official" student groups.

Section 3.03 Vice President

The duties of the Vice President include the following:

- Attend all meetings of the Student Association and the Executive Committee.

- Convene and chair the Student Association and Executive Committee meetings in the absence of the President.
- Along with the President, the Dean of Faculty, and the Dean of Students, form the Appointment Committee in September to appoint or allow the SA to elect student representatives to the committees listed in the Appendix.
- Represent the Student Association at any meeting or event in the absence or at the designation of the President.
- Serve as parliamentarian for the Student Association.
- Serve as a member of the Community Life Committee.
- Work closely with official student groups as directed by the President.
- Represent the Student Association at all meetings where a spokesperson is required, at the appointment of the President.

Section 3.04 Secretary

The duties of the Secretary include the following:

- Attend all meetings of the Student Association and the Executive Committee.
- Keep a permanent record of all minutes and distribute per the Constitution.
- Handle all correspondence for the Student Association, conferring with the President and/or the Executive Committee as necessary.
- Assist the President in facilitating communication between the student body and other constituencies in the Seminary.
- Handle general publicity and other assignments as given by the Executive Committee.

Section 3.05 Treasurer

The duties of the Treasurer include the following:

- Attend all meetings of the Student Association and the Executive Committee.
- Handle all financial records for the Student Association.
- Authorize all requests for funds, reimbursements with receipts.
- Provide a financial report at all Student Association and Executive Committee meetings.
- Keep accurate records of all financial transactions between the Student Association and each “official” student group.
- Work closely with the Seminary Controller in maintaining accurate records of funds.

ARTICLE IV-Appointed and/or Elected Student Representatives

Section 4.01 Student Representatives are appointed by the Appointment Committee or elected by the Student Association for a one-year term to existing Administration, Faculty, and/or Seminary committees that have student seats (with the exception of the Commencement Committee, which is a two-year appointment). The Appointment Committee may also nominate students for Faculty Search Committees, but these seats must be determined by election as stipulated in the Seminary Constitution.

ARTICLE V--Other Student Activities and Groups

Section 5.01 The Student Association acknowledges the importance of students to organize and gather together for fellowship and support. Therefore, any student group, which is not in violation of the SA Constitution or the Constitution of the Seminary, should be encouraged.

Section 5.02 The Student Association distinguishes some groups as “official” student groups. Currently we recognize the following “official” student groups: NIA (African-American Student Fellowship), The Presbyterian Student Fellowship, The United Methodist Students Fellowship, Sports and Recreation Club, The Rainbow Covenant, and The Pittsburgh Theological Journal.

Section 5.03 Any student group wishing to become an “official” student group must meet the following criteria: The student group must register with the Student Association. The student group must have a faculty advisor. The “official” status must be approved by written petition of 10 percent of the SA. A simple

majority at a regularly scheduled Student Association meeting must approve the "official" status.

Section 5.04 Any student group will lose its "official" status if it meets one of the following criteria: The student group has no faculty advisor. The student group has no representation at over half of regular SA meetings.

If the student group meets one of these criteria, a simple majority at a regularly scheduled SA meeting may revoke the "official" status.

ARTICLE VI--Meetings

Section 6.01 The Student Association shall meet at least monthly. The President or one appointed by the President shall preside. The schedule for these meetings shall be established by the Executive Committee at the beginning of each term. These meetings shall be publicized in the E-Prologue.

Section 6.02 The President has the authority to call special meetings of the Student Association as needed. The President must call such a meeting at the request of the majority of the Executive Committee or by petition of 10 members of the Student Association.

ARTICLE VII--Records Maintenance

Section 7.01 Minutes of all Student Association meetings shall be kept and shall include, in addition to record of the actions taken, the number of members present, and the time and place of the meeting.

Section 7.02 The representative of an "official" student group is responsible for ensuring that they have been marked present.

Section 7.03 Minutes of the meetings of the Student Association shall be posted in a conspicuous location and placed in the Library Reserve Section. Such minutes shall be available to any student upon request.

Section 7.04 The Treasurer shall maintain the Student Association's financial records by accepted accounting principles, which shall reflect the status of receipts and disbursements. The Student Association's financial status shall be reported monthly at Student Association meetings and shall become a part of the minutes.

ARTICLE VIII—Budgetary Considerations

Section 8.01 An assessment will be levied against every student enrolled at Pittsburgh Theological Seminary with the exception of doctoral students. The amount of the assessment is subject to the general referendum approval of a simple majority of the student body.

Section 8.02 A Budget Committee shall consist of one representative from each "official" student group and the Treasurer. The committee shall allocate funds available to all "official" student groups. Written, itemized budgets for the expected yearly costs for an "official" group must be turned into the Treasurer before the first meeting of the Budget Committee each academic year. These budgets must include expected copying costs, food costs, bookstore expenses, and any other costs for the year. All decisions of the Budget Committee shall be voted on for approval at an announced SA meeting.

ARTICLE IX—Elections

Section 9.01 Election Schedules

a. The election for President, Vice President, Secretary, and Treasurer shall be completed no later than in the month of April for the following academic year.

- b. The election for positions on Standing Committees shall be held in the month of September for the current academic year.
- c. Any other election shall be held when convenient and necessary allowing ample opportunity for student involvement.

Section 9.02 Vacancies

- a. In the event that the office of President is vacant, the Vice President shall assume the President's position.
- b. In the event of vacancies in the position of Vice President, Secretary, or Treasurer, the President shall appoint someone to fill the position for the remainder of the academic year with the approval of the SA at a regularly scheduled meeting.
- c. In the event of a vacancy on the Standing Committees, the President shall appoint someone to fill the position for the remainder of the academic year.

Section 9.03 Qualifications

Any member of the Student Association, having a cumulative grade point average of 2.5 or higher and being willing to serve for the full academic year, is eligible to elective office. Anyone elected must maintain good academic standing. No one can serve for two consecutive terms as President

Section 9.04 Election of Officers

a. The Election Committee

The Student Association shall appoint an Election Committee and its Chair for the purpose of supervising and implementing the Election of Student Association Officers. The Election Committee shall be responsible for the nominations, balloting, and tallying of the votes for Student Association elections. No candidate for office may be a member of the Election Committee.

b. Nomination Process

Nominations for officers are made by petition. Only those eligible for elected office may be nominated. Petitions shall be made available at least 14 days prior to the date of an election. An announcement calling for petitions for the election shall also be placed in the E-Prologue and posted in a conspicuous place, also specifying where and when the petitions may be picked up and returned.

A valid nomination petition must include the signatures of three members of the Student Association and filed with the Election Committee.

The deadline for nominations with the Election Committee shall be five days before the date of the election. Any student eligible to serve, but who has not been formally nominated is entitled to receive write-in votes for an eligible office. Each ballot category shall provide a space where the voter may write in a candidate's name.

c. Election Dates

The Election Committee shall make an announcement concerning the dates of the election in the E-Prologue at least one week before the election date.

Elections shall begin on a Monday and end that week on Friday. Polling stations shall be established and staffed daily ensuring that all students have opportunity to vote.

d. Election Results

A candidate shall be considered elected by receiving the most votes of all the votes cast for the particular office. The actual tally shall be reported to the Student Association.

The Election Committee shall notify all candidates and post the results of the election in a public and conspicuous location by 9:00 a.m. on the Monday following the election. The results shall

also be announced in the next E-Prologue.

Section 9.05 Other Elections

The Executive Committee or a body appointed by the same shall implement and supervise all other elections.

This committee shall nominate qualified individuals for any other elected positions. A slate of candidates shall be presented before the Student Association. After review, individual members of the Student Association may nominate additional candidates. The time for review and additional nominations must be at least seven days.

Any person in an uncontested position shall be elected. Any contested positions must have a formal election. The committee shall make an announcement concerning the dates of the election in the E-Prologue at least one week before the election date.

Elections shall begin on a Monday at 8:00 a.m. and end that week on Friday at 5:00 p.m. A candidate shall be considered elected by receiving the most votes of all the votes cast for the particular office. The actual tally shall be reported to the Student Association. The committee shall notify all candidates and post the results of the election in a public and conspicuous location by 9:00 a.m. on the Monday following the election. Results shall also be announced in the next E-Prologue.

ARTICLE X--Amendments

Section 10.01 A proposal to amend the Constitution may be initiated in one of the two following ways:
An amendment may be proposed by petition of at least 10 percent of the Student Association.
An amendment may be proposed after being read at two regularly scheduled Student Association meetings and approved by majority vote of those present at the second reading.

Section 10.02 The proposed amendment shall be publicly displayed for a period of at least 10 days prior to a campus-wide election. Upon the approval of two-thirds of all ballots cast by the Student Association, the Amendment shall be enacted.

Section 10.03 Such By-Laws and Appendices as may be attached to the Constitution are considered administrative components of the Constitution. By-Laws and Appendices may be amended or deleted by a simple majority vote at a regularly scheduled Student Association meeting.

ARTICLE XI--Ratification

The ratification of this Constitution by two-thirds approval of all ballots cast by the Student Association in a campus-wide election shall be sufficient for the establishment of this Constitution of the Student Association.

APPENDICES

Appendices

Committees with Appointed and/or Elected Student Representatives

Appointment Committee

The Appointment Committee, consisting of the Student Association President and Vice President, and the Deans of Faculty and Students will convene in September to appoint student representatives to the necessary committees. At least two weeks before the initial meeting of the committee a petition for nominations should be announced to the whole student body. Should the Appointment Committee so desire, elections may be held by the SA for any of the seats. Student Representatives to Faculty Search Committees, as stipulated by the Seminary Constitution, will be elected positions. However, the Appointment Committee may submit nominations.

Community Life Committee (Faculty/Administration)

1. The concern of the Community Life Committee shall be all non-academic aspects of community life, including campus worship.
2. The Community Life Committee shall consist of two members of the Faculty, the Dean of Students, the Organist/Choirmaster, three Masters level students, the Chapel Coordinator, and the President and Vice President of the Student Association. The Dean of Students is administrative resource for all Committee business except worship, for which the Organist/Choirmaster has administrative responsibility.
3. The Community Life Committee shall be responsible for addressing matters of student life, including social, justice, pastoral, and health concerns.
4. The Community Life Committee shall be responsible for addressing matters related to international students, in cooperation with the Dean of Students.
5. The Community Life Committee shall be responsible for morning worship in the Hicks Memorial Chapel, ensuring that quality, variety, and dignity will be upheld at all times; the reporting of other services of worship held on campus; the scheduling and reporting of all celebrations of the Lord's Supper; and enhancing the spiritual life of the Seminary community.

Hearing Readiness Panel, Harassment Policy (Seminary)

The Panel is the group from which a Hearing Team is drawn when complaints conveyed by the Seminary's Harassment Policy cannot be otherwise resolved (see Student Handbook, Harassment Policy). The Hearing Team hears and makes recommendations for resolution. The Panel has three student representatives appointed by the Appointment Committee or elected by SA.

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 Baccalaureate Service, and sees to other details of Commencement. At the beginning of the academic year, four student representatives are either elected by the SA or 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 elected by the SA.

Long Range Planning Committee (Board of Directors)

The Long Range Planning Committee gathers information on the future needs of the Seminary and makes proposals to the Board of Directors. It meets at a minimum of twice a year, prior to and/or during the regular meetings of the Board. Intensive planning efforts require more frequent meetings. It has "one resident, full-time student" as a consultative member appointed by the Appointment Committee or elected by the SA.

Student Affairs Committee (Board of Directors)

The special concerns of the Student Affairs Committee include social life, health services, adequacy of the dormitories and apartments, counseling, career guidance, the well-being of international students, security, and other relevant matters. It makes policy recommendations to the Board of Directors. The officers of the SA are consultative members.

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.

Appendices

Committees with Appointed and/or Elected Student Representatives

Appointment Committee

The Appointment Committee, consisting of the Student Association President and Vice President, and the Deans of Faculty and Students will convene in September to appoint student representatives to the necessary committees. At least two weeks before the initial meeting of the committee a petition for nominations should be announced to the whole student body. Should the Appointment Committee so desire, elections may be held by the SA for any of the seats. Student Representatives to Faculty Search Committees, as stipulated by the Seminary Constitution, will be elected positions. However, the Appointment Committee may submit nominations.

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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 elected by the SA.

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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

**Withdrawal with Faculty Approval (WFA)
Request Form & Conditions**

Date of Request: _____

Name: _____

Address: _____

Course(s) _____

Professor(s) _____

Reason for WFA Request - Check One:

Illness _____ *Family Crisis* _____ *Other* _____

Please Explain:

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

- After the end of the fifth week of term, withdrawal from any course without grade penalty may be done *only* with a WFA. Prior to the end of the fifth week of term, any course may be dropped without grade penalty. The deadline for WFA requests is the date grades are due from the faculty at the end of 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 cases of illness a written note from a medical doctor is ordinarily required. Excuses such as not anticipating the work load for the term or having to work at a church do *not* warrant WFA.
- This request for WFA must be given approval by all professors teaching classes for which a 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 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.
- 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 thesis for an M.A. or M.Div. degree but decide to transfer to another institution before the thesis is completed must request a WFA for the incomplete thesis.

I HAVE READ AND I UNDERSTAND THESE CONDITIONS:

Student's Signature _____ Date: _____

Professor(s) Signature _____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

Dean of Faculty Signature _____ Date: _____

**PITTSBURGH THEOLOGICAL SEMINARY
RACIAL OR SEXUAL HARASSMENT COMPLAINT FORM**

If you have a complaint, you may speak personally with one of the persons listed at the bottom of this page, who have been trained and authorized to hear complaints. You may also submit a written complaint to one of these persons using the following form. (See the Seminary's Sexual and Racial Harassment Policy for a complete statement of policy and procedure.)

Name _____

If a student, what year? _____

If a staff member, who is your supervisor? _____

What specific or ongoing problem is on your mind? (objectively state details)

Who was involved? (include witnesses)

Where did it take place? (details and specifics)

When did it happen? _____

How would you resolve this situation?

Have you discussed this problem with a faculty member, an administrator or supervisor?

Yes__ No__ If so when? _____

What was the result?

Please submit this form to any of the following harassment complaint advisors:

Bob Cieri (Staff) - Campus Box 5

Deirdre Hainsworth (Faculty) - Campus Box 46, 412-924-1414

Byron H. Jackson (Dean of Faculty) - Campus Box 12, 412-924-1374

Susan Kendall (Faculty/Director of the Doctor of Ministry Program) - Campus Box 58, 412-924-1421

John C. Welch (Dean of Students) - Campus Box 38, 412-924-1401

**PITTSBURGH THEOLOGICAL SEMINARY
COURSE EVALUATION FORM**

Course No. and Title _____ Term _____ Year _____

Professor(s) _____ Course Taken for Credit _____ Audit _____

This form is to be given to the class in one of its last sessions and filled out in the professor's absence. 10-15 minutes of class time are to be allowed. It is to be collected by a member of the class and delivered immediately to the Office of the Dean of Faculty. Evening class evaluations may be dropped in Campus Mail. Faculty do not read these forms until final grades are turned in.

General Structure	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
1 The course syllabus was comprehensive, clear, and accurate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 The learning outcomes were clearly stated in the syllabus.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 Classes started and ended on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grading						
4 Content of tests and assignments was consistent with content of lectures and/or reading.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Assignments and/or exams were returned promptly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 The grading policies were clear and consistently followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 The graded assignments allowed me to demonstrate what I learned in the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content and Workload						
8 The content covered in this course was challenging.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 This course requires an appropriate amount of work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Student Responsibilities						
10 I completed the course readings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 I kept up with work as it was assigned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Professor Responsibilities and Skills						
12 The professor was effective as a lecturer and/or class leader.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13 The professor's presentations were clear and organized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14 The professor stimulated interest in the subject.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Responsiveness of the Professor						
15 The professor was available and helpful to students outside of class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16 The professor showed respect for the students in the class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17 The professor was concerned about student learning and development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18 I received feedback that helped me see ways in which I could improve my learning and understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**PITTSBURGH THEOLOGICAL SEMINARY
COURSE EVALUATION FORM**

Contribution to Learning		Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
19	I have a sense that I have met the stated learning outcomes for the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	This course helped me to analyze, interpret and synthesize information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	This course helped me to reason better and to think more critically about its subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	This course helped me to integrate academic content with my faith.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Quality of the Course							
23	The overall quality of this course was excellent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Status		MDiv	MA	STM	Non-degree		
24	What is your degree program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Junior	Middler	Senior	Not Applicable		
25	What is your class standing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
26	What grade do you expect to receive in this course?	A	B	C	D	F	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27 Please identify those aspects of the course you found most useful or valuable for learning.							
28 What suggestions would you make to the instructor for improving the course?							

GUIDELINES FOR TERM PAPERS

First consult (Academic Regulations and Procedures) above, Section T. Papers, noting especially the rule on **Plagiarism** and how to avoid it. Plagiarism may result in dismissal!

BIBLIOGRAPHY and FOOTNOTE FORM GUIDE

Below are examples of bibliography and footnote entries that are consistent with Kate L. Turabian's *Manual for Writers of Term Papers, Theses, and Dissertations*. (6th rev. ed., 1996). This book edition does not include information on citing Internet sources; however, standards have been developed and formats for a variety of electronic sources are included below. Consult this manual for any situation not covered in the rules below. If you need to use another style manual (American Psychological Association, Society for Biblical Literature, etc.), please consult the resources in the Clifford E. Barbour Library.

Key to Examples:

- Bib= 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

Bib: Calian, Carnegie Samuel. *Survival or Revival: Ten Keys to Church Vitality*. Louisville, KY: Westminster John Knox Press, 1998.

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

Book – Two Authors

Bib: Purves, Andrew and Charles Partee. *Encountering God: Christian Faith in Turbulent Times*. Louisville, KY: Westminster John Knox Press, 2000.

FN: ³Andrew Purves and Charles Partee. *Encountering God: Christian Faith in Turbulent Times*. (Louisville, KY: Westminster John Knox Press, 2000), 14.

Book – More than three authors

Bib: Pelikan, Jaroslav, M. G. Ross, W. G. Pollard, M. N. Eisendrath, C. Moeller, and A. Wittenberg. *Religion and the University*. York University Invitation Lecture Series. Toronto: University of Toronto Press, 1964.

FN: ¹⁸Jaroslav Pelikan and others, *Religion and the University*. York University Invitation Lecture Series. (Toronto: University of Toronto Press, 1964), 109.

Book in a series

Bib: Duck, Donald. *Quack, Quack: Theology for the Broadbilled and Feathered*. Journal for the Study of Post-Modern Hermeneutics Supplement Series, 186. Pittsburgh: PTS Press, 2004.

FN: ¹⁷Donald Duck, *Quack, Quack: Theology for the Broadbilled and Feathered*. Journal for the Study of Post-Modern Hermeneutics Supplement Series, 186 (Pittsburgh: PTS Press, 2004), 34.

Book with Institutional or Corporate Author

Bib: Presbyterian Church in Ireland. *The Code: The Book of the Constitution and Government of the Presbyterian Church in Ireland*. Belfast: Church House, 1912.

FN: ⁷Presbyterian Church in Ireland, *The Code: The Book of the Constitution and Government of the Presbyterian Church in Ireland* (Belfast: Church House, 1912), 32.

Edited work (whole work)

Bib: Begbie, Jeremy, ed. *Beholding the Glory: Incarnation through the Arts*. Grand Rapids, MI: Baker Books, 2000.

FN: ¹⁷Jeremy Begbie, ed., *Beholding the Glory: Incarnation through the Arts* (Grand Rapids, MI: Baker Books, 2000), 33.

Edition Other Than the First

Bib: Gowan, Donald E. *Bridge Between the Testaments: A Reappraisal of Judaism from the Exile to the Birth of Christianity*. 2d ed., rev. Pittsburgh Theological Monograph Series, 14. Allison Park, PA: Pickwick Publications, 1984.

FN: ²³Donald E. Gowan, *Bridge Between the Testaments: A Reappraisal of Judaism from the Exile to the Birth of Christianity*. 2d ed. Pittsburgh Theological Monograph Series, 14 (Allison Park, PA: Pickwick Publications, 1984), 41.

Essay or Chapter from a Book

Bib: Nelson, Susan L. "Soul-loss and Sin: A Dance of Alienation," in *On Losing the Soul: Essays in the Social Psychology of Religion*, ed. Richard K. Fenn and Donald Capps, 97-116. Albany: State University of New York Press, 1995.

FN: ³²Susan L. Nelson, "Soul-loss and Sin: A Dance of Alienation," in *On Losing the Soul: Essays in the Social Psychology of Religion*, ed. Richard K. Fenn and Donald Capps (Albany: State University of New York Press, 1995), 115.

Encyclopedia Article (signed)

Bib: Tappy, Ron. "Samaria," in *The Oxford Encyclopedia of Archaeology in the Near East*, ed. Eric M. Meyers, 4: 463-467. New York: Oxford University Press, 1997.

FN: ³⁷Ron Tappy, "Samaria," in *The Oxford Encyclopedia of Archaeology in the Near East*, ed. Eric M. Meyers (New York: Oxford University Press, 1997), 4:465.

Thesis

Bib: Allison, Dale C. "The End of the Ages Has Come: An Early Interpretation of the Passion and Resurrection of Jesus." Ph.D. diss., Duke University, 1982.

FN: ¹⁸Dale C. Allison, "The End of the Ages Has Come: An Early Interpretation of the Passion and Resurrection of Jesus" (Ph.D. diss., Duke University, 1982), 373.

Article in a Journal with Continuous Paging

Bib: Wilson, John Elbert. "Die Zweideutigkeit in Franz Overbecks Aussagen über seinen Unglauben," *Theologische Zeitschrift* 40 (1984): 211-220.

FN: ²³John Elbert Wilson, "Die Zweideutigkeit in Franz Overbecks Aussagen über seinen Unglauben," *Theologische Zeitschrift* 40 (1984): 218.

Article in a Journal with Separate Paging

Bib: Gagnon, Robert A. J. "A Second Look at Two Lukan Parables: Reflections on the Unjust Steward and the Good Samaritan," *Horizons in Biblical Theology* 20, no.1 (1998): 1-11.

FN: ⁷⁹Robert A. J. Gagnon, "A Second Look at Two Lukan Parables: Reflections on the Unjust Steward and the Good Samaritan," *Horizons in Biblical Theology* 20, no.1 (1998): 9.

Magazine Article (weekly)

Bib: Cole-Turner, Ronald. "Religion and Gene Patenting." *Science* 6 October 1995, 52.

FN: ²⁶Ronald Cole-Turner, "Religion and Gene Patenting," *Science* 6 October 1995, 52.

Note: Even when volume and issue numbers are available for a weekly, Turabian style recommends omitting them in favor of the date only.

Book Review

Bib: Robbins, Martha A. Review of *Loss of the Ground-Note: Women Writing about the Loss of Their Mothers*, ed. by Helen Vozenilek. *Journal of Religious Gerontology* 10 (1996): 60-61.

FN: ²²Martha A. Robbins, review of *Loss of the Ground-Note: Women Writing about the Loss of Their Mothers*, ed. by Helen Vozenilek, *Journal of Religious Gerontology* 10 (1996): 61.

E-Journal Article

Bib Spinks, Amanda and Okan Gunar. "E-Commerce Web Queries: Excite and Ask Jeeves Study." *First Monday* 6, no.7 (2001), [e-journal] <http://www.firstmonday.dk/issues/issue67/spink/index.html> (accessed 20 July 2001).

FN: ³⁸Amanda Spinks and Okan Gunar, "E-Commerce Web Queries: Excite and Ask Jeeves Study," *First Monday* 6, no.7 (2001), [e-journal] <http://www.firstmonday.dk/issues67/spink/index.html> (accessed 20 July 2001).

Cassette

Bib: Peters, Ronald Ed. *A Vision of Balm: The Role of Today's Religious Community* [Pittsburgh, PA: Pittsburgh Theological Seminary], 1992. Cassette.

FN: ⁴²Ronald Peters, *A Vision of Balm: The Role of Today's Religious Community*. ([Pittsburgh, PA: Pittsburgh Theological Seminary], 1992), cassette.

Videotape

Bib: Purves, Andrew and Henry Pearce. *Intimacy with God: Conversations with Dr. Andrew Purves*. 99 min. Boardman, OH: Archer Marketing and Communications, 1993. Videocassette.

FN: ²²Andrew Purves and Henry Pearce, *Intimacy with God: Conversations with Dr. Andrew Purves*, 99 min. (Boardman, OH: Archer Marketing and Communications, 1993), Videocassette.

CD-ROM

Bib Pittsburgh Theological Seminary. *Catalog 1999-2001*. Pittsburgh, PA: Pittsburgh Theological Seminary, [2000]. CD-ROM.

FN: ⁴⁴Pittsburgh Theological Seminary, *Catalog, 1999-2001* (Pittsburgh, PA: Pittsburgh Theological Seminary, 2000), CD-ROM.

Web Page

Bib: The Zeitah Excavations. "Project Overview," *The Zeitah Excavations*. Home page on-line. Available from <http://www.zeitah.net>; Internet, accessed 30 July 2001.

FN: ⁶⁷The Zeitah Excavations, "Project Overview," *The Zeitah Excavations* [home page on-line]; available from <http://www.zeitah.net>; Internet; accessed 20 July 2001.

* * * * *

GUIDELINES FOR MASTERS THESIS

A student enrolled in the M.A. Degree program must have a cumulative grade point average of 3.5 upon the completion of 36 hours of study to be eligible to write a thesis.

A grade of pass (P) will be entered for the terms a student in the M.A. Degree program registers for thesis research, which will retroactively be changed to the letter grade received for the thesis when it is completed.

Points which are important for the binding and cataloging of the papers:

After the paper is approved, the student will deliver two to the Technical Services Department of the Library. One will be added for public circulation and one will be deposited in the Archives.

Two copies of all accepted papers must be placed in the Library.

The original copy must be on 20 lb. paper.

Copying second copies is permissible.

Margins for binding should be 1" top, bottom, right and 1-1/2" left.

Library will send extra personal copies for binding; payment for this binding must be submitted with the copies. An additional charge will be made if personal bound copies have to be mailed. Checks should be made out to Pittsburgh Theological Seminary.

Sample Title Page:

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]

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.