

METHODIST THEOLOGICAL SCHOOL  
— IN OHIO —

# Student Handbook 2009 – 2010

Policies and Procedures for All Students

August 2009

# Emergency Number & Useful Information for Students & Guests

If you suspect CRIMINAL ACTIVITY, FIRE, or have a MEDICAL EMERGENCY:

1. Call: 9-1-1 (or 9-9-1-1, if you are calling from any campus building)
2. Call: Your Resident Assistant or another RA

Location	Name	Ext.	Cell phone
Dewire Residence Hall	Robin Dillon, RA	3477	317.847.9372
Helen Werner Apartment Building	Jeremy Stenger, RA	3347	440.478.6686
Kleist Manor	Shannon Marie Berry, RA	3845	423.943.1556

If the RA is not available, please contact

Jim Rohler, Director of Buildings and Grounds at extension 3380 or 740.360.3924 or the Director of Student Life, Leslie Taylor at ext. 3126 or 614.214.4283.

For emergency facility repairs Monday-Friday 8:00 a.m. to 4:30 p.m., contact Jim Rohler, Maintenance, or your RA. For after hours emergency facility repairs contact B.R. Hoffman at 740.524.8852 or 614.296.0270.

## Non-Emergency Numbers

Delaware Police Department: 740.203.1111

Delaware Fire Department: 740.203.1300

## Hospital Information

The nearest hospital emergency room is at Grady Memorial Hospital (740-615-2000.), 561 W. Central Avenue in Delaware (Rt. 37 West)

The most direct route to Grady from campus:

U.S. 23 North to William Street exit.

Left on W. William St.

Right on S. Sandusky St.

Left on W. Central Ave. (Rt. 37 West).

The hospital is on the left about 1.2 miles after you turn onto W. Central Ave., address 561.

## METHODIST THEOLOGICAL SCHOOL IN OHIO

### OUR ASPIRATION

In response to the grace and call of God in Jesus Christ, Methodist Theological School in Ohio will prepare and invigorate transformational leaders to engage the church and the world in leadership and service.

### OUR IDENTITY AND PURPOSE

Methodist Theological School in Ohio is a center for rigorous theological inquiry, spiritual formation and professional development which is rooted in the scriptures and traditions of the Christian faith. We provide a vibrant learning environment for the preparation of skilled, passionate transformational leaders for churches, religious institutions, emerging faith communities and the wider world. Grounded in our Wesleyan tradition and influenced by our ecumenical and interfaith commitments, we attend to the theological, spiritual and vocational formation of a diverse group of students involved in a wide range of pursuits. Expecting active participation in our community of learning, we maintain an atmosphere of mutual respect and openness, teaching how to engage in conversation with the past and with others so that new and faithful perspectives may emerge. We strive for our graduates to demonstrate a deep understanding of the heritage disciplines of religious study, to be highly competent in areas of practical theology, and to show evidence of thoughtful reflection. We are committed to individual wholeness, social justice, inclusiveness and religious diversity. We take seriously our responsibility for stewardship of the intellectual life of the church and our commitment to a just and sustainable world.

### DECLARATION OF INCLUSIVENESS

We recognize ourselves as a community of persons united under one God. Our scriptures, as they witness to the reality of God, speak of humankind as created in God's image; and human existence is described in the light of God's acceptance of all people. As persons called "Christians" we are guided and instructed by scriptures which portray the way in which our human existence was and is enlightened by the coming of Jesus Christ into the world.

Jesus lived and taught the all-inclusiveness of God's love, and calls each of us into an intimate relationship with God; a relationship in which every aspect of our humanity is affirmed by God. Jesus instructed us to share this affirmation with our sisters and brothers in the gathering of a community, that through this community we might achieve full actualization of our individual and corporate potential for a right relationship with God.

Inclusiveness is the freedom for total involvement and participation of all persons in the membership and leadership of the community, at any level and in every place. We

believe this freedom to be a mandate from God, not only as the basic right of every person, but also as a basic need for life, growth, and the vitality of the community. Consequently our task as members of this community is to see the realization of inclusiveness not as an onerous task or as a threat, but rather as an expression of the unity that gives us hope for our future as a community.

Where barriers of any kind prevent such inclusiveness from being a reality for any person or group of persons, the recognition of such barriers carries with it the responsibility for educating and raising the consciousness of all members to the community. The major responsibility for being aware of and eliminating those barriers rests with the group(s) who consciously or unconsciously placed them there. In order to enable our community and our world to reach its full potential for its relationship with God, we must risk giving up these barriers which prevent us from realizing our true unity in one God.

To this end, it is the intent of this document to set forth for the Methodist Theological School in Ohio community, consideration of a variety of areas in our lives where barriers to inclusiveness are perceived to exist. We recognize that there are barriers to attitude, standing rules or procedures, lack of understanding or awareness, subtle maneuvering, and reluctance to change. But we believe that, if we are to justify reference to ourselves as God's people, these must change.

### Theology

We of the MTSO community hold a variety of theological positions. While we cannot claim all beliefs about God to be equally valid, we must accept those persons who hold beliefs different from our own.

As a community we realize that we are only one microcosm in the world. We must constantly keep before us the need to keep our lives in a global perspective.

We affirm people's right to choose how they worship. We encourage ecumenism in our faculty and student body, and through our participation in the Theological Consortium of Greater Columbus, Inc. it is our intention to encourage the continuation of pluralistic chapel services and our participation in the Week of Prayer for Christian Unity.

We will foster our global and ecumenical perspective through our individual and corporate action and through our openness to differing perspectives.

### Language

Language holds a strong power over people, both consciously and unconsciously, subtly and blatantly. The function of language is not to duplicate reality, but to recall it, comment on it, and to provide a means of access to learning and growth. Language not only reflects, but also forms our attitudes and actions. Yet, by its very nature, as an imperfect tool of imperfect beings, language suffers many significant limitations. Our

language is often inaccurate and insensitive, even careless, as we fail to use words which will invite all people to hear and believe that which we call the good news.

Exclusive language, traditionally dominated in our culture by white male symbolism, has caused alienation of women, men, racial and ethnic minorities, the elderly, the very young, persons with handicapping conditions, and persons from various socio-economic classes. The alienation caused by this often results in relationships broken and burdened by barriers of words. This is directly contrary to our Christian affirmation of the goodness and rightness of the development and nurture of relationships between persons and God, and between persons and persons.

Inclusive language is language carefully and deliberately chosen to break barriers of exclusivity. It is "for" everyone and "against" no one. It focuses on the message given by guarding against inaccuracy in the vocabulary of the sender. Inclusive language is an intentional attempt to communicate in a universal way.

#### Human Condition

All persons are unique and precious to God. We affirm this personhood which God creates and enables in every individual. Therefore, those who exclude persons from any aspect of the life of the community on the basis of human condition claim special personal merit which is irreconcilable with Christian understanding.

God has been and is inclusive in the initiation of relationship with humanity. This is witnessed to by Scriptures, tradition, experience and reason. With this basic understanding of essential human worth in mind, the following affirmations are necessary for an inclusive community:

- I. We shall be intentional in being fully inclusive regarding work, educational and social participatory responsibilities.
- II. We shall be intentional in being fully inclusive regarding social leadership responsibility and participation in all aspects of the life of the church. This participation includes both administrative and worship leadership as well as other roles in the wholeness of the community which celebrates and proclaims God's love and authority.
- III. We shall be intentional in proclaiming God's inclusiveness of all persons, guarding against any temptation or tendency toward classism, sexism, racism, ageism, or the exclusion of or discrimination against persons based on lifestyle or handicapping condition.

The Declaration of Inclusiveness was drafted by the Campus Council and adopted by the faculty and the Board of Trustees as a covenant of the Methodist Theological School in Ohio. Fall, 1983

As we prepare to celebrate our 50<sup>th</sup> year of preparing people for leadership and service in the church and society, we will find ways to embody inclusion anew, guided by these

### Aspirations for Inclusive Community

Methodist Theological School in Ohio has long pursued inclusion and justice, and seeks to continue this legacy as we find new expressions for inclusion and justice in our contemporary setting.

Methodist Theological School in Ohio seeks to be a community of learning in an environment of faith, in which inclusive thought, language, and action are valued, honored and encouraged.

Methodist Theological School in Ohio seeks to address the impact of race, gender, sexuality, difference, culture, and privilege on teaching and learning dynamics.

Methodist Theological School in Ohio seeks to provide an opportunity for individuals to explore their unique sense of self and their place in a larger community in preparation for a life of leadership and service.

August 2009

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# ACADEMIC POLICIES, PROCEDURES and REQUIREMENTS

## Enrollment limits and status

Master's degree or certificate students can enroll in a maximum of 14 credit hours in any Fall or Spring semester and a maximum of 3 credit hours in January Term. In the summer, students may complete 9 credit hours but are limited to enrollment in 3 credit hours in each of the two summer terms. The remaining 3 credit hours would normally consist of coursework from cross-registration, CPE or cross-cultural trips. Any exceptions to these enrollment limits must have the approval of the student's academic advisor and the academic dean.

Enrollment in January Term is combined with enrollment in Spring Semester in determining a student's enrollment status for all matters related to Title IV federal financial aid. Students enrolled in 9 or more credit hours in the Fall and the combined January/Spring terms are considered full-time students in those semesters. Half-time students are those enrolled in at least 4.5 credit hours but less than 9 credit hours in a semester. Enrollment in fewer than 4.5 credit hours in a semester is considered less-than-half-time. During the summer session, 6 credit hours is considered full-time and at least 3 credit hours is considered half-time.

Doctor of Ministry students are considered to be enrolled half-time in the Fall and Spring semesters as long as they maintain continuous enrollment in the program.

## Program length and individual course load

MTSO does not have a time limit for the completion of a degree or certificate program. However, the school does reserve the right to review courses that were completed 10 or more years ago, and recommend supplemental coursework when necessary, if it is determined that those courses should not be applicable to the student's current program.

If a maximal course load is pursued in both semesters and one intensive term each year, students can earn the Master of Divinity degree in three years of full-time study, or the Master of Arts in Christian Education, Master of Arts in Theological Studies, or Master of Arts in Counseling Ministries (Track I) in two years of full-time study. Track II (Addiction Counseling) requires slightly more than two years of full-time study. Track III (Pastoral and Professional Counseling) requires three years of full-time study. The maximum amount of credit allowed for Fall and Spring semesters is 14 credit hours. Individual circumstances with respect to the demands of coursework, field education setting, church or secular employment, and family responsibilities may result in the decision to extend the length of time for completion.

The Doctor of Ministry program is a cohort program that requires at least four calendar years for completion of all requirements. Students attend intensive courses which are offered primarily in January and Summer terms.

Certificate programs vary widely in the number of required credit hours and thus have no specified length.

Students are responsible for ensuring that their graduation requirements are met. The Office of the Registrar maintains current records on all students and provides annual degree audits. MTSO is not responsible for calling attention to deficiencies in a student's program unless those deficiencies are the basis for disciplinary action.

#### Class levels

Master's degree students are designated as junior, middler or senior based on their program of study and the number of credit hours earned.

##### For MACE, MACM and MTS:

Junior = 0-27 credit hours

Senior = 28 or more credit hours

##### For M.Div. and all dual degrees

Junior = 0-27 credit hours

Middler = 28-54 credit hours

Senior = 55 or more credit hours

Students in certificate programs are considered to be junior students.

Doctor of Ministry students are considered to be senior students.

#### Class attendance

Regular attendance is expected in all classes. During unavoidable absences, students are responsible for missed work. An excessive number of absences may result in grade reduction or course failure, despite successful completion of all assigned work. In most cases, a student will not be allowed credit for a course if he or she is absent for 25% of the class sessions.

#### Program changes

Those admitted to MTSO are admitted to a specific degree or certificate program. Adding, dropping or changing programs completely involves a process of careful consideration and dialogue with academic advisors, church officials, program directors and the academic dean. The application to make a program change can be obtained from the Office of the Registrar. Additional materials and a review of credentials may be necessary, since different degree programs have somewhat different admissions requirements.

Specializations in the Master of Divinity program must be declared in the Office of the Registrar. Students who wish to drop a specialization must submit that request in writing. Prior to graduation, students in specializations must submit verification from specialization advisors that the specialization requirements have been met. MACE students who wish to declare a specialization in Youth Ministry need only to inform the registrar in writing.

## Changes in registration

Changes in registration after the registration period require documentation to be kept on file in the Office of the Registrar. All changes to registration require the signed or electronic approval of the student and the student's academic advisor. Deadlines and tuition refund percentages vary according to the term and point of withdrawal. Please refer to the "Institutional refund policy" in the "Financial Aid Policies and Procedures" section of this Student Handbook for details on refunds.

## Adding a course

Students may add a course within the first week of the semester, if there are open seats in the course. The student is responsible for completing any missed assignments. Students may use the online form at [www.mtso.edu/current/AddDrop.asp](http://www.mtso.edu/current/AddDrop.asp). If the paper Add/Drop form is used, the student must obtain the advisor's signature and return the form to the Registrar. Students should consult the Office of the Registrar for adjusted add periods for enrollment in courses that do not meet during the first two weeks of the semester. Summer and January-term courses cannot be added after the first day of class.

## Dropping a course

Students may drop a Fall or Spring course in the first five weeks of the semester. January and Summer terms have different deadlines. Please check with the Registrar to make sure you are following the correct procedure. Students may use the online form at [www.mtso.edu/current/AddDrop.asp](http://www.mtso.edu/current/AddDrop.asp). If the paper Add/Drop form is used, the student must obtain the advisor's signature and return the form to the Registrar. Students should consult the Office of the Registrar for adjusted drop periods for courses that do not conform to the regular class schedule format. There is a graduated refund policy. Please refer to the "Institutional Refund Policy" in the "Financial Policies and Procedures" section of this Student Handbook for information regarding tuition refunds.

## Withdrawal from a course

To withdraw from a course after the drop period, students must submit a "Petition to Withdraw from Course(s)" form to the Academic Dean. This form is available in the Office of the Registrar or online from the MTSO Web site. If approved, the course will be listed on the student's permanent transcript with a grade of "WP" (withdrawn passing) or "WF" (withdrawn failing). Grades of "WP" and "WF" will not affect the student's cumulative grade point average. The deadline for withdrawing from a course is on the last day the class meets. Students, who receive federal financial aid, including Federal Subsidized Stafford Loans and Federal Unsubsidized Stafford Loans, should contact the Office of Financial Aid before withdrawal. Under current federal policies, withdrawing most likely will result in a balance owed to MTSO.

## Leave of absence or withdrawal from school

Students who do not plan to enroll for courses during any Fall or Spring term are required to complete an Application for Leave of Absence. In addition, if the student is withdrawing during a term and after the drop period, she or he must formally withdraw from all courses in which he or she is enrolled by completing a Petition for Withdrawal in Courses form.

Those who intend to withdraw indefinitely must complete a Withdrawal from School form from the Office of the Registrar or the MTSO Web site. The student must also schedule an exit interview with the Office of Student Life. The withdrawal form requires approval signatures from the student's advisor, the academic dean, business office and other officials of the school. These procedures ensure the school that those who might be helpful in the student's planning for the future have been consulted. They also permit MTSO representatives to write subsequent letters of recommendation recording the fact of withdrawal in good standing or to permit the student's return at a later time without reapplication. Only when this form has been properly filed will the individual be considered to have withdrawn in good standing. The student will be contacted for a financial aid exit interview and may also be contacted by the academic dean or the director of student life for an exit interview.

Students who fail to complete either the leave of absence form or the withdrawal form and do not return will be administratively withdrawn which is not considered having left in good standing. Students who do not return after a one-year leave of absence and do not properly withdraw will also be administratively withdrawn.

Those who receive federal financial aid, including Federal Subsidized Stafford Loans and Federal Unsubsidized Stafford Loans, should contact the Office of Financial Aid before leaving school or withdrawing from a course. Under current federal policies, dropping or withdrawing most likely will result in a student account balance for which the individual is responsible.

## Reinstatement policy

A student, who has withdrawn in good standing and has been gone less than three years, may apply for reinstatement through the Office of the Registrar. The "Application for Reinstatement" requires the signed approval of various school offices to ensure that there are no outstanding obligations to MTSO.

Former students who want to re-enroll after more than three years since their last date of attendance must contact the Admissions Office and reapply for admission. Those who separate from the school without following the regular procedure for leave of absence or withdrawal may be required to reapply for admission through the admissions office, even if the absence is less than three years.

Upon re-admission, any changes in requirements or academic policies since the time of initial application will apply to the student's program.

## Grading and evaluation processes

### Confidentiality and Student Records Policy

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects a student's educational record. Only designated school officials (academic advisors, staff who need access to information to perform their job duties, etc.) are given access to student records, within the limitations of their need to know. A list of those items that constitute "directory information" at MTSO (those items that it can publish or publicly release) is outlined below. Only that information designated "directory information" will be published or publicly released. The seminary has chosen to keep all other student information confidential. Students have the right, under FERPA, to request that no information concerning their educational records is published or publicly released except with their written permission. To keep all information confidential, a student must present a written request to withhold information within the first two weeks of the Fall Semester of each academic year they are enrolled at MTSO.

### Student Records Policy

There are four kinds of student academic records kept by the school: transcript, personal, psychological or career testing information, and field education file. The following statements include a description of the contents of each of these sets of records, the list of those who may have access to them, and the manner in which they are stored or destroyed.

1. The transcript, or record of academic performance, is maintained and kept in a permanent file by the Office of the Registrar. Besides the student and the student's faculty advisor, only the Academic Dean, the President, the Registrar or others working on their behalf shall have access to it, unless the student grants written permission. The Office of the Registrar may reveal a student's academic standing to the Financial Aid Officer and other school staff on a need to know basis.

Those who wish to order an official transcript must submit a written request with a legal signature. Advance notice of at least one week will enable MTSO to fulfill such requests in a timely manner. Students who have outstanding balances on their student account will not be permitted to have an official transcript without approval from the Business Office. Current students may request an unofficial transcript of MTSO coursework from the Office of the Registrar.

Transcripts and documents from other institutions are the property of MTSO and are under the control of the Office of the Registrar. Under Federal policy, the student has the right to view the documents in his/her file. The school is not required to provide (or allow the making of) copies of these documents. Transcripts submitted to MTSO for admission or transfer credit evaluation become the property of MTSO, and cannot be returned to the student or forwarded to other institutions.

2. The personal file shall include, but is not limited to, such things as all papers related to admission not destroyed at the time of matriculation, communications from the Academic Dean, faculty comments on student performance, and clinical pastoral education reports. It shall be kept in the Office of Admissions and Financial Aid until matriculation. Soon after the student is enrolled in the school, this file shall be cleaned of all material related only to admission and transferred from the Director of Admissions to the Office of the Registrar. Anyone other than the following people must have written permission from the student to gain access to the file: the student, the Academic Dean, a faculty or staff member acting under the Dean's direction, the President, the Registrar, the student's faculty advisor, a faculty member who is asked by the student to complete a recommendation, School committees charged with granting honors scholarships and awards, and faculty members of the Student Review Committee. However, when a former student reapplies for admission, the Office of Admissions and Financial Aid may have access to this file. All students' personal files are kept for ten years after the student leaves school. After ten years the entire file is purged. Any former student who is reapplying for admission after ten years will begin with a new file.

3. The summary of any psychological or career test shall be kept in a locked file in Office of the Registrar. Access shall be limited to the student, the student's advisor, the Academic Dean, Field Education Director, Office of the Registrar, and the President unless the student grants written permission. Upon graduation, the summary of a student's test result shall be destroyed. The summary of the test result of a student who does not graduate may be kept five (5) years before it is destroyed.

4. The field education file, located in the Field Education Office, shall include all records pertaining to placement and evaluation of student performance in the field education context. Access shall be limited to the student, field education staff, Academic Dean, a faculty member acting under the Dean's direction, President, faculty advisor, faculty member asked to do a field visitation, any faculty member who is asked by the student to complete a recommendation, School committees charged with granting honors scholarships and awards, and faculty members of the Student Review Committee, unless written permission is granted by the student. After a student is ordained (and when appropriate, received into annual conference membership) the file shall be destroyed. Five (5) years after an M.A. student leaves school, this file shall be destroyed.

All persons enumerated above who have access to a student's files without the student's written permission have been determined by this institution to have legitimate educational interests in access to those files, and shall not further transfer such information to any other person without the student's written consent.

Upon request, a student has the right to a hearing with the Academic Dean to challenge or clarify the content of the student's records.

## File Accessibility

Student admission files are not accessible to students prior to matriculation. Personal files of admitted students are transferred to the Office of the Registrar's possession at the time of matriculation. Prior to transfer to the Office of the Registrar, all reference material and interview reports gathered during the admissions and/or transfer process will be removed from the student files and promptly destroyed by the Office of Admissions.

## Family Educational Rights and Privacy Act – Annual Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records. The Registrar of Methodist Theological School in Ohio has been designated by the seminary to coordinate the inspection and review procedures for student education records. A student who wishes to review his/her education records must make a written request to the Office of the Registrar, listing the item or items of interest. Records covered by the Act will be made available within a reasonable time not to exceed (by law) forty-five days of the request.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy. A student who believes that his/her education records contain information that is inaccurate or misleading or who believes that his/her privacy has been violated may discuss the problem informally with the Registrar. If the Registrar's decision is in agreement with the student's request, and after consultation with the Academic Dean and/or other concerned parties, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and he or she will be informed by the Office of the Registrar of the right to a formal hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by Methodist Theological School in Ohio to comply with the requirements of FERPA. A student who believes that Methodist Theological School in Ohio is in violation of FERPA in that he/she has been denied access to his/her records, or that he/she has been denied the right to a hearing, or that his/her information has been improperly disclosed may file a complaint with the Family Policy Compliance Office, United States Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

At its discretion, Methodist Theological School in Ohio may provide "directory information" in accordance with the provisions of the Act. "Directory information" is defined as including a student's name, address, MTSO mailbox number, telephone number, e-mail address,

photograph, place of employment, employment telephone, degree or non-degree program in which enrolled, class level, dates of attendance, degrees or awards earned (with dates received) from MTSO, educational degrees received from other educational institutions, and names of spouse/children. A student may withhold directory information by indicating this preference in writing to the Office of the Registrar within the first two weeks of the fall term, or the first term the student is in attendance. A request for such non-disclosure must be filed annually on the form provided by the Office of the Registrar. Upon request, MTSO may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

Within the Methodist Theological School in Ohio community, only those members acting individually or collectively in the student's educational interest are allowed access to student education records. These members include the President; the Academic Dean; faculty members of the Academic Affairs and Student Review Committees; the Registrar; the Director of Admissions and Financial Aid, Assistant Director of Financial Aid and faculty members of the Scholarship Selection Committee; the Director of Admissions and Aid; the Director of Field Education; the student's advisor; a staff member acting solely as an agent of one of the individuals aforementioned; and other faculty, administrative, clerical, and professional employees of the seminary within the limitation of their need to know. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

#### Academic advising

Each enrolled student is assigned an academic advisor who is a full-time member of the teaching faculty or the academic dean's office. The relationship between student and advisor is considered central to the educational experience at MTSO. Academic advisors assist students with planning their programs, identifying resources for further consultation and formally approving course selections. While students are required to meet their advisors on only a few occasions each year, faculty members are always willing to schedule additional appointments with students.

#### Conditional admission, academic probation and procedures for academic dismissal

Students conditionally admitted to MTSO, or who exhibit weak academic performance, are placed on academic probation. The academic probation status places certain restrictions on enrollment. Returning students will be placed on academic probation when their cumulative grade point average falls below 2.50.

Conditionally admitted students or returning students on academic probation are limited to enrollment in 9 credit hours per semester (or 10 credit hours if one of the credit hours is CG-100, Consultative Group). These conditions will be lifted upon the successful completion of at least 9 credit hours in the curriculum of MTSO with a cumulative grade point average of at least 2.50. In some cases, conditionally admitted students are asked to take specific courses in addition to meeting the required GPA.

Students admitted conditionally who achieve a cumulative GPA of 3.0 or higher after earning six or more credit hours at MTSO may petition the academic dean for early removal from conditional status. Once the criteria have been satisfied for removal of conditional admission or from academic probation, the registrar will notify the student in writing and make the appropriate status change.

Students who receive or wish to receive financial assistance and who are admitted conditionally or placed on academic probation should discuss their academic status with the Office of Financial Aid because eligibility for assistance may be affected.

Students who remain on conditional admission/academic probation for two consecutive enrolled semesters, or after 9 credit hours are earned since entering that status (whichever time period is longer), will have their records reviewed by the academic dean. The dean may make recommendations including (but not limited to) a required leave of absence or academic dismissal. A recommendation for a required leave of absence or academic dismissal is voted upon by the faculty members of the Academic Affairs Committee. Students may appeal the committee's decision to the Executive Faculty by submitting a request in writing to the dean's office.

In the Doctor of Ministry program, the minimum passing grade for a course is B-minus. D.Min. students are placed on academic probation when they fail to earn a B-minus or above in a course. Students are removed from academic probation by earning a B-minus or above in the next class they take. Earning less than a B-minus in two consecutive classes is grounds for academic dismissal. A minimum cumulative D.Min. GPA of 3.0 is required for graduation.

#### Grade scale and deadlines

MTSO uses two grading options: letter grades (A, B, C, D and F, with pluses and minuses as appropriate) and a pass/fail grading option. Letter grades are the default option. Within certain limits, students have the option of taking some courses on a pass/fail basis, with the approval of their academic advisor. Grades of P (pass) earn credit but are not calculated in a student's cumulative GPA. To earn a grade of P, performance in a course must be at a level that would have earned a grade of C-minus or higher in the letter grading system. Students may complete up to 9 semester credit hours on a pass/fail basis. However, there are certain core courses excluded from this option. Students who are seeking ordination are encouraged to check with annual conferences before exercising the pass/fail option in any courses, as conferences may have unique limitations on their own acceptance of pass/fail courses.

The following list describes the grades used at MTSO, and their meaning:

Outstanding work	Substandard but passing work
A-plus, 4.0	D-plus, 1.3
A, 4.0	D, 1.0
A-minus, 3.7	(D-minus is not used)
Good work	Failing work
B-plus, 3.3	F, 0.0
B, 3.0	Other grades
B-minus, 2.7	CR – Credit
Work meets minimum standards	P – Pass (grade would have been C-minus or higher)
C-plus, 2.3	AU – Audit
C, 2.0	I – Incomplete
C-minus, 1.7	WP – Withdrawn Passing
	WF – Withdrawn Failing

Grades are available online at the end of each academic term on the Student Portal. The Office of the Registrar will not disclose grades by phone or e-mail, but official copies of grade reports are available upon request. Course instructors are responsible for submitting grades to the Office of the Registrar within one week following the last day of Fall or Spring semester. Grade submission deadlines for intensive terms are usually three weeks after the end of the term. Doctor of Ministry grades are due 10 weeks from the end of the course. Grades for graduating seniors are due one week early in the Spring Semester.

#### Grade appeal process

Students who feel that they have not been graded fairly should first speak to the instructor who gave the grade. If, after this conversation, the student still feels that the grade is unfair, the student may file a written appeal with the Academic Dean, within 30 days of having received the grade, and set forth the reasons for the appeal. The Academic Dean will consult with both the student and the instructor. If the Academic Dean finds grounds to support the student's claim that the grade is unfair, the Academic Dean may modify the grade. The Academic Dean will render the decision regarding the appeal in writing.

#### Faculty comments on student performance

In addition to giving a letter grade, students also receive an End of Course Student Evaluation for each course in which they are enrolled. This is an assessment of the student skills and abilities which MTSO considers important for students to acquire in our degree programs. MTSO recognizes that the full scope of professional development for ministry cannot be adequately captured in the final grade for the class, so this evaluation rubric is an attempt to reflect on that broader range of skills and abilities expected of persons educated at a graduate level. These comments will be kept on file, and each student will receive a copy of his or her evaluation. They will also be shared with the student's advisor and will be used for educational guidance.

A student who believes that all or part of an evaluation is inappropriate should speak first with the faculty member who wrote the evaluation. If there is still a problem after this consultation, the student may submit a written statement to the Academic Dean, to be included in the student's file.

The Academic Dean and a faculty or staff member acting under the Dean's direction may review these comments. The comments may be reviewed by the Student Review Committee and by School committees charged with granting honors scholarships or awards. Members of the faculty who receive requests to write a letter of recommendation for a student also have access to the comments in the student's file.

### Pass/fail grading option

Within certain limits, a student may complete up to nine credit hours at MTSO on a pass/fail basis, rather than for a letter grade (A, B, C, D or F). All students seeking ordination are encouraged to check with their annual conferences (or appropriate judicatory) before exercising the pass/fail option in any courses, since they may have limitations on pass/fail courses that are different from those prescribed by MTSO.

1. The following courses may not be taken on a pass/fail basis:

CE101	DS360	HM300
CH125	DS365	ME162
CH150	DS370	ME171
CH235	ED145	NT110
CL100	FE475	PC100
CT149	HB110	WM100

and any 200-level HB or NT course.

2. The decision to exercise this option must be made before the end of the second week of the course, by completing the "Application for Pass/Fail Credit." The deadline for pass/fail applications in weekend courses is prior to the second weekend; for intensive courses, the deadline is by the end of the second day of class. The application is available from the Office of the Registrar or on the MTSO Web site. The form must be signed by the student's academic advisor and returned to the Office of the Registrar. Requests to change to pass/fail grading in a course received after the deadline for these requests will not be accepted.
3. When exercising the pass/fail option, to receive a grade of "pass" the student must do at least the equivalent of C-minus work in the course. (E.g. if the student opts for pass/fail grading and his or her performance in the course would have earned a D-plus grade – and would have earned the student credit for the course within the letter grade system – the student will fail the course and will not receive credit.)

4. Courses that are designated in the MTSO Academic Catalog description as “offered on a pass/fail basis” do not reduce the number of pass/fail hours or options available to a student.
5. A grade of “pass” will earn credit for a student, but does not affect the student’s cumulative grade point average. A grade of “fail” in a pass/fail class is calculated as an F in the cumulative grade point average.

### Incomplete

The grade of I (incomplete) may be used under special circumstances on a temporary basis when a student needs additional time on course assignments. To receive a course grade of Incomplete, students must petition the professor, their advisor and the academic dean. Students must complete the petition and obtain the appropriate signatures unless they are physically unable.

In Fall and Spring semesters, the signed petition is to be delivered to the Dean’s Office prior to the last day of regularly scheduled classes as listed on the MTSO Academic Calendar.

In intensive terms, the signed petition is to be delivered to the Dean’s Office at such time as to ensure approval by the Academic Dean by the deadline for the submission of grades (three weeks following the end of the intensive term for Master’s level courses; 10 weeks following the end of the intensive term for Doctor of Ministry courses). (Note: It is strongly recommended that students deliver the petition to the Academic Dean’s office for review at least one week prior to this deadline. Lack of sufficient lead time may result in the denial of the petition).

The Dean may ask to confer directly with the student, advisor, and/or instructor before making a decision.

Any petition submitted without a “date by which all course work will be completed” will be denied. For Master’s level courses in Fall and Spring semesters, the “date by which all course work will be completed” will not be later than 4 weeks after the last day of the term as listed on the Academic Calendar. For January and Summer Term Courses (Master’s or D.Min.), the “date by which all course work will be completed” will be not later than 4 weeks following the deadline for the submission of grades in the course. MTS students may have 6 calendar months from the end of the thesis completion term to complete a thesis, and must pay a continuation fee equivalent to the cost of one credit hour of enrollment.

For any incomplete course in which a new letter grade had not been submitted after one week has passed from the “date by which all course work will be completed,” the Registrar will record the grade of F.

## Repeated courses

Students are permitted to repeat courses in which they have received a C or lower. Grades for both the original course and the repeated course are retained on the transcript and included in the calculation of the GPA.

Students may repeat courses in which they received previous credit with these conditions:

1. No additional credit will be counted toward the degree but credit will be recorded on the transcript.
2. Both course grades will be recorded independently on the transcript.
3. Both grades will be calculated into the GPA.
4. Students are not eligible to receive financial aid for repeating a course for which they have already received credit (e.g., completed and received a grade of D or higher).

## Conferral of degrees and participation in commencement

The Board of Trustees, upon recommendation by the faculty, confers academic degrees upon candidates during any regularly scheduled board meeting during the year. Generally, the board meets in November, February and May of each year. Only those candidates who have completed all requirements, have met all financial obligations, have completed exit loan counseling if they borrowed a Federal Stafford loan during their attendance, and returned all borrowed items to the library will be recommended to the Board for degrees, will be permitted to participate in commencement, and be listed as graduates.

The required cumulative GPA for graduation for all master's degrees and certificates is 2.5. D.Min. students must have a 3.0 cumulative GPA for graduation.

Graduating students must notify the Office of the Registrar of their intent to graduate by the end of the Fall Semester which coincides with or precedes completion of course requirements. The community looks forward to seeing all graduates participate in annual commencement exercises each May. Notification of intent to graduate does not guarantee participation in commencement.

Any student who is unable to attend commencement exercises must notify the Office of the Registrar, requesting permission to graduate in absentia.

## Transcripts

Those who wish to order an official transcript must submit a written request with a legal signature. Advance notice of at least one week will enable MTSO to fulfill such requests in a timely manner. Students who have outstanding balances on their student account will not be permitted to have an official transcript without approval from the business office. Current students may request an unofficial transcript of MTSO coursework from the Office of the Registrar. Transcripts from other institutions contained in student files are the property of MTSO and as such are under the control of the Office of the Registrar. While federal law allows that students may review the contents of their academic files, transcripts from other

institutions submitted to MTSO for admission or transfer credit evaluation will not be photocopied or forwarded elsewhere.

### Recommendation letters

#### Permission to Write Letter of Recommendation Form

Students requesting a recommendation letter from a faculty member at MTSO must obtain the form "Permission to Write a Letter of Recommendation" from the Office of the Registrar if they want the faculty member to have access to the student's academic information for the purpose of writing the letter. This form gives the writer permission to include information in the letter about the student's grades, GPA, or other personally identifiable information as appropriate, and also gives permission to the Office of the Registrar to provide this information to the writer. This request form will remain on file in the Office of the Registrar for one year. A separate request form must be filed for each instance in which a recommendation letter is requested.

If a person writing a recommendation letter makes reference only to personal observations and knowledge about the student, rather than relying on personally identifiable information from a student's education record, then a written permission form from the student is not necessary.

#### Recommendations for professional status (e.g. judicatories)

Students requesting a recommendation for professional status (e.g. probationary membership in an annual conference or licensure from an accrediting agency) should bring the request with any necessary forms to the Administrative Assistant to the Academic Dean. Requests must be submitted to the dean's office at least one month before the deadline listed by the conference or requesting agency. Formal recommendations for professional status are written by the Student Review Committee, which consists of four faculty members. The Administrative Assistant to the Academic Dean will refer the student's request to the chair of the Student Review Committee. The committee will review the student's records, including transcript, field education reports and faculty comments on the student's performance in courses. Evidence of financial irresponsibility in relation to the school may also be considered. On the basis of this review, a statement of evaluation will be written and sent to the officials indicated by the student. If necessary, the committee may consult other members of the faculty, including the Academic Dean.

### Additional Program Information

#### Credit hours and contact hours

MTSO is on a semester system. Most courses carry three semester hours of credit and meet during a three-hour block of time once each week, Monday night through Thursday night for 15 weeks. Biblical language courses meet in 90-minute blocks twice a week, and Field Education I meets once every two weeks for a full academic year. Each Fall and Spring semester, some

courses are scheduled in a Friday-Saturday format. The January Term is a three-week session during which courses are offered in an intensive format. In the summer there are two separate three-week intensive sessions.

There are 35 contact hours for each three semester hour course. MTSO schedules each course at 170 minutes per week during the Fall and Spring semesters. This includes 150 minutes of class meeting time and 20 minutes of break. Contact hours are adjusted for courses that are less than three semester hours and courses taught during weekends or intensive sessions are scheduled accordingly. Students transferring credit from a quarter-hour school should be aware that for the transfer purposes, one quarter-hour is equivalent to 0.67 semester hours.

#### Exemption from required courses

Upon satisfactory completion of evaluative consultation and/or examination, students may substitute another course in a division for a required course. The examination/consultation will be administered by faculty members from the appropriate division of the school in consultation with the academic dean. Satisfactory completion will be noted on the transcript. This procedure does not entitle the student to academic credit, and no fees are charged.

#### Cross-cultural immersion requirement for Master of Divinity students

All students in the Master of Divinity program are required to complete an immersion experience in an approved cross-cultural setting. Completion requires participation in CR 201 and CR 203, "Cross-Cultural Experience: Pre- and Post-Immersion Sessions," both before and after the experience itself. The cross-cultural experience will carry 3 semester hours of credit; the pre- and post-immersion sessions carry no credit but are a component of the degree requirement and must be completed.

MTSO will coordinate at least two approved trips each year, usually in January or summer. Travel, lodging and additional expenses will apply, but can be offset via disbursement from a student's individual cross-cultural account. Consult the MTSO Business Office for more information on accessing these funds. There is also a separate handbook, the Cross-Cultural Immersion Course Student Handbook, which details specific policies related to the completion of the cross-cultural requirement. It is distributed to students at the point when they begin pre-immersion.

#### Cross-registration and the ecumenical context requirement

MTSO is a member, along with Trinity Lutheran Seminary and the Pontifical College Josephinum, of the Theological Consortium of Greater Columbus. All students are welcome to cross-register for courses at either member seminary in the consortium. In addition, the school has a relationship with two Ohio seminaries based in the Methodist tradition, United Theological Seminary and Payne Theological Seminary, which allows for cross-registration for

courses among students at these schools, as well as through the Interprofessional Commission of Ohio (via The Ohio State University). Tuition for cross-registered courses is paid to MTSO.

Students in the Master of Divinity program must complete the Ecumenical Context requirement, which means they are required to successfully complete at least one course (2 semester credit hours or more) at one of the non-United Methodist schools in the Theological Consortium of Greater Columbus, Payne Theological Seminary (in Wilberforce, Ohio), or through the Interprofessional Commission of Ohio. Transfer students from a non-United Methodist seminary have met this requirement based on their attendance at their former school. Students who attended Ecumenical Theological Seminary in Detroit have also met the ecumenical context requirement.

The faculty has placed certain requirements and limitations on cross-registration:

1. MTSO students may cross-register for no more than 18 semester hours of academic credit.
2. No more than 6 semester hours may be taken at other Theological Consortium of Greater Columbus schools in each of the four main divisions of the MTSO curriculum: Biblical studies; Historical Studies, Theological Studies (including Christian Ethics/Theology); and Practical Theology Studies. This limit does not include Biblical languages. Students should consult with their advisors to determine whether or not proposed courses intended for cross-registration are appropriate and/or fulfill degree requirements. If a student wishes to exceed these limitations, he/she must show cause in a petition presented to the Academic Dean.
3. Following matriculation at MTSO, students are required to take foundational courses (i.e. required and normally introductory-level courses) in all divisions at MTSO. Foundational courses include the following: HB110, NT110, any 200-level HB or NT course, CH125, CH235, CT149, CE101, ED145, WM100, PC100, PC155, CL100, and HM300. Master of Divinity students may take one of the two required upper-level courses in the Biblical Studies Division in another Consortium school.
4. There is no limit to the number of courses a student may complete under the auspices of the Interprofessional Commission of Ohio at The Ohio State University. However, the Commission has established enrollment limits, by profession, for all the participant professional schools and the Theological Consortium of Greater Columbus. Therefore, there are limitations to registration by course.

#### Ecumenical Theological Seminary (ETS) registration

Additional opportunities are available through the Ecumenical Theological Seminary in Detroit. Unlike cross-registration arrangements detailed above, students must apply directly to ETS. Tuition for ETS courses is paid to ETS. Students entering MTSO through the previous ETS cooperative degree program (no longer in existence) must take half of their coursework at MTSO in order to receive an MTSO degree.

Students enrolled at MTSO who did not enter MTSO through the ETS cooperative degree program may apply up to three courses from ETS to their degree program at MTSO. The grades will count in the student's cumulative grade point average.

Once a student has been admitted to either MTSO or ETS, the following guidelines apply for taking courses. The "home" school is defined as the degree granting school.

### Course eligibility

The courses that are eligible for cross-registration will be designated at the home school. The list of courses will be reviewed annually. ATS (Association of Theological Schools) procedures for the maximum credit allowed as transfer and/or cross-registration will be followed.

1. Select a course for cross-registration after referring to the most recent course schedule available from the school of host registration. Course schedules are listed on the Web site.
2. Complete and submit the cross-registration form to the Registrar of your home school.
3. Contact the Financial Aid Director of your home school to ensure compliance under the consortium agreement.
4. The home and host schools need to approve the cross-registration in consultation with your advisor.
5. You will need to contact the host school to get the information about textbooks and assignments.

### Clinical Pastoral Education

MTSO students may elect to complete a basic unit (400 clock hours) of Clinical Pastoral Education (CPE) for academic credit at a facility accredited by the Association for Clinical Pastoral Education (ACPE). A directory of facilities accredited by ACPE is available on the ACPE Web site, [www.acpe.edu](http://www.acpe.edu). More than 200 centers in North America are accredited by ACPE and available for CPE training. Several centers in the immediate area provide a rich variety of contexts and supervisory styles.

The 400-hour unit is completed through work as chaplains in hospitals, clinics or other institutions, under the close supervision of a trained chaplain/supervisor, with constant accountability to peers and other professionals in the institution. Past participants have found the CPE experience to be an intensive, sometimes emotionally challenging and frequently exhilarating occasion for learning. Here are only some of the powerful outcomes from CPE: honest feedback from fellow students and the chaplain or supervisor; increasing ability for self-disclosure; growing awareness of one's strengths as a person/pastor; and growing clarity about how one's faith as a pastor and as a person in crisis affects healing.

The clinical training movement has clearly proven itself to be in the mainstream of professional education for ministry. Independent of but in growing cooperation with seminaries, CPE is

required of students by some denominations, judicatories and seminaries. CPE is not a requirement of MTSO for all programs but has strong faculty support as a vehicle through which many students may learn much about giving pastoral care. This support is evidenced by the school's policy of granting an amount of credit between 3 and 6 credit hours for the completion of a 400-hour unit of CPE with another 3 credit hours possible for an additional unit. This policy reflects respect for the academic and professional validity of CPE.

1. Students pursuing this opportunity must contact the facility directly and follow their procedures for application and admission. Once accepted, a copy of the acceptance letter must be provided to the Office of the Registrar at MTSO.
2. Students register at MTSO for PC110, Clinical Pastoral Education and pay tuition to MTSO. MTSO pays the fees charged by the facility, as long as they do not exceed the tuition charged by MTSO. The site's fees are paid upon receipt of an invoice in the MTSO Business Office. Students may apply for financial aid, following stated procedures and deadlines established by the Office of Admissions and Financial Aid.
3. MTSO will award between three and six credit hours for one basic unit of CPE. Credit is awarded once a copy of the final CPE evaluation is received in the Office of the Registrar. Students must request the evaluation from their clinical site. Once credit has been awarded for CPE, a student cannot receive additional CPE credit in a subsequent term. CPE is normally graded on a pass/fail basis, but in special circumstances it may be possible to receive a letter grade after making prior arrangements with the CPE supervisor.

#### Field education

Students enrolled in Field Education can contact the Field Education Office for assistance in finding a Field Education position when they have completed one-third of their degree credit hours. Visit [www.mtso.edu/academic/field.htm](http://www.mtso.edu/academic/field.htm) for more information.

#### Individual study

Senior students may petition the academic dean to register for an individual study. Students requesting permission for an individual study must have at least a 3.0 GPA, both overall and in courses from the division in which the individual study is proposed. Middler students seeking permission for an individual study must have at least a 3.3 GPA, both overall and in courses from the division in which the individual study is proposed. Junior students are not normally eligible to request permission for individual studies. Students are limited to only one individual study per term. Petitions for individual study are not usually permitted during the January or Summer terms, nor when they duplicate courses listed in the current catalog.

A student may register for an individual study course with a credit value between one and three credit hours, to be supervised by an MTSO faculty member under the following conditions:

The petition form for an individual study may be obtained in the Office of the Registrar or from [www.mtso.edu](http://www.mtso.edu). The student must plan the individual study with the faculty member who agrees to supervise the study. (Faculty members are not required to supervise individual studies and are not permitted to supervise more than two per term.) The student must complete the petition, and the supervising faculty member and the student's academic advisor must sign it. The petition must be accompanied by a timeline for work on the project. It must include a proposed schedule of meetings with the faculty supervisor, and a rationale for the number of credit hours requested (normally, one credit hour requires 45 hours of work). The petition must be presented to the Academic Dean for approval no later than one week following the registration period in the term preceding the proposed term of study, except for Fall Semester when petitions must be submitted by the Wednesday prior to the beginning of Fall term.

### MTS thesis proposals

Students in the Master of Theological Studies degree program may elect to complete a thesis. The thesis course is three semester hours and generally counts as one of the courses in the MTS area of concentration. Students must complete the "Proposal for MTS Thesis Project" in conjunction with their advisor. Students may not register for thesis until it has been approved by the Dean.

**Purpose:** The purpose of the thesis project is to provide an opportunity for the student to engage in serious research in a focused area: to develop, in consultation with a faculty adviser, a research strategy, to demonstrate a mastery of some of the major sources and of significant issues in that area of study, and to articulate a coherent summary of that work with reasoned conclusions drawn from the study. It assumes previous concentrated study in the area of specialization. The student will work with a primary faculty supervisor in the course of the study. In addition, the completed thesis will be reviewed by a second reader. The thesis is graded pass/fail. A GPA of at least 3.3 is required for participation in this program.

**Proposal:** The topic for the thesis should normally be identified in the second semester of the MTS program, thereby allowing the student to structure future classes around that topic (whenever possible). In any case, the topic must be identified early in the semester prior to enrolling for the thesis course. The form for the thesis proposal can be obtained from the Office of the Registrar. Proposals are normally 2-3 pages in length. A significant part of the proposal is the proposed bibliography. A thesis proposal must be approved by the faculty thesis supervisor, the student's faculty adviser, and the Academic Dean, and submitted to the Registrar one week before the beginning of the term during which the student is enrolled for the thesis. At the time of approval the Academic Dean will assign a secondary reader, list that person on the form, and notify the student and the thesis supervisor of the selection. Copies of the approved proposal will be sent to the student, the supervisor and the secondary reader.

**Length and format:** The thesis itself will normally be 40-50 pages in length (double-spaced), including citations and bibliography. The thesis is to be presented in Arial or Times New Roman

font, 12 point, with the left margin 1.5 inches and all other margins 1 inch. Page numbers should be placed top right. Footnotes are to be used (not endnotes or in-text notes). The formatting of footnotes and bibliography should conform to The Chicago Manual of Style. The thesis should include a title page, an approval page for the signatures of the primary and secondary readers and the Academic Dean, table of contents, at least section headings, a bibliography of works cited and a bibliography of works consulted.

Consultation with the thesis supervisor: Normally the student will consult with the supervisor at least four times in the process of research and writing. Additional meetings may be scheduled, as well as conversations with the secondary reader or other faculty--as faculty are able and willing.

Thesis colloquium: Approximately two weeks after submitting a finished draft of the thesis the student will schedule a colloquium with the two readers. (Others may be invited by the students, at his/her choice.) This is not to be understood as a "defense" of the thesis, since the assumption is not that original work will have been produced. It is intended to provide an opportunity for the student to discuss the work of the term and the thesis itself with faculty (and others), as a way to provide a fitting closure to the process.

Completion dates: A penultimate draft (i.e., a finished project, though still open to minor additions and/or changes) must be in the hands of the readers no later than three weeks before the end of the term in which the student anticipates graduation. The thesis colloquium will be scheduled by the student with the two readers normally during the last week of the term.

Following approval by the primary and secondary readers and the Academic Dean, the student will present an unbound and signed copy of the thesis to the Director of the MTSO Library, along with payment for binding services.

### Transfer of credit

Course credit earned at other seminaries accredited by the Association of Theological Schools and other graduate work from regionally accredited institutions can be transferred (with some limitations) if it is appropriate to the student's program at MTSO. An exception to this policy is that Doctor of Ministry students may not normally receive transfer credit for courses completed prior to matriculation at MTSO. Receipt of an official transcript is an absolute requirement before transfer credit will be evaluated.

The amount of credit transferred will not exceed 50% of the number of credit hours required for completion of the student's academic program at MTSO. Students who enter a master's degree program at MTSO with an earned master's degree from an accredited theological school (MTSO or elsewhere) may transfer a maximum of 28 credit hours of appropriate credit from the earned degree to the MTSO program. Similarly, students enrolled in a dual degree program at MTSO can overlap a maximum of 28 credit hours between two programs.

Credits transferred to MTSO will be listed on the student's transcripts as earned credit, with no grade assigned, and do not affect the grade point average at MTSO. However, the student must

have earned a grade of C or higher in order for a course to be transferred. Courses completed 10 or more years prior to matriculation at MTSO will not be considered. Exceptions to normal transfer rules can be made by appealing to the Academic Dean.

Transfer credit should be requested from the Office of the Registrar prior to matriculation at MTSO. While scheduling classes, students should use the registrar's transfer credit evaluation in tandem with the guidance of the academic advisor. Once a student matriculates at MTSO, the following introductory courses must be completed at MTSO: HB-110, NT-110, a 200-level HB or NT course, CH-125, CH-235, CT-149, CE-101, ED-145, WM-100, PC-100, PC-155, CL-100 and HM-300. Transfer credit will not be removed after it has been awarded.

As stated above, Doctor of Ministry students cannot normally receive transfer credit for courses completed prior to matriculation at MTSO. However, after a D.Min. student matriculates, a maximum of 6 credit hours of doctoral level course work from other accredited institutions may be considered. Students must present a petition describing how the alternative courses will clearly and rationally substitute for MTSO's prescribed requirements and/or supplement an area of interest within the D.Min. specialization area that no course at MTSO will address. More information on D.Min. transfer policies is available in the Doctor of Ministry Handbook.

#### Credit from United Methodist Course of Study School or Advanced Course of Study

MTSO will award a maximum of 12 credit hours as a combined total for courses completed as part of the United Methodist Course of Study School or Advanced Course of Study. All other applicable standards for transfer of credit to MTSO remain in effect. Courses from the Course of Study School receive 0.75 credit hours in transfer for each course in which a grade of "high pass" (B-plus or above) was earned. Official COS and/or ACOS transcripts from Nashville must be provided to verify information. Courses from COS can only be used to fulfill electives in the student's academic program, and cannot replace required courses. ACOS courses that are recorded on a transcript by an accredited seminary can be considered separately under the normal standards for acceptance of transfer credit.

#### Auditing courses

Pastors and others are invited to audit master's level courses at a reduced cost from regular tuition. Full-time students, spouses of degree-seeking students, members of Parish Partner churches, and current and retired employees of MTSO may audit one course per term at no charge. Senior citizens may audit at a discounted rate.

Auditors must fulfill the requirements for auditors as stated by the instructor of any course audited. These requirements may include readings, class attendance and other appropriate forms of participation. Auditors are neither required nor permitted to submit written work for evaluation, or to take examinations. If any assessment or evaluation is required, auditors must register, pay for full credit and be admitted by the school. Auditors cannot request at a later date to receive academic credit for courses audited.

Availability to audit individual courses is subject to change based on the enrollment of credit-seeking students. Course instructors reserve the right to limit or prohibit auditor participation in their courses. In accordance with the standards of accrediting organizations, the school places limits (no more than 20% of the total class enrollment) in each course on the number of auditors whose educational background would not qualify them for regular admission to graduate study. Doctor of Ministry courses are not open to auditors.

For information about auditing courses, please contact the Office of the Registrar. Currently enrolled students will follow normal registration procedures for auditing courses; others will be asked to complete a brief application. See the “Academic and residential fees for 2009-10” section of this catalog for the current auditing fees.

## FINANCIAL POLICIES AND PROCEDURES

### Federal Refund Policy

The federal government has a mandated “Return of Title IV Funds” policy. This policy affects those students who have withdrawn from all classes and receive federal financial aid. Students, who receive federal financial aid, including Federal Subsidized Stafford Loans and Federal Unsubsidized Stafford Loans, should contact the Office of Financial Aid before withdrawing from classes. Withdrawing under this policy most likely will result in a balance being owed to Methodist Theological School in Ohio.

### Withdrawal Date

- A) The date the student notifies the institution, in writing, of his/her intent to withdraw.
- B) If the student drops out of the institution without notifying the institution (does not withdraw officially), the last day of the term that the student attended that we are aware of will be the date used.

### Institutional Refund Policy

Students who drop classes from their schedule within the designated drop period are entitled to certain refunds as indicated in the tables below. Students must notify the Office of the Registrar in writing of their intent to drop classes at MTSO by submitting the “Permission to Drop/Add Courses” form, which requires the signature of the student’s academic advisor. Requests to add or drop courses can only be recorded once the paperwork is submitted to the Office of the Registrar. The School defines the end of a class week to be Friday at 4:30 p.m.

Students who are deployed by the military in the middle of a semester will receive tuition credit for the courses in which they were enrolled at the time of deployment.

Refunds will be granted on the following scale if the student withdraws from Methodist Theological School in Ohio:

<u>Fall and Spring Semester classes: Weekly or Bi-Weekly courses</u>	<u>REFUND TO STUDENT</u>
Before the start of classes, or by the end of Week One	100%
By the end of Week Two	75%
By the end of Week Three	50%
By the end of Week Five	25%
After Week Five	0%
 <u>Weekend Classes in Fall or Spring Semester</u>	
Before class starts or by the end of Week 3	100%
By the end of Week Five	25%
After Week Five	0%
 <u>January Term and Summer Term 3 Week Intensive Session Courses</u>	
Before the start of classes, or by the 8 <sup>th</sup> class day of the term	100%
After the 8 <sup>th</sup> class day of the term	0%

#### Reimbursement Priority under Federal and Institutional Refund Policies

Necessary refunds to student financial aid programs will be made prior to release of any refund to a student.

The following priority listing will be used (subject to change without notice): Federal Stafford (unsubsidized) Loans; Federal Stafford (subsidized) Loans, institutional financial assistance (MTSO Grants and/or Scholarships), private sources of financial assistance, and the student.

Balances due to the school as a result of other obligations (i.e., emergency loans, telephone charges, dining hall charges, guest room charges, late registration fees, interest charges, etc.) are not subject to refund. The student must pay these obligations in full.

#### Student Account Balances (Credit)

It is the policy of Methodist Theological School in Ohio to not carry balances on student accounts after one year of inactivity on the student account. The following process and approach will be used with regard to such balances, excluding Federal Student Loan funds secured by the student:

1. The MTSO Business Office will make attempts throughout each academic year to notify those students who have balances in their student accounts and will provide these students the instructions and forms necessary for the students to withdraw these balances. Students will also be provided a deadline for the school's receipt of completed forms for such withdrawal. The MTSO Business Office will determine the

deadline for the school's receipt of the completed forms.

2. Student account balances will become general revenue to the school if all the following conditions are met:
  - a. The student account has been inactive for one calendar year; and
  - b. The student has been notified of a balance in the student account and provided the necessary information to withdraw this balance; and
  - c. The established deadline date has passed; and
  - d. The student has not requested a withdrawal of the balance in their account.
3. Students who are on a documented Leave of Absence with the school will have their student account balances maintained at the school unless their status changes to "withdrawn."
4. Any balance in a student's "cross-cultural" student account will be subject to the policy pertaining to the Cross-Cultural Program and not to this policy. Please refer to the Cross-Cultural Handbook for more information about policies related to the Cross-Cultural Program.

#### Satisfactory Academic Progress Policy for Financial Aid Recipients

Students must be making satisfactory academic progress to be eligible to receive financial assistance from federally based or Methodist Theological School in Ohio (MTSO)-controlled funds.

#### How Satisfactory Academic Progress (SAP) Works

All financial assistance awards are made contingent on satisfactory academic progress. If MTSO makes an award and subsequently discovers that the awarded student did not make satisfactory academic progress, the award will be withdrawn.

The satisfactory academic progress requirements stated are applicable to federal financial assistance and MTSO aid. Programs run by private agencies are governed by the specific policies of those agencies. Satisfactory academic progress decisions are made on a yearly basis. If a student is placed on academic probation, the student's progress will be checked at each disbursement interval.

Questions regarding satisfactory academic progress should be directed to the Office of Financial Aid. Decisions regarding satisfactory academic progress may be appealed to the Financial Assistance Committee on Academic Progress, which consists of the Academic Dean, the Assistant Director of Financial Aid, and the Registrar. Appeals may be granted if there are extenuating circumstances.

## SAP Policy

All students must earn 67% of their total hours attempted. The hours attempted will be determined from the last day to drop a class for each term enrolled. The hours will be reviewed at the end of each academic year.

Maximum Time Frame = 150% of the degree requirement

Master of Divinity degree requires 85 hours

127.5 = max time frame

Master of Arts in Christian Education degree requires 58 hours

87 hrs = max time frame

MDiv/MACE dual degree requires 112 credit hours

168 hours = max time frame

Master of Theological Studies degree requires 54 credit hours

81 hours = max time frame

MDiv/MTS dual degree requires 112 credit hours

168 hours = max time frame

Master of Arts in Counseling Ministries degree Track I requires 58 credit hours

87 hours = max time frame

Master of Arts in Counseling Ministries degree Track II requires 59.5 credit hours

89.25 hours = max time frame

Master of Arts in Counseling Ministries degree Track III requires 82 credit hours

123 hours = max time frame

MDiv/MACM dual degree Track I requires 115 credit hours

172.5 = max time frame

MDiv/MACM dual degree Track II requires 116.5 credit hours

174.75 = max time frame

MDiv/MACM dual degree Track III requires 136 credit hours

204 hours = max time frame

## Qualitative

Students must achieve a 2.5 cumulative grade average upon the completion of each academic year to meet this requirement.

### Denial of Aid

Students who have been denied financial assistance due to lack of satisfactory academic progress may re-establish progress by meeting both the appropriate number of semester hours and cumulative grade point average in coursework taken at MTSO at their own expense.

Transfer students are evaluated in accordance with their standing at the point they enter MTSO, for purposes of determining satisfactory academic progress. Therefore, a student who transfers eighteen (18) semester hours to MTSO from prior work would be considered to have completed one academic year at MTSO, and future progress would be considered from that point.

Students on special scholarship from MTSO may have additional requirements in order to retain such scholarship. Refer to the "Guidelines for Special Scholarships" document for specific criteria in each program.

### Appeals Process

Students who are suspended from financial assistance eligibility are entitled to an appeal if extenuating circumstances have affected their academic progress. Appeals must be submitted in writing and addressed to the Financial Assistance Committee on Academic Progress, c/o the Assistant Director of Financial Aid. The Assistant Director of Financial Aid will inform the student of the decision in writing immediately thereafter.

## STANDARDS OF CONDUCT

### General Expectations

“Methodist Theological School in Ohio is a center for rigorous theological inquiry, spiritual formation and professional development which is rooted in the scriptures and traditions of the Christian faith... Grounded in our Wesleyan tradition and influenced by our ecumenical and interfaith commitments, we attend to the theological, spiritual and vocational formation of a diverse group of students involved in a wide range of pursuits.” (Our Identity and Purpose)

By accepting admission to the School, students voluntarily become part of a learning community that exists in a covenant of mutual respect, honesty, tolerance and trust. Each member of the community has a responsibility to maintain this covenant relationship, i.e., to respect the dignity, worth and rights of others in the community; to honor the School and its integrity; and to abide by the regulations of the School. In addition, students seeking or planning to seek ordination or licensure through external judicatory, licensing or governing bodies are assumed to have voluntarily accepted the respective conduct standards and expectations of those organizations as well.

### Disciplinary Sanctions

A student is subject to disciplinary sanctions when that student violates the School's covenant of mutual respect, honesty, tolerance and trust; that is, when the student's academic, personal or professional conduct/behavior brings discredit or dishonor on the School, threatens the safety and well-being of other members of the MTSO community, or causes harm or injury to the School or members of the MTSO community. Disciplinary sanctions may include restitution for damage, reprimand, disciplinary probation, suspension or expulsion. In addition, the School may choose to report instances of misconduct to the pertinent judicatory, professional or governing body.

### Disciplinary Process - General

In a seminary community, it is important to separate the imposition of disciplinary sanctions – the purpose of which is to protect the campus, the individuals who compose the seminary community, and the ideals and values of the seminary – from the search for reconciliation, rehabilitation and forgiveness. As an affiliated organization of The United Methodist Church and a community committed to the gospel of Jesus Christ, the School's position is that God's forgiveness is available to all who repent of their sin. The fact that a person has repented and has been forgiven, however, does not mean they are free from consequences of their actions. The imposition of discipline and the search for healing, reconciliation and restoration are therefore viewed as separate and not conflicting goals.

### Interim Suspension

Whenever the Academic Dean concludes that the continued presence of a student on the campus poses a significant threat to himself/herself, or to others, or to the stability and continuance of normal school functions, the Dean may summarily suspend the student for an interim period, pending an appropriate evaluation (medical, psychological, psychiatric assessment) and/or an opportunity to hold a conference with the student. When imposed, Interim Suspension is effective immediately.

## ACADEMIC MISCONDUCT

### General Statement of Expectations

The opportunity for free inquiry and free expression essential to the educational process exists effectively only within a system of order which supports it. Accordingly, academic misconduct in any form will not be tolerated and may result in failure of course work or other sanctions up to and including dismissal from the School.

### Expectations for Documenting Written Work at MTSO

The faculty has adopted the policy that all papers submitted for courses at MTSO must conform to a standard format for "footnotes" (which is taken to mean footnotes, endnotes, or in-line

notes) and bibliography. The intent of a standardized format is that the readers have full and immediate information concerning works cited and consulted by the writer of the paper.

Students may choose either one of two standard formats, which are here identified as 1) the Turabian format, or 2) the Author-Date system (sometimes called the social science, or APA, format). Students may choose either format for any paper, but that format must be followed consistently throughout the paper. Mixing the two styles in the same paper is not permitted. Papers not conforming to a proper and consistent style may be returned to the writer upgraded, for a re-write, or with a grade that reflects failure to follow the required format. A style sheet, "Guidelines for Documenting Written Work at Methodist Theological School in Ohio," is available from the Academic Dean's office. If you have questions, please consult with the Academic Dean or another faculty member.

#### Academic Misconduct - Examples and Definitions

The faculty has identified the following as specific, but not all-inclusive, examples of academic misconduct:

1. Cheating on examinations of any kind by whatever means, including preparation for an examination by means of obtaining copies of examination, past or present, and copying from other students.
2. Utilization of the oral and/or written private research of a paid or voluntary person and representing this work as one's own, whether within the classroom or in any context of the seminary's academic program.
3. Borrowing without attribution (plagiarism) from published and unpublished works. Plagiarism is defined for these purposes in a broad rather than a narrow sense and therefore is not limited to definitions found in Civil Law which apply to Copyright Laws, the commercial reproduction of books, articles and recordings.

#### Defining Plagiarism

It is difficult to define the exact limits of plagiarism in an academic setting. The following is an outline of functional definitions of plagiarism suggested by Harold C. Martin and Richard M. Ohmann in their book, "The Logic and Rhetoric of Exposition" (Revised edition, New York, 1963, pp. 274-278):

##### a) "Word for Word Plagiarizing"

Martin and Ohmann state that this form of copying without footnotes, attribution or the use of quotation marks that lifts in whole pieces, sentences and clauses from the original text.

##### b) "Mosaic"

The authors define this form of plagiarism as taking phrases from original work without attribution and weaving them together by means of transitional sentences.

c) “Paraphrase”

Martin and Ohmann suggest that “the purpose of the paraphrase should be to simplify or to throw a new and significant light on a text: it requires much skill if it is to be honestly used and should be rarely resorted to by the student . . . “As the authors point out, paraphrasing is only dishonest when it is not explicitly identified as an exercise in paraphrase and the ideas are not clearly attributed by means of reference and/or footnoting to the original author.

Application of definitions

These examples and definitions of academic misconduct apply not only to the production of written assignments, but also to oral presentations, in any form (e.g. drama, class presentations, video tapes and homilies). Students are always expected to attribute clearly and explicitly work, which is, properly speaking, the property of others.

Sanctions

When academic misconduct has been established to a faculty member’s satisfaction, the faculty member may assign the student a failing grade on the assignment or in the course, and/or may recommend stronger sanctions to the Academic Dean. The matter will be reported to the Academic Dean, who will meet informally with the student to discuss the matter. The Dean has the option of imposing additional sanctions such as reprimand, probation, suspension or expulsion.

If a student receives a second failing grade because of academic misconduct, suspension or dismissal will be recommended to the Academic Dean. If the Academic Dean concurs, the Academic Misconduct Disciplinary Review Process will take effect.

Academic Misconduct Disciplinary Review Process

The following process will ordinarily be followed when a student is suspended or dismissed from the School for reasons of academic misconduct. Deviations from the prescribed process shall not necessarily invalidate a decision, unless a significant prejudice to a student or to the School would result.

1. The Academic Dean shall initiate any suspension or dismissal for academic misconduct by giving the student written notice, delivered by hand or sent by United States mail to the student’s last known address as shown on the records of the School, specifying the charge against the student and the discipline intended. The Academic Dean may in some circumstances meet with the student to communicate the charges and discipline prior to formal written communication.

2. If a student wishes to contest the academic misconduct charges or discipline, the student shall inform the Academic Dean in writing delivered by hand or sent by United States mail to the Academic Dean within seven (7) days of receipt by the student of notice from the Academic Dean. In any situation in which it is unclear or disputed when or whether the student received the notice, the student's response must be received by the Academic Dean not later than twenty-one (21) days from the date the notice is mailed by the Academic Dean. Failure of the student to inform the Academic Dean within these time limits shall mean that the Academic Dean may impose the proposed discipline without the necessity of further proceedings.
3. If in a timely manner a student informs the Academic Dean in writing that the student wishes to contest the stated academic misconduct charges or discipline, the matter shall be scheduled for hearing by an executive session of the Academic Affairs Committee of the School (hereafter referred to as "the Committee") not earlier than five or later than twenty (20) days after the Academic Dean receives the student's written response.
4. The academic misconduct hearing procedures at the School are not as formal as those existing in courts of law. The following procedures are generally applicable to the hearing process:
  - a. Formal rules of evidence shall not be applicable.
  - b. The Committee hearing shall not be open to non-participants, unless the students and the Committee agree otherwise. The student may have an advocate, other than an attorney, who is a member of the MTSO community, present. In the event there are pending criminal charges against the student, an attorney may be present to observe and advise the student. The attorney may not participate in the proceedings.
  - c. The presiding officer of the hearing shall exercise control over the hearing to provide fair and efficient procedures and to prevent the harassment or intimidation of witnesses. The burden of proof shall be upon the faculty member bringing the academic misconduct charges. The guilt of the accused student must be established by a preponderance of the evidence. The Committee shall have the authority to determine all procedural matters.
  - d. The parties shall have the right to present evidence and a reasonable number of witnesses. The presiding officer may limit the number of witnesses in order to avoid repetitious, irrelevant or unnecessary evidence. Parties shall have the right to question adverse witnesses.
  - e. The Committee shall deliberate in private session, and only information introduced in the hearing will be considered in reaching a judgment. The

Committee may decide by majority vote to accept, reject or amend the discipline recommendation by the Academic Dean in the written notice to the student.

- f. After determination of the facts and a decision regarding the disposition of discipline, the Committee may consult the student's file prior to determination of the sanction.
- g. The decision of the Committee shall be in writing and shall include a written summary of the testimony, which will be sufficiently detailed to permit review. The decision shall be delivered by hand to the student and the Academic Dean or sent by United States mail to the student's last known address as shown on the records of the School.
- h. The student may ask by written request, delivered to the Academic Dean within seven (7) days of the receipt by the student of the Committee's decision, that the Committee's decision be reviewed by the faculty as a whole, meeting in executive session. In any situation in which it is unclear when or whether the student received the notice, the Academic Dean must receive the student's response not later than twenty-one (21) days from the date the notice is mailed by the Committee. Failure of the student to request an appeal within this time limit shall result in the Committee's decision becoming final.
- i. The decision of the faculty shall be based on the written decision of the Committee, the summary of testimony, and any documents introduced into evidence. In addition, the student or the student's advocate, and the Academic Dean may request to meet with the faculty prior to the decision of the appeal. The decision of the faculty shall be made in writing and delivered to the student and the Academic Dean. That decision shall be final.

## PERSONAL AND PROFESSIONAL MISCONDUCT

### Personal/Professional Misconduct Disciplinary Process - General

It is generally acknowledged that perceptions, allegations and actual instances of personal and professional misconduct generally cause pain and disrupt community life. It is thus incumbent on the seminary community to recognize and address personal and professional misconduct when it occurs.

To minimize the reach of whatever pain and disruption is caused by misconduct, and to protect the privacy of all persons, MTSO regards allegations of personal and professional misconduct by students as matters to be handled with the greatest possible degree of confidentiality.

The following process shall be applicable to allegations of personal or professional misconduct in cases not otherwise explicitly addressed elsewhere in this Student Handbook.

The position of the School is that repeating gossip, rumor or innuendo is not an appropriate practice, but “truth-telling” invites wholeness for persons and communities. In that spirit, knowledge of misconduct should be brought to the attention of the student alleged to be engaging in misconduct. If the alleged misconduct continues, or if dealing directly with the offending student is inappropriate, the alleged misconduct may be reported to the Academic Dean. Anonymously reported accusations will not be acted upon.

A student accused of such misconduct will be invited to meet with the Academic Dean to discuss the matter. An advocate, other than an attorney, who is a member of the MTSO community, may accompany the student.

The student has the right to contest the allegation through any means acceptable to the Academic Dean. The expectation is that the Academic Dean and student will have maximum latitude to explore viable procedural options, and that the Academic Dean is ultimately accountable for establishing a process that is fair, reasonable and appropriate to the situation. At the discretion of the Academic Dean, the student will be told who has reported the alleged misconduct.

The Academic Dean may seek clarification and/or additional information. The Academic Dean may also contract with an appropriate, qualified, neutral, external person to conduct a thorough, impartial investigation, resulting in findings of fact and recommendations for mediation and/or resolution of any allegation of misconduct.

The Academic Dean has full authority to impose appropriate disciplinary sanctions in personal and professional misconduct matters. If a violation is flagrant, suspension or expulsion from the School may be imposed. The Academic Dean may choose to notify relevant judicatory and

professional governing bodies if he or she discerns it to be appropriate. Either party may appeal the Academic Dean's decision to the President.

Should the Academic Dean or President be the subject of an allegation of personal or professional misconduct involving a student, the President or Chair of the Board of Trustees, would, respectively, receive and review the matter.

Criminal charges brought against any MTSO student are regarded as independent of and separate from the School's disciplinary processes.

#### Personal/Professional Misconduct Disciplinary Processes – Specific

##### Harassment Grievance Process

This harassment grievance process for students applies to all grievances brought by students against MTSO faculty, staff and fellow students.

Harassment (harmful ridicule or conduct) is contrary to Methodist Theological School in Ohio's spirit of inclusiveness, and the School will neither condone nor tolerate harassment.

Frivolous or spurious accusations of harassment are also viewed as destructive and equally unacceptable.

Harassment is generally understood to mean the use, with intent to harm, of prejudicial words or conduct that seeks to diminish or demean another on the basis of differentiation (e.g., race, gender, disability, appearance, age, sexual orientation, religious affiliation). Sexual harassment is defined as significant and/or repeated unwelcome or coercive sexual advances, or verbal and/or physical abuse based on sex.

Members of the MTSO community are expected to discipline their verbal and physical expression in interpersonal relationships to avoid even the appearance of questionable motivation or disregard for individual sensitivities. Intimidation and coercion of persons on the basis of sex, race or other differentiation is cause for serious concern and, if clearly demonstrated to the satisfaction of School authorities, will result in disciplinary action.

The intent of this Harassment Grievance Process is to establish an environment in which persons can engage in their tasks free from fear of, or subjection to, harassment. Providing the opportunity to defend one's personhood is central to the process. Christian justice and reconciliation are the goals of the process.

Calling the responsible person's attention to the problem, either in person or in writing, can solve many problems involving the perception of harassment by members of the campus community. If the harassment continues, or if dealing directly with the offending person is inappropriate, the alleged harassment may be reported to the Academic Dean. An advocate,

other than an attorney, who is a member of the MTSO community, may accompany the aggrieved person.

The Academic Dean may investigate the complaint and seek to determine the facts, hearing both the aggrieved person and the person who is the alleged cause of the grievance. The Academic Dean may also contract with an appropriate, qualified, neutral, external person to conduct a thorough, impartial investigation, resulting in findings of fact and recommendations for mediation and/or resolution of any allegation of harassment.

This process may result in a solution to the problem satisfactory to both parties involved. If this is not the case and there is sufficient evidence, the Academic Dean will take disciplinary action. If the Academic Dean decides there is not sufficient evidence, the Academic Dean will inform both parties of this decision. Either party may appeal the Academic Dean's decision to the President.

Every effort will be made to treat harassment cases in a confidential manner. In addition, every effort will be made to ensure there is no retaliation or intimidation toward the person(s) making the complaint or those serving as advisors.

#### Sexual Misconduct

Methodist Theological School in Ohio recognizes that consensual sex between unmarried persons is a controversial aspect of modern society. While no obvious societal consensus on the topic is likely, students must understand that in a seminary affiliated with The United Methodist Church, expectations are present which may be at odds with sexual norms and practices tolerated by the society at large.

Flagrant sexual improprieties, especially those that may involve harm to other parties, such as adultery, may create disruptive tension not only in the immediate community of MTSO but throughout its many constituencies as well. The consequences of behavior that demonstrates disregard for this truth extend beyond the consenting parties. Indeed, such behavior may bring lasting damage to the reputation of the school itself, harming its ministry, alienating its benefactors, and endangering its financial stability, thus affecting all in the community, including the student body itself, in important ways.

In order to prevent harm to the School and others, knowledge of alleged sexual misconduct should be brought to the attention of the student engaging in misconduct. If the misconduct continues, or if dealing directly with the offending student is inappropriate, the alleged misconduct shall be reported to the Academic Dean, or to a senior administrative or academic staff member of the opposite gender (to the Academic Dean) who has been designated by the Academic Dean. If the incident is not reported first to the Academic Dean, the designated staff person shall notify the Dean that a sexual misconduct complaint has been registered. Anonymously reported accusations will not be acted upon.

The Academic Dean, and when appropriate, the staff person designated by the Academic Dean and in consultation with the Dean, may seek clarification and/or additional information before contacting the student who is accused of sexual misconduct. After initial reporting and clarification, the Dean shall proceed with the process of investigation. The Dean may also contract with an appropriate, qualified, neutral, external person to conduct a thorough, impartial investigation, resulting in findings of fact and recommendations for mediation and/or resolution of any allegation of sexual misconduct.

The Academic Dean may, at his or her discretion, ask student(s) alleged to be engaging in sexual misconduct to a confidential discussion, the purpose of which is to address the alleged behavior, to seek appropriate remedies if warranted. An advocate, other than an attorney, who is a member of the MTSO community, may accompany the student.

The Academic Dean may hold students responsible for standards of sexual conduct to which the student has implicitly or explicitly agreed by becoming part of the community. Students may also be held accountable to the professional standards and expectations of their own judicatories and/or governing bodies, recognizing that such standards may vary among denominations and other professional groups. In cases judged to be flagrant, the Academic Dean may resort to other measures and sanctions, including expulsion from the School. Either party may appeal the Academic Dean's decision to the President.

MTSO faculty and staff are prohibited from entering into a romantic or sexual liaison with an MTSO student.

#### Substance Abuse Policy

The primary objective of this policy is to promote good health practices as part of the educational mission of the School. In so doing, we strive to provide and maintain an alcohol-free and drug-free academic environment.

MTSO prohibits the unlawful use, possession or distribution of alcoholic beverages or illicit drugs. MTSO, through the Academic Dean's office, will work with any student suspected of violating this policy.

A first sanction for unlawful use or possession of alcoholic beverages or illicit drugs would generally require, as a minimum, drug and alcohol assessment and, if needed, counseling and rehabilitation. Other disciplinary sanctions could be imposed through the personal/professional misconduct disciplinary processes. Repeated instances of substance abuse will absolutely constitute grounds for suspension or expulsion.

Suspected unlawful distribution of alcoholic beverages or illicit drugs will be referred to legal authorities. The student would also be subject to disciplinary action by the School, including expulsion.

### Student Complaints

Processes for addressing certain student concerns are outlined in the Student Handbook. Students are instructed to follow the procedure outlined in the Student Handbook for the following concerns: for redress of issues related to student performance, see Faculty Comments on Student Performance; for redress of unfair course grading, see Grading Process; for redress of harassment concerns, see Harassment Grievance Process; for redress of dismissal or suspension for reasons of academic misconduct, see Academic Misconduct Disciplinary Review Process. If a satisfactory resolution is not achieved through these processes, or for matters not addressed through processes outlined elsewhere in the Student Handbook, students may avail themselves of this Policy on Student Complaints.

Any written expression of dissatisfaction from a currently enrolled student, regardless of content (see above paragraph for some specific concerns), that is addressed and delivered to one of the following agents of Methodist Theological School in Ohio: President, Executive Assistant to the President, Academic Dean, or Vice President for Administrative Services shall be considered a formal complaint and logged accordingly. The complaint must be signed by the complaining party, and must include a return address for the complaining party. While the complaint can be delivered to any of the agents listed above, the final, official log of student complaints will be housed in the office of the Executive Assistant to the President.

Information about logged complaints must be shared with an evaluation team from the North Central Association of Colleges and Schools at the time of a regularly scheduled comprehensive visit. However, individual identities will be shielded unless prior approval has been obtained from the individual(s) involved.

## CAMPUS CLOSINGS

MTSO Alert: MTSO Alert is a messaging system that allows campus administrators to communicate quickly with students, faculty and staff in the event of an emergency or a campus closing due to inclement weather or other unforeseen events. The system is hosted by e2Campus, a provider of alert systems to hundreds of campuses. This allows us to send notifications of events if a power outage shuts down the MTSO computer system. Through MTSO Alert, important campus information can be sent to students, faculty and staff via cellular SMS text message, e-mail, or telephone voice message. Students are encouraged to visit the MTSO alert website to sign up for this service at <http://www.mtso.edu/alert/>.

Administrative Procedures: The President, Academic Dean and Vice President for Administrative Services each have the authority to close the campus, delay opening, and/or

cancel classes in response to an emergency, power or utilities failure, severe weather or other calamity. Insofar as it is possible, these officers of the MTSO will consult with one another and with the Director of Buildings and Grounds before making such a decision.

There may be some circumstances under which classes would be cancelled, but offices will remain open, and vice versa. When circumstances permit, a decision to close the school will be made as early as possible in the day, preferably between 6:30-7:00 AM.

Classes will automatically be cancelled AND offices will automatically be closed during a LEVEL III weather emergency IN DELAWARE COUNTY. The Delaware County Sheriff's Department declares all such emergencies. PLEASE NOTE: If you live outside Delaware County and a LEVEL III emergency is declared in your county, you are to stay off the road. Traveling during a LEVEL III will result in a ticket and a fine.

Definitions (Source: Delaware County Sheriff)

Level I Snow Emergency: Roadways are hazardous with blowing and drifting snow. Roads are also icy. Extreme caution is advised when driving.

Level II Snow Emergency: Roadways are hazardous with blowing and drifting snow. Only those who feel it is necessary to drive should be out on the roadways. Contact your employer to see if you should report to work.

Level III Snow Emergency: All roadways are closed to non-emergency personnel. No one should be out during these conditions unless it is absolutely necessary travel. All employees should contact their employers to see if they should report to work. Those traveling on the roadways may be subject to arrest under 2917.13 of the Ohio Revised Code. This offense is a misdemeanor of the fourth degree.

Notification of Closing or Delayed Opening

Notice of closing or delayed opening will be available through the following means:

- Sent out via MTSO Alert
- Posted on the MTSO website's home page: [www.mtso.edu](http://www.mtso.edu)
- Recorded on the MTSO answering system 740-363-1146
- Announced to callers who reach the Receptionist's Desk 740-363-1146
- Submitted to the following radio and television stations:

WCMH (Channel 4: NBC)

WSYX (Channel 6: ABC)

WBNS (Channel 10: CBS)

WTTE (Channel 28: Fox)

ONN (Ohio News Now) (Cable)

FM Radio: 92.3 (WCOL), 93.3 (Lite FM), 97.9 (WNCI), 105.7 (The Fox), 107.9 (Mix)

Faculty members are encouraged to develop notification systems (e.g. SharePoint, Individual faculty websites, class phone trees, or voice mail greetings) to advise students regarding

matters such as: cancellation of individual class sessions, especially if the school remains open; arrangements for submitting assignments on days when MTSO is closed, etc.

Use of Personal Judgment/Notification of Absence:

Given that weather conditions in home locations of students and employees may differ significantly from those in Delaware County, employees and students should always exercise their best personal judgment when MTSO is open, and when travel to and from the school involves unusual or extraordinary risk. Students and employees should initiate direct communication with supervisors or faculty if absence is deemed necessary. It is assumed that responsibility, reasonableness and fairness will guide decisions regarding absence, and that compassion and understanding will guide faculty and supervisors as arrangements are made to make up for missed work.

## HELPFUL INFORMATION ABOUT OUR CAMPUS

Campus Connections:

Reception Desk: Internal callers, dial "0". External callers dial 740-363-1146.

Business Office: Open Monday-Friday 8:30 -11:30 AM and 1 – 4:30 PM. Postage stamps and postage for outgoing packages may be purchased at the Business Office window during its hours of operation (M-F: 8:30 -11:30 AM; 1:00 -4:30 PM).

Mail Room: The mailroom is located in the basement of Werner Hall, next to the Coffee Shop and is usually open Monday-Friday 9 – 11 AM and 2-4 PM. Mail is only delivered and picked up at the school Monday through Friday. The Mail Room is closed on MTSO holidays. Mailroom operating hours are posted on the mailroom door.

Every student is assigned a mailbox and you will keep this same mailbox throughout the time you are enrolled at MTSO. Students can send and receive both regular and campus mail through the mailroom. You will receive your mailbox number and combination at Orientation, or you may stop at the reception desk at Werner Hall. It is your responsibility to remove the contents of your mailbox on a regular basis. Often, important notices (including papers) are sent through campus mail. You can get to your mailbox at any time by using your swipe card to gain access to the Coffee Shop.

To ensure that incoming mail reaches you as promptly as possible, please make sure those who will be corresponding with you include your MTSO box number (NOT YOUR APARTMENT NUMBER if you live on campus) as part of your MTSO address.

Phones: Local calls can be made from "house" phones located in the Coffee Shop, Reception area in Werner Hall, Dining Hall foyer, Gault Hall, Gallery next to Library, and in the Dewire Residence Hall Lounge. Call boxes are located outside the main entrances to the Helen Werner

Apartment Building and the Dewire Residence Hall.

Copy Machine: A coin-operated copy machine is available for your use in the library.

Wildlife: Various forms of wildlife including feral cats, skunks, moles, squirrels, geese, ducks, coyotes and deer may be found on campus. There may be times when these animals approach you. For obvious reasons, we ask you not to touch or feed these animals. Please notify The Director of Buildings and Grounds of any wildlife that you believe represents a danger or a nuisance.

Food Service:

Dunn Dining Hall serves Lunch and Dinner on Tuesday, Wednesday and Thursday during the academic year, when school is in session.

**HOURS OF OPERATION:**

Lunch:	11:30 a.m. to 1:00 p.m. (12:30-2 on days when Chapel is scheduled for one hour)
Dinner:	5:00 to 6:00 p.m.

A “board plan” is part of the housing package for all Dewire Residence Hall residents. Apartment Building and Kleist Manor residents, families and guests are invited (and encouraged!) to eat some meals in Dunn Dining Hall, either on a pay-as-you-go basis, through setting up a pre-paid card, or by purchasing meals in advance (see below). DDH offers convenience, value and flavor! Watch The Cubicle for weekly menus.

PRICES: Lunch \$5.25                      Dinner \$6.25

PRE-PAID CARDS: You may purchase pre-paid cards for lunch (\$26.25) or dinner (\$31.25). In each case, you’re paying for five meals, and you get the 6<sup>th</sup> free. The cards are a real convenience if you decide to have a meal in the Dining Hall at the last minute.

OPTIONAL BOARD PLAN (per semester): This fee will be added to your semester bill.

- 2 meals/week may be purchased for \$175 per semester.
- 3 meals/week may be purchased for \$262 per semester.
- 4 meals/week may be purchased for \$336 per semester.
- 5 meals/week may be purchased for \$409 per semester.
- 6 meals/week may be purchased for \$483 per semester.

The Dining Hall staff welcomes menu suggestions, and will do their best to accommodate your special dietary and scheduling needs. Contact Lola Music x3377.

Vending Machines serving Coffee, Soda, Water, and Snacks are located in the Coffee Shop.

Spiritual Life Connections:

Prayer Requests: Prayers requests are shared via an email prayer chain. To become a member of the prayer chain and/or to send prayer requests, send a message to [dhart@mtso.edu](mailto:dhart@mtso.edu).

The Frazer Prayer and Meditation Room is located on the first floor of Gault Hall, just outside the Burgett Preaching Chapel (Gault 145). It is available to you whenever Gault Hall is open.

Sabbath Space (formerly the Gene Vest Conference Room) was a gift to the campus from the Class of 2007. This is a comfortable space with chairs, a table, a fountain, and a restroom. If you need a quiet place to study and put your feet up between classes, this could be the place. It is located on the lower level of Werner Hall, between Cokesbury Bookstore and the Gault elevator.

Chapel: When not scheduled for other events, the Centrum Chapel is available for prayer, meditation, as well as community worship and other large community gatherings. Weekly worship services will be announced through the Cubicle and Daily Announcements.

## OFFICE OF STUDENT LIFE

Listed below are several of the services provided by or through this office:

**Campus Housing:** A student must be enrolled in a degree program to live in the Helen Werner Apartment Building or Kleist Manors Apartments. Kleist Manor is designed for students with families living with them, either full time or part of the year. Dewire Residence Hall is designed for commuting students. Resident Advisors (RAs) are available to enhance your on-campus living experience. They are your contact for miscellaneous questions, concerns or needs regarding your living quarters, including building and room access. The Director of Student Life is the staff liaison for the Resident Advisors and can assist with mediation of resident concerns/complaints. The Director of Buildings and Grounds is responsible for housing reservations, building maintenance, campus safety and security, and physical plant concerns. More information about on campus housing can be found beginning on page 63 in this handbook.

**Tutoring for International Students:** Students are available for peer-tutoring if international students need assistance with concepts discussed in class. International students needing writing assistance in English are encouraged to utilize the services of the Writing Instructor, Danielle Clarke ([dclarke@mtso.edu](mailto:dclarke@mtso.edu)).

**Writing Assistance/ Writing Instructor:** All first year students are encouraged to utilize the services and expertise of the Writing Instructor, Danielle Clarke ([dclarke@mtso.edu](mailto:dclarke@mtso.edu)). Students who are beyond their first year at MTSO and find they still need assistance with writing are encouraged to talk with the Director of Student Life and/or the Academic Dean for approval to continue to receive writing assistance.

**Emergency Need Fund:** A fund administered by the Dean's office is available to assist any student in need of emergency financial support. Contact the Director of Student Life, or if unavailable, the Registrar.

**Student Leadership Council** is the organization responsible for handling student elections, recommending student organizations to the Administrative Council, and working collaboratively to create student-initiated programming and activities of interest to the student body. The members of the SLC are representatives from various student organizations, a Resident Advisor and a Student Trustee. The Director of Student Life and a Faculty member meet with the group and meetings are open to all interested students, faculty and staff.

**Creating/ Initiating Student Groups:** Student initiated groups are encouraged. Organizations wishing official recognition shall present a written proposal to the Director of Student Life for presentation to the Student Leadership Council and Administrative Council. Each group shall have at least 5 members, meet at least once per semester, and shall have a sponsor who is a

current or retired faculty or staff member. Sponsors shall meet with the group at least once each semester and be available to meet with the chairperson of the organization as needed. Student groups may receive recognition and limited funding through the Student Leadership Council. The Director of Student Life will supervise the budget of recognized student groups.

Facilities Requests for Student Groups: Please contact Denise Hart at dhart@mtso.edu.

Food Pantry: Food from the Food Pantry is available at no cost to anyone in need who is a part of the MTSO community. Students, Faculty and Staff make contributions of non-perishable food to the Food Pantry. The Food Pantry is located in Coffee Shop and is a volunteer project of the students of MTSO.

Exercise Room is located in the lower level of the Dewire Residence Hall and students will need a keycard to access the room. Please see the Director of Buildings and Grounds to have your existing keycard programmed for the necessary doors or to request a new keycard. The room is equipped with elliptical trainers, a treadmill, a recumbent bike and weight/resistance equipment. Please follow the directions for use of each piece of fitness equipment (found on the equipment) carefully. Use of this equipment is at your own risk. For insurance and liability reasons, the following rules apply to use of the Fitness and Weight Equipment in the room: Students, spouses and dependents (who are at least 16 years of age), guests, faculty and staff of Methodist Theological School in Ohio are welcome to use the fitness and weight equipment in this space. Individuals who are younger than 16 years of age are welcome to use the pool table and ping-pong table while under an adult's supervision. For insurance and liability reasons, no one younger than 16 years of age is permitted to use the weight or other fitness equipment.

#### Walking Trail/Walking Club

A one-mile Walking Trail has been established on the campus. Wooden markers along the trail guide walkers through the woods that surround the campus, which includes a wooden footbridge for easy crossing at the creek. All students are invited to use the Walking Trail as part of a regular fitness routine/exercise regimen.

Free Short-Term Counseling is available for all MTSO students and staff through the Pastoral Care department of Riverside Methodist Hospital. Persons seeking these services will need to make arrangements to meet with a pastoral care staff person at Riverside. Please contact the office of the Academic Dean, the Director of Student Life, or Director of Pastoral Care at Riverside Methodist Hospital (614-566-5307) for additional information.

Spiritual Directors are available and you are encouraged to utilize their services. Brochures with short biographies and phone numbers of each one of our Spiritual Directors is available in Meyer Lounge and through the Office of Student Life. To schedule an appointment with one of our Spiritual Directors, call the person with whom you would like to meet.

## Disabilities Services at MTSO

The Methodist Theological School in Ohio supports students of special populations in their efforts to reach their potential by encouraging self-advocacy and facilitating student accommodations; empowering students to help themselves and providing the safe environment in which to do so. We commit to an inclusive learning environment and will make every effort to support reasonable, documented requests for accommodations and learning adaptations.

The Americans with Disabilities Act was enacted in 1990 and amended in 2008 to address discrimination against persons with disabilities. Title II of the ADA provides that “no individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, program, or activities of a public entity, or be subjected to discrimination by any such entity.” Title III of the ADA prohibits discrimination on the basis of disability in public accommodations, such as schools, operated by private entities. The Department of Justice has primary responsibility for enforcing Title II as it relates to education. To be protected by the ADA, one must have a disability or have a relationship or association with an individual with a disability (parent or spouse). An individual with a disability is defined by the ADA as “a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.” The ADA does not specifically name all of the impairments that are covered. Students who feel they may be covered by the ADA should see the Director of Student Life to begin the process for receiving the appropriate accommodations.

### How Does a Student with a Disability Gain Access to Accommodations?

Section 504 of the Vocational Rehabilitation Act of 1973 with amendments of 1974 as well as the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008 require adult students to self-identify to the institution and provide appropriate documentation that substantiates the need for adjustments or accommodations. The documentation needs to be provided by a licensed health care provider on the appropriate forms, available on the website and through the Director of Student Life. This documentation needs to be provided as soon as possible after the onset of the disability, or for pre-existing conditions, upon registration for courses. When the documentation and the reasonable accommodations are verified, the Director of Student Life, in cooperation with the student, will provide a Letter of Accommodation to the student and the faculty members teaching the class(es) for which accommodations are requested.

All institutions are also required to hold confidential any documentation of a disability that a student supplies. As such, each institution usually has a separate office or program that students with disabilities can use to request accommodations. At MTSO, the Director of

Student Life is the coordinator for all disability services.

How Does this Impact a Student with a Disability on a Daily Basis?

There are general requirements that must be met under ADA and Section 504. They are:

- MTSO will not exclude students solely on the basis of disability.
- MTSO makes every effort to include all students in the programs and events in a way that does not infringe on an individual's privacy or the overall learning environment.
- MTSO will not discriminate against students with disabilities in their participation in any degree program; however all students will be required to meet the conditions or requirements of their degree program with reasonable and necessary accommodations in order to successfully complete the degree and graduate.
- When it is necessary to avoid discrimination on the basis of a disability, MTSO will make every effort to modify policies, practices, and procedures unless MTSO concludes and can demonstrate that modifying the policy or practice would fundamentally alter the nature of the activities or services offered.
- MTSO affirms the presence and use of appropriately trained and licensed service animals.
- Students with disabilities will not be charged for reasonable necessary accommodations in classrooms and housing. Students with disabilities may be charged a fee for programs or resources that exceed the reasonable necessary accommodations.
- Examinations and courses must be accessible. This is only true for examinations and assignments for MTSO classes at MTSO. Accessible accommodations may include alternate testing locations and times cooperatively determined by the professor and the student. Accessible accommodations for classes or examinations held at other institutions are the responsibility of those institutions.
- MTSO will not tolerate harassment or retaliation and will not engage in harassment or retaliation against those who request accommodations or file complaints about procedures or facilities at MTSO that may not meet ADA requirements.

## Rights and Responsibilities of Students Requesting Disability Accommodations at MTSO

Students requesting disability accommodations have the following rights:

- Equal access to education and opportunity to participate in programs and activities.
- Timely and appropriate accommodations and use of necessary assistive devices. Students should not have to wait more than two weeks for internal communications to be completed between the Director of Student Life and the faculty.
- Privacy. Information about disabilities and/or accommodations will only be shared with those directly affected, including faculty, the Vice President of Administrative Services and others deemed necessary by the Director of Student Life. Information concerning individual students, their needs and/or diagnosis will be kept in a locked file cabinet, separated from any other student records on campus. Access is granted only to the student and, with the student's permission, those directly involved with their academic success.

Students requesting disability accommodations have the following responsibilities:

- Self-advocacy. Students will not be questioned about or be pursued for information about any existing disabilities. They must initiate all requests for accommodations and maintain continuous communication with their advisor, their professors, and the Director of Student Life.
- Provide adequate documentation. To obtain accommodations, students must provide documentation of a disability by a licensed professional in the medical field relating to their disability and in accordance to MTSO policy. Students who request an accommodation, but do not have documentation showing a necessity for that particular request may be denied that accommodation until the student provides appropriate documentation showing a need for it.
- Advanced notice of need for accommodation. Students must notify the Director of Student Life about their need for accommodation with advanced notice; preferably upon registration for classes. Newly diagnosed conditions or changes in the need for accommodations should be reported as soon as possible.
- Request the accommodation. A student who has documentation recommending an accommodation, but does not request or desire the accommodation, may not be granted it. They may at any time visit the Director of Student Life and request the accommodation.
- Maintain Grades. Students with disabilities are required to maintain the same standard of grades as students without disabilities, as per school policy for academic progress and financial aid.

## POLICIES AND PROCEDURES

### Appeal Policy and Process

Students working with the Director of Student Life to receive accommodations are entitled to file a grievance against decisions made on their behalf. In order to provide for the prompt and equitable resolution of grievances, Methodist Theological School in Ohio recommends grievances regarding accessibility to be handled in the following manner:

1. If a student should want to file a grievance regarding accessibility and/or accommodation decisions, the student should first discuss the grievance with the Director of Student Life.
2. If the student is not satisfied with the outcome of the meeting, the student can request a meeting with the Academic Dean or the Vice President for Administrative Services and discuss the issue with him/her.
3. The Director of Student Life and the Vice President of Administrative Services or Academic Dean will then meet within 14 days to review the grievance.

The student will be notified in person and/or in writing of the outcome. If the student is still not satisfied with the outcome, he/she is entitled to contact the US Department of Education Office for Civil Rights:

Office for Civil Rights, Cleveland Office  
U.S. Department of Education  
600 Superior Avenue East Suite 750  
Cleveland, OH 44114-2611  
Telephone: (216) 522-4970  
Facsimile: (216) 522-2573  
[Email: OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov) Website: [www.ed.gov](http://www.ed.gov)

### Record Retention Policy

The Director of Student Life at Methodist Theological School in Ohio is required to keep all records of students with disabilities for a minimum of five years. After a student has left the seminary and has not been enrolled continuously as a student, the documents may be destroyed. Expired documents will be shredded by the Office of Student Life. Students who return after documents have been shredded must obtain new documentation of their disability in order to obtain accommodations.

### Alternate Text Policy and Procedure

Students in need of alternate texts (audio books, Braille, enlarged print, etc.), as an accommodation made based on the documentation of their disability, must notify the Director of Student Life upon registration for classes. Failure to give appropriate notification may result in the arrival of the text after the semester has begun.

1. The student verifies with the Director of Student Life that alternate texts, provided through the seminary, are available to them.
2. The student discusses, with the future instructor, the text and edition that will be used in class.
3. The student purchases a copy of the class materials.
4. The student fills out the Alternate Text Request form and turns it in to the Director of Student Life with a receipt upon registration.

The Director of Student Life works to acquire the alternate text and notifies the student when it has arrived and is available for use by the student.

#### Tape-Recorded Lecture Policy Agreement

Students with disabilities who are unable to take or read notes have the right to tape-record class lectures for their personal study only. Lectures taped for this purpose may not be shared with other people without the consent of the lecturer. Tape-recorded lectures may not be used in any way against the lecturer, other faculty members, or students whose classroom comments are taped as a part of the class activity. Information contained in the tape-recorded lecture is protected under federal copyright laws and may not be published or quoted without the express consent of the lecturer and without giving proper identity and credit to the lecturer.

#### Accessible Housing

One room in Dewire Residence Hall is wheelchair accessible and has been designated to accommodate students with physical disabilities. Housing requests from students with physical disabilities will be given every consideration, but the number of on-campus housing options is quite limited. MTSO does not guarantee housing availability for any student. While MTSO has a policy of “no pets”, companion animals are welcome on campus. If you or a member of your family has a companion animal to assist with a physical challenge (mobility, vision, hearing), please inform the Director of Buildings and Grounds so appropriate arrangements can be made.

## COMMUNICATION and INFORMATION TECHNOLOGY

### E-Mail Accounts

MTSO faculty and staff use email for a variety of official purposes, including notification of deadlines and other information of a time-sensitive nature. You will be automatically assigned a free “mtso.edu” account upon your enrollment. You may choose to point your “mtso.edu” email to another address if you wish. You are required to check your email account frequently as notification of deadlines; class cancellations, etc. might be posted. You will be held accountable for information transmitted through MTSO email. To connect your computer to the campus network, you will need an Ethernet card (network card) and a Category 5 data cable or wireless capability.

On Campus Computer Equipment: Students, student spouses, guests, faculty and staff of Methodist Theological School in Ohio are welcome to use the computer equipment in public spaces. Students have priority use of the computer equipment during the academic terms (Fall Semester, January Term, Spring Semester, and Summer Terms) for their coursework. Children may use the computer equipment, but must be under adult supervision while doing so. The computers have Internet access and parents are encouraged to monitor the sites to which their children navigate. Unfortunately, we must be aware of the dangers of Internet predators and websites and chat rooms that lure unsuspecting youth.

### Student Computer Use Policy

The computing facilities at MTSO are for use by currently enrolled students. Other individuals may be granted use for special purposes subject to approval by the administration.

The following rules apply to all users, and compliance with them may be monitored:

1. No individual shall use any part of the computing system in an activity that violates federal, state, or local laws (especially those applicable to obscenity, harassment and copyright violations).
2. No user should attempt to access the programs or data of another user without that person’s express permission. Users should not attempt to alter in any manner the operation of the computer, network system, or any part thereof.
3. A person needing the computer facilities for research and class work takes precedence over recreational web browsing, email and games.
4. Technical support may be available to students after the administration, faculty and staff needs have been met. This pertains to campus access only.
5. Because of the nature of Internet technologies, users should not expect privacy in either the sending or receiving of electronic messages and the information on the Internet. MTSO reserves the right to retrieve, recover or delete any information generated or stored on school-owned equipment.

## Daily Announcements

The purpose of the Daily Announcements is to compile into one daily message a variety of e-mails that might otherwise improperly be sent individually to the whole community using a medium that everyone is required to monitor. The degree of immediacy of a particular announcement should be considered before making a request for an addition to the Daily Announcements. Daily Announcements are compiled as a memo and distributed through a campus-wide email each day at 10 AM. Any member of the community can send a message to [daily@mtso.edu](mailto:daily@mtso.edu) no later than 9:00 AM for inclusion in that day's Daily Announcements.

Information sent to the Daily Announcements may include:

- Announcements of a personal nature
- General church announcements
- Messages that invite continued dialogue on a current event or political or social issue
- Opportunities for others to take something that you are donating
- Requests for directions to local landmarks
- Babysitting or pet-sitting opportunities
- Book, movie, or television show reviews
- Boycott information (and other issues of social responsibility)
- Engagement, wedding or commitment ceremony announcements
- Job announcements that are not directly connected to Field Education opportunities
- Party announcements
- Invitations to gather socially for events other than meetings of school-sponsored clubs.

It is also important to note that some messages are not appropriate to communicate through e-mail that is distributed to the whole community, either individually or collectively through "Daily Announcements" or campus-wide email. These are not a venue for airing complaints publicly and angry, vitriolic speech directed at the administration, faculty, staff or other students. Please follow the grievance procedures as needed.

Such inappropriate messages also include:

- Solicitations for money or other support of a charitable or political cause
- Any message with an attachment of a massive file size (>1MB)

The editors of Daily Announcements and the Cubicle reserve the right to decline to include announcements deemed inappropriate.

Please also note that the School supports and maintains other vehicles for widespread delivery of all types of personal interest messages, e.g. The Cubicle or Prayer Chain. The Cubicle ([cubicle@mtso.edu](mailto:cubicle@mtso.edu)) is another effective means of communicating with students, faculty and staff. The Cubicle is published every Monday while school is in session. Announcements that are not time-sensitive can be effectively distributed through The Cubicle. Academic

information may be sent and received through SharePoint and through the CampusVue student portal. Paper fliers may be posted on campus bulletin boards with the permission of the Dean's Office or the Director of Student Life. Social networking and discussion board activity can be accomplished by joining one or more of MTSO's several Facebook groups.

## Policies on Food, Beverages and the Use of Electronic Devices in Educational Buildings

### Dickhaut Library

The food and drink policy is intended to preserve the collections and protect library facilities from vermin and harmful molds. By following the guidelines below, you help to insure the health and safety of all library users and a long life for library collections, furnishings, and equipment. Library users are asked to be considerate of others and to avoid consuming food items that create messes, strong odors, and/or noise.

a. Acceptable Food: Includes "snack size" containers of chips, cookies, candy, and other snack foods; small amounts of finger foods (e.g., small size fruits and vegetables, dried fruits and nuts, string cheese); candy bars, granola bars, power bars, etc.; and other snack foods that are not messy and lack a distracting odor.

b. Unacceptable Food: Consist of hot entrees, e.g., burgers, French fries, pizza, noodles, sub sandwiches, burritos, tacos, soup, large size bags or packages of chips, crackers, cookies, doughnuts, salad, etc. that are messy and emit a distracting odor.

Beverages in covered, spill-proof containers, or capped bottles and snacks are permitted except:

- at library workstations
- in other areas as posted

Please be considerate of other library users. We ask that you act responsibly when consuming food and drink in the library. Please bring all food garbage to the lobby to discard on your way out of the library. Food garbage should not go into the trashcans that are in the library. Please collect and bring out your trash. Help us keep work surfaces clean. Please report accidental spills to the circulation desk as soon as possible so that they can be addressed quickly.

Library staff has final approval of any sort of food, beverage, or container allowed in the Dickhaut Library, and reserve the right to exclude any food, beverage, or container for any reason. Users disregarding the Food and Beverage Policy will be asked to leave the Library.

MTSO as an institution dedicated to the advancement of learning is firmly committed to a philosophy of mutual respect. Our goal is to make our library a pleasant and effective facility for our readers.

The noise created by playing audio equipment so that others can hear it, or by using cell phones or pagers in areas of the library where others are attempting to study or to do research is disruptive. Cell phones are to be used in the lobby/gallery of the building. If the Chapel is in use, cell phones should be used outside the building.

#### Gault/Werner Buildings

The policy is that food and drink can be consumed in the conference rooms, classrooms and offices with care. Breaks for meetings and receptions will be provided by MTSO food service ONLY in the Schooler Atrium (which connects Gault and Werner Halls) and in Meyer Lounge in Werner Hall. There shall be no cooking in any conference rooms, classrooms or offices, except in the Coffee Shop using the microwave oven. It is expected that if a spill occurs, it will be cleaned up immediately by the person responsible, using cleaning supplies (to be stocked in the restrooms) and leave a note in the room for maintenance staff so that further cleaning can be done, if necessary. All faculty and staff are urged to comply as well.

Please be respectful of your professors and classmates. Turn cell phones and/or pagers to silent and/or “vibrate only” during class. Unless there is an emergency requiring immediate attention, phone calls should be returned during classroom breaks in an area of the building that is not disruptive to other classes.

Laptop computers have become commonplace in the classroom and a resource for students who prefer this method of data storage. However, the use of the laptop should be restricted to note taking for classroom purposes only. Browsing the internet or engaging in email conversations during class time is discouraged.

MTSO instructors have the right to impose appropriate grading penalties for excessive classroom disruptions due to cell phones, pagers and computers.

## STUDENT HEALTH INSURANCE REQUIREMENT

Every student who is enrolled half-time or more (at least 4.5 semester hours) is required to have a health insurance policy as a condition of enrollment. MTSO provides Student Health Insurance. However, students who are currently enrolled in another health insurance program, and have supporting documentation, may waive the student policy offered.

All students who are required to have a health insurance policy must go to <http://www.eiassip.org/> and either waive coverage or enroll in one of the three policies by September 15, 2009. Any students who have not done this by the September 1 billing will notice on their account statements that they have been charged for single coverage in the Cost Share plan (the least expensive option). This will serve as a reminder that either a waiver or request for different coverage must be processed by the September 15 deadline.

There are three policies available to students this year through our insurance administrators at EIIA. The least expensive policy (Cost Share) is the same one we have offered for the past several years. The other two policies (Core and Enhanced) are more expensive but offer higher levels of coverage. Please read the on-line information carefully if you are choosing between one of these three plans. A summary sheet with details of each plan listed side by side is available in the Office of the Vice President for Administrative Services and the Business Office. Returning students, please pay special attention to the pre-existing condition limitations – if you purchased the school's insurance last year and now want to purchase one of the more comprehensive plans for this year, you will have a 12-month waiting period before any pre-existing conditions are covered.

Please also note that 10% of our waiver requests will be audited by EIIA, which means they will contact your insurance companies to verify coverage based on the information you provide. If you are audited and EIIA cannot verify coverage you should expect to be automatically enrolled for single coverage in the Cost Share plan.

International students must be covered by health insurance, and should contact the Financial Aid Officer, the school's official international student liaison, regarding insurance requirements set by the U.S. Citizen & Immigration Services (USCIS).

Students who experience financial difficulty related to medical expenses can see the Director of Student Life for information on additional assistance that may be available through government resources.

## ON-CAMPUS HOUSING POLICIES AT MTSO

Only students who are currently enrolled at MTSO may reside on campus. MTSO cannot and does not guarantee housing to anyone. The Housing License, which students living on campus must sign, spells out the responsibilities that the student and/or spouse must follow.

Smoke Detectors: It is crucial that you contact your RA if the smoke detector in your apartment is activated. Once the smoke detector is activated, the fire department is alerted and begins to respond within one minute. In the case of a false alarm or other non-emergency, the smoke detector must be silenced in your apartment and reset at the main panel. This is not something you can do. The RA must do this.

### Moving In

Please complete your “walk through” and return the completed form to The Director of Buildings and Grounds as soon as possible, but no later than two weeks after moving in. The purpose of this form is to provide a baseline record of conditions in your unit for our mutual reference.

### Moving Out

The Director of Buildings and Grounds will send instructions for vacating units to all residents at the end of the any academic term. If you plan to move at any other time, please contact the Director of Buildings and Grounds and your RA. Walk Through: Cleaning supplies to get your room or apartment ready for a “walk-through” are available in the Residence Hall and the Apartment Building. When you have a good idea of the time your housing unit will be ready for a “moving out” walk-through, contact the Director of Buildings and Grounds to schedule a date. The “moving out” walk-through report is the basis for determining how much of your room deposit is returned.

Generally, arrangements can be made for storage of items over the summer months (or any other extended period of time), but you may need to leave them in a storage area rather than your room or apartment.

Keys and Swipe Cards: You will need to return all keys issued to you. You can return them to the Director of Buildings and Grounds (or the person he designates to do the final walk-through inspection), or bring them to the front desk in Werner. If you are leaving after hours, please return the keys and swipe cards to the RA. PLEASE BE SURE TO ATTACH YOUR NAME AND ROOM OR APARTMENT NUMBER TO YOUR KEYS AND SWIPE CARDS. Registering your forwarding address with the MTSO mailroom is a crucial detail. (See mailroom staff during posted hours of operation.)

## General

- Water heaters – There should be 3 feet of clear space in front of the water heater. (No flammable materials can come within 3 feet of the heater.) Do not wrap in insulating blankets around the water heater.
- Storm Doors - If the screen, the handle, etc. on your screen door are in need of repair, report the issue to maintenance via [workrequest@mtso.edu](mailto:workrequest@mtso.edu). Do not disconnect the door from the cylinder closer.
- Cabinets – Please report issues with cabinets, such as missing screws or loose knobs to maintenance. For these and another requests, please send an email to [workrequest@mtso.edu](mailto:workrequest@mtso.edu).
- Floors – Report issues to maintenance if you notice flooring cracking or coming loose.

## Repairs

If your Walk-Through Report indicates that repairs are needed, the standard process is as follows:

Please report all repairs needed using [workrequest@mtso.edu](mailto:workrequest@mtso.edu), with a copy to your RA. The “workrequest” address will automatically copy the Director of Buildings and Grounds and the Director of Student Life. Hard copy Repair Request forms may also be used. They are available at the Reception Desk or outside the Business Office in Werner Hall. However, electronic submissions are best.

The important point is that ALL NON-EMERGENCY REPAIR REQUESTS MUST BE MADE IN WRITING. Mentioning the problem to a maintenance staff person is fine as a supplemental approach, but you need to precede and/or follow up any conversation with a written request – even if the maintenance person sees the problem and/or makes a note about it.

The Maintenance staff will respond as soon as possible. The goal is to provide an initial response (assessment and, if possible, the necessary repair) within 48 hours. Sometimes, things happen to delay planned timetables-- parts have to be ordered, or other matters require an “all hands on deck” response by the crew. If there has been no response or communication regarding your work request within 48 hours, please DO file another.

The Maintenance staff will try to schedule the repair for a time when you can be in your room or apartment. If that is not possible, the maintenance staff will leave a note telling you 1) when they were in your unit (there will always be two staff if you are not at home), and 2) what has been done and/or remains to be done.

### Air Conditioners

Each housing unit comes with an air conditioner. Please be sure to check with your RA if you are unsure of how your particular unit works. If there is a problem that cannot be resolved, please contact [workrequest@mtso.edu](mailto:workrequest@mtso.edu).

### Children

Children are a loved and treasured part of community life at MTSO. They are welcome at Chapel services and, unless specifically stated otherwise, at all other community events. Residents are responsible for the behavior of their children and their children's guests. The expectation is that children will be supervised at all times, and that parents and children will respect others, as well as the grounds and property of MTSO. For example, toys and bikes should be gathered by their owners each evening, rather than left on sidewalks, parking lots or the campus roadway.

#### GUIDELINES FOR CHILDREN LIVING ON CAMPUS

(Developed by Parents for Parents, March, 2006. Revised August 2008)

The following specific guidelines grew out of parents' conversations with the MTSO administration about safety and security issues on campus. They are offered as a framework for parenting decisions of Kleist Manor residents.

Please be advised that children should not to be in administration or faculty office areas (Gault and Werner Halls) unless they are accompanied by a student, parent or guardian.

1. Children should not be in the classrooms during class time, unless previous arrangements have been made with the professor. The classrooms are off limits to unsupervised children while classes are not in session.
2. No child under the age of 10 should be "down the hill" without adult supervision. This includes the library parking lot, library, the coffee shop, and the pond/gazebo area. All unsupervised visits by older children should be after 5:00 PM when the majority of classes are over and business hours are over. The volume of traffic in the "front entrance" area is significant. The area is also visible to traffic on Rt. 23, making unsupervised children potentially vulnerable. We recognize that decisions about the age at which children are allowed to play alone will vary from family to family and even from child to child within the same family. The general point is that there needs to be a carefully considered decision about this matter, and that both the child's level of responsibility and judgment and the environment need to be taken into account.)
3. The "buddy system" is recommended for any child playing by or in the creek. If your child cannot swim, you must supervise them at all times at the creek. Please be aware that MTSO's property line runs down the middle of the creek.
4. Children are welcome and encouraged to attend Chapel with their parents.

5. Children are welcome and encouraged to join our community during meals in the Dining Hall.
6. While our community encourages sharing, please have your child ask before playing with toys from neighbors' porches, and see that they return the items when done.
7. Children are not to be in the Helen Werner Apartment Building or Dewire Residence Hall or grounds immediately surrounding them unless supervised by an adult. The area of unsupervised play for your child is in the Kleist Manor courtyards, front grounds and field directly across from the family housing.

Please do not leave playground equipment or material upon moving out of the community, unless someone has specifically said they would like the item and is willing to take responsibly for the care and upkeep of the item.

Bicycles/Skateboards/Etc.: The expectation is that common sense, courtesy and safety will guide the general use and storage of these items. The use of bicycles, skateboards, scooters, and roller blades is permitted on sidewalks, but not on steps, in the Dickinson courtyard, or in any campus building.

MTSO encourages children to use on-campus play areas. It should be noted that the road between Kleist Manors and Dewire Residence Hall is an active road, and so children should observe safety rules when crossing from the Kleist Manor apartments to the play area in the field next to Dewire Residence Hall. Playground equipment is located behind Kleist Manor Apartments.

Wading Pools: Even shallow, covered wading pools pose a safety hazard for children if left unattended. Accordingly, we ask that any wading pools be emptied and re-filled each time they are in use – so there is no chance an unsupervised child might accidentally – but tragically – stumble or tumble into a pool and drown. The best way to make sure there cannot be any second-guessing is to bring the pool back to the porch area and turn it over after each use.

Curfew: The City of Delaware has established the following curfews for children:

- |               |   |
|---------------|---|
| Ages 12-18:   | Weekdays during the School year: 11:00p.m.-4:30 a.m.<br>Friday-Saturday: midnight -4:30a.m. |
| Under age 12: | Dark to dawn (In the winter months, this can be as early as 5:00p.m.)                       |

The School is not responsible for enforcing these curfews, but encourages parents to observe them.

### School System

The MTSO campus is part of the highly regarded Olentangy School System. Parents of children who have lived in Kleist Manors and have attended school may be one of your best resources for information about the OSS. The Olentangy School System can be reached by calling 657-4050 or logging onto [www.olentangy.k12.oh.us](http://www.olentangy.k12.oh.us).

### Guests

Only enrolled students and their families, or MTSO faculty or staff are permitted to live in campus housing units. You are permitted to have overnight or short-term guests, but you may want to consider reserving a room for them in the Dewire Residence Hall (fully furnished sleeping rooms; shared bathrooms) or a guest apartment in the Helen Werner Apartment Building or Kleist Manors. Availability is limited, and charges range from \$40 to \$80 per night. Contact Jim Rohler at JRohler@mtso.edu for reservation forms and further information. Residents are responsible for the actions of their guests while they are visiting campus housing units, and/or staying in guest rooms.

### Home Improvements

Please check with The Director of Buildings and Grounds before you tackle any “home improvement” project that involves more than pounding a small nail to hang a picture! As a general rule, we ask you to live with the paint that is on the walls and the carpet or tile that is on the floor of your housing unit when you move in. If either needs repair/attention, please file a work request (workrequest@mtso.edu).

### Laundry Facilities:

Washers and dryers can be found in the basement of the Helen Werner Apartment Building and on each floor of the Dewire Residence Hall. Kleist Manor apartment residents share a washer and dryer located between each set of apartments. There is no charge for campus housing residents to use these facilities. Please remember to empty the lint traps in the dryers (failing to do this is a fire hazard); sweep up spills, and generally clean up after yourself. Neither the maintenance staff nor the RA is responsible for cleaning the laundry rooms.

### Lounge/Recreation Areas

The Helen Werner Apartment Building and Dewire Residence Hall each have lounge/recreation areas intended for the use of all residents of the facility. Dewire Residence Hall “Dorm” Lounge is one of the comfortable spaces in which to study and/or have a meeting. This room can be reserved for student activities as needed. If you are studying in the Dorm Lounge and a group has reserved it, please leave and find another place to study. When it is not in use or reserved by another group, students are permitted to study, relax, watch television in the Lounge until 10 PM, after which, they must be the invited guest of a Dewire resident. Please respect the privacy of those students who live in the Residence Hall. Children who reside on campus should be supervised by an adult whenever they are using one of the lounge/recreation areas. All areas are to be cleaned up after use (floors swept/vacuumed, trash picked up and thrown

away, chairs returned to original position).

### Noise Policy

Noise is unreasonable if, in the mind of an average person, it is too loud, prolonged or disturbing for the time of day. The following guidelines are helpful:

- Loud gatherings past midnight on a Friday or Saturday night are generally going to be unreasonable for most people.
- Loud gatherings past about 10:00 PM on other nights are generally going to be unreasonable for most people.

In the event that these guidelines are violated, the protocol to follow is this:

1. Ideally, the person who is bothered by the party should contact those making the noise directly and ask them to lower the noise level.
2. If the bothered person has already done this, and the noise continues, then the bothered person should contact an RA and have the RA inform those making the noise that the noise level needs to be lowered to a level that allows others in the building to sleep or go about their business. It may be that the bothered person needs to go directly to the RA for some reason. If that is the case, then so be it.
3. If, after this, the noise level continues unabated, then either the bothered person or the RA is free to call The Director of Student Life (614-214-4283) or even the Delaware Police Department (362-1111). She can contact those making the noise and ask them to lower the noise level.

### Pets

The keeping of any pets, with the exception of fish and/or reptiles kept in a tank with a water capacity that does not exceed 10 gallons, is strictly prohibited. The resident will ensure that the reptile is not able to escape the tank. A Service/Companion animal for students or family members with a physical disability requiring the use of such an animal is permitted. These are not considered pets.

### Personal Property Insurance

MTSO is not responsible for loss of personal property of campus housing residents due to theft, fire, smoke, water, etc. Accordingly, all campus housing residents are expected to carry some form of personal property insurance (i.e., "renter's insurance) on their belongings while living in campus housing facilities. Replacement coverage is recommended.

### Recycling Bins

The City of Delaware provides Recycling Bins for your use free of charge. Contact your RA or The Director of Buildings and Grounds for information and instructions regarding materials that are accepted, collection schedules and procedures, etc. (Note: Please remember to leave the blue bins here when you leave, as they are City of Delaware property.) There are recycling bins

for aluminum cans, plastic bottles and paper in the Coffee Shop, Schooler Atrium, Gault Hall across from G133, and in the Copier rooms. Please utilize these opportunities to recycle.

### Resident Assistants (RA)

Resident Assistants serve as key resource people for the residents of campus housing units. The RA is the person to see if you have locked yourself out of your room or apartment, want to share an idea for a community-building event, spot an emergency situation in your housing unit, etc. Your RA will also facilitate communication and community within your building/unit. Don't hesitate to contact your RA to talk about any housing-related matter.

Each RA has a cell phone that can be used to help residents in the event of an emergency or unusual situation. In the event you need assistance from your RA, you should try their School extension first, and then their cell phone. Also, in the event that the School loses electrical power for a sufficient amount of time to disable the phone system, RAs will allow residents to use their cell phone to make outgoing calls if necessary.

### Resident Concerns

The nature of the MTSO community is such that consideration of, respect for, and sensitivity to the needs of others is assumed to be valued and practiced. There are times, however, when you and your neighbor might have a different viewpoint and/ or cooperative residential life is proving to be challenging. In such a situation, the first course of action is to talk about the problem directly with the person(s) involved, assuming that is evident. If the problem cannot be resolved in this way, please talk with your Resident Assistant. When necessary, the RA will involve the Campus Housing Coordinator and/or the Director of Student Life.

### Resident Parking

Parking spaces are limited. One parking space is available in front of each Kleist Manor unit. There are 30 spaces behind the Helen Werner Apartment Building, however, there are 34 apartments; therefore, 4 spaces in front of Kleist will be used for HWAB residents. All other vehicles should be parked in the areas across the street from HWAB and/or behind Dewire Residence Hall. If you plan to leave a car parked for an extended period of time, you must contact The Director of Buildings and Grounds. If you arrive through the back gate, the access code is 3081.

### Smoking

Smoking is prohibited in all buildings on the MTSO campus, INCLUDING all campus housing units. Do not smoke within 25 feet of the doors and windows on campus. Designated smoking areas are located outside each building. Please dispose of cigarette butts properly. Do not move the cigarette ash receptacles closer to the doors. Please be considerate.

### Snow and Ice Removal

StewCare is our landscape and snow removal provider. Snow and ice are usually part of winter in Central Ohio. Campus walks, steps and the roadway will be cleared as soon as possible when

a snowfall occurs. Clearing generally begins on the most-used walkways: near the Library, Gault Hall and Werner Hall. PLEASE USE CAUTION when approaching or leaving your housing unit during/after a snowfall or ice storm. The Maintenance team will provide the best possible snow/ice removal service, but it is not possible to ensure that any given surface will be completely free from snow and/or ice at any given time. Also, buckets containing “ice melt” crystals will be placed strategically around campus. Feel free to spread some of the crystals whenever you see a need. Please be aware that after a Level 3 snow emergency, it may take longer than usual to have our lots cleared. Please help one another, especially if the snow storm happens during a weekend.

### Storage

Limited storage space is available to all campus housing residents. Each room in the Dewire Residence Hall has a lockable closet for storing items week-to-week. In addition, the Residence Hall and the Apartment Building contain storage “cages” in the basement levels of each building, and storage compartments are located under the E-building in the Kleist Manor. Generally, the units are available on a “one to a customer” basis. Unused spaces generally abound in the Residence Hall, and are available to students living in other units if overflow is necessary. We ask four things:

- Please LABEL any storage cage or area you are using
- Please provide your own LOCK for the lockable cages
- Please DO NOT any store flammable or perishable materials
- When you leave campus housing permanently, please REMOVE your belongings and make sure your storage area is ready for the next resident to use.

Storage areas will be inspected by MTSO staff at least once per semester and can be inspected by fire marshals at any time. MTSO assumes no responsibility for items left in storage areas. (See Personal Property Insurance above.)

### Swap Shop/ Free Room

Since 2003, a room in the Helen Werner Apartment Building – on the ground floor, off the Laundry Room – has been designated as a “Swap Shop” where campus residents can place SMALLER furnishings and items THAT ARE FREE FOR THE TAKING. Please mark items as “free” and indicate whether there are any idiosyncrasies that need to be taken into account. Clean, new and used clothing can also be placed in the Swap Shop. (Periodically, items left there will be taken to the United Methodist Free Store or other charity.)

Residents should also feel to use The Cubicle or “Daily Announcements”, to notify others if they have furniture and/or furnishings (dishes, flatware, pots and pans, etc.) available for sale, or as give-away.

### Telephones/Telephone Lines

MTSO provides free telephone lines to all campus housing units. Telephones are supplied in

the Residence Hall only. (Kleist Manor and Apartment Building residents are expected to supply their own telephone instrument.)

Four courtesy phones are available for student use (for local calls only). They are located in: the Gallery next to the Library, Coffee Shop, Gault Hall and in the Werner Hall lobby. There are call boxes located outside the Helen Werner Apartment Building and the Dewire Residence Hall. If someone is coming to visit (including pizza delivery), your guest will dial your extension from the call box and you will come down to greet the guest. **DO NOT LEAVE DOORS TO THE BUILDING PROPPED OPEN.**

You can dial any on-campus number (four-digit extension) directly from any campus phone. You can also make local calls (we have a limited service area) by first dialing "9" for an outside line. You can also receive incoming long distance called (but NOT collect calls). **TO PLACE A LONG DISTANCE CALL** using your residence unit phone line, you will need to use a pre-paid phone card. (You may purchase prepaid phone cards from the MTSO Business Office if you wish.)

Your residence unit phone line is part of a linked system. If the campus loses electricity, we lose telephone service as well. In such a situation, your RA will have a cell phone that you can use if you need to place an outgoing call.

Contact Matthew Rehm (x3136) if there is a problem with your phone service.

### Trash Removal

Dumpsters are provided for residents to dispose of trash. One is located in the parking lot behind the Apartment Building (for use by Apartment Building and Kleist Manor residents); the other is located in the parking lot behind the Residence Hall.

All campus housing residents are asked to take their trash to the dumpster rather than filling wastebaskets emptied by Maintenance staff.

The City of Delaware empties our dumpsters on Tuesday and Friday. They will empty **ONLY** what is **INSIDE** (as opposed to near or next to) the dumpster. Do not place furniture in or around the dumpsters. The City of Delaware will not remove these items.

Additional "personal" garbage cans are not permitted outside your housing unit. (Animals have been known to be attracted to them, with unpleasant results.)

We will attempt to arrange for extra pick-up times when significant trash overloads are anticipated (e.g., beginning and ending of an academic term.) Please notify The Director of Buildings and Grounds if you find that the dumpster you use is filled to overflowing on a regular basis at other times. Please be sure that vehicles do not block access to the dumpsters.

## CAMPUS SAFETY, FIRE SAFETY, WEATHER and OTHER EMERGENCIES

### Campus Patrol

The City of Delaware Police Department will patrol the campus in the evenings and after dark. MTSO is in the city limits of Delaware and all City and State laws are enforced on campus. If any police action is taken on campus, the Delaware Police Department will inform MTSO of any violations and all actions taken. Annually, MTSO has to record all major accidents and police activity that takes place on campus and report these results to the federal government.

### Firearms

Firearms are not permitted anywhere on campus, including any campus housing unit. The official policy statement is as follows: "Pursuant to the Ohio Revised Code 2923.122, no person shall knowingly possess, have under the person's control, or attempt to convey a deadly firearm or dangerous ordnance onto the property of Methodist Theological School in Ohio. In addition, it is important to note that a valid license does not authorize the licensee to carry a weapon onto the school premises."

### Safety and Security

You are the primary eyes and ears of the campus, particularly after dark. As campus residents, you are likely to develop the best sense of what is "normal" in terms of campus life. IF YOU NOTICE ANY ACTIVITY OR ANYONE THAT SEEMS UNUSUAL OR SUSPICIOUS, PLEASE SHARE YOUR CONCERNS WITH JIM ROHLER (740-360-3924) AND/OR YOUR RA RIGHT AWAY. (DO NOT WAIT UNTIL THE NEXT DAY.) Be sure to call 9-9-1-1 if you witness anything that gives you concern. The Delaware City Police Department, non-emergency number is 362-1111.

One of the ways to prevent unwanted intruders in campus buildings is to remember that your swipe card gives you access to some buildings after they have been locked. Do not leave doors propped open. If you are expecting a guest (including pizza delivery) instruct your guest to utilize the call boxes outside the Helen Werner Apartment Building or the Dewire Residence Hall to gain entry to the building. The guest will dial your extension and you will come down to greet them.

IN THE EVENT OF A FIRE call 9-9-1-1 and call the RA. In the event that your smoke detector is activated, CALL THE RA.

### FIRE SAFETY

Fire Drills: MTSO is required by our insurance company and the City of Delaware to have regular fire drills in all residence units. These fire drills are held at least annually and are

unannounced. When you hear the fire alarm sound, please evacuate your room or apartment immediately, using the nearest exit.

Evacuation Guidelines: So that RAs can attempt to account for all residents when there is a fire drill/alarm, please evacuate using the following guidelines:

Dewire Residence Hall (Dorm) residents should proceed to the far side of the parking lot on the south side of the building.

Helen Werner Apartment Building residents should proceed to the front lawn of that building.

Kleist Manor residents should gather in the front lawn of their respective building.

Persons who do not evacuate a building during a fire drill can be assessed a fine by the fire marshal.

Alarm Systems: All residence units have fire alarm systems and smoke detectors that are checked by Maintenance staff on a regular basis. If you notice any problems with these alarms or detectors, please notify Maintenance ([workrequest@mtso.edu](mailto:workrequest@mtso.edu)). IF AN ALARM OR DETECTOR IS SOUNDING, CONTACT Maintenance (x3380) or the Front Desk (0 from any campus phone) immediately, during business hours. After hours, the RAs and Justin Lipscomb are the contact people. (See the inside front cover of this handbook for all the telephone numbers).

Once an alarm has sounded, it needs to be re-set in the living area as well as the in the Administration Building—regardless of the time it is occurring. IF the alarm is in YOUR living area AND YOU ARE CERTAIN THERE IS NO FIRE (smoke from cooking may have set off the alarm, for example), please let maintenance, the front desk AND an RA know. Fire Extinguishers are located in each hallway; however, you may want to purchase a fire extinguisher for your own apartment. Regardless of the time of day, CALL YOUR RA. This cannot be stressed enough.

Fire Doors: The Residence Hall and Apartment Buildings have fire safety doors in hallways and stairways. In the event of fire, these doors automatically close to prevent the spread of smoke and are marked “KEEP CLOSED.” Please DO NOT prop these doors open.

#### Fire Safety:

Parents who live on campus should be sure their children understand basic fire safety principles and procedures for reporting a fire as well as evacuating their residence in the event of a fire.

All residents need to be careful about how and where flammable materials are stored. Paper, empty boxes, chemicals and other flammable materials should not be stored in storage bins, hallways, or Manor apartment utility areas. (Items stored in Kleist Manor utility areas must be at least three feet away from all sides of the furnace and water heater.)

MTSO normally allows the use of candles or open flames in worship services and other events where such use is appropriate, as long as the use is in full compliance with the requirements of applicable codes (e.g., not used near flammable or combustible materials, etc.) and where there is a continuous presence of individuals who are responsible for candle or open flame usage. However, based upon the potential fire risk for building occupants and buildings, MTSO requests that candles or other open flames not be used inside campus buildings (including housing units) outside of worship services and other appropriate events (such as birthday parties). We request that other means be used to accomplish the desired effect.

Inspections of the storage and utility areas will occur at least once per semester by MTSO staff. In addition, we must be responsive to fire marshal and insurance investigator requests to randomly inspect these areas on their timelines.

WHEN A FIRE ALARM SOUNDS, ASSUME THAT IT IS SIGNALING A REAL FIRE!

## SEVERE WEATHER

### General

Central Ohio does experience severe weather on occasion. Local radio and television stations are your best source for information concerning severe weather. (WTVN-610 AM and WBNS - 1460 AM) are key Columbus radio stations; Channels 4 (NBC), 6 (ABC) and 10 (CBS) as well as 28 (Fox) and 34 (OSU) are key television stations. The Weather Channel is another good resource on the cable system. Given that power may fail during severe weather, it is a good idea to keep a battery-powered radio (and spare batteries!) available at all times.

Remember that a “WATCH” of any kind means that conditions are conducive for severe weather to develop; a “WARNING” means that severe weather is imminent. Sirens may also sound when severe weather is approaching.

### Thunderstorms

In case of severe thunderstorms, it is wise to turn off and unplug televisions, computers, and other electronic equipment. Please remember that a surge protector will not necessarily protect your computer from the type of surges that an electrical storm can produce. We urge you to keep a flashlight handy since high winds, lightning strikes, and fallen trees/limbs often take down power lines. Sometimes, it can take quite some time before power is restored.

### Tornados

April, May and June constitute the peak of “Tornado Season” in Central Ohio, though tornados can form at any time when conditions are right, regardless of the calendar date.

A TORNADO WATCH means that weather conditions are such that there is a good possibility

tornados could develop.

A TORNADO WARNING means that a FUNNEL CLOUD HAS BEEN SIGHTED AND PERSONS SHOULD TAKE COVER IMMEDIATELY.

Helen Werner Apartment Building and Dewire Residence Hall: If time permits, open windows slightly. If not, proceed immediately to the basement or to a lower level stairwell. Usually the northeast corner of a basement is the safest place to be when a tornado passes over a building. Stay away from windows.

Kleist Manor Apartment: If time permits, open windows slightly. If not, proceed immediately to the basement of D or E building, whichever is closest. Usually, the northeast corner of a basement is the safest place to be when a tornado passes over a building. Stay away from windows.

Note: Persons who have experienced tornadoes report hearing a very loud noise that sounds like a freight train just before the tornado strikes. There may be very little time to react.

#### LIFE-THREATENING EMERGENCY SITUATIONS:

IF THERE IS A HEALTH EMERGENCY, CALL 9-911. THEN, call one of the following:

From 8:30 AM-4:30 PM, Monday -Friday, call Maintenance (x3380) or the Front Desk (0).

Outside "business hours" contact your Resident Assistant. All phone numbers are listed on the inside front cover of this handbook.

Report all other non-life-threatening situations that nevertheless require immediate attention to protect health, safety and/or property to the above persons.

Judgment will need to be exercised to distinguish between facilities issues that represent an inconvenience and can wait for regular working hours from those that cannot. The lack of heat or plumbing leaks ARE considered EMERGENCIES and MTSO staff will respond to the best of their ability.