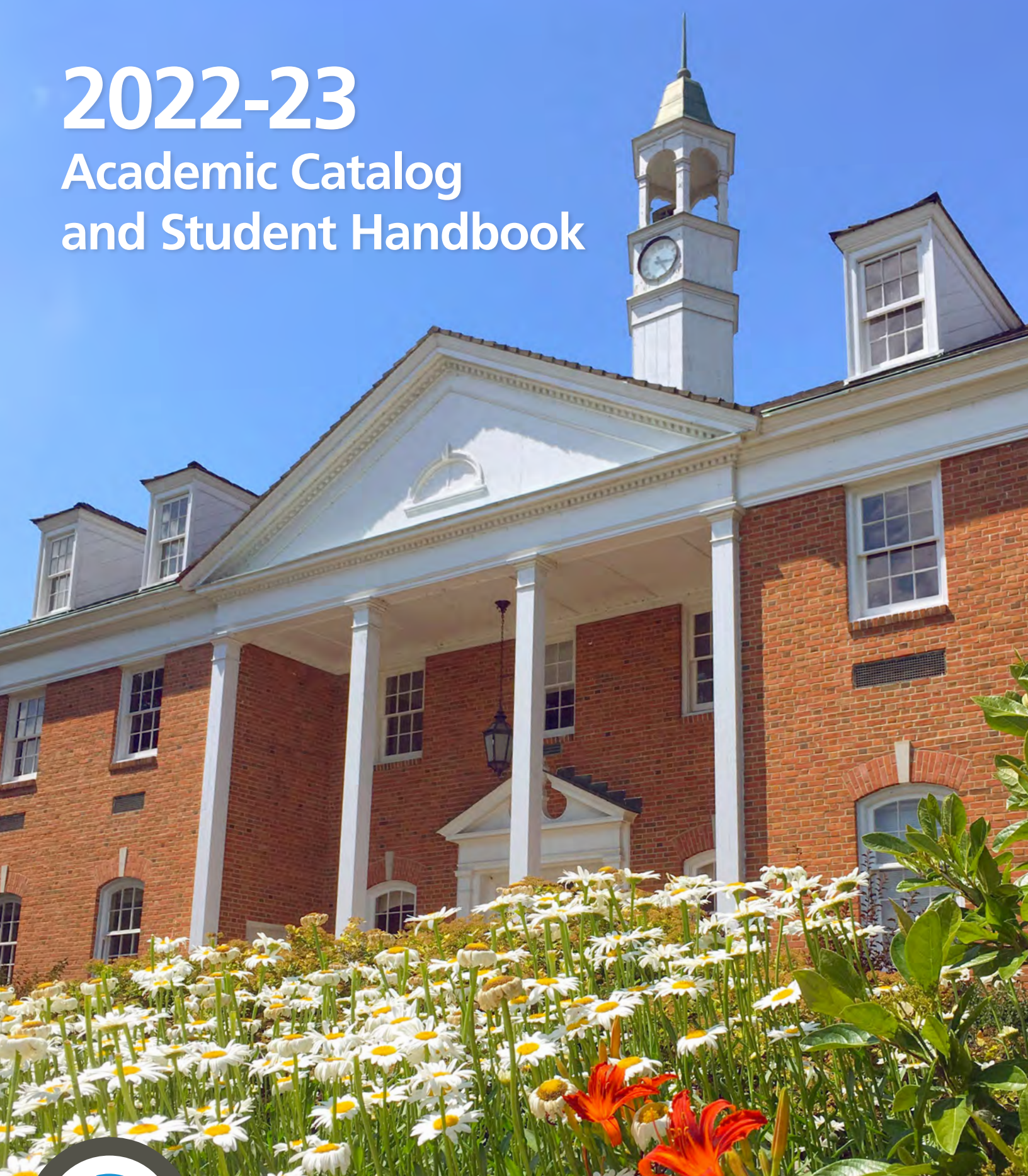


# 2022-23

## Academic Catalog and Student Handbook



Methodist Theological School in Ohio

[www.mtso.edu](http://www.mtso.edu)

# MTSO Academic Catalog and Student Handbook 2022-23

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# Consider what you can gain here – and what you can offer

A message from President Jay Rundell

As students, as educators and as people of faith, we live in a time of bracing challenges and invigorating opportunities. The world needs what this school equips religious leaders to do. A society addicted to consumption, in which even faith can become a commodity, is now changing. A healthier, more faithful spiritual equilibrium is possible but by no means guaranteed.

The faculty and staff of Methodist Theological School in Ohio are privileged to guide the students who are preparing to take on this challenge.

MTSO is a graduate school committed to educational excellence, spiritual vitality, engagement of church and society, and a vibrant Christian faith. As a community, we embrace diversity for the wealth of perspectives it brings to a rigorous examination of Christianity's role and responsibilities. Ours is a campus where people from different backgrounds with different views thrive and contribute daily, preparing to take a broad and academically grounded perspective into the wider community.

I invite you to consider what you can offer in such an environment and what you could gain from such an experience. Together, we can respond to God's call to serve a church and a world that are waiting for inspired, insightful leadership.





# Sacred grounds and life-changing work

A message from Dean Valerie Bridgeman

We're coming into a year to stretch and learn amidst an ongoing pandemic—a virus we apparently must live with—and other viruses cropping up. Monkeypox is on the rise. We thought we were done with polio, but apparently not. What a way to be welcomed into theological engagement and the learning environment that is MTSO! What a time to engage critical learning about the world, the church's history, theology, and ethics. What a time to open biblical texts and learn their histories and interpretations and to practice preaching. What a time to join MTSO's learning community. I believe in this institution's

commitments of a generous and neighborly Christianity; to an expansive and deep spiritual formation; to rigorously loving God with our minds; to justice-making; to building communion among us; and to working towards sustainable ecosystems for all creation.

Every day I'm here, I make it a point to walk these grounds—rain, snow, or sunshine. When I walk and pray, I get to reflect on our aforementioned commitments. I live on the campus where I work. I get to pay attention to neighbors walking their dogs and to farmers at work in the Seminary Hill Farm fields. This farm is our visual and active commitment to a sustainable food source and to care of the earth. It provides wonderful food, and also provides us an opportunity to be stewards, not just of the mysteries of God, but also of the created order. It reminds me to be careful with my footprint and to be a safe companion with the flora and fauna of this place, and indeed of the whole world. It reminds me that we learn together for the good of all creation, not just for humankind; that all creation is waiting for the children of God to “show up” (Rom. 8:19). While walking or lingering in the prayer garden by the pond, I listen to the birds and hear the buzz of bees over the biodiversity that is Seminary Hill Farm and the 80-acre campus.

Those solely online will miss these interactions, and those on campus who merely go from their car to class could miss them too. I want you to know that this ecosystem is the one that feeds this institution and its constituents. In it, we seek to live with one another with integrity and to study with enthusiasm, opening ourselves to where God is leading. Students who allow this generosity to expand them might find that the ground on which they stand shifts and that they are shaken. But those same students who immerse themselves in the learning ecosystem— who read, question, reflect, worship, struggle, confront, repent, change, pray, grow—they will find they do not walk on the path alone. Your colleagues will be with you. Together—students, faculty, administrators, staff, alumni, trustees, and co-conspirators for truth—build a brave learning community of leaders for the sake of salvation that resounds throughout the entire cosmos. I encourage you to engage these learning opportunities with gusto. You will find our faculty are vested in learning with you. Capable guides, the faculty will help you ground your faith or uproot it to discover new paths. They will do this work with an ethic of care borne in commitment to the work of God in the world, whether one's call leads to the church, to a nonprofit organization, to community organizing, to teaching, or the myriad ways God brings God's commonwealth into the world.

One other thing: This landscape where we learn has people who believe differently from one another, and so we build community where ‘sameness’ is not a core value, nor even a desired one. We embrace the gifts of difference among us. We embrace complexities, diversities, and histories of those who gather with us, and welcome the strength, the stretch, and the strain of community building. I believe these words—even when we imperfectly live them. Welcome to these sacred grounds and to this life-changing work. Allow your time here to change you for good, so that you may help change the world for God.

# About MTSO

## Our mission

MTSO provides theological education and leadership in pursuit of a just, sustainable, and generative world.

## Our vision and purpose

MTSO is a vibrant, diverse, inclusive community that faithfully engages the intersections of church, society, and academy to prepare leaders for ministry and service in pursuit of a transformed world. Celebrating and appropriating the scriptures, traditions, and myriad experiences of Christian faith in an open and challenging formational community, we cultivate learning for ministry and service.

## Our distinctiveness

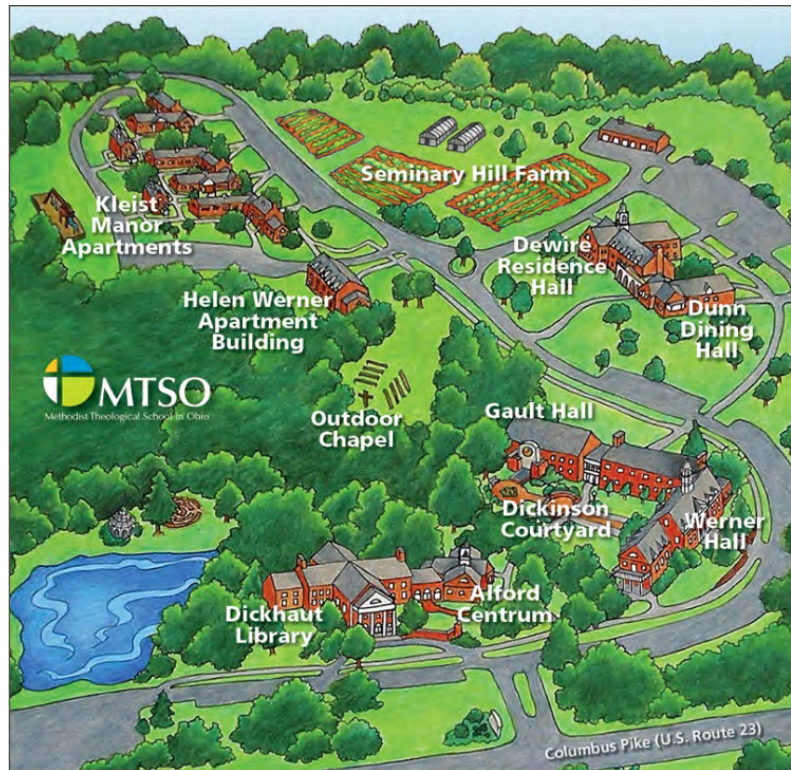
MTSO is deeply committed to transformative, sustaining justice as an expansive theological vision consistent with the creative, renewing, resurrecting activity of God in the world. To this end, we create a new imagination for the church of the future through creative work in institutional programs, relationships, and resources to promote equity, justice, and integrity. We intentionally connect with social justice movements that attend to sustainable social change, transforming both church and world.

## Our campus

Located on 80 hillside acres in Greater Columbus, the MTSO campus is a place where church, society and scholarship intersect for the benefit of all three. This location also offers the advantages and ministry opportunities of the 15<sup>th</sup> largest city in the United States. Greater Columbus, a metropolitan area of two million people, offers a wide array of opportunities for ministry, service, culture, and recreation. We are also part of Delaware, rated one of Ohio's best small cities and home of Ohio Wesleyan University. Our location means that MTSO students enjoy a beautiful, pastoral setting for their studies while retaining close proximity to enjoy small town charm and big city amenities.

MTSO is 10 miles north of I-270 on U.S. Route 23. We are:

- 30 minutes from Downtown Columbus
- 30 minutes from John Glenn Columbus International Airport
- Two hours from Cleveland
- Two hours from Cincinnati
- Three hours from Indianapolis
- Three hours from Pittsburgh
- Three and a half hours from Detroit
- Four hours from Louisville



## Accreditation

### The Association of Theological Schools (ATS)

Methodist Theological School in Ohio is accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada. The following degree programs are approved by the Commission on Accrediting: Doctor of Ministry, Master of Divinity, Master of Theological Studies, Master of Arts in Practical Theology, Master of Arts in Counseling Ministries, and Master of Arts in Social Justice.

The Commission on Accrediting of the  
Association of Theological Schools in the United States and Canada  
10 Summit Park Drive  
Pittsburgh, PA 15275-1110  
412-788-6505  
412-788-6510 (fax)  
[ats@ats.edu](mailto:ats@ats.edu)  
[www.ats.edu](http://www.ats.edu)



### The Higher Learning Commission (HLC)

MTSO is accredited by the Higher Learning Commission and a member of the North Central Association of Colleges and Schools.

The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1411  
312-263-0456  
312-263-7462 (fax)  
[info@hlcommission.org](mailto:info@hlcommission.org)  
[www.hlcommission.org](http://www.hlcommission.org)



### Ohio Department of Higher Education

MTSO has a Certificate of Authorization from the Ohio Department of Higher Education (formerly known as the Ohio Board of Regents) that is valid through December 31, 2029.

Ohio Department of Higher Education  
25 South Front Street  
Columbus, OH 43215  
614-466-6000  
[hotline@highered.ohio.gov](mailto:hotline@highered.ohio.gov)  
[www.ohiohighered.org](http://www.ohiohighered.org)



### University Senate of the General Board of Higher Education and Ministry

MTSO is one of 13 United Methodist seminaries in the United States and is listed as an approved theological school for the education of United Methodist clergy by the University Senate of the General Board of Higher Education and Ministry of the United Methodist Church.

University Senate of the General Board of Higher Education and Ministry  
PO Box 340007  
Nashville, TN 37203-0007  
615-340-7400  
[www.gbhem.org](http://www.gbhem.org)





## Non-Discrimination Statement

Methodist Theological School in Ohio does not discriminate on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity or expression, religion, age, ancestry, physical or mental disabilities, military status, veteran status, marital status, pregnancy and parenting status, creed or any other protected class, or other non-merit reasons, in admissions, educational programs or activities and employment, housing, including employment of disabled veterans and veterans of the Vietnam Era, as required by applicable laws and regulations. MTSO also prohibits harassment or retaliation based on a protected class. See [Appendix I: Notice of Nondiscrimination](#) and [www.mtso.edu/nondiscrimination](http://www.mtso.edu/nondiscrimination).

Questions, comments, or complaints regarding discrimination or harassment may be directed to:

Title IX/504/ADA Coordinator  
Kathy Dickson  
740-362-3440  
[kdickson@mtso.edu](mailto:kdickson@mtso.edu)

Complaints may also be filed with the U.S. Department of Education, Office for Civil Rights at [www2.ed.gov/about/offices/list/ocr/index.html](http://www2.ed.gov/about/offices/list/ocr/index.html) or through the Office for Civil Rights Customer Service Hotline at 800-421-3481.

## Declaration of Inclusiveness

*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 in 1983.*

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 that 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 that 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 MTSO 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 and inclusiveness

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. 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 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 that 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 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.

## Inclusiveness and the human condition

All persons are unique and precious to God. We affirm this personhood that 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 that 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:

1. We shall be intentional in being fully inclusive regarding work, educational and social participatory responsibilities.
2. 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 that celebrates and proclaims God's love and authority.
3. 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.

As we continue our legacy of preparing people for leadership and service in the church and society, we will find ways to embody inclusion anew, guided by our Statement of Welcome.



## Statement of Welcome

MTSO strives to ground hospitality in God's radical welcome of us all, which Christians confess is made evident in Jesus. We commit to a diverse community and a culture of respect, recognizing our interdependence with each other and creation. We recognize that our community is changing and growing and work to review institutional procedures, policies, behaviors, and academic programs to ensure that they continue to uphold the institutional values stated here. We commit ourselves to be leaders of social justice who foster the renewal and rebirth of creation in the following ways:

- Provide an environment for brave engagement in theological, spiritual, and intellectual inquiry.
- Invite and engage respectful dialogue across the theological spectrum as well as in ecumenical and interreligious relations.
- Work together to identify, resist, and transform the prejudices and oppressive structures based on race, color, ethnic or national origin, sex, sexual orientation, gender identity or expression, disability, economic class, religion, and age.
- Prepare leaders for wholeness – intellectually, spiritually, physically, and emotionally, as individuals and in community.
- Advocate a vision of justice that encompasses the thriving of all creation and fosters life-giving relationships between humankind and the natural world.

## History of MTSO

In April of 1958, 48 members of the Provisional Organization for the Establishment of a Methodist Theological School in Ohio signed a document laying the groundwork for the construction of a new educational institution on 70 hillside acres in Central Ohio. Its purpose, they wrote, was “to train, educate and prepare students for the preaching and proclaiming of the Gospel of Jesus Christ in the various ministries of the Church.” Later, on a campus cornerstone, they would state it more succinctly: “TO PREACH THE WORD.”

A year later, \$4 million had been raised for the project. A year after that, in the fall of 1960, the first classes met on the scenic new campus. The Rev. John W. Dickhaut, whose efforts were pivotal to the founding of the school, was elected its first president and would serve for 22 years. Van Bogard Dunn was appointed academic dean. The first graduating class, in 1963, was all male and included one African-American graduate. The second class included the first female graduate.

During its formative years in the turbulent 1960s, MTSO established a legacy of Christian concern for social-justice issues. Uncowed by the prospect of arrest and persecution, faculty and students protested racial discrimination, both in the South and closer to home.

MTSO graduate programs have evolved and expanded over the past five decades. Today the school offers five degrees: Master of Divinity, Master of Arts in Counseling Ministries, Master of Arts in Practical Theology, Master of Theological Studies, and Doctor of Ministry. Campus facilities also have been expanded and updated. Technological advances enable the Dickhaut Library to offer access to 48 million books through an online system, in addition to the 130,000 volumes on its shelves.

The newest campus facility is Gault Hall, which opened in 2000 with spacious classrooms, faculty office space and a preaching chapel for homiletics classes. Academic facilities are complemented by housing options ranging from a residence hall that can accommodate single-night stays to townhomes suitable for families. The wooded beauty of the campus provides a backdrop for an outdoor chapel, a prayer labyrinth, a mile-long walking path and a hidden gem, the Dee Ann Chiles Garden.

Thanks to the generosity of faithful donors and the prudent fiscal management of its leaders, MTSO has established a solid record of financial stability. Supported in part by an endowment of more than \$40 million, the school maintains an operating budget of over \$6 million and has no debt. As an institution affiliated with the United Methodist Church, MTSO also receives financial support from the church's

Ministerial Education Fund. Students benefit from a generous financial-aid program; one in three current MTSO students has earned a full-tuition scholarship.

In 1981, John Dickhaut was succeeded as president by the Rev. Buford A. Dickinson. He was followed in 1986 by the Rev. Dr. Norman E. "Ned" Dewire, who served for 20 years.

The school's fourth president, the Rev. Jay A. Rundell, assumed office on July 1, 2006. His tenure has been marked by the implementation of a strategic plan aimed at seizing new opportunities for quality and institutional advancement. Under his leadership, MTSO has become a national leader in ecotheology and built on its longstanding commitment to social justice, exemplified by the founding of Seminary Hill Farm in 2013 and the introduction of the MA in Social Justice degree program in 2019. The school's faculty members are led by Dean Valerie Bridgeman.

The diverse student body represents more than 20 faith traditions. Their engagement in the life of the school, in and out of the classroom, shapes the identity of the campus even as they prepare for lives of consequence beyond its borders.

## Contact information and social media

Methodist Theological School in Ohio  
3081 Columbus Pike  
Delaware, Ohio 43015  
[www.mtso.edu](http://www.mtso.edu)  
740-363-1146



**Academic Affairs**  
[eboyer@mtso.edu](mailto:eboyer@mtso.edu)  
740-362-3482

**Admissions**  
[admissions@mtso.edu](mailto:admissions@mtso.edu)  
800-333-6876 | 740-362-3447

**Advancement/Development**  
[cleary@mtso.edu](mailto:cleary@mtso.edu)  
740-362-3130

**Alumni/Church Relations**  
[alum@mtso.edu](mailto:alum@mtso.edu)  
740-362-3374

**Business Office**  
[jsummers@mtso.edu](mailto:jsummers@mtso.edu)  
740-362-3335

**Communications**  
[drussell@mtso.edu](mailto:drussell@mtso.edu)  
740-362-3322

**Community Food and  
Wellness Initiative**  
[kdickson@mtso.edu](mailto:kdickson@mtso.edu)  
740-362-3440

**Course of Study School**  
[cos@mtso.edu](mailto:cos@mtso.edu)  
740-362-3120

**Dickhaut Library**  
[library@mtso.edu](mailto:library@mtso.edu)  
740-362-3450

**Dunn Dining Hall**  
[bmurphy@mtso.edu](mailto:bmurphy@mtso.edu)  
740-362-3377

**Field Education**  
[kdickson@mtso.edu](mailto:kdickson@mtso.edu)  
740-362-3440

**Financial Aid**  
[lrichards@mtso.edu](mailto:lrichards@mtso.edu)  
740-362-3344

**Housing**  
[housing@mtso.edu](mailto:housing@mtso.edu)  
740-362-3333

**Human Resources**  
[ewiggins@mtso.edu](mailto:ewiggins@mtso.edu)  
740-362-3366

**Maintenance**  
[maintenance@mtso.edu](mailto:maintenance@mtso.edu)  
740-362-3380

**Registrar**  
[lrichards@mtso.edu](mailto:lrichards@mtso.edu)  
740-362-3344

**Seminary Hill Farm**  
[lbergman@mtso.edu](mailto:lbergman@mtso.edu)  
740-409-1881

**Student Services**  
[jgarber@mtso.edu](mailto:jgarber@mtso.edu)  
740-362-3162

**Technical Support**  
[support@mtso.edu](mailto:support@mtso.edu)  
(please email)

**Title IX/504/ADA**  
[kdickson@mtso.edu](mailto:kdickson@mtso.edu)  
740-362-3440

**Theological Commons**  
[kdickson@mtso.edu](mailto:kdickson@mtso.edu)  
740-362-3440

**Veterans Affairs Contact**  
[lrichards@mtso.edu](mailto:lrichards@mtso.edu)  
740-362-3344

**Vocational Discernment**  
[kdickson@mtso.edu](mailto:kdickson@mtso.edu)  
740-362-3440

# Academic programs

## Doctor of Ministry

### D.Min. mission and goals

In an era of cultural and ecclesial change, the Doctor of Ministry degree at MTSO seeks to provide the church with transformative leaders equipped with advanced skills for critically and theologically engaging issues and their contexts in ways that contribute to vital faith communities and institutions.

1. Graduates will be able to theologically reflect on contemporary issues in ministry praxis and how those issues are affected by evolving cultural and ecclesial contexts.
2. Graduates will achieve sufficient expertise in a specialized area of ministry such as transformative leadership, ecology, and justice, or preaching.
3. Graduates will have an ethical and collaborative approach to change.
4. Graduates will demonstrate expertise in discerning critical ministry issues in a local setting and devising appropriate means for intervention and change.

### D.Min. admission requirements

Applicants for doctoral study at MTSO must have earned an M.Div. or its educational equivalent from an accredited institution with a cumulative graduate GPA of 3.0 (on a 4.0 scale). They must also have a minimum of three years of professional ministry experience and current engagement in formal ministry.

### D.Min. transfer credit

Normally, Doctor of Ministry students may not receive transfer credit for previous coursework.

### D.Min. degree requirements

The D.Min. requires completion of a minimum of 31 credit hours with a 3.0 minimum cumulative GPA. The lowest passing grade is B-.

| D.Min. Degree Requirements Chart |             |                              |           |
|----------------------------------|-------------|------------------------------|-----------|
|                                  | Course Code | Course Title                 | Credits   |
| Core Required                    | DM901       | Continuity and Change        | 3         |
|                                  | DM902       | Particularity and Diversity  | 3         |
|                                  | DM903       | Communities and Society      | 3         |
|                                  | DM905       | D.Min. Peer Group I          | 1         |
|                                  | DM906       | D.Min. Peer Group II         | 1         |
|                                  | DM907       | D.Min. Peer Group III        | 1         |
| Specialization                   | DM9##       | D.Min. Specialization Course | 3         |
|                                  | DM9##       | D.Min. Specialization Course | 3         |
|                                  | DM9##       | D.Min. Specialization Course | 3         |
|                                  | DM9##       | D.Min. Specialization Course | 3         |
| Research/Project                 | DM981       | D.Min. Research Methods I    | 1         |
|                                  | DM982       | D.Min. Research Methods II   | 1         |
|                                  | DM983       | D.Min. Research Methods III  | 1         |
|                                  | DM988       | D.Min. Portfolio Review      | 0         |
|                                  | DM908       | D.Min. Project Group         | 1         |
|                                  | DM909       | D.Min. Project               | 3         |
|                                  |             |                              | <b>31</b> |



## D.Min. core courses

Core courses provide opportunities to update degree candidates on developments in various fields of study, further develop theological reflection, and provide a shared theological context and vocabulary. Each course addresses significant tension / dialectic facing academic disciplines and ministry contexts.

## D.Min. specializations

### *Ecology and Justice Ministry*

- DM940 Creation and New Creation in Christian Tradition
- DM941 Environmental Theology and Ethics
- DM942 Justice and the Practices of Ministry
- DM943 Ecology, Place, and Justice

### *Global Christian Leadership in the Urban Church Context*

- DM950 Ecumenism and Global Christian Vision
- DM951 The Global Experience and Black Religious Leadership
- DM952 Transformational Leadership in the Black Community

### *Leadership for Transformational Change*

- DM914 Spirituality and Change
- DM915 Transforming Mission
- DM916 Individual and Systems Change: Trends, Tasks, Tensions
- DM917 Preaching for Change

## D.Min. peer groups

These learning communities are designed to provide focused attention to overall learning objectives, issues of praxis and integration, and spiritual maturity. In addition, support and critique of the project phase will occur here. Normally, the peer group will form at the beginning of the program and remain together throughout. Peer group sessions will involve two classroom contact hours, with an additional ten hours of virtual group contact per unit of credit.

## D.Min. portfolio review

At the conclusion of course work and prior to the D.Min. Project Proposal, students submit a portfolio representative of their work throughout the program. Components include an identified assignment from core, research, and specialization courses with the instructor's evaluative comments. The portfolio includes a summary statement written by the student that integrates what has been learned from the program, describes personal growth, assesses achievement of learning goals, and assesses strengths and weaknesses in anticipation of the project phase. The portfolio is reviewed by the student's project advisor and two faculty members. A discussion of the portfolio and faculty response is to be scheduled between the student and the project advisor within 30 days of submission.

## D.Min. project

The D.Min. Project Proposal must be prepared after completion of coursework and the DM988 D.Min. Portfolio Review. It includes specified, measurable objectives that will be evaluated at the completion of the project and submitted for approval. The project advisor guides the student in the preparation of the proposal, with the D.Min. director helping administratively as needed. Evaluation is made by the director, second reader and one other faculty member assigned by the director. Students graduating in the same cohort participate in DM908 D.Min. Project Group. This online learning community for those engaged in research and writing enables students to share and critique drafts of proposals and chapters. The Project should demonstrate integration of insights and resources from multiple disciplines. It should grow out of and be related to a particular issue or concern identified in the current place of professional ministerial practice. It should utilize qualitative and/or quantitative methodologies to investigate the concern/issue; involve theological reflection; determine creative and appropriate approaches to dealing with the concern/issue; and demonstrate how the approach was undertaken, completed, and evaluated. When research methodology involves human subjects, the project proposal must be approved by the Human Subjects Research Committee (HSRC).

[D.Min. Program Director: Dr. Fulgence Nyengele, [fnyengele@mtso.edu](mailto:fnyengele@mtso.edu), 740-362-3432 (2022); Dr. Paul Kim, [pkim@mtso.edu](mailto:pkim@mtso.edu), 740-62-3138 (2023).]

## Master of Divinity

### M.Div. mission and goals

We live in a rapidly changing and complex world in need of the reconciling love of God and the liberating message of the gospel. The Master of Divinity program prepares persons who will seek, embody, and proclaim God's good news that liberates individuals and communities from personal or systemic brokenness. The program prepares students to practice and lead theological reflection with others in ways that promote ministries of personal wholeness, faithful and hospitable community, and justice.

1. Graduates will be able to understand, appreciate and respectfully interpret our Christian heritage so it becomes a compelling and transformative vision for the present.
2. Graduates will provide theological leadership to critically engage the contemporary world through practices of theological reflection, worship, prophetic witness, and ministerial empowerment.
3. Graduates will grow in God's grace personally and spiritually so as to be of prophetic service to church, faith-based organizations and world.

### M.Div. admission requirements

Applicants for graduate study at Methodist Theological School in Ohio must have earned a baccalaureate degree or its educational equivalent from an accredited college or university with a cumulative GPA of 2.7 (on a 4.0 scale). Although there is no specific undergraduate major required for seminary preparation, a course of study that includes a broad representation of studies in the human experience, including social and natural sciences, language, literature, religion, history, and philosophy, is recommended.

### M.Div. transfer credit

MTSO may transfer credit for graduate coursework completed at other schools accredited by the Association of Theological Schools or other regional accreditors. Transfer credit cannot exceed one-half of the credits required for a master's degree or certificate and factors may limit the transfer credit that can be awarded. According to the degree standards of the Association of Theological Schools, all course credits applied towards degree requirements must be earned within ten years of the awarding of the degree.

### M.Div. cross-cultural immersion requirement

All Master of Divinity students are required to complete the CC604 Cross-Cultural Immersion. MTSO coordinates two approved immersions each year, typically during January term and summer term. Travel, lodging, and additional expenses will apply, but can be offset via disbursement from a student's individual cross-cultural reserves account. For more information, contact the Director of the Cross-Cultural Program, Dr. Elaine Nogueira-Godsey, [egodsey@mtso.edu](mailto:egodsey@mtso.edu).

### M.Div. thesis option

With approval of the faculty advisor and the dean, students with a minimum cumulative GPA of 3.3 may contract with a faculty member to supervise the writing of a thesis. Following the approval of the thesis proposal, students may enroll in TH810 Colloquy (zero credit hours) and TH800 Thesis (three credit hours). The thesis will be graded on a pass/fail basis. More information about the thesis option is available in this publication under academic information and services.

### Dual-degree programs

Students may combine any two of our master's degrees to form a dual degree which will result in the conferral of two degrees upon graduation. Normally, dual degrees are completed concurrently and allow for select courses to be shared between the two degrees. For specific dual-degree requirements, please contact Registrar Lee Richards at [richards@mtso.edu](mailto:richards@mtso.edu).

## M.Div. degree requirements

The M.Div. requires completion of a minimum of 86 credit hours with a 2.50 minimum cumulative GPA.

| M.Div. Degree Requirements Chart |                        |   |            |
|----------------------------------|------------------------|---|------------|
|                                  | Course Code            | Course Title  | Credits    |
| M.Div. Core                      | ES101                  | Orientation for New Students                        | 0          |
|                                  | ES500                  | The Educated Spirit                                 | 3          |
|                                  | CC604                  | Cross-Cultural Immersion                            | 3          |
|                                  | CE501                  | Introduction to Christian Ethics                    | 3          |
|                                  | CH501                  | Survey of Global Christian History                  | 3          |
|                                  | CT549                  | Introduction to Theology                            | 3          |
|                                  | ES600                  | Mid-Program Review                                  | 0          |
|                                  | FE850A                 | Field Education I                                   | 1.5        |
|                                  | FE850B                 | Field Education II                                  | 1.5        |
|                                  | HB510                  | Introduction to the Hebrew Bible                    | 3          |
|                                  | HM600                  | Introduction to Homiletics                          | 3          |
|                                  | NT510                  | Introduction to the New Testament                   | 3          |
|                                  | PC500                  | Introduction to Pastoral Care                       | 3          |
|                                  | PT500                  | Leadership, Learning, and Community Formation       | 3          |
|                                  | WO500                  | Introduction to Worship                             | 3          |
| Restricted Electives             | Classical Elective 6## | Any 600-level course from CE, CH, CT, HB, NT, or SR | 3          |
|                                  | Classical Elective 6## | Any 600-level course from CE, CH, CT, HB, NT, or SR | 3          |
|                                  | Classical Elective 6## | Any 600-level course from CE, CH, CT, HB, NT, or SR | 3          |
|                                  | Classical Elective 7## | Any 700-level course from CE, CH, CT, HB, NT, or SR | 3          |
|                                  | Classical Elective 7## | Any 700-level course from CE, CH, CT, HB, NT, or SR | 3          |
|                                  | Classical Elective 7## | Any 700-level course from CE, CH, CT, HB, NT, or SR | 3          |
|                                  | Practical Elective     | Any course from ED, HM, LS, ME, PC, PT, or WO       | 3          |
|                                  | Spirituality Elective  | Choose one: ME530, PT550, PT610, or PT615           | 3          |
|                                  | SR5## Elective         | Any 500-level course from SR Study of Religion      | 3          |
| Free Electives / Denom. Req.     | Free Elective          | Consult Faculty Advisor for guidance                | 3          |
|                                  | Free Elective          | Consult Faculty Advisor for guidance                | 3          |
|                                  | Free Elective          | Consult Faculty Advisor for guidance                | 3          |
|                                  | Free Elective          | Consult Faculty Advisor for guidance                | 2          |
|                                  | Free Elective/DS660    | Any course/United Methodist History                 | 2          |
|                                  | Free Elective/DS665    | Any course/United Methodist Doctrine                | 2          |
|                                  | Free Elective/DS670    | Any course/United Methodist Polity                  | 2          |
|                                  | Free Elective/ME5##    | Any course/Mission Elective: ME570, ME580, ME590    | 3          |
|                                  | Free Elective/ME6##    | Any course/Evangelism Elective: ME670 or ME680      | 3          |
|                                  |                        |   | <b>86*</b> |

\*Students may need to take additional credits depending on specialization(s) and denominational requirements.

[M.Div. Program Director: Dr. Valerie Bridgeman, [vbridgeman@mtso.edu](mailto:vbridgeman@mtso.edu), 740-362-3369.]



## M.Div. free electives

Students should choose electives most appropriate to their denominational or professional goals. For example, students in some denominations may be required to take courses in Biblical Languages, Clinical Pastoral Education, or Leadership Studies. Students pursuing ordination in the United Methodist Church should confirm with their annual conference regarding commissioning requirements and eligibility, but most commonly take the following electives: DS660 United Methodist History, DS665 United Methodist Doctrine, DS670 United Methodist Polity, ME5## Mission Elective, ME6## Evangelism Elective.

## M.Div. specializations

Declaring a specialization with the Master of Divinity degree means committing 12 credit hours to study in one of the areas below. Some overlap between specialization courses and division electives is permitted, but students may not use the same course for both a named division requirement and for the specialization. Students typically choose no specialization or just one specialization but may choose to complete two with a maximum of one course overlapping. Unless otherwise noted, all specializations require an integrative project or paper (normally completed in conjunction with the final course for the specialization). Some specializations also require that Field Education takes place in an approved setting appropriate to the specialization area. Students interested in a specialization must first consult with the faculty member responsible for their area of interest before officially declaring the specialization.

### *M.Div. Specialization in Biblical Languages and Texts (12 credit hours)*

Fills the need for pastors who have developed advanced exegetical skills through biblical language acquisition and additional 700-level biblical coursework, to enhance the abilities of students to encounter the cross-cultural dimensions of biblical studies, and to begin the process of preparation for those who hope to pursue advanced study in biblical studies. No integrative project or specialization-specific field education is required. Students may elect to take three semesters of Biblical Greek plus one 700-level NT elective, three semesters of Biblical Hebrew plus one 700-level HB elective, or two semesters each of Biblical Greek and Biblical Hebrew. [Coordinator: [Dr. Paul Kim](#).]

### *M.Div. Specialization in Black Church and African Diaspora Studies (12 credit hours)*

Prepares students to lead within black church traditions. Students will study how to integrate classical and practical theological disciplines from the vantage point of black church traditions. This specialization also equips students with a greater understanding of the diverse experiences and heritages of peoples of African descent. Students will increase their appreciation of the work of justice and understanding across differences, and the contributions of heritages stemming from Africa to the church. An integrative project or paper (normally completed in conjunction with the final course for the specialization) is required. No specialization-specific field education is required. Students complete CH630 Introduction to Black Church and African Diaspora Studies plus three pertinent courses selected in consultation with the specialization coordinator and their faculty advisor. [Coordinator: [Dr. Tejai Beulah Howard](#).]

### *M.Div. Specialization in Chaplaincy (12 credit hours)*

Designed for students who intend to seek professional certification as Board Certified Chaplains by the Association of Professional Chaplains (APC) and other such agencies. Students will develop a pastoral-theological framework of justice, inclusivity, and appreciation for the diversity and complexity of human experiences. They will also acquire critical tools for assessing needs and providing pastoral and spiritual care to people who are experiencing various existential difficulties and suffering. The APC requires four units of clinical pastoral education (CPE) for certification as a Board-Certified Chaplain. After completing the M.Div., students apply for a year of residency at an approved CPE training program. Applications should be made one year before the desired placement. Students will apply for board certification after fulfilling all APC requirements. Chaplaincy certification from APC generally requires an endorsement from a religious denomination, in the form of ordination or commissioning. Additional courses may be required in order to meet these requirements. Students should consult with their respective denominations or religious bodies to determine what other requirements are necessary. Students

complete PC510 Clinical Pastoral Education plus three pertinent courses selected in consultation with the specialization coordinator and their faculty advisor. [Coordinator: [Dr. Fulgence Nyengele.](#)]

#### *M.Div. Specialization in Ecology and Justice (12 credit hours)*

Out of love and respect for future generations, religious leaders need to provide those they serve with a theological framework for resisting greed, gluttony, and the destruction of resources. This specialization equips students to lead others in developing economic, political, social, and technological lifestyles for a more ecologically equitable and sustainable world leading to a higher quality of life for all of God's creation. An integrative project or paper (normally completed in conjunction with the final course for the specialization) is required. No specialization-specific field education is required. Students complete four pertinent courses selected in consultation with the specialization coordinator and their faculty advisor. [Coordinator: [Dr. Tim Van Meter.](#)]

#### *M.Div. Specialization in Feminist and Womanist Studies (12 credit hours)*

Provides the theological and ethical frameworks for social change from women's socioeconomic locations and perspectives. Studies will put emphasis on particularity and diversity, through which they will study women's roles, social locations, and voices. An integrative project or paper (normally completed in conjunction with the final course for the specialization) is required. No specialization-specific field education is required. Students complete CE645 Feminist and Womanist Ethics plus three pertinent courses selected in consultation with the specialization coordinator and their faculty advisor. [Coordinator: [Dr. Elaine Nogueira-Godsey.](#)]

#### *M.Div. Specialization in Interreligious Contexts (12 credit hours)*

Equips students to engage in interreligious activities with sensitivity to others while maintaining the integrity of their own faith traditions. The student's field education and cross-cultural experiences should include interreligious components. An integrative project or paper (normally completed in conjunction with the final course for the specialization) is required. Students complete four pertinent courses selected in consultation with the specialization coordinator and their faculty advisor. [Coordinator: [Dr. Paul Numrich.](#)]

#### *M.Div. Specialization in Spirituality (12 credit hours)*

Prepares students to provide more informed spiritual leadership and a more nuanced approach to the care of souls in their place of ministry. They will examine in depth the lived experience of belief, with specific attention to the exploration of spiritual teachings and devotional practices as they are understood and practiced in diverse cultural communities and historical contexts. An integrative project or paper (normally completed in conjunction with the final course for the specialization) is required. No specialization-specific field education is required. Students complete CH629 The History of Christian Spirituality plus three pertinent courses selected in consultation with the specialization coordinator and their faculty advisor. [Coordinator: [Dr. Valerie Bridgeman.](#)]

#### *M.Div. Specialization in Unitarian Universalist Studies (12 credit hours)*

Allows students preparing for either Unitarian Universalist religious leadership or advanced academic studies in a Unitarian Universalist related field to document their thorough and deep engagement with the essentials of Unitarian Universalist identity. The specialization encompasses all the coursework specific to Unitarian Universalist identity required for persons preparing for ministerial fellowship within the Unitarian Universalist Association. Students complete four-five pertinent courses totaling a minimum of twelve credit hours selected in consultation with the specialization coordinator and their faculty advisor. [Coordinator: [Dr. Susan Ritchie.](#)]

## Master of Theological Studies

### MTS mission and goals

The MTS provides a broad foundation in Bible, Church History, Theology, Ethics, and Interreligious Contexts. Students pursuing this degree will gain skills for participating intelligently in public discourse about religious issues and in some fields may be prepared for further study in an advanced degree. Beyond the introductory levels of these disciplines, MTS students are required to concentrate in one field and achieve sufficient depth to be able to do the following:

1. Read the literature of the discipline with understanding.
2. Intelligently discuss the major topics of that discipline.
3. Conduct relevant research in this discipline for competent nonprofessional writing and teaching.
4. Engage in creative and critical reflection on the contemporary world from the perspective of this discipline.

MTS students who have previously attended a non-theological graduate school may transfer up to six credit hours for courses which clearly relate to their area of concentration.

### MTS admission requirements

Applicants for graduate study at Methodist Theological School in Ohio must have earned a baccalaureate degree or its educational equivalent from an accredited college or university with a cumulative GPA of 2.7 (on a 4.0 scale). Although there is no specific undergraduate major required for seminary preparation, a course of study that includes a broad representation of studies in the human experience, including social and natural sciences, language, literature, religion, history, and philosophy, is recommended.

### MTS transfer credit

MTSO may transfer credit for graduate coursework completed at other schools accredited by the Association of Theological Schools or other regional accreditors. Transfer credit cannot exceed one-half of the credits required for a master's degree or certificate and factors may limit the transfer credit that can be awarded. According to the degree standards of the Association of Theological Schools, all course credits applied towards degree requirements must be earned within ten years of the awarding of the degree.

### Dual-degree programs

Students may combine any two of our master's degrees to form a dual degree which will result in the conferral of two degrees upon graduation. Normally, dual degrees are completed concurrently and allow for select courses to be shared between the two degrees. For specific dual-degree requirements, please contact Registrar Lee Richards at [richards@mtso.edu](mailto:richards@mtso.edu).

[MTS Program Director: Dr. Paul Numrich, [pnumrich@mtso.edu](mailto:pnumrich@mtso.edu), 740-362-3443.]



## MTS degree requirements

The MTS requires completion of a minimum of 56 credit hours with a 2.50 minimum cumulative GPA.

| MTS Degree Requirements Chart   |                        |   |            |
|---|------------------------|---|------------|
|   | Course Code            | Course Title  | Credits    |
| MTS Core  | ES101                  | Orientation for New Students                          | 0          |
|   | ES500                  | The Educated Spirit                                   | 3          |
|   | CE501                  | Introduction to Christian Ethics                      | 3          |
|   | CH501                  | Survey of Global Christian History                    | 3          |
|   | CT549                  | Introduction to Theology                              | 3          |
|   | ES600                  | Mid-Program Review                                    | 0          |
|   | HB510                  | Introduction to the Hebrew Bible                      | 3          |
|   | NT510                  | Introduction to the New Testament                     | 3          |
| Restricted Electives  | CE6##/CE7##            | Any 600- or 700-level course from CE Christian Ethics | 3          |
|   | CH6##/CH7##            | Any 600- or 700-level course from CH Church History   | 3          |
|   | Classical Elective ### | Any course from CE, CH, CT, HB, NT, or SR             | 3          |
|   | CT6##                  | Any 600-level course from CT Christian Theology       | 3          |
|   | HB/NT###               | Any course from HB/NT Hebrew Bible/New Testament      | 3          |
|   | HB/NT6##               | Any 600-level course from HB/NT Hebrew Bible/NT       | 3          |
|   | SR5##                  | Any 500-level course from SR Study of Religion        | 3          |
| Concentration   | Concentration 6/7##    | 600-level or higher (see below for concentrations)    | 3          |
|   | Concentration 6/7##    | 600-level or higher (see below for concentrations)    | 3          |
|   | Concentration 6/7##    | 600-level or higher (see below for concentrations)    | 3          |
|   | TH810                  | Colloquy  | 0          |
|   | TH800 or TH805         | TH800 Thesis or TH805 MTS Concentration Examination   | 3          |
| Elect.  | Free Elective          | Any course/any division                               | 3          |
|   | Free Elective          | Any course/any division                               | 2          |
| *Students may need to take additional credits depending on denominational requirements. |                        |   | <b>56*</b> |

## MTS concentrations

MTS students must declare an area of concentration after completing 18 credit hours in the program. Students may change the area of concentration at any time but cannot graduate until all requirements of the degree have been completed. MTS concentrations require 12 credit hours at the 600-level or higher drawn from one of the following areas:

- Biblical Studies – Any combination of 600-level or higher courses from HB or NT
- Ethical Studies – Any combination of 600-level or higher courses from CE
- Historical Studies – Any combination of 600-level or higher courses from CH
- Interreligious Contexts – Any combination of 600-level or higher courses from SR
- Theological Studies – Any combination of 600-level or higher courses from CT

## TH800 MTS thesis

With approval of their faculty advisor and the dean, MTS students with a minimum cumulative GPA of 3.3 may contract with a faculty member to supervise the writing of a thesis for three credits as a substitution for the exam. Following the approval of a proposal for a thesis, students will be enrolled in TH810 Colloquy (zero credits) and TH800 Thesis (three credits) to be graded on a pass/fail basis. More information about the thesis option is available in this publication under academic information and services.

In exceptional circumstances, students may petition for an alternative form of summative evaluation, to be worked out between the student's faculty advisor and the director of the MTS degree.

## TH805 MTS concentration examination

In consultation with faculty who teach in the concentration, students preparing for the MTS concentration exam develop broad thematic questions of interest and of significance to the discipline. Students use these questions to develop an annotated bibliography (consisting of 20-25 sources) which is to be graded as a component of this requirement. Faculty will select a limited number of the questions developed in consultation with the student for the exam itself which will be administered as a take home exam to be taken on the student's personal computer and posted as an assignment on Populi at the end of an 8-hour period. Students may use their texts and notes as needed for writing the answers to exam questions. Students must demonstrate solid independent research skills, including the evaluation of scholarly resources and the ability to identify and connect themes across their concentration courses. MTS students must pass this exam no later than two weeks before the last day of their final semester. The exam is worth three credits and is graded on a pass/fail basis. In the case of failure of the examination, the student may retake the concentration examination up to two times.

In preparation for this exam, students must complete TH810 Colloquy (zero credits) prior to their final semester. The individual study may not be counted toward the MTS concentration coursework and will be graded separately from the examination.

## Master of Arts in Practical Theology

### MAPT mission and goals

Faith communities are in need of ethical religious educators who honor the past, are curious about the present and envision creative, sustainable futures. By nurturing personal and public liberating faith, the MAPT program seeks to equip persons to provide leadership for the formation and transformation of individuals and communities. The MAPT program offers formation for the next generation of public theologians by cultivating abilities for negotiating the dynamic interplay in these areas: Christian heritage, congregational culture, and contemporary society; theological, educational, and social-science disciplines; and the diversities of human and creaturely existence.

1. Graduates will be prepared for leading communities of faithful change.
2. Graduates will be able to negotiate human differences in the formative ecologies of faith communities in ways that foster liberating personal and corporate Christian faith.
3. Graduates will embrace a lifelong commitment to processes that lead to authentic self-understanding and honest theological reflection for themselves and their communities.

### MAPT admission requirements

Applicants for graduate study at Methodist Theological School in Ohio must have earned a baccalaureate degree or its educational equivalent from an accredited college or university with a cumulative GPA of 2.7 (on a 4.0 scale). Although there is no specific undergraduate major required for seminary preparation, a course of study that includes a broad representation of studies in the human experience, including social and natural sciences, language, literature, religion, history, and philosophy, is recommended.

### MAPT transfer credit

MTSO may transfer credit for graduate coursework completed at other schools accredited by the Association of Theological Schools or other regional accreditors. Transfer credit cannot exceed one-half of the credits required for a master's degree or certificate and factors may limit the transfer credit that can be awarded. According to the degree standards of the Association of Theological Schools, all course credits applied towards degree requirements must be earned within ten years of the awarding of the degree.

### Dual-degree programs

Students may combine any two of our master's degrees to form a dual degree which will result in the conferral of two degrees upon graduation. Normally, dual degrees are completed concurrently and allow for select courses to be shared between the two degrees. For specific dual-degree requirements, please contact Registrar Lee Richards at [lrichards@mtso.edu](mailto:lrichards@mtso.edu).

[MAPT Program Director: Dr. Tim Van Meter, [tvvanmeter@mtso.edu](mailto:tvvanmeter@mtso.edu), 740-362-3437.]

## MAPT degree requirements

The MAPT requires completion of a minimum of 48 credit hours with a 2.50 minimum cumulative GPA.

| MAPT Degree Requirements Chart   |                       |  |            |
|--|-----------------------|--|------------|
|  | Course Code           | Course Title                                   | Credits    |
| MAPT Core  | ES101                 | Orientation for New Students                   | 0          |
|  | ES500                 | The Educated Spirit                            | 3          |
|  | CE501                 | Introduction to Christian Ethics               | 3          |
|  | CH501                 | Survey of Global Christian History             | 3          |
|  | CT549                 | Introduction to Theology                       | 3          |
|  | ES600                 | Mid-Program Review                             | 0          |
|  | FE850A                | Field Education I                              | 1.5        |
|  | FE850B                | Field Education II                             | 1.5        |
|  | HB510                 | Introduction to the Hebrew Bible               | 3          |
|  | ME/PT5## Elective     | ME570, ME580, ME590, PT525, or PT530           | 3          |
|  | NT510                 | Introduction to the New Testament              | 3          |
|  | PT500                 | Leadership, Learning, and Community Formation  | 3          |
|  | PT6## Elective        | Any 600-level PT Practical Theology Course     | 3          |
| Specialization   | Specialization Course | Consult MAPT Director for guidance             | 3          |
|  | Specialization Course | Consult MAPT Director for guidance             | 3          |
|  | Specialization Course | Consult MAPT Director for guidance             | 3          |
|  | TH810                 | Colloquy (prerequisite for PT825 MAPT Project) | 0          |
|  | PT825                 | Integrative Public Project Seminar             | 3          |
| Elect.   | Free Elective         | Consult Faculty Advisor for guidance           | 3          |
|  | Free Elective         | Consult Faculty Advisor for guidance           | 3          |
| <i>*Students may need to take additional credits depending on denominational requirements.</i> |                       |  | <b>48*</b> |

MAPT students work with the MAPT director to create a self-designed specialization shaped by their academic and vocational aspirations in conjunction with faculty expertise.



## Master of Arts in Social Justice

### MASJ mission and goals

The MASJ is a professional master's degree that provides an interdisciplinary approach to the interface between social justice, religion, and ethics. Combining academic learning, global engagement, community connection, and skill-building with critical analysis and reflection, graduates will:

1. develop skills and strategies for leadership, organizing, educating, and collaborating in diverse social, political, educational contexts
2. lead social justice initiatives and programs in diverse professional settings including religious organizations, non-profit organizations, educational organizations, businesses, and community-based advocacy programs.
3. acquire basic competence in the role of religion, ethics, and spirituality in historical and contemporary movements for social justice.

### MASJ admission requirements

Applicants for graduate study at Methodist Theological School in Ohio must have earned a baccalaureate degree or its educational equivalent from an accredited college or university with a cumulative GPA of 2.7 (on a 4.0 scale). Although there is no specific undergraduate major required for seminary preparation, a course of study that includes a broad representation of studies in the human experience, including social and natural sciences, language, literature, religion, history, and philosophy, is recommended.

### MASJ transfer credit

MTSO may transfer credit for graduate coursework completed at other schools accredited by the Association of Theological Schools or other regional accreditors. Transfer credit cannot exceed one-half of the credits required for a master's degree or certificate and factors may limit the transfer credit that can be awarded. According to the degree standards of the Association of Theological Schools, all course credits applied towards degree requirements must be earned within ten years of the awarding of the degree.

### MASJ cross-cultural immersion requirement

All Master of Arts in Social Justice students are required to complete the January Term CC612 Cross-Cultural Immersion in Chiapas, Mexico. Travel, lodging, and additional expenses will apply, but can be offset via disbursement from a student's individual cross-cultural reserves account. For more information, contact the director of the Cross-Cultural Program, Dr. Elaine Nogueira-Godsey, [egodsey@mtso.edu](mailto:egodsey@mtso.edu).

### Dual-degree programs

Students may combine any two of our master's degrees to form a dual degree which will result in the conferral of two degrees upon graduation. Normally, dual degrees are completed concurrently and allow for select courses to be shared between the two degrees. For specific dual-degree requirements, please contact Registrar Lee Richards at [richards@mtso.edu](mailto:richards@mtso.edu).

[MASJ Program Director: Dr. Yvonne Zimmerman, [yzimmerman@mtso.edu](mailto:yzimmerman@mtso.edu), 740-362-3389.]

## MASJ degree requirements

The MASJ requires completion of a minimum of 39 credit hours with a 2.50 minimum cumulative GPA.

| MASJ Degree Requirements Chart   |                         |   |           |
|--|-------------------------|---|-----------|
|  | Course Code             | Course Title                                  | Credits   |
| MASJ Core  | ES101                   | Orientation for New Students                  | 0         |
|  | ES500                   | The Educated Spirit                           | 3         |
|  | CC612                   | Cross-Cultural Immersion                      | 3         |
|  | CE562                   | Imagining Justice                             | 3         |
|  | CE563                   | Social Justice and the Law                    | 3         |
|  | CT560                   | Interreligious Theologies                     | 3         |
|  | ES600                   | Mid-Program Review                            | 0         |
|  | FE860                   | MASJ Internship                               | 3         |
|  | HB/NT550                | Social Justice and Sacred Texts               | 3         |
|  | LS570                   | Non-profit Administration and Leadership      | 3         |
|  | PT560                   | Liberative Models of Educating and Organizing | 3         |
|  | PT610                   | Spirituality and Social Change                | 3         |
| Electives  | Social Justice Elective | Consult MASJ Director for guidance            | 3         |
|  | Social Justice Elective | Consult MASJ Director for guidance            | 3         |
|  | Social Justice Elective | Consult MASJ Director for guidance            | 3         |
| <i>*Students may need to take additional credits depending on denominational requirements.</i> |                         |   | <b>39</b> |

The list below is representative, not exhaustive. Other courses, selected in consultation with the MASJ Director, may also be suitable as social justice electives.

- CE640 The Ethics of Sex
- CE645 Feminist and Womanist Ethics
- CE710 Martin Luther King, Jr.
- CE720 Human Trafficking
- CE730 Queer Theological Ethics
- CE/PT742 Justice and the Practices of Ministry
- CE/PT743 Ecology, Place, and Justice
- CH636 American Christianity in Black and White
- CH644 Race, Religion, and Nation: From Black Power to Black Lives Matter
- CH767 The Social Gospel Movement
- CT/CE751 Ecotheology and Global Ethics
- HM730 Community Organizing and Preaching: Power, Action, and Justice
- PT525 Being with the Poor
- PT530 Congregations and Communities as Partners in Ministry with the Poor
- PT540 Doing Our Own Work: An Anti-Racism Intensive for White People
- PT600 Food, Land, and Faith Formation
- PT601 Field Theology: Water and Watersheds

## Master of Arts in Counseling Ministries

*Note: No new students are being admitted to the MACM degree as of spring 2022.*

### MACM mission and goals

Life is sacred. Human problems are complex. Transformation requires wisdom, love, and hope. The MACM program is dedicated to training highly competent pastoral and professional counselors who are equipped with counseling knowledge and skills, broad theological foundations, psychological and behavioral sciences, all focused to help individuals, families, and communities find meaning, healing, transformation, and growth.

1. Graduates will have knowledge of major theories of counseling and psychotherapy, and psychosocial and life-cycle-development concepts.
2. Graduates will have the ability to integrate psychological and behavioral sciences with the wisdom from religion/spirituality in the therapeutic process.
3. Graduates will have the ability to utilize the DSM 5 and developmental theory to diagnostically relate to and therapeutically respond to a variety of clients.
4. Graduates will have awareness and sensitivity to multicultural dynamics and issues of difference (race, gender, age, economics, etc.).

### MACM admission requirements

Applicants for graduate study at Methodist Theological School in Ohio must have earned a baccalaureate degree or its educational equivalent from an accredited college or university with a cumulative GPA of 2.7 (on a 4.0 scale). Although there is no specific undergraduate major required for seminary preparation, a course of study that includes a broad representation of studies in the human experience, including social and natural sciences, language, literature, religion, history, and philosophy, is recommended.

### MACM transfer credit

MTSO may transfer credit for graduate coursework completed at other schools accredited by the Association of Theological Schools (ATS) or other regional accreditors. Transfer credit cannot exceed one-half of the credits required for a master's degree or certificate and factors may limit the transfer credit that can be awarded. According to the ATS degree standards, all course credits applied towards degree requirements must be earned within ten years of the awarding of the degree.

### Dual-degree programs

Students may combine any two of our master's degrees to form a dual degree which will result in the conferral of two degrees upon graduation. Normally, dual degrees are completed concurrently and allow for select courses to be shared between the two degrees. For specific dual-degree requirements, please contact Registrar Lee Richards at [lrichards@mtso.edu](mailto:lrichards@mtso.edu).

[MACM Program Director: Dr. Fulgence Nyengele, [fnyengele@mtso.edu](mailto:fnyengele@mtso.edu), 740-362-3432.]

## MACM degree requirements

*Note: No new students are being admitted to the MACM degree as of spring 2022.*

The MACM requires completion of a minimum of 59 credit hours with a 2.50 minimum cumulative GPA.

| MACM Degree Requirements Chart   |                      |  |           |
|--|----------------------|--|-----------|
|  | Course Code          | Course Title                                   | Credits   |
| MACM Core  | ES101                | Orientation for New Students                   | 0         |
|  | ES500                | The Educated Spirit                            | 3         |
|  | CE501                | Introduction to Christian Ethics               | 3         |
|  | CH501                | Survey of Global Christian History             | 3         |
|  | CT549                | Introduction to Theology                       | 3         |
|  | ES600                | Mid-Program Review                             | 0         |
|  | HB510                | Introduction to the Hebrew Bible               | 3         |
|  | NT510                | Introduction to the New Testament              | 3         |
|  | PC500                | Introduction to Pastoral Care                  | 3         |
|  | PC510                | Clinical Pastoral Education (CPE) (1 unit)     | 3         |
|  | PC631                | Assessment and Appraisal of Ind. in Counseling | 3         |
|  | PC640                | Theories of Counseling and Psychotherapy I     | 3         |
|  | PC680                | Psychopathology for Counselors                 | 3         |
|  | PC850                | Supervised Internship                          | 3         |
| Restrict. Electives  | Integrative Elective | Select in consultation with MACM Director      | 3         |
|  | PC6##/PC7##          | Any 600-level or 700-level course from PC      | 3         |
|  | PC6##/PC7##          | Any 600-level or 700-level course from PC      | 3         |
|  | PC6##/PC7##          | Any 600-level or 700-level course from PC      | 3         |
|  | PC6##/PC7##          | Any 600-level or 700-level course from PC      | 3         |
|  | PC6##/PC7##          | Any 600-level or 700-level course from PC      | 3         |
| Elect.   | Free Elective        | Select in consultation with MACM Director      | 3         |
|  | Free Elective        | Select in consultation with MACM Director      | 2         |
| <i>*Students may need additional credits depending on denominational requirements.</i> |                      |  | <b>59</b> |



## Certificate programs

### Certificate in Basic Theological Education (Lay Certificate Program)

This certificate program is intended for those who are interested in enhancing a basic understanding of their faith. Most students take one course each semester, achieving a certificate in two years, but there is no prescribed pace or time limit for the program. To earn this certificate, which is bestowed during our annual commencement ceremonies, students must successfully complete four courses from the list below with a minimum cumulative GPA of 2.50: Students may not be enrolled in a certificate and a degree program at the same time.

- Three of the following introductory courses:
  - CE501 Introduction to Christian Ethics (3 credit hours)
  - CH501 Survey Global Christian History (3 credit hours)
  - CT549 Introduction to Theology (3 credit hours)
  - HB510 Introduction to the Hebrew Bible (3 credit hours)
  - NT510 Introduction to the New Testament (3 credit hours)
- One Practical Division course at the introductory level (3 credit hours)

### Certificate in Deacon Studies

Those who have already completed a master's degree in their anticipated area of service to the church may complete 27 credit hours of Basic Graduate Theological Studies as outlined in *The Book of Discipline of The United Methodist Church* in order to meet theological education requirements for ordination as a deacon. The Certificate in Deacon Studies is designed to provide additional theological education. Spiritual formation for ministry is also an important part of the experience for students fulfilling these educational requirements at MTSO. Students may not be enrolled in a certificate and a degree program at the same time.

- CH501 Survey Global Christian History (3 credit hours)
- CT549 Introduction to Theology (3 credit hours)
- DS660 United Methodist History (2 credit hours)
- DS665 United Methodist Doctrine (2 credit hours)
- DS670 United Methodist Polity (2 credit hours)
- HB510 Introduction to the Hebrew Bible (3 credit hours)
- ME5## Mission Elective: ME570 The Mission of the Church in the Contemporary World, or ME580 The Mission of the Church in a Multicultural Society, or ME590 The Mission of the Church in a Global Context (3 credit hours)
- ME6## Evangelism Elective: ME670 The Ministry of Evangelism: Theology and Practice or ME680 Biblical Paradigms for the Practice of Evangelism (3 credit hours)
- NT510 Introduction to the New Testament (3 credit hours)
- WO500 Introduction to Worship (3 credit hours)

Upon successful completion of these courses with a minimum cumulative GPA of 2.50, the Certificate in Deacon Studies will be awarded at our annual commencement ceremonies.

Although each seminary has the responsibility to designate which basic courses meet the core requirements and advise students of these courses, the Conference Board of Ordained Ministry has the final authority to approve academic studies as they apply to ordination in the United Methodist Church. Students are advised to refer to the Section of Deacons and Diaconal Ministries if there are questions about one or more courses. Students should check with their annual conference regarding commissioning requirements and eligibility. In many cases it may be required that two or all three of the denominational studies courses must be completed prior to the interview.

[Certificate Program Director: Dr. Valerie Bridgeman, [vbridgeman@mtso.edu](mailto:vbridgeman@mtso.edu), 740-362-3369.]

## Certificate in Advanced Course of Study

Those who have completed the five-year Course of Study may pursue the Certificate in Advanced Course of Study (ACOS). Unlike the Course of Study program, ACOS students are admitted through regular admission procedures and take graduate-level courses that are recorded on an official transcript. Students may not be enrolled in a certificate and a degree program at the same time.

Students must complete 32 credit hours with a minimum cumulative GPA of 2.50 for the Certificate in Advanced Course of Study. Of these, 27 credit hours consist of Basic Graduate Theological Studies as outlined in *The Book of Discipline of The United Methodist Church* and described below. The remaining five credit hours are electives.

- CH501 Survey Global Christian History (3 credit hours)
- CT549 Introduction to Theology (3 credit hours)
- DS660 United Methodist History (2 credit hours)
- DS665 United Methodist Doctrine (2 credit hours)
- DS670 United Methodist Polity (2 credit hours)
- HB510 Introduction to the Hebrew Bible (3 credit hours)
- ME5## Mission Elective: ME570 The Mission of the Church in the Contemporary World, or ME580 The Mission of the Church in a Multicultural Society, or ME590 The Mission of the Church in a Global Context (3 credit hours)
- ME6## Evangelism Elective: ME670 The Ministry of Evangelism: Theology and Practice or ME680 Biblical Paradigms for the Practice of Evangelism (3 credit hours)
- NT510 Introduction to the New Testament (3 credit hours)
- WO500 Introduction to Worship (3 credit hours)
- Electives (5 credit hours)

## Graduate Professional Certifications through GBHEM



**HIGHER EDUCATION & MINISTRY**

General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

The United Methodist Church offers Certification in Specialized Ministries through the General Board of Higher Education and Ministry (GBHEM). This certification is available to all persons, lay and

ordained, who meet the standards set by GBHEM. Each graduate professional certification requires five courses that have been designated by GBHEM for each of the areas. The board approves the courses identified by the seminaries as meeting these requirements. MTSO hosts and teaches courses that can lead to completion of these programs, but the formal recognition of completion comes from the General Board of Higher Education and Ministry. MTSO currently has approval for courses in three of these areas of certification: Christian Education, Youth Ministry, and Engaging in Ministry with the Poor.

## Course of Study School of Ohio

The [Course of Study School of Ohio](http://www.cosohio.org) (COSO) is a program of the General Board of Higher Education and Ministry (GBHEM) of the United Methodist Church, administered by MTSO in partnership with United Theological Seminary and surrounding annual conferences. COSO provides education for those pursuing ministry as licensed local pastors rather than as ordained clergy. To be eligible, local pastors must be certified and licensed by their annual conference. A spiritual formation program augments all COSO courses. As prescribed by *The Book of Discipline of the United Methodist Church*, each part-time local pastor must complete two courses in an annual conference year; full-time local pastors must complete four. COSO offers

courses on the MTSO campus each year in four sessions of two weekends each and one two-week session in the summer when students can take two courses. For more information and to apply, visit [www.cosohio.org](http://www.cosohio.org) or contact the Course of Study Office at 740-362-3120 or [cos@mtso.edu](mailto:cos@mtso.edu).



# Admissions and financial aid

## General admission requirements

Applicants for graduate study at Methodist Theological School in Ohio must have earned a baccalaureate degree or its educational equivalent from an accredited college or university with a cumulative GPA of 2.7 (on a 4.0 scale). Although there is no specific undergraduate major required for seminary preparation, a course of study that includes a broad representation of studies in the human experience, including social and natural sciences, language, literature, religion, history, and philosophy, is recommended.

Applicants for doctoral study must have earned an M.Div. or its educational equivalent from an accredited institution with a cumulative graduate GPA of 3.0 (on a 4.0 scale). They must also have a three or more years of professional ministry experience and current engagement in formal ministry.

## Application process

Applications are made through our online portal located at [www.mtso.edu/admissions/apply](http://www.mtso.edu/admissions/apply). For current application deadlines, see the admissions website. Applications for graduate study are most commonly accepted for students starting in fall semesters, though it is also possible to start in spring semesters. Applications for doctoral study are accepted for summer terms. Applications will be accepted a maximum of one year prior to the applicant's intended start date.

The Admissions and Student Aid Committee (ASAC) bases its decisions on consideration of the applicant's graces, gifts, and fitness for ministry, their cumulative GPA, references, written statements, vocational goals, a personal interview (if required), and other relevant factors.

Once the application and all supporting materials have been received, they will be promptly reviewed by the ASAC. The applicant will be contacted by an admissions representative if additional information is required. Other applicants may also be required to complete an interview with the director of admissions or other school officials as part of the admissions process.

Once a decision has been reached, an admissions representative will notify the applicant regarding their status. Offers of admission are extended to approved applicants (contingent upon the results of a background check).

Materials submitted in support of admission are considered the sole and confidential property of MTSO. Admission files are not accessible to applicants. Falsification or failure to disclose required information in the application process could disqualify applicants for admission or result in grounds for dismissal if discovered after admission.

## Background check

Admission is contingent upon the successful completion of a background check. As part of the application process, the applicant grants MTSO permission to perform a basic background check including criminal records (national and regional), civil records, Social Security number validation/verification, educational credentials, and professional credentials.

An applicant who is approved for admission with negative factors in his or her background check cannot be assured of opportunities for ordination, field education, practicum, internship, employment within counseling agencies, churches, hospitals, helping professions, or other ministries. Subsequent background checks are generally required by these aforementioned agencies. Offers for practicum, internship, field education and employment are evaluated and governed by said agencies' policies and practices and are rendered apart from the MTSO admissions and approval process.

## Transfer students

Transfer applicants must meet the same admissions criteria as other applicants. MTSO may transfer credit for graduate coursework completed at other schools accredited by the Association of Theological Schools or other regional accreditors. Applicants must request transfer credit evaluation at the time they are admitted and prior to their first semester enrollment. Transfer credits are evaluated on a case-by-case basis by the Office of the Registrar.

In general, transfer credit cannot exceed one-half of the credits required for a master's degree or certificate and factors may limit the transfer credit that can be awarded. Normally, Doctor of Ministry students may not receive transfer credit for courses completed prior to matriculation at MTSO. According to the degree standards of the Association of Theological Schools, all course credits applied towards degree requirements must be earned within ten years of the awarding of the degree. When warranted, exceptions to these limitations can be petitioned.

## International admission and language proficiency

MTSO recognizes the global nature of Christianity and welcomes you to our beautiful campus in the American heartland. If you are looking for a quality theological education in a setting with the best of small-town and big-city American life, you will want to seriously consider MTSO. Downtown Columbus, Ohio State University, and John Glenn Columbus International Airport all are within a 30-minute drive. One more thing to consider: International students often are pleasantly surprised by the low cost of living at MTSO compared to other U.S. seminaries.

MTSO is authorized under federal law to enroll non-immigrant students to the M.Div., MTS, and MAPT degrees. International applicants must meet the same admissions criteria as other applicants and must be able to document that they have sufficient financial resources available to support all study and living expenses throughout the duration of their studies. International students may begin each fall semester. The completed application for admission and documentation financial resources must be received no later than April 1. The U.S. Citizenship and Immigration Services has also established certain health insurance coverage requirements that must be met.

International applicants (as well as applicants who completed undergraduate degrees at institutions where English was not the primary language of instruction) must demonstrate English language proficiency at a level sufficient for graduate study by completing the Test of English as a Foreign Language (TOEFL). The minimum score for admission is 79 on the internet test or 550 on the paper-based test. Scores must be less than two years old and are to be sent directly from the reporting agency to MTSO (Institution Code 1540). Applicants may be required to complete a summer class of English as a Second Language and/or may be required to work with a MTSO writing instructor.

For more information, see [www.mtso.edu/admissions/welcome-international-students](http://www.mtso.edu/admissions/welcome-international-students).

## Provisional and conditional admission

Applicants who are granted provisional admission meet the regular criteria for admission except that they are in the process of completing the final requirements for their bachelor's degree and they must provide evidence of completion prior to beginning study at MTSO.

When all other criteria for admission are strong but past academic performance is weak, students may be admitted with the condition that they will be required to prove their academic ability in the completion of their first nine credit hours at MTSO. Conditional admission is also offered when unusual circumstances warrant that specific conditions be attached to admission. Conditionally admitted students are typically limited to nine credit hours per semester.



## Visiting students

Degree students enrolled at other institutions accredited by the Association of Theological Students are invited to incorporate one or more MTSO courses into their studies. Visiting students have a streamlined application which relies on their institution's registrar or dean verify that they are a current degree student in good standing. Tuition and fees are paid directly to MTSO. Visiting students must coordinate with their home institution to ensure that the MTSO course will be accepted in transfer. Once grades for the course(s) post, an official transcript from MTSO should be requested to be sent to the home institution so that the credits can be transferred.

## Non-Degree / Occasional students

Admission as a non-degree / occasional student is an option for those who want to enroll in classes at MTSO for academic credit but are not presently applying for admission to one of the school's degree or certificate programs. Occasional students may take up to 27 semester hours without having to apply to a program. After that, occasional students must seek admission to one of our degree or certificate programs in order to continue their enrollment.

## Seminary Preview Program

Through MTSO's Seminary Preview Program, juniors and seniors from participating United Methodist colleges and universities in the state of Ohio who have a cumulative GPA of 3.0 or above are invited to enroll in up to six credits at MTSO with no charge for tuition.

## Denial of admission or discontinuation of enrollment

MTSO reserves the right to deny admission to any applicant or to discontinue the enrollment of any student whose personal actions are deemed to be detrimental to its community or whose academic performance is below requirements. The school also reserves the right to determine, in its sole judgment, whether an applicant is a suitable candidate for a specific degree program or for the vocation which the program represents.

## Financial aid

Methodist Theological School in Ohio's admissions and financial aid representatives work in partnership with students to support their theological education. Financial assistance may come from the seminary or outside sources in several forms: scholarships, grants, employment, and loans. These resources, combined with personal resources such as savings and earnings, provide the framework for financing an education at MTSO. Most sources of assistance are based upon information about the student's financial need as documented on the Free Application for Federal Student Aid (FAFSA), which is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Special programs have been established at MTSO through the generosity of individuals, churches, foundations, and organizations to provide support for the school's grants and scholarship programs. The FAFSA form, the scholarship application and the MTSO financial aid application serve as the application for many of these programs, although separate application procedures may be required for some scholarship programs.

### Financial aid eligibility

Students can be awarded financial assistance when they:

1. have been accepted into one of our master's degree programs;
2. have completed the FAFSA and supporting documents;
3. have demonstrated financial need;
4. plan to enroll at least half-time (4.5 or more credit hours per semester).

Students admitted as non-degree students or to the Doctor of Ministry program are not eligible for financial assistance from MTSO.

Students must make satisfactory academic progress (SAP) to continue receiving financial assistance. Our Standards of Satisfactory Academic Progress policy is explained below.

## Scholarships

Scholarships are financial gifts that do not have to be repaid and are awarded on a competitive basis. Prospective student applicants generally must hold a cumulative GPA of 3.0 for all postsecondary education. Some scholarships are available to returning students; application for these scholarships requires a 3.3 GPA for all MTSO coursework. In selecting recipients among similarly qualified applicants, MTSO will seek to award scholarships to students whose contributions will enhance the diversity of the school's learning community. Students on special scholarship from MTSO may have additional requirements in order to retain that scholarship. Refer to the specific scholarship criteria in each program as documented in the Financial Aid award letter. For more information, contact the Office of Financial Aid at [finaid@mtso.edu](mailto:finaid@mtso.edu).

## Work study

MTSO offers work study opportunities. Students must be registered at least half-time (4.5 credit hours) each semester (fall and spring) to be eligible to work on campus. To apply for a work study position, a student must first submit required financial aid documents to the Office of Financial Aid to determine eligibility for Federal Work Study (FWS). If eligible, they must also submit an employment application and current resume to Operations Support Coordinator Alycia Orcena at [aorcena@mtso.edu](mailto:aorcena@mtso.edu). If hired, work study students must complete tax paperwork for the Business Office prior to beginning work. Students are paid twice a month and typically work no more than 20 hours per week as determined by eligibility.

MTSO students are encouraged to apply for job opportunities through MTSO's College Central Network (CCN), an online platform to build e-portfolios, create and post resumes and search for part-time and full-time internships. For more details, see [www.collegecentral.com/mtso](http://www.collegecentral.com/mtso). If you have interest in seeking a specialized ministry opportunity not listed, contact the director of vocational discernment and community engagement.

## Veterans' benefits

MTSO welcomes veterans of the U.S. military, their spouses, and dependents. Veterans admitted to graduate programs at MTSO are eligible to receive VA benefits. Such students are eligible for education benefits through these programs:

- Montgomery GI Bill® (Chapter 30)
- Post-9/11 GI Bill® (Chapter 33) [Chapter 33 students who receive MTSO scholarships for tuition and fees must deduct the amount of scholarship from the tuition and fees reported to the VA.]
- Survivors' and Dependents' Education Assistance Bill (Chapter 35)
- Reserve Educational Assistance Program (REAP, Chapter 1607)
- Other programs sponsored by Veterans Affairs

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

## Veterans' responsibilities

1. Visit [eBenefits for Veterans](#) to:
  - Obtain your benefit claim information.
  - Request and print your certificate of eligibility.
  - Check housing benefits.
  - Track status of your claims.
2. Submit your Certificate of Eligibility (COE) to the School Certifying Official (SCO).

3. Notify the SCO immediately of any changes to your registration as this will affect your benefits.

### *MTSO's responsibilities to veterans*

MTSO reviews each veteran's previous education and training, and request that the student obtain transcripts from all prior institutions, including military training, traditional college coursework, and vocational training. Transfer credit will be granted as appropriate. Only courses which count toward the degree will be included in the certification of enrollment.

In accordance with the Veterans Benefits and Transition Act of 2018, MTSO will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

### *Further assistance*

For more information, see [U.S. Department of Veterans Affairs Education and Training](#).

MTSO's School Certifying Official (SCO) is Lee Richards, registrar ([lrichards@mtso.edu](mailto:lrichards@mtso.edu) or 740-362-3344).

MTSO's ADA accommodations are overseen by Jeremy Garber, director of student services ([jgarber@mtso.edu](mailto:jgarber@mtso.edu) or 740-362-3126).

### *Federal Direct Loan funds*

Students may be eligible for a Direct Unsubsidized Stafford loan to help finance their seminary education. Borrower interest rates are fixed for the life of the loan. Each year on July 1, the borrower interest rate is adjusted based on the last auction in May for the 10-year Treasury rate. That rate is in effect for all newly issued loans from July 1 through the following June 30. The interest rate for 2020-21 is 6.54% for Direct Stafford Unsubsidized loan (10-year Treasury + 3.60%) and 7.54% for a GradPLUS loan (10-year Treasury + 4.6%). The Office of Financial Aid will provide the loan request form with the student's financial aid award notification. Students must file a FAFSA each year and complete entrance and exit loan counseling session if they receive a loan award through this program. The amount cannot exceed \$20,500 or the calculated cost of education minus all other financial assistance received. The federal government does not pay the interest during the in-school, grace, and deferment periods. Repayment begins six months after you drop below half-time study or graduate. However, interest is payable from the time of disbursement and, if deferred, will be capitalized to the loan proceeds after the in-school and grace period ends.

### *Return to Title IV policy*

The federal government mandates that students who withdraw from all classes may keep only aid earned up to the time of withdrawal. If a student has federal Title IV aid (Unsubsidized Direct Loan or Direct GradPLUS Loan) and fails to complete at least 60% of a term, the Office of Financial Aid must determine how much of aid, if any, must be returned to the federal aid programs based on the percent of the term completed. Once a student completes 60% of the term, they are considered to have earned 100% of aid.

The Office of Financial Aid reviews student withdrawal information to determine the effect on financial aid awards. The refund formula measures the actual number of days enrolled during the semester. Earned aid is determined by dividing the number of days enrolled by the number of calendar days in the semester, including weekends and holidays and excluding any breaks longer than five days. Unearned Federal Title IV aid will be returned as soon as possible after the withdrawal has been requested (but no later than 30 days) in the following order: Unsubsidized Direct Loan, Direct GradPLUS loan.

If a student did not receive all of the funds that were earned, they may be due a post-withdrawal disbursement. They may choose to decline some or all of the loan funds so that they do not incur additional debt. MTSO awards may be reduced (or pro-rated) as a result of a withdrawal, LOA, or less-than-part-time enrollment status.

## Withdrawal date

A student's withdrawal date is the date the student notifies the institution in writing of his/her intent to withdraw. Unofficial withdrawals encompass all other withdrawals where official notification is not provided to the school. This includes students who have not passed at least one of their classes at the end of the semester. The withdrawal date is the midpoint of the payment period or period of enrollment, or the last date of an academically related activity that the student participated in. Please note that withdrawing from the school will also affect a student's Satisfactory Academic Progress and may impact future federal financial aid eligibility.

## Standards of Satisfactory Academic Progress

Federal financial aid funds are awarded with the understanding that students will make progress toward their chosen degree. MTSO, as directed by the U.S. Department of Education, has established guidelines the Standards of Satisfactory Academic Progress (SSAP) to follow in order to meet this goal. SSAP applies to the following types of federal financial aid: Federal Work-Study, Direct Loan, and Grad PLUS Loan.

### *Policy standards*

The Standards of Satisfactory Academic Progress measures three components. Students must meet all three components to maintain their financial aid eligibility.

1. Grade Point Average: 2.5 cumulative GPA.
2. Maximum Timeframe: Students are required to complete their degree within one-and-a-half times the length of their program's published hour requirement (150%).
3. Pace of Progress: To ensure that students earn a degree within the maximum timeframe allowed, students must show a minimum completion rate of 67% of classes attempted.

Grades of WP, WF, and F do not count toward meeting completion percentage, therefore take away from your pace. Example A: Register for 12 hours, drop three hours after add/drop deadline, completing nine credit hours.  $\text{Nine completed hours} / \text{12 attempted hours} = 75\%$  completion or pace = acceptable. Example B: Register for 12 hours, drop six hours after add/drop deadline, completing six credit hours.  $\text{Six completed hours} / \text{12 attempted hours} = 50\%$  completion or pace = not acceptable.

All terms of attendance are reviewed including terms no federal financial aid was received. All hours are counted cumulatively including when changing degrees and repeating coursework. All hours accepted as transfer credit are used to calculate timeframe and pace measures.

### *Appeal procedures*

At the end of each spring semester, the academic records of all students who are receiving or applying for federal financial aid are reviewed. Those students who fail to meet the Standards of Satisfactory Academic Progress will be notified that they are no longer eligible to receive financial aid funds. Students have the following options available to restore their eligibility:

1. Make up any deficient hours by raising your overall completion rate to at least 67% and/or bring up GPA to a 2.5 without the use of federal funds or through grade changes.
2. Complete a full-time equivalent term with a 2.5 GPA without the use of federal funds. A student may complete multiple part-time terms with a 2.5 GPA to total the full-time equivalency in credit hours.
3. Submit a written appeal if the failure to maintain Satisfactory Academic Progress was due to extenuating circumstances (including how the situation has changed to allow progress). Be honest in your letter. If you made mistakes, let the committee know you recognize this. That is the first step toward change. Provide documentation that supports your mitigating circumstances (e.g., a statement from your doctor or counselor, or, if the circumstance was a death in the family, an obituary, news article, or funeral program that names the deceased and lists you as a survivor). The appeal must address the following questions:
  - a. What mitigating circumstances caused you to lose your eligibility for financial aid?
  - b. What steps have you taken to overcome these circumstances?



- c. What do you plan to do differently if your appeal is granted?
- d. How will you prevent yourself from being in the same situation in the future?
- e. What steps have you taken to seek tutoring or other support services?
- f. If you have taken time off from MTSO, what have you been doing?
- g. What are your specific goals for the future?
- h. If your appeal is due to being over 150% of your program of study credits, also address:
  - i. What prevented you from completing your degree within the 150% rule?
  - ii. How many credits do you need in order to graduate by your anticipated graduation date?

Written notification of completing options one or two or an appeal based on option three should be submitted to the Office of Financial Aid. Submissions should detail efforts in achieving options above, extenuating circumstance, and a specific plan to enhance future academic performance.

Questions regarding SSAP should be directed to the Office of Financial Aid. Decisions regarding SSAP appeals are reviewed by the Financial Assistance Committee on Academic Progress, which consists of the dean, director of financial aid, and registrar. Appeals may be granted if there are extenuating circumstances (e.g., death of a relative or an injury or illness of the student).

If aid eligibility is reinstated, the student's record will then be reviewed each term to ensure specified requirements for retaining aid eligibility are being met or until the student has once again established eligibility in meeting all three components of the policy.

If a student fails to re-establish eligibility in an appeal, eligibility can be sought through options one and two unless eligibility has been denied due to exceeding maximum timeframe for the academic program.

# Tuition, fees, billing, and refunds

Tuition and fees are due prior to the start of classes. All payment transactions are completed through the student's account within [MTSO's Populi Student Information System](#). For questions related to fees and payments, contact the Business Office.

## Billing schedule

|                              |           |
|------------------------------|-----------|
| Fall Semester                | August 1  |
| January Term/Spring Semester | January 1 |
| *Summer Term                 | July 1    |

*\*Note: While Summer Term represents the end of the academic year, charges are billed at the start of the new fiscal year. As a result, Summer Term tuition and fees may differ from those charged in the preceding semester.*

## Tuition

|  |                                 |
|--|---------------------------------|
| Tuition  | \$1018/credit hour              |
| Doctor of Ministry   | \$19,500 (full program tuition) |
| <i>\$19,500 is the tuition cost for the entire D.Min. program if completed in four years. Installments of \$2,557.50 are due prior to each term for eight terms. A continuation fee is charged for each summer term and January term beyond the initial eight terms.</i> |                                 |

## Fees

|  |                               |
|--|-------------------------------|
| Audit fee  | \$200/course                  |
| Audit fee (senior citizens 60 and older)   | \$75/course                   |
| <i>Full-time students, spouses of full-time degree-seeking students, members of Parish Partner churches, current and former employees of MTSO, spouses of current MTSO employees, and Seminary Hill Farm workers may audit one course per term at no charge.</i> |                               |
| DS6## Unitarian Universalist course fees   | \$475/1.5-credit course       |
| <i>Applies to audit students taking courses required for ordination/licensure</i>  | \$950/3-credit course         |
| D.Min. continuation fee (after initial eight terms)  | \$250/term                    |
| Cross-cultural immersion deposit (M.Div. and MASJ)   | \$750/sem. for four semesters |
| <i>Applies to travel and program expenses for the M.Div. and MASJ. Any excess portion is refundable.</i>   |                               |
| Late fee (degree and certificate students only)  | \$50                          |
| Interest charge on 61-day overdue balance  | 1%/month                      |

## Institutional refund policy

Students who drop classes within the designated drop period are entitled to refunds as indicated in the tables below. This refund policy applies to all courses regardless of structure or delivery method. Weekend and intensive courses that meet on irregular schedules are also subject to refunds as indicated below. Students taking intensive or weekend courses should review course materials prior to the start of the term so that a decision to drop can still be made within the 100%-time frame (which may be prior to the start of the course). For refund policies for Cross-Cultural courses and Doctor of Ministry courses, refer to their respective handbooks. 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.

| Refund Rate | 3-5 Day Intensive Courses           | 10-Day Intensive Courses            | Non-Intensive Courses                         |
|-------------|-------------------------------------|-------------------------------------|---|
| 100% Refund | Before 1 <sup>st</sup> class starts | Before 2 <sup>nd</sup> class starts | By end of 1 <sup>st</sup> week of semester    |
| 75% Refund  | Before 2 <sup>nd</sup> class starts | Before 3 <sup>rd</sup> class starts | By end of 2 <sup>nd</sup> week of semester    |
| 50% Refund  | Not Applicable                      | Before 4 <sup>th</sup> class starts | By end of 3 <sup>rd</sup> week of semester    |
| 25% Refund  | Not Applicable                      | Not Applicable                      | By end of 4 <sup>th</sup> week of semester    |
| No Refund   | After 2 <sup>nd</sup> class meets   | After 4 <sup>th</sup> class meets   | After end of 4 <sup>th</sup> week of semester |

## 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 Loans, Grad PLUS 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, 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

It is the policy of Methodist Theological School in Ohio not to 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 Business Office notifies students who have balances in their accounts and provides the instructions and forms necessary for the students to withdraw these balances. Students are provided a deadline for the school's receipt of completed forms for such withdrawal. The Business Office will determine the deadline for the school's receipt of the completed forms.
2. Student account balances become general revenue to the school if all of these 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 account will be subject to the policy pertaining to the Cross-Cultural Program rather than this policy. For more information, see the Cross-Cultural Handbook.
5. In cases where a student account balance moves to collection status or has been discharged due to bankruptcy, and the student later wishes to return to school, the MTSO controller (chief financial officer) reserves the right to require payment in full of the term's tuition and fees no later than the 100% refund deadline date of the term.

# Campus housing

Whether you are staying on campus full-time or spending just a night or two a week, MTSO's accommodations suit your needs. MTSO has three separate on-campus housing facilities which offer reasonable rates and include many amenities at no extra charge: utilities, high-speed Internet, cable TV, waste removal, and laundry facilities. It is a short walk from campus housing down the hill to our academic facilities.

Housing fees are charged at the beginning of each fall and spring semester, and do not include housing during breaks.

## Dewire Residence Hall

Dewire Residence Hall rooms are appropriate for commuting students who require a room for one to four nights per week. All rooms are single occupancy (joined by a shared bathroom) and come fully furnished. Full size beds, linens, and towels are included.

|                       |                  |
|-----------------------|------------------|
| Four nights per week  | \$1,792/semester |
| Three nights per week | \$1,344/semester |
| Two nights per week   | \$896/semester   |
| One night per week    | \$448/semester   |
| Nightly rate          | \$32/night       |

## Helen Werner Apartments

The Helen Werner Apartment Building offers efficiencies and one-bedroom apartments (all unfurnished). The months of January, June, July, and August are not part of semester rates and are charged separately at the beginning of those months.

|             |  |
|-------------|--|
| Efficiency  | \$2,164/fall semester, \$2,705/spring semester, or \$541/month |
| One-bedroom | \$2,516/fall semester, \$3,145/spring semester, or \$629/month |

## Kleist Manor Apartments

A cluster of townhomes, each with its own exterior entrance, providing one- and two-bedroom units (all unfurnished). The months of January, June, July, and August are not part of semester rates and are charged separately at the beginning of those months.

|             |  |
|-------------|--|
| One-bedroom | \$3,020/fall semester, \$3,775/spring semester, or \$755/month |
| Two-bedroom | \$3,508/fall semester, \$4,385/spring semester, or \$877/month |

## Guest rooms for non-students

|                        |            |
|------------------------|------------|
| Dewire Residence Hall  | \$55/night |
| Helen Werner Apartment | \$75/night |
| Kleist Manor Apartment | \$95/night |

## Deposits / Fees

|  |            |
|--|------------|
| Damage deposit (refundable) – Helen Werner / Kleist Manor Apartments | \$300/unit |
| Pet fee (if applicable, not refundable)                              | \$500/unit |

*Above rates are effective July 1, 2022-June 30, 2023.*

# Academic policies

## Confidentiality

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 (faculty advisors, staff who require information to perform their duties, etc.) are given access to student records, within the limitations of their need to know. For a list of items that constitute directory information at MTSO (those items that it can publish or publicly release), see the Annual Notification of Rights (FERPA) in Appendix VII. No information besides that designated as directory information will be published or publicly released. MTSO 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 semester. A request to withhold will stay on file until the student removes it.

## Credit hours and contact hours

MTSO operates on a semester system. Most traditional courses meet once weekly in a three-hour block, with occasional courses offered as weekend intensives. Courses are offered in a variety of intensive formats during January term and summer term. MTSO also offers hybrid courses which combine online and face-to-face contact time. Typical hybrid courses in the M.Div. Connections Pathway meet for 90 minutes once a week, with 60 minutes of online work plus additional preparation time.

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.

## Faculty academic advising

Degree and certificate students are assigned to members of the faculty to serve as their academic advisors. The relationship between student and faculty advisor is considered central to the educational experience at MTSO. The role of academic advisors is to assist students with completing the requirements of their degree program(s) and in pursuing their professional goals. This includes approving the student's academic program of study (including course schedules), providing accurate and consistent information, clarifying program requirements, policies and procedures, assisting the student in identifying appropriate institutional resources, and upholding MTSO's academic and community standards. Faculty advisors are expected to meet with each advisee during registration for Fall and Spring semesters, and to meet with each advisee for their Mid-Program Review, and are willing to schedule additional appointments with advisees as necessary. Faculty advisors are assigned to advisees by the Office of the Registrar, typically in the first week of the Fall and Spring semesters. To request a change in faculty advisors, see "Change of faculty advisor" on [Academic Forms | MTSO](#).

## Registration and matriculation

New students register for courses via the Office of the Registrar. Returning students register through the Populi Learning Management System during the designated windows as listed on the Academic Calendar. All returning students are required to consult with their faculty advisors before registering. Priority in enrollment for each course is based on seniority. Failure to observe registration deadlines may result in assessment of a late fee, as well as forfeiture of the enrollment priority associated with seniority.

For a student to be officially enrolled, they must be registered for credit in one or more courses. Auditing participants are not considered to be enrolled students.



Matriculation occurs when a student is properly registered for classes, cleared by the Business Office, and begins to attend classes. Clearance from the Business Office comes when financial obligations have been paid or satisfactory arrangements for payment have been made. Students are expected to pay their bills before the beginning of classes each term or as soon thereafter as they receive their bills. If a student is blocked by the Business Office because of failure to meet financial obligations at the beginning of a term, their registration is cancelled. If students wait until after the first week of the term to apply for financial aid for the purpose of removing this block, they will not be permitted to register for the term.

## **Enrollment limits and status**

Enrollment is capped at 14 credit hours in fall or spring semesters, three credit hours in January term, and six credits in summer term. Any exceptions to these enrollment limits must have the approval of the student's faculty advisor and the dean. To formally request a course overload, see "Petition for course overload" on [Academic Forms | MTSO](#).

January term and spring semester is combined when determining a student's enrollment status for all matters related to Title IV federal financial aid. Students enrolled in nine or more credit hours in the fall and the combined January term/spring semester are considered full-time students in those semesters. Half-time students are those enrolled in at least 4.5 credit hours but less than nine credit hours in a semester. Enrollment in fewer than 4.5 credit hours in a semester is considered less-than-half-time. During summer term, six credit hours is considered full-time and at least three credit hours is half-time.

Doctor of Ministry students are considered to be enrolled half-time during the coursework phase of their program and less than half-time once they enter the project phase.

Note for recipients of Veteran's Benefits: The Veterans Administration requires us to report each term separately, so for purposes of "full-time" status, your January courses are separated from your spring courses and your summer courses are reported individually. Please check with the Office of the Registrar regarding how this affects your VA benefits.

## **Program length and individual course load**

Generally, all degrees and certificates must be completed within 10 years. According to the Association of Theological Schools, all course credits applied towards degree requirements should be earned within 10 years of the awarding of the degree. When warranted, exceptions to these limitations can be petitioned.

Full-time study at MTSO involves full-time commitment. Each credit hour represents three hours of out-of-class work per week. Students who are working full-time and/or have significant church and family commitments may want to consider starting with nine credits instead of 12. The remaining three credits would be scheduled into the summer or the second year.

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 Practical Theology, Master of Arts in Theological Studies, or Master of Arts in Social Justice in two years of full-time study. The maximum amount of credit allowed for each fall and spring semester 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 offered in January and summer terms.

Certificate programs vary in required credits and can be completed within one to two years.

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.

## Program changes

Those admitted to MTSO are admitted to a specific degree or certificate program. Adding, dropping, or changing programs involves a process of careful consideration and dialogue with faculty advisors, church officials, program directors, and the dean. Additional materials and a review of credentials may be necessary since different degree programs have somewhat different admissions requirements. To request a change of degree or program, see “Change of degree or program” on [Academic Forms | MTSO](#).

Specializations and concentrations in the M.Div. and MTS degrees must be formally declared. To declare (or change) a specialization or concentration, see “Declaration of specialization or concentration” on [Academic Forms | MTSO](#).

## M.Div. Connections Pathway

MTSO launched the M.Div. Connections Pathway in 2013. Connections is not a separate degree program but rather an approach to scheduling that enables students to complete the degree in three years while benefiting from the best of on-campus and online learning.

Connections students primarily spend one full day each week on campus, during which they will get to know their professors and fellow students, stay up-to-date with assignments, and participate in chapel and other community activities. On-campus time is augmented by hybrid online learning, through which students may engage at times that fit best with their individual schedules.

More information about Connections, including sample schedules, see [www.mtso.edu/connections](http://www.mtso.edu/connections).

## 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, students will fail a course if they are absent for 25% or more of the scheduled class sessions.

## Class levels

Master’s students (regardless of degree program) are designated as first-year, second-year, or third-year students based on the number of credits earned.

| First Year   | Second Year   | Third Year         |
|--------------|---------------|--------------------|
| 0-27 credits | 28-54 credits | 54 or more credits |

## Adding a course

With their faculty advisor’s approval, a student may add a course within the first week of the semester (provided there are open seats in the course). The student is responsible for completing any missed assignments.

## Dropping a course

With their faculty advisor’s approval, a student may drop non-intensive fall or spring courses prior to the fifth week of the semester. Three-to-five-day intensives may not be dropped after the second class meeting. 10-day intensives may not be dropped after the fourth class meeting. For policies related to dropping Cross-Cultural courses or Doctor of Ministry courses, please refer to their respective handbooks. For pro-rated refund schedules, please refer to the Institutional refund policy.

## Withdrawing from a course

To withdraw from a course after the five-week drop period, students must submit a Petition to Withdraw from Course(s) form (available at [Academic Forms | MTSO](#)). 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 GPA. Requests for withdrawal must be received prior to finals week.

Students who receive Federal Stafford Loans should contact the Office of Financial Aid before withdrawal. Under current federal policies, dropping or withdrawing most likely will result in a student account balance owed to MTSO for which the student is responsible.

## Grading scale

MTSO's grading scale uses letter grades (A, B, C, D and F, with plusses and minuses as appropriate).

### Outstanding work

|    |           |     |
|----|-----------|-----|
| A+ | 97-100%   | 4.0 |
| A  | 93-96.99% | 4.0 |
| A- | 90-92.99% | 3.7 |

### Substandard but passing work

|    |                 |     |
|----|-----------------|-----|
| D+ | 67-69.99%       | 1.3 |
| D  | 60-66.99%       | 1.0 |
| D- | <i>not used</i> |     |

### Good work

|    |           |     |
|----|-----------|-----|
| B+ | 87-89.99% | 3.3 |
| B  | 83-86.99% | 3.0 |
| B- | 80-82.99% | 2.7 |

*B- is the lowest passing grade for D.Min.*

### Failing work

|   |           |     |
|---|-----------|-----|
| F | Below 60% | 0.0 |
|---|-----------|-----|

### Work meets minimum standards

|    |           |     |
|----|-----------|-----|
| C+ | 77-79.99% | 2.3 |
| C  | 73-76.99% | 2.0 |
| C- | 70-72.99% | 1.7 |

### Other grades

|    |                                |
|----|--------------------------------|
| P  | Pass (equates to C- or higher) |
| WP | Withdrawn Passing              |
| WF | Withdrawn Failing              |
| IP | In Progress                    |
| I  | Incomplete                     |
| AU | Audit                          |

Grades are released to students through [MTSO's Populi Student Information/Learning Management System](#) upon completion of course evaluations.

## 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). Dual degree students may take three additional hours pass/fail. 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:

- |                   |                      |                   |
|-------------------|----------------------|-------------------|
| • CE501           | • FE850A/B           | • ME680           |
| • CE562 (if MASJ) | • HB510              | • NT510           |
| • CH501           | • HB/NT550 (if MASJ) | • PC500           |
| • CT549           | • HM600              | • PT500           |
| • CT560 (if MASJ) | • LS570 (if MASJ)    | • PT560 (if MASJ) |
| • DS660           | • ME570              | • PT610 (if MASJ) |
| • DS665           | • ME580              | • WO500           |
| • DS670           | • ME590              |                   |
| • ES500           | • ME670              |                   |

2. The deadline for pass/fail applications is the end of the second week of the course. For weekend courses, the deadline is prior to the second weekend. For intensive courses, the deadline is by the end

of the second day of class. Requests should be made using the “Petition to enroll in a course as pass/fail” email template available on [Academic Forms | MTSO](#). Requests to change to pass/fail grading in a course received after the deadline for these requests will not be accepted. Once a course has been changed to pass/fail, the course may not be reverted to standard letter grading. When exercising the pass/fail option, to receive a grade of pass the student must do at least the equivalent of C- work in the course. For example, if the student opts for pass/fail grading and his or her performance in the course would have earned a D+ 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.

3. Courses that are designated as offered only on a pass/fail basis do not reduce the number of pass/fail hours or options available to a student. Courses taken as Pass vs. No Credit in Spring 2020 and Summer 2020 (due to COVID-19 adjustments) do not count against the limits for pass/fail courses.
4. A grade of pass will earn credit for a student but does not affect the student’s cumulative GPA. A grade of fail in a pass/fail class is calculated as an F in the cumulative GPA.

### Incomplete grades

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 temporary course grade of Incomplete, students must petition submit the “Incomplete / course extension petition” (available on [Academic Forms | MTSO](#)) no later than the final day of regularly scheduled classes (before finals week) as listed on the Academic Calendar. In intensive terms, the signed petition for incomplete must be submitted prior to the deadline for grading for that term as listed on the Academic Calendar. The dean may ask to confer directly with the student, faculty advisor, and/or instructor before making a decision.

The date by which all course work must be completed will be no later than four weeks after the last day of the term as listed on the Academic Calendar. For incomplete courses in which a new letter grade has not been submitted after one week has passed from the date by which all course work was to be completed, the grade will be recorded as an F.

### Grade changes and appeals

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

Faculty members may change grades within 30 days after the final grade deadline for the term in which the course was taken. After the 30-day period, no grades will be changed unless there is a petition because of extenuating circumstances.

### 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 calculated in the GPA.

Students may repeat courses in which they received previous credit under 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 eligible to receive financial aid for one repetition of a course for which they have already received credit (e.g., completed and received a grade of D or higher).

## 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 faculty 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 dean, to be included in the student's file.

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

## Auditing courses

MTSO welcomes non-credit auditors in most courses. Clergy and others may audit master's level courses for a small per-course fee rather than paying the standard tuition rate. Full-time students, spouses of degree-seeking students, members of Parish Partner churches, Seminary Hill Farm workers, current and retired employees of MTSO, and spouses of current MTSO employees may audit one course per term at no charge. Full-time students must be enrolled full-time during the term in which they wish to audit. 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 our accrediting organizations, the school places a limit of 20% on the number of auditors in each course whose educational background would not qualify them for regular admission to graduate study.

Current students should follow standard online registration procedures for adding one or more audit courses to their schedules. Those who have not previously taken classes at MTSO must complete a brief [Non-Credit / Audit Application](#) before accessing the online registration system.

## Mid-program review process

Degree students are required to complete a process of academic and professional reflection midway through the program. This process involves reviewing evaluations, grades, degree requirements and professional goals. The student is required to write an evaluative reflection and meet with their faculty advisor. The faculty advisor then submits a brief report to the dean for review. If concerns are raised by the faculty advisor, the student may be asked to meet with the dean for a follow-up discussion. ES600 Mid-Program Review must be completed in order for the student to continue into the subsequent term.

## Cross-registration and commitment to ecumenism

MTSO has a long-standing commitment to ecumenical relationships that provide opportunities for growth, collaboration, and greater mutual understanding. This commitment is expressed through the



special events addressing ecumenism and cross-registration opportunities with other schools in the region. For cross-registration between MTSO and Trinity Lutheran Seminary at Capital University, tuition for cross-registered courses is paid directly to the student's home institution rather than the host institution.

Cross-registration opportunities also exist with Payne Theological Seminary in Wilberforce and United Theological Seminary in Dayton.

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

1. MTSO students may cross-register for no more than 18 semester hours. If a student wishes to exceed these limitations, he/she must show cause in a petition presented to the dean.
2. No more than six semester hours may be taken in each of the following areas of the MTSO curriculum: Biblical Studies, Historical Studies, Theological Studies (including Christian Ethics), and Practical Theology. This limit does not include Biblical languages. Students should consult with their faculty advisor 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 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: CE501, CH501, CT549, HB510, HM600, NT510, PC500, PT500, WO500, and any 600-level HB or NT course.

## Field education

Field education is a two-semester course (FE850A and FE850B) designed to prepare effective leaders for ministry through the integration of academic learning with contextual ministry. Students serve in churches and organizations to practice the skills of ministry, discern God's call on their lives, and reflect theologically with an experienced supervisor.

Students are strongly encouraged to begin discernment around Field Education in order to secure a site by the end of the semester preceding their enrollment for the course. For assistance in finding an approved field education site, contact the Office of Field Education at [fielded@mtso.edu](mailto:fielded@mtso.edu). For more information, see [www.mtso.edu/academics/field-education](http://www.mtso.edu/academics/field-education). Students may also refer to the College Central Network at [www.collegecentral.com/mtso](http://www.collegecentral.com/mtso) for available field education and internships.

## Clinical Pastoral Education

MTSO students may elect to complete a basic unit (400 hours) of Clinical Pastoral Education (CPE) for academic credit at a facility accredited by the Association for Clinical Pastoral Education (ACPE). A directory of more than 200 facilities accredited by ACPE is available at [www.acpe.edu](http://www.acpe.edu). 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, parishes, 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. Some of the powerful outcomes of CPE include: honest feedback from fellow students and the chaplain or supervisor, increased 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 three credit hours for the

completion of a 400-hour unit of CPE with another three 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 both the Office of the Registrar and the Business Office.
2. Students register at MTSO for PC510 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 Business Office. Students may apply for financial aid, following stated procedures and deadlines established by the Office of Admissions and the Office of Financial Aid.
3. MTSO will award three credit hours for one basic unit of CPE. To receive credit, students must submit both their initial CPE site training agreement as well as the final signed site evaluations from their clinical site to the appropriate assignment drop boxes on the PC510 CPE course page in Populi. Once credit has been awarded for CPE, a student cannot receive additional CPE credit for the same unit 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.
4. Students who use a unit of CPE for their field education requirement may not also receive separate credit for the CPE unit. They should only register for field education.
5. Students who choose to complete CPE in lieu of FE850A/B will not be required to attend the weekly meetings of FE850A/B. Previously completed CPE units can be transferred in according to normal policies.

## Individual study

Students in their final year may petition 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. Other 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. First year 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 this publication.

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:

1. Complete the "Individual study petition" available on [Academic Forms | MTSO](#).
2. 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 may not supervise more than two per term.)
3. The petition must be approved by the student's faculty advisor and the individual study supervisor.
4. 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).
5. The petition must be presented to the 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 the fall semester.

## Theses

Master of Theological Studies and Master of Divinity students with a minimum cumulative GPA of 3.3 may request approval to complete a thesis. Students intending to complete a thesis are required to register for and complete TH810 Colloquy in their final fall semester. The purpose of TH800 Thesis is to provide an opportunity for students to engage in serious research. More specifically, the purpose is to develop, in consultation with a faculty advisor, 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.

The general topic for the thesis should normally be identified in the second semester (MTS) or early in the second year (M.Div.) thereby allowing the student to structure future classes around that topic when feasible. The thesis proposal form is available at [Academic Forms | MTSO](#). Proposals are normally 600-900 words in length. A significant part of the proposal is the proposed bibliography (not included in the word count). A thesis proposal must be approved by the thesis supervisor, the student's faculty advisor, and the dean no less than one week before the beginning of the semester during which the student will register for the thesis. At the time of approval, the dean will assign a second reader, list that person on the form, and notify the student and the thesis supervisor of the selection.

Thesis work will span the Fall and Spring semester, commencing with TH810 Colloquy in the Fall, and concluding with TH810 Thesis credits being awarded after the successful completion of the Thesis in the Spring. The thesis supervisor will provide the student with a timeline. Normally the student will consult with the supervisor at least four times in the process of research and writing. As faculty are able and willing, additional meetings may be scheduled, as well as conversations with the second reader or other faculty.

Including citations and bibliography, theses will be a maximum of 12,000 words or 35 pages in length (including footnotes and bibliography). The thesis is to be presented in Arial or Times New Roman font, 12 point, double-spaced, 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 latest *Chicago Manual of Style*. The thesis should include a title page, an approval page for the signatures of the thesis supervisor, second reader, and the dean, a table of contents, section headings (at a minimum), and a full bibliography of works cited. The signature page template is available at [Academic Forms | MTSO](#).

No less than three weeks prior to the end of the semester, the student must submit their penultimate draft (i.e., a finished project, though still open to minor additions and/or changes) to the thesis supervisor and the second reader.

No less than one week prior to the end of the semester, the student must arrange a thesis colloquium with the thesis supervisor and second reader. At the student's discretion, others may be invited to the colloquium as well. This is not to be understood as a defense of the thesis, since there is no assumption that original research will have been produced. Rather, it is intended to provide an opportunity for the student to discuss the research process and the thesis with faculty as a fitting way to provide a closure to the process.

Following approval by the thesis supervisor, second reader, and the dean, the student presents a signed, unbound copy of the thesis to the director of the MTSO Library, along with payment for binding services.

### **Advanced standing and course exemption**

Upon satisfactory completion of evaluative consultation and/or examination, students may be granted advanced standing and substitute a higher level for a required course in the same department. The examination/consultation will be administered by faculty members from the appropriate division of the school in consultation with the dean. Advanced standing will not be given for undergraduate work. Advanced standing will be noted on the transcript. This procedure does not entitle the student to academic credit, and no fees are charged.

## Transfer of credit and residency requirement

Generally, to earn a degree or certificate from MTSO, no less than 50% of the required credits for the degree must be completed at MTSO. Courses taken via cross-registration would not count towards this 50%. When warranted, exceptions to these limitations can be petitioned.

Credit earned at other seminaries accredited by the Association of Theological Schools and 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. The student must have earned a grade of B- or higher in order for a course to be transferred. Courses graded pass/fail may be transferred upon documentation that the passing grade is equivalent to C or higher.

The amount of credit transferred should generally 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 or approved graduate school may generally transfer up to half of the credit hours from the earned degree to the MTSO program. Similarly, students enrolled in a dual degree program at MTSO can generally overlap up to half of the credit hours between two programs (depending on the combination). Triple degrees are not permitted.

MTS students who have previously attended a non-theological graduate school may transfer up to six credit hours for courses which clearly and rationally relate to their declared area of concentration.

Students who have completed a MTSO certificate in Basic Theological Education, Deacon Studies, or Advanced Course of Study, may apply all of the credits from the certificate to their master's degree program at MTSO. Students may not be enrolled in a certificate and a degree program at the same time.

Courses transferred to MTSO will be listed on the student's transcript with a grade of P. This grade is not calculated into the student's GPA at MTSO.

Generally, all course credits applied towards degree requirements should be earned within ten years of the awarding of the degree. MTSO coursework of former MTSO students who return may also be subject to this ten-year timeline. Please note that if graduation is delayed beyond the normal full-time completion rate, aging transfer work may have to be retracted. When warranted, exceptions to these limitations can be petitioned.

| Degree                | Normal Duration | Oldest transfer work considered            |
|-----------------------|-----------------|--|
| M.Div.                | Three years     | Seven years prior to matriculation at MTSO |
| MACM; MTS; MAPT; MASJ | Two years       | Eight years prior to matriculation at MTSO |

Transfer credit evaluation should be requested from the Office of the Registrar after admission but prior to matriculation. While scheduling classes, students should use the registrar's transfer credit evaluation in tandem with the guidance of the faculty advisor. Once a student matriculates at MTSO, the following introductory courses may only be completed at MTSO: CE501, CH501, CT549, ES500, HB510, HM600, NT510, PC500, PT500, and WO500.

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 six 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. For more information on D.Min. transfer policies, see the Doctor of Ministry Handbook.

## **Credit from Course of Study School or Advanced Course of Study**

MTSO will award a maximum of 12 elective credits 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 B+ or higher 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.

## **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 the Leave of absence petition (available at [Academic Forms | MTSO](#)). 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 they are enrolled by completing a Withdraw from in course(s) petition (available at [Academic Forms | MTSO](#)).

Those who intend to withdraw indefinitely must complete a Withdrawal from School form available from [Academic Forms | MTSO](#). The student should also schedule an exit interview with the Office of Student Life. The withdrawal form requires approval signatures from the student's faculty advisor, the 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 dean or the director of student services 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 a good standing. Students who do not return after a one-year leave of absence and do not properly withdraw will also be administratively withdrawn.

Students who receive Federal Stafford Loans should contact the Office of Financial Aid before withdrawal. Under current federal policies, dropping or withdrawing most likely will result in a student account balance owed to MTSO for which the student is responsible.

## **Readmission policy**

Former students who want to re-enroll after more than three years since their last date of attendance must contact the Office of Admissions and reapply for admission. Any changes in requirements or academic policies since the time of initial application will apply to the student's program.

## **Degree completion, coursework, and time limits**

Generally, all degrees and certificates must be completed within 10 years. According to the Association of Theological Schools, all course credits applied towards degree requirements should be earned within 10 years of the awarding of the degree, though exceptions can be petitioned when circumstances warrant.

## **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 or March, 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 during their attendance, returned all items to the library and paid all library fines, 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 Office of the Registrar of their intent to graduate by completing a graduation application by the stated deadlines on the form (available at [Academic Forms | MTSO](#)).

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.

Students earning the Certificate in Deacon Studies or the Advanced Course of Study Certificate are invited to process in black robes with the degree students but will not wear master's degree hoods. Students earning the Certificate in Basic Theological Education will be recognized as part of the ceremony but will not process.

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

### Commencement and baccalaureate services

Commencement is the high point of each academic year. Commencement is held on the Saturday morning immediately following the conclusion of the spring semester. Commencement is typically held in the Dickinson Courtyard. Each graduating class presents a gift that becomes part of its legacy. A baccalaureate service is held on the Friday evening prior to Commencement in the Alford Centrum.

### Recognition of friends of MTSO at commencement

MTSO may choose to honor an outstanding friend of the school with the presentation of the Presidential Award. The recipient of this award is nominated by the MTSO president and approved by the Board of Trustees. The honoree must have presented a generosity of time and financial and/or physical resources that have tangibly contributed to the existence and growth of the school. In addition, the honoree must demonstrate through accomplishments, deed, or example a commitment to the core values central to the mission of Methodist Theological School in Ohio. Past recipients of this award include the Bishop Hazen G. and Mrs. Helen E. Werner family, the Thomas H. Taylor family, the Leon A. Beeghley family, John Alford, Paul Donald, Flo and Stan Gault, Peter D. and Eleanore A. Kleist, Beryl Arlene LeSuer, John T. Mount, and Seward Schooler.

### Recognition of students at closing convocation

MTSO is also proud to honor outstanding students each year with special awards. Awards are made on the basis of faculty recommendations and are presented as part of the annual closing convocation.

#### *The Bishop Judith Craig Prize in Christian Education*

The Christian Education faculty recommends this prize recipient. It recognizes an outstanding student graduating with the MAPT degree, either alone or in a dual degree program. The student must show academic excellence, a solid record of service in the local church in a field placement, positive contribution to campus life, and promise or potential for significance in professional ministry. This prize was established by Bill and Judy McCartney to honor Bishop Judith Craig, who began her professional ministry in Christian education and taught at MTSO.

#### *The Charles A. Dice Fellowship*

The purpose of this award is to encourage and assist exceptional graduates in continuing their theological education at another institution of recognized excellence. Except in unusual circumstances, only Master of Divinity graduates are eligible for the fellowship. Awards recommended by the faculty will be to assist a graduate who is preparing for full-time ministry as the pastor of a church in at least one year of additional study at another school that will enhance his or her ministry or to assist a graduate who is planning to teach religion or theology in an institution of higher education. Academic excellence, personal character, professional competence and promise of usefulness in the Christian ministry or in the teaching profession will be the chief criteria in making the selection. The value of any annual award is

based on the performance of a fund established by Charles A. Dice. If two or more awards are made in a single year, the value is divided equally between the successful applicants.

#### *The Fellowship Seminarian Award*

This award, sponsored by the Fellowship of United Methodists in Music and Worship Arts, is given annually to a graduating seminary student who displays outstanding leadership in music and/or worship arts, including but not limited to dance, drama, fabric art and liturgical writing.

#### *The Gindlesperger Bible Award*

This award is presented to one or two graduating seniors on the basis of their academic record with recommendation by the Bible Division. It was established by Dora and Joseph Gindlesperger, Michigan laypersons, who requested that the award be given to students who are humble, diligent, and excited about learning and growing in grace all their days.

#### *The Hoyt Hickman Award*

This award is conferred through the Order of Saint Luke to a graduating student who has given evidence of a high quality of scholarship in the study of liturgy and is an effective leader of Christian worship.

#### *The Matey Janata Freedwomen Award*

Established and initially funded entirely by the Freedwomen, a former campus group, this award is now offered to honor the memory of MTSO graduate Matey Janata. The award is presented to a graduating student for outstanding work in women's studies. All graduating students at MTSO are invited to submit a paper dealing with women's studies written for any course during their seminary career. A committee established by the faculty each year may recommend a person to receive the award based on its assessment of the individual and paper submitted.

#### *The Nystrand Award*

The Rev. Dr. Philip O. Nystrand Award in Homiletics was established in 2005 by MTSO graduate the Rev. Dr. Kathy Dwyer and other members of the Nystrand family. The award honors Rev. Nystrand and also encourages excellent preaching among today's seminarians. The Nystrand Award is given to a rising senior in the M.Div. who demonstrates promise in homiletics.

#### *The Pastoral Counseling Service and Achievement Award*

The Pastoral Counseling Service and Achievement Award is presented yearly to the Master of Arts in Counseling Ministries graduating senior who embodies the quest for excellence in professional counseling development. The nominee should also demonstrate significant involvement in community service, while maintaining high standards of academic achievement.

#### *The Servant Leader Award*

The Servant Leader Award recognizes a graduating senior who has given exceptional and sacrificial services to MTSO and has inspired others to do the same.

#### *The C. Everett and Mary Milburn Tilson Social Justice Grant*

The C. Everett and Mary Milburn Tilson Social Justice Grant was founded in 2007 by 43 individual donors to honor the lives and legacies of C. Everett and Mary Milburn Tilson. This award honors the Tilsons' lifelong devotion to social justice, most notably in the civil rights movement. The Tilson Grant will be awarded to a graduating senior who has demonstrated, both in practice and profession, a commitment to a prophetic vocation of compassionate justice.

#### *The Rev. Dr. David Wilcox Leadership Award*

This award honors the service and leadership of the Rev. Dr. David Wilcox within the United Methodist Church and as a trustee of MTSO. The award recognizes a graduating student preparing for ministry in the context of the local church. The recipient must reflect characteristics of servant-leadership within the MTSO community and in church ministry and show promise to become a leader in judicatory connections.

### *The Ronald L. Williams Prize in Theology and Ethics*

Named in honor of a former MTSO theology professor, this prize recognizes the graduating senior recommended by the Division of Theology and Ethics to hold the highest potential for theological and ethical reflection. Established by a gift from MTSO graduates Doug Sweet and the late Jan Sweet.

The following awards are made by the president upon recommendation of the Faculty Scholarship Selection Committee:

### *The John W. and Mary Alford Family Awards*

Given through the generosity of the late John W. and Mary Alford and their family, these awards are made to returning students on the basis of ability and promise as demonstrated through their work at the school. The criteria for the awards include a good academic record, promise for pastoral ministry, excellent communication skills, ability to articulate the Christian faith, potential for preaching, and appropriate relational skills and concern for persons necessary for pastoral ministry. John W. Alford was a founding trustee of MTSO.

### *The Werner Merit Scholarships*

This program was established to recognize and reward high achievement in academic work completed at Methodist Theological School in Ohio. The competition for merit scholarships is open to full-time students of any denomination in any degree program who have completed at least 9 semester credit hours of work at MTSO, have a cumulative GPA of 3.5 or higher, and are not recipients of a renewable premier scholarship.

### *The Zook Family Awards for Competence in Parish Ministry*

Established in 1998 through the generosity of Roy Zook and his family, the Zook Family Awards are made to students who, on the basis of promise and ability demonstrated through their work at MTSO, exhibit evidence of the leadership skills, gifts, and graces necessary for strong Christian ministry. The successful award winners must be preparing for pastoral ministry as ordained elders in the United Methodist Church, demonstrate high academic competency and commitment to theological studies, as well as excellent communication skills and an ability to articulate the Christian faith. Zook Family Award winners are named on a commemorative plaque and also receive a financial award.

## Transcripts

MTSO has partnered with Parchment, Inc. to provide transcript ordering through a secure website. All requests for official MTSO transcripts must be made through our Parchment Ordering Service at [www.mtso.edu/academics/registrar/transcript-requests](http://www.mtso.edu/academics/registrar/transcript-requests). To request a transcript, you must login or register by creating a new account. If this is your first time using the online order system, click Create Account and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your orders. If you have already registered, please enter your email and password and click Sign In.

Orders are generally processed within five business days (allow additional processing time for high volume periods). Students who have outstanding balances on their student account will not receive official transcripts without approval from the Business Office. For assistance with transcript requests, please contact Registrar Lee Richards at [lrichards@mtso.edu](mailto:lrichards@mtso.edu).

Current students may also obtain transcripts through [MTSO's Populi Student Information / Learning Management System](#). Use the [Transcript Request Form](#) or navigate to the Student tab, then the Transcript tab, and click Transcript Actions.

Transcripts from other institutions contained in student files are the property of MTSO and as such are under the control of 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.

## Conditional admission, academic probation, and academic expulsion

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 if their cumulative GPA falls below 2.50.

Conditionally admitted students and students on academic probation are limited to enrollment based on conditions in their admission letter, or if no conditions are specified, in nine credit hours per semester. These conditions will be lifted upon the successful completion of at least nine credit hours in the curriculum of MTSO with a cumulative GPA 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 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 placed on academic probation twice during enrolled semesters and students remaining on conditional admission after attempting nine credit hours or two consecutive semesters (whichever time period is longer) will have their records reviewed by the dean. The dean may make recommendations including (but not limited to) a required leave of absence or expulsion. A recommendation for a required leave of absence or expulsion is voted upon by the faculty members of the Academic Affairs Committee (AAC). Students may appeal the Committee's decision to the Executive Faculty by submitting a request in writing to the Office of the Dean.

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 expulsion. A minimum cumulative GPA of 3.0 is required for graduation from the D.Min. program.

### **Probation, suspension, and expulsion**

In addition to academic probation and expulsion because of grades, students may be placed on probation, suspended, or expelled for violating school policies. Probation means a student may still attend classes but has conditions that must be met within a certain timeframe. Suspension means that a student must leave campus for a defined amount of time before being allowed to return. Expulsion means that a student will not be allowed to return to campus. Policies that carry sanctions include academic dishonesty, Title IX, substance abuse, whistleblower, campus safety, and student worker policies.

### **Documenting written work at MTSO**

All written work submitted for courses at MTSO must conform to the Note-Bibliography style in the Chicago Manual of Style (17<sup>th</sup> edition) or, for MACM students, the American Psychological Association (6<sup>th</sup> edition). A standardized format enables the readers to have full and immediate information concerning works cited and consulted by the writer. The format must be followed consistently throughout the paper, including footnotes, endnotes, in-line notes, and bibliography. 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 for a re-write or with a grade that reflects failure to follow the required format. If you have questions, please consult with the school's writing instructor, the dean, or a faculty member.

Instructors may designate one of the two styles as mandatory for assignments in a course. Papers not conforming to a proper and consistent style may be returned to the writer for a re-write or with a grade that reflects failure to follow the required format. If you have questions, please consult with the school's writing instructor, the dean, or a faculty member.

For a helpful discussion of how to avoid academic misconduct, see the Purdue University Online Writing Lab (OWL) website at <https://owl.english.purdue.edu/owl/resource/589/02>.

### **Academic misconduct policy**

Freedom of inquiry and expression are essential to the educational process, but this freedom must operate within a system of order. 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 expulsion.

#### **Academic misconduct definitions and examples**

Academic misconduct refers to any action, intentional or not, which gains, attempts to gain, or assists others in gaining or attempting to gain, unfair academic advantage.

The following are 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. Use of 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 academic program.
3. Borrowing without attribution (plagiarism or misuse of sources) from published and unpublished works, including writings and media in any format taken from websites, apps, and other online sources. 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, images, and audio and video recordings.

This policy applies not only to the production of written assignments, but also to oral, electronic, and digital work presented in any format. Students are always expected to attribute clearly and explicitly work that is the intellectual and creative 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 may recommend stronger sanctions to the dean.

Faculty members are required to report all incidences of academic misconduct to the dean. The instructor must submit documentation of academic misconduct to the dean and to the student. The dean's determination of whether academic misconduct occurred is not subject to appeal. If the dean determines that no violation has been committed, the dean will address with the faculty member penalties imposed in the class. The dean may impose additional sanctions to the student beyond those given by the instructor (e.g., required meetings with the writing instructor, reprimand, probation, suspension, or dismissal). Sanctions will be communicated by the dean to the student and to the student's faculty advisor in writing with copies of all communications and documentation retained in the student's permanent record.

If a student is found to have committed academic misconduct a second time, the dean will typically impose the sanctions of suspension or immediate expulsion from MTSO. The dean shall initiate any suspension or expulsion for academic misconduct by giving the student written notice specifying the charge against the student and the sanctions imposed. The dean may in some circumstances meet with the student to communicate the charges and discipline prior to formal written communication.

## Academic misconduct disciplinary appeals process

If a student wishes to appeal the sanctions imposed by the dean, the student shall inform the dean in writing within 14 days from the date contained in the dean's notification of sanctions.

The appeal shall be scheduled for hearing by an executive session of the Academic Affairs Committee of the School on or before the date of the Academic Affairs Committee's next regularly scheduled meeting. If a member of the Academic Affairs Committee must recuse themselves due to a conflict of interest, the Chair will ask another member of the Executive Faculty to serve in an *ad hoc* capacity, starting with members of the Faculty Personnel Committee. The student shall have the right to present evidence of extenuating circumstances which would warrant leniency.

The Committee shall deliberate in private session and will decide by majority vote to accept, reject, or amend the discipline recommendation by the dean. The decision of the Committee shall be communicated in writing with documentation retained in the student's permanent record.

# Library services

The John W. Dickhaut Library, named for MTSO's founding president, is the school's primary information and research resource. With more than 133,000 volumes onsite, the library offers patrons access to 48 million volumes thanks to its membership in the Ohio Private Academic Libraries and OhioLINK consortia. It also provides access to roughly 80,000 online and print journals through databases including the ATLA Religion Database, JSTOR, and the OhioLINK Electronic Journal Center, and the Works of John Wesley.

The primary mission of the John W. Dickhaut Library at Methodist Theological School in Ohio is to support the information needs of the school's students, faculty, and staff. MTSO Alumni and other individuals (e.g., clergy, students, and researchers at other theological institution) may apply for borrowing privileges.

At MTSO, the central role of the library is quite evident. The library staff is ready to assist students with research and to facilitate the teaching and learning processes for faculty and students. To access a broad array, print, and electronic resources, please visit <http://libguides.mtso.edu/library>. The best resources for MTSO's programs are highlighted there as well as recent additions to the collection. This link also includes library hours, contact information for library staff, library policies, catalogs, databases, research tutorials, and guides related to copyright and citation formats.

## Research consultations

An online request form is available at [www.mtso.edu/academics/dickhaut-library/research-consultation-request](http://www.mtso.edu/academics/dickhaut-library/research-consultation-request). This request can be used to set up an appointment with director of the library or the assistant librarian to meet and discuss research strategies for course assignments requiring library research. We look forward to helping MTSO students, faculty and staff conduct efficient and productive research.

## Borrowing privileges for visitors

Dickhaut Library extends borrowing privileges through the OPAL and OhioLINK catalogs to MTSO alumni, clergy, and visitors in order to support those pursuing theological degrees at other institutions or engaged in theological/religious research. Any person wishing to register for alumni, clergy, or visitor borrowing privileges will be asked to present photo identification to the director of the library. A one-time access fee of \$30 is charged for visitor borrowing privileges.

## Circulation limits

|                  | Books   |               | Media   |               |
|------------------|---------|---------------|---------|---------------|
|                  | MTSO    | OPAL/OhioLINK | MTSO    | OPAL/OhioLINK |
| <b>Duration</b>  | 21 days | 21 days       | 14 days | Seven days    |
| <b>Renewals*</b> | Four    | Six           | Three   | Three         |

\*Renewals are not possible if an item has been placed on hold.

Alumni, clergy, and visitors are limited to 10 requests at a time for items from OPAL/OhioLINK, and no more than five for items from OhioLINK libraries outside of OPAL. Only MTSO students, faculty, and staff are eligible to put holds on OPAL and OhioLINK items. MTSO faculty and staff have extended borrowing privileges. They may borrow MTSO books for 90 days with three renewals unless a hold is placed and from OPAL or OhioLINK for 42 days with six renewals unless a hold has been placed.

## Use of reserved items

All reserve items in the library may be kept by the library user up to three hours and can be renewed unless others are waiting.

## Overdue items and bills

Patrons can monitor the books checked out and renew books up to six times through the MTSO online library catalog at <http://cat.opal-libraries.org/patroninfo>.

Library users will receive a series of overdue notices before fines begin to accrue. On the day that fines accrue, they do so at the rate of \$0.25 per day (\$0.10 per hour for reserves) back to the original date due. Once the user is billed for an item that is considered lost, the default cost of replacement is \$75 plus a \$50 processing fee. Returning the item at this point may reduce but will not eliminate fines and fees on the user's account. The default cost of replacing an item borrowed through OPAL or OhioLINK is \$125 plus any other fines or fees as determined by the owning library.

From the due date on a reserved item, a 24-hour grace period begins during which a series of overdue notices are sent. As of the end of the grace period and the sending of the third overdue notice, fines are levied at \$0.20 per day retroactive to the original due date. As of hour 26 following the original due date, fines accrue at a rate of \$0.03 per hour for an indefinite period. Items are also considered lost at this point and, in addition to the fines, are subject to replacement cost to be determined by the library as well as a \$25 processing fee. Returning the item at this point may reduce but will not eliminate all fines and fees.

These policies and the other rules governing items loaned within OPAL and OhioLINK apply to all borrowers and may vary by owning library.

Depending on the status of the user, borrowing privileges will be suspended for fines and replacement costs exceeding the following levels:

- Students, faculty, and staff: \$50
- Alumni, clergy, and visitors: \$10

Borrowing privileges will be restored upon payment of the fine balance.

## Printing, copying and scanning documents

The library offers its users a printer/copier/scanner that is connected to each student's account. New students are assigned a PIN # by the IT Department. Each semester, each student account is loaded with \$10 for printing and copying charges (\$.05 for black and white and \$.10 for color). Students may pay to load an additional \$25 to their accounts by contacting the Business Office. Note that balances are not refundable and do not roll over to new semesters. Printing can be done from any of the computers in the library to the copier/printer located in the library. Scanning to an email address is free.

## Quick Search

Quick Search allows patrons to perform a keyword search in all of the library's resources at once (e.g., catalog, databases, etc.) for a quick preliminary set of results. For more details, see <http://search.ebscohost.com/login.aspx?authtype=ip,uid&profile=eds>.

## Full-text electronic resources

The OhioLINK Electronic Journal Center (EJC) includes the full text of more than 10,000 online research journals covering many subject areas in all disciplines. Its foremost value is that the EJC provides full text access to the most current issues. Most electronic indexes available to the Ohio academic community link from article citations to the full text in the EJC. Click on the link to My EJC in the upper right corner of the EJC home page to set up your account for either email alerts or RSS feeds for articles of interest based on subject, author, or journal title. EJC is accessible on campus at <https://journals.ohiolink.edu> or off campus at <https://login.ms.opal-libraries.org/login>.

The JSTOR Arts and Sciences III (A&S III) collection includes journals in languages and literature, as well as essential titles in the fields of music, film studies, folklore, performing arts, religion, and the history and study of art and architecture. Additional interdisciplinary titles broaden the scope of coverage to include folklore, and feminist and women's studies. A&S III features full text articles from 152 Journals in 20 disciplines. The coverage of the included titles goes back to the time in which the journal commenced

publication. The coverage stops within three to five years of the current issue for each title so that publishers can maintain their subscriber base. A&S III offers the largest cluster of titles on Eastern and Western religions and embraces all titles from JSTOR's Music Collection. A&S III is accessible on campus at [www.jstor.org/action/showAdvancedSearch](http://www.jstor.org/action/showAdvancedSearch) or off campus at <https://login.ms.opal-libraries.org/login>.

### **Off-campus electronic access**

Patrons can connect to our online databases from off campus using the link for Off-Campus Database Access at <https://login.ms.opal-libraries.org/login>. Login using last name and your bar code number where prompted, and the next screen you will see is the list of databases with connectable links. Then simply click on the links to the OhioLINK EJC and JSTOR.

### **Further questions**

All library staff can be contacted via the [ill@mtso.edu](mailto:ill@mtso.edu) email address. The circulation desk number is 740-362-3450 if you need assistance with your patron account or have questions about library services.

# Denominational information

MTSO is one of 13 United Methodist seminaries in the United States and is listed as an approved theological school for the education of United Methodist clergy by the University Senate of the General Board of Higher Education and Ministry of the United Methodist Church. Nevertheless, the student body, faculty, administration, and staff members are denominationally diverse. The school intentionally seeks to provide formation and guidance for students from various denominations. MTSO invites leaders of various denominations to lead chapel, speak at special programs, and lecture in classes. In particular, MTSO offers additional resources for those affiliated with the following denominations:

## Presbyterian Church (USA)



Two members of the MTSO faculty (Jeffrey Jaynes and Paul Kim) are ordained ministers in the Presbyterian Church (USA). They are available to meet with Presbyterian students on issues of denominational formation and vocational guidance. They also seek to bring Presbyterian students together for conversation with representatives of the PCUSA on campus. Through these faculty members, the school has established relationships with several regional presbyteries. In addition, our Presbyterian faculty members work with Committees on Preparation for Ministry to assist MTSO students with the ordination process.

## United Church of Christ Learning Network at MTSO



UNITED CHURCH  
OF CHRIST

The UCC Learning Network at MTSO is a house of studies and more, serving students, clergy, and lay leaders who are members of the United Church of Christ. The UCC Learning Network supports MTSO's

UCC students throughout their theological education and helps them become familiar with the denomination's ordination processes. It also provides UCC clergy and lay leaders with opportunities for lifelong education through MTSO's Theological Commons.

## Unitarian Universalist House of Studies at MTSO

MTSO is pleased to offer a Unitarian Universalist House of Studies, serving individuals pursuing ministry within the Unitarian Universalist Association. The UU House of Studies also supports students through the UUA's ministerial fellowship process, and networks students with others studying at non-UU schools.



Two courses are offered each year in Unitarian Universalist History and Unitarian Universalist Polity. UU Theologies and UU Worship and Rites of Passage are offered every other year. All courses fulfill requirements of the UU ministerial fellowship process and credits may be transferred to other institutions. They are taught by MTSO's UU House of Studies director, Rev. Dr. Susan Ritchie, who serves as minister of the North Unitarian Universalist Congregation in Lewis Center. She holds a doctorate in cultural studies from Ohio State University and a Master of Divinity from MTSO.

Additionally, Unitarian Universalist Special Topics courses are offered on rotation. These courses focus on special topics in Unitarian Universalist identity, as well as areas of UU expertise that are of interest to a wider population, such as issues as religious humanism, poststructuralist and post-Christian theologies, and liberal religious faith formation and religious education in multireligious contexts. The course may be repeated for credit as topics change.

For more information, contact the Unitarian Universalist House of Studies director, Rev. Dr. Susan Ritchie, at [sritchie@mtso.edu](mailto:sritchie@mtso.edu).

## The United Methodist Church



MTSO has committed to programs to address the formation of United Methodist students. United Methodist faculty members give oversight to a program designed to offer guidance and support to persons seeking ordination as elders and deacons in the United Methodist Church.



Ordination within the United Methodist Church is an independent, often parallel, process to seminary education. Those called to ordained ministry can begin the ordination process before or during studies at MTSO. Ordination is governed by The Book of Discipline of The United Methodist Church, which is revised every four years by the General Conference. Annual conferences and boards of ordained ministry may have additional requirements for ordination, including requirements for specific degrees and/or courses completed within degree programs. Those interested in being ordained as United Methodist deacons or elders are encouraged to consult with the appropriate staff persons in the annual conference in which they will seek ordination. They should also begin discussion with MTSO's United Methodist candidacy liaison, Rev. April Casperson, at [acasperson@mtso.edu](mailto:acasperson@mtso.edu).

### Ordination as deacon in the United Methodist Church

Deacons are described in paragraph 329 of *The Book of Discipline of The United Methodist Church* as follows: "Deacons are persons called by God, authorized by the church, and ordained by a bishop to a lifetime of ministry of Word and Service to both the community and the congregation in a ministry that connects the two. Deacons exemplify Christian discipleship and create opportunities for others to enter into discipleship. In the world, the deacon seeks to express a ministry of compassion and justice, assisting lay persons as they claim their own ministry. In the congregation, the ministry of the deacon is to teach and to form disciples, and to lead worship together with other ordained and lay persons."

The basic educational requirement for ordination as a deacon in The UMC is one of the following: a Master of Divinity degree from a school approved by the University Senate, a master's degree from an approved graduate theological school, or a master's degree in the area of specialized ministry, plus the completion of 27 credit hours of Basic Graduate Theological Education.

There is an alternate route for deacon ordination for those who are at least 35 years old. The requirements are: a bachelor's degree, professional certification, or license in an area of specialized ministry, and a minimum of nine semester credit hours of graduate study in the area of specialization and 27 semester credit hours of Basic Graduate Theological Education (based on *The Book of Discipline of The United Methodist Church*, para. 324.4 and 324.5).

MTSO offers several opportunities for individuals to satisfy these educational requirements:

1. The Master of Divinity degree.
2. The Master of Arts in Practical Theology.
3. The Certificate in Deacon Studies. Students must have already completed a master's degree in their anticipated area of service. In addition to this master's degree, the student must complete the 27 credit hours of Basic Graduate Theological Studies with a cumulative GPA of 2.50. The Certificate in Deacon Studies is designed to provide that additional theological education. Spiritual formation for ministry is also an important part of the experience for students fulfilling these educational requirements at MTSO.

## Ordination as elder in the United Methodist Church

Elders are described in paragraph 332 of *The Book of Discipline of The United Methodist Church* as follows: “Elders are ordained ministers who, by God’s grace, have completed their formal preparation and have been commissioned and served as a probationary member, have been found by the Church to be of sound learning, of Christian character, possessing the necessary gifts and evidence of God’s grace, and whose call by God to ordination has been confirmed by the Church. Elders are ordained to a lifetime of ministry of Service, Word, Sacrament, and Order. By the authority given in their ordination, they are authorized to preach and teach the Word of God, to provide pastoral care and counsel, to administer the sacraments of baptism and Holy Communion, and to order the life of the Church for mission and ministry.”

The essential educational requirements of an ordained elder are:

- Graduation with a Bachelor of Arts or equivalent degree from a college or university listed by the University Senate or demonstrated competency equivalence through a process designed by the General Board of Higher Education and Ministry (para. 324.3).
- Courses as listed in *The Book of Discipline of The United Methodist Church* (para. 324.4a) including evangelism, mission and other courses as noted.
- Graduation with a Master of Divinity degree from a school of theology listed by the University Senate; or completion of the educational requirements for local pastors, which include the five-year Course of Study and an Advanced Course of Study of 32 credit hours of graduate theological study in a setting that meets the requirements of the University Senate (para. 324.4b and 324.6).

MTSO offers two primary opportunities for students to satisfy this educational requirement:

1. The Master of Divinity degree. Those seeking ordination in the United Methodist Church will choose courses in evangelism, mission of the church in the contemporary world, and United Methodist History, Doctrine, and Polity as electives in the M.Div. program. Students should check with their annual conference regarding commissioning requirements and eligibility. In many cases it may be required that two-thirds or all three of the denominational courses must be completed prior to the interview.
2. The Certificate in the Advanced Course of Study. Those who have completed the five-year Course of Study program for local pastors and meet other requirements as described may pursue the educational requirements described above in this 32 credit-hour certificate program, which includes required course work in evangelism, mission of the church in the contemporary world, and United Methodist History, Doctrine, and Polity.

## Ordination in other denominations

Applicants or current MTSO students who are members of other denominations should contact officials within their denomination to learn about the procedures required for ordination, licensing, etc. There may be distinct educational expectations for ordination or certification within each denomination.

# Student life and enrichment

Academic coursework and community life together constitute the MTSO educational experience. The rich network of resources and opportunities for relationships, service, and spiritual growth makes participation in community life an important part of seminary education.

## Worship and spiritual opportunities

The opportunity to worship together is one of the most important aspects of community life. The worship coordinator directs the chapel schedule and provides resources for regularly scheduled services of preaching, prayer, and communion. Students are encouraged to participate whenever they are on campus. Faculty, students, and community groups are involved in planning and leading services, providing the opportunity to experience a variety of worship styles. In addition to these scheduled times for community worship, there are many opportunities for individual meditation and spiritual growth through prayer groups and Bible studies formed at student initiative. There are also several locations for private and corporate spiritual contemplation and worship:

- The Dee Ann Chiles Memorial Garden commemorates the spirit of a long-time administrator who led the Business Office for many years. A quiet stream runs through the garden which is located near the gazebo and pond on the north side of campus.
- The Labyrinth was a gift from the Classes of 2001 and 2004 and is maintained by volunteers in the MTSO community. Students walk the labyrinth as a pathway to prayer and reflection. The Labyrinth is located on the north side of campus, east of the pond.
- The Gene Vest Memorial Outdoor Chapel, a gift of the Class of 2000, honors a long-time superintendent of buildings and grounds and is used for formal and informal services as well as individual meditation. The Class of 2012 renovated the Outdoor Chapel and added energy-efficient lighting for evening meditation and worship. The Outdoor Chapel is located on the hill west of Helen Werner Apartment Building, just behind a small grove of trees.
- 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 accessible whenever Gault Hall is open.
- The Alford Centrum is available for prayer, meditation, as well as community worship and other large community gatherings when not scheduled for other events. Information concerning weekly worship services is posted to the [Populi Newsfeed](#).

## Theological Commons

As a theological school, we believe we are called to share our intellectual resources with the church and the world in numerous ways, through the education of our students and in dialogue with our broader community. MTSO does this in part through the Theological Commons, a learning network built on



partnerships of scholarship, inquiry, and practice. By offering events, learning resources, and continuing conversation, the Theological Commons promotes the sharing of knowledge and experience between students, faculty, clergy, and the public for the benefit of all participants and those they serve.

Many of our campus events open to the public are offered free of charge to MTSO students. These educational opportunities extend classroom learning and allow for networking and continued

conversation with alumni and members of the general public. For more information, see [www.mtso.edu/theologicalcommons](http://www.mtso.edu/theologicalcommons) or contact Kathy Dickson at [kdickson@mtso.edu](mailto:kdickson@mtso.edu).

## Seminary Hill Farm on the campus of MTSO

An expression of MTSO's commitment to a just and sustainable world, Seminary Hill Farm covers more than 10 acres of the MTSO campus. Seminary Hill Farm produces a wide variety of fresh fruits and vegetables, which are served in Dunn Dining Hall and offered to the wider community in numerous ways. The farm is valuable as a teaching and learning tool, augmenting conversation in a number of classes that focus on eco-theology. It also models best practices for MTSO students, who might have an opportunity to make better use of the land in places they serve throughout their vocational lives. For more details, see [www.seminaryhillfarm.org](http://www.seminaryhillfarm.org).



## Dunn Dining Hall food services

Dunn Dining Hall serves farm-to-table meals for lunch and dinner on Tuesdays and lunch on Wednesdays during fall and spring semesters (when school is in session). Meals are \$6 each and feature fresh fruits and vegetables grown on Seminary Hill Farm on the campus of MTSO, just steps from the kitchen. Each Monday that classes are in session, an email with menu details and an ordering link will be sent to campus email addresses. Meals must be ordered online by 9 a.m. of the day they are to be picked up. All meals are pre-paid using a credit card. Chef Brian Murphy and the Dunn Dining Hall team do their best to accommodate special dietary and scheduling needs.

## Community Food and Wellness Initiative

Funded through a grant from the Harry C. Moores Foundation, MTSO's Community Food and Wellness Initiative is an educational program that engages Central Ohio churches and community groups on the topics of food and wellness and related justice issues. Opportunities for the public to engage with Seminary Hill Farm and MTSO's ecotheology commitments may be funded through this grant. To learn more or to schedule a visit, contact Kathy Dickson at [kdickson@mtso.edu](mailto:kdickson@mtso.edu).

## Schooler Institute on Preaching

Annually, the campus is filled with pastors and others who come to enrich their understanding and enhance their preaching skills at the Schooler Institute on Preaching. The institute was established in 1989 by a generous grant from the Schooler Family Foundation, in recognition of the importance of effective preaching in the life of the church. The institute brings renowned speakers to campus to share their expertise and insights with a wide audience that includes clergy and seminary students alike. In addition to lectures, the institute features concurrent workshops around the institute theme, dialogue with speakers and workshop leaders, and a worship service which features a sermon delivered by the keynote speaker. Over the years, the Schooler Institute has featured the following speakers: Fred Craddock, James Forbes, Edwina Hunter, Leontine Kelly, Donald English, Walter Brueggemann, Peter Gomes, William Sloane Coffin, Peter Storey, Joseph Roberts, Ruth Duck, Philip Wogaman, Zan Holmes, Cecil Williams, William Willimon, Marjorie Suchocki, Thomas Troeger, John Kinney, Sharon Ringe, Dale Andrews, Tex Sample, Gregory Palmer, Mark Kelly Tyler, Valerie Bridgeman, Jorge Lockward, Mike Graves, Anna Carter Florence, Wil Gafney, Frank Thomas, and Dr. O. Wesley Allen, Jr.

## The Williams Institute

The Williams Institute is a time-honored tradition at MTSO. This lecture series began in 1981 as a way to honor the late Dr. Ronald L. Williams, professor of theology from 1971 until his death in 1981. It brings to campus speakers from many backgrounds, including theologians, ethicists, poets, biblical scholars, historians, pastoral psychologists, and Christian educators. The event includes two lectures as well as opportunities for extensive dialogue and community discussion. Past lecturers have included Fernando Segovia, Robert Wuthnow, Jacquelyn Grant, Rabbi Michael Cook, Bishop C. Joseph Sprague, Rebecca Chopp, James Cone, John Cobb, Virgilio Elizondo, Mary E. Hunt, Charles Kammer III, Mercy Amba Oduyoye, Thomas Ogletree, Gene Outka, Philip Wogaman, Maria Asai-Diaz, James Evans, Jr., Beverly Harrison, Kathryn Tanner, Maria Harris, Martin Marty, Schubert Ogden, Richard Rohrbaugh, Katherine Doob Sakenfield, Christine M. Smith, Samuel Terrien, Barbara Wheeler, Justo Gonzalez, Mark Trotter, David Lowes Watson, Gardner Taylor, John Collins, Lee Johnson, Edward Wimberly, Luis Pedraja, Monica A. Coleman, Albert Hernandez, Daniel Boyarin, Melanie Harris, Stacey Floyd-Thomas, Titus Presler, John Thatamanil, Grace Ji-Sun Kim, Mai-Anh Le Tran, Pamela Lightsey, and Juan M. Floyd-Thomas.

## Alumni relations

MTSO alumni serve as pastors, educators, chaplains, counselors, missionaries, authors – these former students are the leaders in today's church and society. MTSO invites alumni to return to campus for special seminars, lecture series, workshops, courses through affiliated programs and through the general curriculum, Alumni Day (each fall), and the Schooler Institute on Preaching (each spring). Alumni are welcome to make use of the resources available from the MTSO library, including the ATLA database. Many graduates remain in contact with faculty members, informally drawing on their scholarship and wisdom. Together, these opportunities offer a rich and diverse program for increasing understanding and enhancing ministry skills after graduation. In turn, graduates also assist MTSO by recommending prospective students and by contributing to the school's financial programs. For more information, contact Alumni Relations at [alum@mtso.edu](mailto:alum@mtso.edu).

## Student organizations

There is a lively structure of student organization on campus. Students have representation on most of the standing committees of the school and on the Board of Trustees. Representation on these bodies is taken seriously, and students have an impact on the decisions these bodies make. There is a strong network of formal and informal student groups and support structures that undergird campus life. The Student Leadership Council represents the student body and responds to student initiatives.

Student-initiated groups are encouraged. Organizations desiring official recognition shall present a written proposal to the director of student services for presentation to the Student Leadership Council and Administrative Council. Each group shall have at least five members, meet at least once per semester, and shall have a sponsor who is a current or retired faculty 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 services will supervise the budget of recognized student groups. To reserve space for meetings and events, contact the operations support coordinator.



## Organizations and programs affiliated with MTSO

Below is a listing of programs and institutions with which MTSO maintains an affiliation. To suggest a new affiliation, contact the vice president of academic affairs.

### MTSO and Ohio Northern 3+3 program



[Ohio Northern University](#) and Methodist Theological School in Ohio have teamed up to offer incoming college students a unique 3+3 program leading to a Master of Divinity (M.Div.). Our 3+3 program is the only one of its kind in Ohio, and one of only a few in the country. The typical path to an M.Div. requires seven years of study. Through the 3+3 program, students save time and money by completing the degree in six years. Students start the program at Ohio Northern, where they choose one of three majors: religion,

youth ministry, or religion and ecology. The religion and ecology major is only available through the 3+3 program and incorporates interdisciplinary courses in environmental studies from the perspectives of science, law, and spirituality.

Through Ohio Northern University's comprehensive curriculum, students gain a strong base of knowledge and hone their skills in leadership, critical thinking, and teamwork that are essential for a life spent in ministry. The next step is three years of study at MTSO. After the first year at MTSO, students complete their Bachelor of Arts from ONU. After completion of their seminary coursework, they earn the M.Div. degree. MTSO offers exceptional scholarship opportunities which ONU students in the 3+3 program can qualify for during their study at MTSO.

Both ONU and MTSO offer small class sizes and individualized attention from professors who care about your academic, emotional, and spiritual well-being. Through the 3+3 program, you can expect to be challenged and enlightened.

For more information, contact Rev. Benjamin Hall (MTSO director of admissions) at [bhall@mtso.edu](mailto:bhall@mtso.edu) or Dr. Ray Person (ONU professor of religion) at [r-person@onu.edu](mailto:r-person@onu.edu).

### MTSO and University of Mount Union 3+2 program



The University of Mount Union and Methodist Theological School in Ohio now offer incoming college students a 3+2 program leading to a Master of Arts in Social Justice (MASJ) in five years of study. MTSO's MASJ equips graduates to lead, organize, educate and collaborate in diverse social, political, religious and educational contexts. The typical path to an MASJ requires six years of study. Through the 3+2 program, students save time and money by completing the degree in five years. Students start the program at Mount Union, where they

choose should declare a self-defined in Social Justice and Diversity Studies. However, if they do not choose this major they should seek advising from Mount Union faculty contact for this agreement.

Through Mount Union's comprehensive curriculum, students gain a strong base of knowledge and hone their skills in leadership, critical thinking, and teamwork that are essential for a life spent in social justice commitments. The next step is two years of study at MTSO. After the first year at MTSO, students complete their Bachelor of Arts from Mount Union. After completion of their seminary coursework, they earn the MASJ degree from MTSO. MTSO offers exceptional scholarship opportunities which Mount Union students in the 3+2 program can qualify for during their study at MTSO.

Both Mount Union and MTSO offer small class sizes and individualized attention from professors who care about your academic, emotional, and spiritual well-being. Through the 3+2 program, you can expect to be challenged and enlightened.

For more information, contact Rev. April Casperson (MTSO director of enrollment management) at [acasperson@mtso.edu](mailto:acasperson@mtso.edu) or Dr. Niki Johnson (director of Mount Union's Peacebuilding and Social Justice Program) at [johnsoNL@mountunion.edu](mailto:johnsoNL@mountunion.edu).

## Church and Community Development for All People



Church and Community Development  
For All People

Church and Community Development for All People  
(CD4AP) grew out of a message of unconditional love  
and an atmosphere of radical hospitality. CD4AP was

formed 2003 with the mission of improving the quality of life for persons on the South Side of Columbus. CD4AP's vision is for a whole, healthy, and engaged community where All People are empowered to pursue their hopes, dreams, and aspirations; where lives are transformed by faith and trust, and personal fulfillment is experienced through the abundance of God's love and grace. To bring this vision to life, CD4AP catalyzes collaborations with key strategic partners to improve the quality of life for all residents of the South Side through individual and community services. For details, see [www.4allpeople.org](http://www.4allpeople.org).

## Course of Study School of Ohio at MTSO

MTSO houses the Course of Study School of Ohio (COSSO), one of the eight regional COS schools. COSSO offers both the Five-Year COS and Advanced COS. Five-Year COS classes are held on the MTSO campus in four two-week-end sessions and one two-week summer intensive session. A vital aspect of this program is the integrated opportunity for spiritual formation and writing improvement, as well as an enrichment program that offers seminars and workshops in areas not covered in the curriculum. For details, see [www.cosohio.org](http://www.cosohio.org).



## Hispanic Summer Program

The mission of the Hispanic Summer Program (HSP) is to supplement and enrich the theological and ministerial education being offered in ATS



HISPANIC SUMMER  
PROGRAM

seminaries and universities, with academic courses and other activities directly addressing Latinx history, ministry, and theology. What the Hispanic Summer Program set out to achieve from its inception in 1989 was to supplement and enrich the theological and ministerial education being offered in seminaries and universities, with academic courses and other activities directly addressing Hispanic history, ministry, and theology. As an ecumenical program, it seeks to heal the divisions in the Latinx community fueled by denominational and theological differences. As a Latinx program, the HSP tries to find ways to restore connections and build bridges between Latinx and non-Latinx – among others by enhancing the awareness and appreciation that non-Latinx scholars, ministers, and administrators have of Latinx contributions to the past, present, and future of our churches and our nation.

## National Capital Semester for Seminarians

The National Capital Semester for Seminarians (NCSS) is a semester-long, intensive program of study in ethics, theology, and public policy. Seminary students from across the United States come to Wesley Theological Seminary in Washington, D.C., for the spring semester. NCSS offers seminarians a semester filled with unique opportunities to:

- Study the intersection of faith and politics
- Interact with those involved in policy formation, implementation, and evaluation
- Engage in community organizing
- Work with faith-based education and advocacy organizations
- Serve in internships on Capitol Hill
- Gain hands-on experience in policy research, advocacy and implementation

## Unitarian Universalist House of Studies at MTSO

MTSO hosts the [Unitarian Universalist House of Studies](#), serving individuals pursuing ministry within the Unitarian Universalist Association. Two courses are offered each year in Unitarian Universalist History and Unitarian Universalist Polity. UU Theologies and UU Worship and Rites of Passage are offered every other year. Additionally, Unitarian Universalist Special Topics courses are offered on rotation. These courses focus on special topics in Unitarian Universalist identity, as well as areas of UU expertise that are of interest to a wider population, such as issues as religious humanism, poststructuralist and post-Christian theologies, and liberal religious faith formation and religious education in multireligious contexts.



## United Church of Christ Learning Network at MTSO



UNITED CHURCH  
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The [United Church of Christ Learning Network at MTSO](#) is a house of studies and more, serving students, clergy, and lay leaders who are members of the United Church of Christ. The UCC Learning Network supports MTSO's UCC students throughout their theological education and helps them become familiar with the denomination's ordination processes. It also provides UCC clergy and lay leaders with opportunities for lifelong education through MTSO's Theological Commons.

# Institutional policies and information

## Populi Newsfeed

The [Populi Newsfeed](#) is updated regularly with information useful to the MTSO community, including campus news and events. Postings may include:

- Local, national, and international opportunities (such as academic conferences)
- Student organizations and Student Leadership Council happenings
- 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 a person is donating
- Babysitting or pet-sitting opportunities
- 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 and invitations to gather for other social events

To post an item in the newsfeed, email the director of student services, Jeremy Garber, at [jgarber@mtso.edu](mailto:jgarber@mtso.edu). MTSO reserves the right to decline announcements deemed inappropriate.

## MTSO email service

Email is the most commonly used medium for official communications from MTSO. Students are assigned an @mtso.edu email account upon enrollment. Students will be held accountable for information transmitted through MTSO email. To ensure that no important communications are missed, students are required to check the email account frequently as notification of deadlines, class cancellations, and other matters of a time-sensitive nature are sent through that channel. Automated forwarding of your @mtso.edu email to an external email such as Gmail is not permitted. All emails to faculty or staff should be sent to their @mtso.edu email addresses from your assigned student @mtso.edu email address.

Some messages are not appropriate to communicate to the whole community through campus-wide email (e.g., solicitations for money or other support of a charitable or political cause). Campus-wide email is not a venue for vitriolic speech nor for the airing of grievances with the institution. For the latter, refer to the Student complaint policy.

## MTSO phone service

Local calls can be made from campus phones located in the 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. Those using the campus telephones will need to dial 9 before dialing the local, off-campus number.

## Other communication

Paper fliers may be posted on campus bulletin boards with the permission of the director of student services. Social networking and discussion board activity can be accomplished by joining one or more of MTSO's Facebook pages. Academic information is also sent and received through [MTSO's Populi Student Information/Learning Management System](#).

## Drug-free, smoke-free, and weapon-free campus

MTSO prohibits the unlawful use, possession, or distribution of illegal drugs while on the MTSO premises. For details, refer to the Substance abuse policy.

Smoking (including the use of e-cigarettes) is prohibited in all inside areas on the campus (including personal residences). Smoking is prohibited within 30 feet of all doors and windows on campus. Designated outdoor smoking areas are provided.

No person shall store or possess dangerous weapons, have under the person's control, convey, or attempt to convey devices or substances including, but not limited to, firearms or ammunition on the property of MTSO or off campus at an MTSO-related activity, unless permitted on the basis of the person's position as a recognized safety official or appointed peace officer, even if otherwise permitted by law. A valid license does not authorize the licensee to carry a weapon onto the school premises. Use or misuse of weapons, devices or substances in a manner that causes or threatens serious harm to the safety or security of others is expressly prohibited. Violations of this policy by students will result in a recommendation for expulsion upon the first offense. Violations of this policy by employees will result in a recommendation for immediate expulsion upon the first offense. All violators of this policy, whether affiliated with MTSO or not, will be subject to prosecution to the fullest extent of the law.

## Restrooms and family rooms

*Following the May 13, 2016 joint guidance from the Department of Education and the Department of Justice, MTSO implemented this restroom (also referred to as all inclusive, all gender, gender-neutral, universal) and family room policy.*

MTSO continues to promote inclusion, access, and a safe environment for all to thrive and believes that everyone should be treated with dignity and respect. There are individuals that encounter great discomfort when required to access gender-specific facilities. The restroom policy is intended to address a number of issues:

- Provides users additional options who voluntarily seek additional privacy;
- Those who do not conform with conventional notion of gender;
- Parents and caregivers assisting children of their opposite gender;
- Individuals with disabilities who need assistance from a caregiver of the opposite gender;
- To avoid situations of policing that could lead to harassment.

All restrooms will indicate appropriate designations for wheelchair access and braille.

**Single-occupancy restrooms:** Any single-occupancy restroom that does not designate a gender and can be used by any gender or gender identity. Restrooms for all genders are located in the Academic Affairs hallway, the Catacombs on ground level past maintenance, faculty on second floor, dining hall, and Dewire past the front desk, and Helen Werner dorms.

**Gender-specific single-occupancy restrooms:** Any single-occupancy restroom that has been designated men or women. Gender-specific single-occupancy restrooms are located on second floor of Helen Werner.

**All-gender single-occupancy family rooms:** An all-gender single occupancy restroom that has been designated for family and nursing use. All-gender single-occupancy family rooms are located in the Faculty wing on second floor of Gault Hall, the Dining Hall, and Dewire past the front desk area.

**Gender specific multi-stall:** Any multi-stall restroom that has been designated men or women. These restrooms are located in Gault hall near classrooms, Library, Werner hall across from mailroom.

**Baby care family room:** Located in Werner 115 adjacent to the reception area.



## Stewarding our educational facilities

Gault Hall and Werner Hall: Food and beverages may be consumed with care in the conference rooms, classrooms, and offices. Food and beverages for breaks during meetings and receptions will be provided by MTSO food service only in the Schooler Atrium, which connects Gault and Werner Halls, the lounge in Gault Hall, and in Meyer Lounge in Werner Hall. Cooking is not permitted 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 stocked in the restrooms. The responsible person should send an email to [maintenance@mtso.edu](mailto:maintenance@mtso.edu) identifying the type of spill and room number needing attention so that further cleaning can be done, if necessary. All faculty and staff are urged to comply.

John W. Dickhaut Library: The food and beverage policy is intended to preserve the collections and protect library facilities from vermin and harmful molds. By following the guidelines below, everyone helps to ensure 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.

- 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 do not emit a distracting odor.
- Unacceptable food: Hot entrees, e.g., burgers, fries, pizza, noodles, sub sandwiches, burritos, tacos, soup, large packages of chips, crackers, cookies, doughnuts, salad, etc. that are messy or emit a distracting odor.
- Beverages in covered, spill-proof containers, or capped bottles and snacks are permitted except at library workstations and in other areas as posted.

Please be considerate of other library users. We ask that all library users act responsibly when consuming food and drink in the library. Bring all food garbage to the lobby to discard on the way out of the library. Food garbage should not go into the trashcans that are in the library. Collect and remove all trash. Help us keep work surfaces clean. 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 reserves 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.

## Course livestreams and recordings

MTSO records and/or livestreams courses (including discussions and breaks) and campus events in order to provide an enhanced learning experience to MTSO students. By enrolling in courses at MTSO, students consent to their presence in such recordings for educational purposes. If students must maintain anonymity for security reasons and wish to be opted out of such recording, please send a notice in writing to [privacy@mtso.edu](mailto:privacy@mtso.edu). Students should conduct themselves with civility and conduct any confidential conversations outside of the classroom.

## Photography and videography for marketing purposes

Occasionally a photographer or videographer is on hand to take marketing photos and videos of classroom experiences and campus events. Enrollment at MTSO grants consent for use of photographs and videos in limited ways to promote the mission of the school. If students must maintain privacy for security reasons and/or wish to be opted out of such marketing, please send a notice in writing to [privacy@mtso.edu](mailto:privacy@mtso.edu).

## Computer equipment policy

Students, student spouses, guests, faculty, and staff of MTSO are welcome to use the computer equipment in public spaces. Students have priority use of the computer equipment during academic terms for their coursework. Children may use the computer equipment but must be under adult supervision while doing so. The computers have Internet access, without parental control features activated, and parents are encouraged to monitor the sites to which their children navigate. Unfortunately, we must be aware of the dangers of Internet predators, websites and chat rooms that lure unsuspecting youth.

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.
6. Upon termination of employment or matriculation, all campus-owned equipment must be turned in to the director of technology or to an immediate supervisor.

## Electronic device usage policy

As an institution dedicated to the advancement of learning, MTSO is firmly committed to a philosophy of mutual respect. To that end, we have established a policy regarding the use of mobile phones, computers, tablets, and other electronic devices. Instructors have the right to impose appropriate grading penalties for excessive classroom disruptions due to these devices.

All electronic devices should be silenced 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. The noise created by playing audio equipment so that others can hear it, or by using mobile phones in areas where others are attempting to study or to do research is disruptive.

Notebook and tablet computers have become commonplace in the classroom. However, the use of such devices should be restricted to course-related purposes. General browsing of the Internet or engaging in email or social network conversations during class time is inappropriate.

## Technology requirements

Observing these minimum technology requirements will help ensure that students have an optimal experience using the educational technology provided at MTSO. Students will need proficiency with basic computer skills, Microsoft Word and PowerPoint, and Web navigation and searching.

**Internet Access:** Reliable high-speed Internet access is required for study at MTSO. All courses, even those that are not conducted in online modalities, use online components for some course elements (e.g., syllabi content, assignments, grading, etc.). Broadband internet access with a minimum connection speed of 10MB/second is highly recommended. A wired ethernet connection to your home router is recommended when using Zoom or other video conferencing application. Public internet sites (libraries/cafés/coffee houses) offer an alternative but may have limited hours, wait times, lack of privacy, limited bandwidth, and time/usage restrictions.

PC: Windows 10 (version 21H2 or later), Office 2019 (or later), Google Chrome Web browser, Adobe Acrobat Reader (or comparable), 8GB RAM (minimum), headset with microphone, and webcam.

Mac: Mac OSX Monterey (version 12 or later), Office 2019 (or later), Google Chrome Web browser, Adobe Acrobat Reader (or comparable), headset with microphone, and webcam.

## **Populi Learning Management System (LMS)**

Students utilize the Populi Learning Management System (LMS) for a variety of functions, such as reviewing available courses schedules, registering for courses, submitting payment for tuition and fees, submitting course assignments, participating in discussion boards and peer review exercises, completing online exams, and receiving assignment and course grades and feedback. The LMS is also used for the following purposes:

1. Posting required course textbooks: As mandated by the Higher Education Opportunity Act (Public Law 110-315) of 2008, Faculty are required to post the required texts for each class they are scheduled to teach on the course page of the learning management system by the schedule provided by Office of the Registrar.
2. Posting course syllabi: Faculty are required to post course syllabi on the course page of the learning management system at least one week prior to the start of the semester in which the course takes place and are encouraged to post them sooner.
3. Taking weekly attendance: Faculty are required to track student attendance and participation throughout the semester, and to track these using the attendance feature of the learning management system. Faculty should instruct students on how they differentiate between excused and unexcused absences in their courses. For asynchronous work, posting and responding to colleagues via discussion boards, etc., will count as presence. Such participation can be tracked through the LMS features or other means
4. Tracking student grades: Faculty are required to track student grades through the gradebook feature of the learning management system. Grades for every assignment should be posted in a timely manner that permits students time to incorporate feedback on their work in subsequent assignments.

## **Health and wellness**

### **Counseling and professional referrals**

For a list of free short-term counseling resources in the area, including an option through the Pastoral Care Department at Ohio Health Riverside, contact the director of student services.

### **Emergency campus needs fund**

A fund administered by the Office of the Vice President of Academic Affairs is available to assist any student in need of emergency financial support. To discuss your personal need, please contact the director of student services, or if unavailable, the director of financial aid.

### **Exercise facilities**

Limited exercise equipment is available in the bottom level of Dewire Residence Hall and in the bottom level of Werner Hall (across from the mailroom).

### **Game room**

A game room, on the lower level of Werner Hall, across from the mailboxes, contains a foosball table and a ping pong table. Individuals younger than 16 years of age are welcome to use these tables while under an adult's supervision.

### **Health insurance**

MTSO students are responsible for procuring their own health insurance coverage. MTSO's insurer, EIHA, developed My Benefit Basket to provide access to individual insurance policies for students who do not

qualify for group plans or have no other coverage on their own. My Benefit Basket is an online health benefits platform that provides access to a broad choice of insurance plans. It is powered by an award-winning interactive decision support tool that analyzes health care preferences, financial position, risk tolerance, and insurance coverage to recommend a personalized benefits solution. My Benefit Basket also helps to quickly determine any individual's qualification for federal or state insurance subsidies. For details, visit [www.eiassip.org](http://www.eiassip.org).

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

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

### Nature trail

A one-mile walking trail has been established which guides walkers through the woods that surround the campus. Plans are underway to enhance the trail with directional and signage and distance markers and to restore the old wooden footbridge for easy crossing at the creek. Students are invited to incorporate use of the walking trail into their regular fitness routines. For more information on area trails, see Preservation Parks of Delaware County (<http://preservationparks.com>), Columbus Metro Parks ([www.metroparks.net](http://www.metroparks.net)), and State Parks of Ohio ([www.dnr.state.oh.us/parks](http://www.dnr.state.oh.us/parks)).

### Spiritual directors

Students are encouraged to develop a confidential relationship with a spiritual director. For a list of area spiritual directors, contact the director of student services or visit the Spirituality Network at [www.spiritualitynetwork.org](http://www.spiritualitynetwork.org).

### Substance abuse policy

The primary objective of this policy is to promote good health practices as part of the educational mission of MTSO. 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 Office of the Vice President of Academic Affairs 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.

## Vocational discernment

MTSO's Office of Vocational Discernment and Community Engagement exists to help students and alumni live into and embrace their vocations. We are here to walk with you, learn with you, and help you to thrive. Visit the office to find a conversation partner in your discernment process or for consultations on resumes, CVs, and cover letters. We also offer interview assistance, and professional development suggestions, and self-assessments to help identify and reaffirm your gifts and strengths. Our partnerships, programs, and events offer students and alumni additional opportunities to discern and explore their callings while connecting to the wider community.



MTSO offers students and alumni discernment and placement services through the College Central Network (CCN). Create an account at [www.collegecentral.com/mtso](http://www.collegecentral.com/mtso) to gain access to a variety of helpful resources and to search for internships, full-time and

part-time positions, field education sites, and more. CCN also facilitates the posting of resumes and electronic portfolios that showcase relevant academic coursework and experiences as well as connecting with others in MTSO's Alumni Mentoring Network. Graduates retain access to this service following graduation.

For more information, contact the director of vocational discernment and community engagement.

## **International student services**

For international student support and information regarding maintaining current visa status, contact the director of student services.

### **Federal regulatory concerns and maintaining visa status**

The director of student services is the Principal Designated School Official (PDSO) and the director of financial aid is a Designated School Official (DSO). International students must register with the PDSO or DSO upon campus arrival and at the beginning of each semester the student is registered for classes.

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

### **Tutoring, conversation partners, and writing assistance**

Native English-speaking students are available for peer tutoring if international students need assistance with concepts discussed in class. Native English-speaking students are available for intentional conversation to assist international students with language skills. International students needing writing assistance in English are encouraged to utilize the services of the [writing instructor](#).

## **Student complaint policy**

Processes for addressing certain student concerns are outlined in following sections:

- Redress of issues related to student performance - see Faculty comments on student performance;
- Redress of unfair course grading - see Grade changes and appeals;
- Redress of harassment concerns - see Harassment grievance process;
- Redress of dismissal or suspension for reasons of academic misconduct - see Academic misconduct disciplinary review process;
- Amendment of student records - see Student records policy.

If a satisfactory resolution is not achieved through these processes, 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, human resources coordinator, or dean and vice president of academic affairs, 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 human resources coordinator.

Information about lodged complaints must be shared with an evaluation team from the Higher Learning Commission 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.

## **Human subjects research**

The importance of protecting human subjects of research was recognized at the Nuremburg War Crime Trials following World War II and summarized in the 1979 Belmont Report of the National Commission



for the Protection of Human Subjects of Biomedical and Behavioral Research. For additional background, see <https://www.hhs.gov/ohrp/regulations-and-policy/belmont-report>.

Research by MTSO faculty, students, or affiliated personnel that collects non-public information from and/or about living individuals or contemporary organizations/groups for purposes of publication or public presentation (including class assignments) must be approved by the Human Subjects Research Committee (HSRC). The committee's primary responsibility is to hold MTSO researchers accountable in respecting the autonomy, protecting the identities, and minimizing potential harm of the human subjects of their research. The real names of individuals and organizations/groups should not be used in publications or presentations without committee approval.

MTSO faculty, students, or affiliated personnel should err on the side of caution and apply for committee approval of any activity that may fit the above description of human subjects research. There are three categories of review for proposed human subjects research, to be determined by the committee on a case-by-case basis:

- Full review: If the proposed research will involve any of the following, it will generally require review by the full committee: minors (under age 18) or other vulnerable populations; observations of non-public activities (such as small group meetings or Sunday school classes); videotaping or audiotaping of individuals or groups; collection of non-public information about an organization, group, or individual through archival research, surveys, questionnaires, interviews, or other methods; potentially sensitive, distressing, embarrassing, or awkward topics; or intentional deception of participants concerning any aspect of the research. Full reviews will be considered on a rolling basis and will normally be completed within two weeks of the time of submission.
- Expedited review: If the proposed research will involve any of the aspects listed under the full review category but (a) the extent of the research project is limited (such as a single interview or observation of a non-public activity) and (b) the risks to the human subjects are minimal, it will require review by a designated member of the committee to verify that the proposed research does not require full review. Expedited reviews will be considered on a rolling basis and will normally be completed within one week of the time of submission.
- Exempt review: If the proposed research will not involve any of the items listed under the full review category, it will require review by a designated member of the committee to verify that the proposed research is exempt from either full or expedited review. Note: Collection of public data about an organization (such as worship bulletins or published materials) and observations of public activities (such as Sunday worship) fall under the exempt category. Exempt reviews will be considered on a rolling basis and will normally be completed within one week of the time of submission.

To begin the review process, researchers should submit the following materials to Dr. Tim Van Meter (HSRC Chair) via email attachment to [tvanmeter@mtso.edu](mailto:tvanmeter@mtso.edu):

- 1) Brief description of the proposed research;
- 2) Fully developed proposed consent forms for organizations, adult individuals, and/or minors;
- 3) Research instruments, such as a written survey or questionnaire or an interview protocol.

Appeals of the HSRC's decisions may be directed to the academic dean.

# Campus safety

MTSO is proud of its safe campus environment. Both the natural setting and the community of people here invite feelings of wellbeing. The facilities manager acts as the chief security officer, and regularly patrols campus grounds for safety issues and is accessible by mobile phone. The Delaware Police Department (740-203-1111) holds the law enforcement authority for the campus. The campus is also under the jurisdiction of the Delaware County Sheriff's Office (740-833-2810). 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. MTSO records all major accidents and police activity that takes place on campus and report these results to the federal government annually. A full report of campus crime statistics and our security policy is available at [www.mtso.edu/resources](http://www.mtso.edu/resources).

## MTSO Alert



MTSO Alert is MTSO's primary method for communicating weather-related cancellations and emergency messages. All students, faculty, and staff are encouraged to opt into this service at [www.mtso.edu/alert](http://www.mtso.edu/alert). You may choose whether to receive alerts via text message, email, or telephone voice message. MTSO provides this service at no charge, though text messages or calls you receive are subject to whatever rates your service provider might charge.

## Emergency information

In the event of a fire, medical emergency, or suspected criminal activity, call 911 from a mobile phone (or 9-911 from a campus telephone). Then call your residential manager or another residential manager (weekend on-call number is 740-979-1677). If no residential managers are available, contact Keith Huffman, facilities manager, at 740-362-3380 or 740-360-7628.

For emergency facility repairs Monday-Friday 8 a.m. to 4:30 p.m., contact maintenance at 740-362-3380 and the residential manager for the housing unit in which the resident lives or where the concern is located. Email the concern to [maintenance@mtso.edu](mailto:maintenance@mtso.edu). During weekends, contact the residential manager assigned to the housing unit in which the problem has been reported.

## Hospital information

The nearest hospital emergency room is at [Grady Memorial Hospital](#), located at 561 W. Central Avenue, Delaware, OH 43015. The most direct route from MTSO to Grady is:

1. Turn right (North) onto U.S. Route 23 North to the William Street exit;
2. Turn left on West William Street;
3. Turn right on South Sandusky Street;
4. Turn left on West Central Avenue (Route 37 West);
5. Grady Memorial is on the left about 1.2 miles after turning onto West Central Avenue.

## Non-emergency numbers

- Delaware Police Department: 740-203-1111
- Delaware Fire Department: 740-203-1300

## Firearms, fireworks, weapons, explosives, and projectiles

No person shall store, possess or detonate dangerous weapons, have under the person's control, convey, or attempt to convey devices or substances including, but not limited to, fireworks, firearms, ammunition, pellet guns, bow and arrows, martial arts equipment, switchblade knives, brass knuckles, swords, large knives, stun and shock devices, projectile devices (i.e. sling shot), and clubs. This prohibition includes all land, campus buildings, residence, in vehicles, and off campus at an MTSO-related activity, unless permitted on the basis of the person's position as a recognized public safety official or appointed peace officer, even if otherwise permitted by law. A valid license does not authorize the licensee to carry a weapon onto the school premises. Use or misuse of weapons, devices, or substances in a manner that causes or threatens serious harm to the safety or security of others is expressly prohibited. Violations of this policy by students will result in consideration for expulsion upon the first offense. Violations of this policy by employees will result in consideration for immediate dismissal upon the first offense. All violators of this policy, whether affiliated with MTSO or not, will be subject to prosecution to the fullest extent of the law. Further, toy guns (i.e., dart, paint ball, foam darts, squirt, cap, and other projectile devices) are also forbidden which could reasonably be mistaken for a firearm or explosive. The use of these items on campus is prohibited.

## Fostering a safe environment

Residents are the primary eyes and ears of the campus as they develop the best sense of what is normal in terms of campus life. Suspicious persons or activities should be reported immediately to the facilities manager and/or residential manager. If a resident witnesses anything that causes concern (e.g., an unfamiliar car, unknown people loitering near the housing units or other buildings after they are locked, etc.), call 9-911. The Delaware City Police Department non-emergency number is 740-362-1111.

To prevent intruders, never prop open doors. If expecting a guest (including food delivery), instruct the guest to use the call boxes outside the Helen Werner Apartment Building or the Dewire Residence Hall. The guest will dial the appropriate extension to reach the resident and the resident will come to the door to greet the guest.

Students are encouraged to walk together to the parking lots or to the residence halls after dark.

## 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 people on campus. For obvious reasons, we ask people to not touch or feed these animals and to not prop open doors as wildlife may enter. Notify Maintenance of any wildlife that is believed to represent a danger or a nuisance.

## Fire safety

### Fire drills

MTSO conducts mandatory, unannounced fire drills in all residence units at least annually. When the fire alarm sounds, immediately evacuate the room or apartment, using the nearest exit.

### Evacuation guidelines

So that residential managers can attempt to account for all residents and guests when there is a fire drill or fire alarm, evacuate using the following guidelines:

- Dewire Residence Hall: evacuate to the far side of the parking lot on the south side of the building (near the Maintenance Garage).
- Helen Werner Apartment Building: evacuate to the front lawn of that building.
- Kleist Manor: evacuate to 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 the maintenance staff on a regular basis. Any trouble with a smoke detector should be reported to [maintenance@mtso.edu](mailto:maintenance@mtso.edu).

Once an alarm has sounded, it must be reset in the living unit as well as the in the Administration Building – regardless of the time it is occurring. If the alarm sounds in a unit and the resident is certain there is no fire (e.g., smoke from cooking may set off the alarm), immediately inform maintenance, the front desk, and a residential manager. Regardless of the time of day, call the residential manager.

In Kleist Manor apartments, fire extinguishers are located in the joint laundry rooms. In Dewire Residence Hall and the Helen Werner Apartments, fire extinguishers are located in each hallway. Additionally, residents may purchase fire extinguishers for personal protection in their apartments.

## 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.” Do not prop these doors open.

## Fire safety practices

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 in Kleist 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 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.

During Advent and Christmas, campus residents may wish to have a tree in their apartment and/or decorate using electrical lights. Lights must be turned off and unplugged when leaving the apartment for any length of time. Live trees present a fire hazard and must be watered daily. In addition, they are not to be placed near any location in the apartment that could be combustible. If a live tree is in an apartment, and the resident will be leaving campus for more than one day, the tree must be taken down prior to leaving and disposed of properly. Artificial trees may be used in MTSO housing, but they must not be placed in the apartment near the heating units or any other location that could be combustible.

## Severe weather

Central Ohio experiences severe weather on occasion. 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 the event of severe thunderstorms, it is advisable to turn off and unplug televisions, computers, and other electronic equipment. A power strip will not necessarily protect against the surges that an electrical storm can produce. Only a surge protector will protect electronic devices. We urge all residents to keep a flashlight in their emergency preparedness kit since high winds, lightning strikes, and fallen trees/limbs often take down power lines. It can take quite some time before power is restored. For more information on emergency preparedness kits, see [www.ready.gov](http://www.ready.gov).

### Tornadoes

Although tornadoes can form at any time under the right conditions, April, May, and June constitute the peak of tornado season in central Ohio. A Tornado Watch means that weather conditions are such that there is a good possibility that tornadoes could develop. A Tornado Warning means that a funnel cloud has been sighted and persons should take cover immediately. Those 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.

Helen Werner Apartment Building and Dewire Residence Hall: 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 Apartments: 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.

If you are in a structure, go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows.

If you are in a vehicle, trailer, or mobile home, get out immediately and go to the lowest floor of a nearby sturdy building or storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.

If you are outside with no shelter, lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding. Do not get under an overpass or bridge. You are safer in a low, flat location. Never try to outrun a tornado in urban or congested areas in a vehicle. Instead, leave the vehicle immediately for safe shelter.



## Campus closures

The president and vice president of academic affairs 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 another calamity. 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.

Classes will be cancelled and offices closed during a Level III weather emergency in Delaware County. The Delaware County Sheriff's Department declares all such emergencies.

Students living outside Delaware County should not drive if a Level III emergency is declared in the county in which they reside. Traveling during a Level III will result in a ticket and a fine.

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. The student should contact his or her employer to see if he or she 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 instantly through MTSO Alert via text, email, or voicemail (subscribe at [www.mtso.edu/alert](http://www.mtso.edu/alert));
- Posted to [www.facebook.com/mtsoedu](https://www.facebook.com/mtsoedu) and @MTSOedu on Twitter;

### Use of personal judgment and 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.

# Faculty

MTSO's faculty members are respected scholars, authors, and contributors to international religious and academic conferences. Those things matter—almost as much as this: They are highly effective educators with a passion for challenging, encouraging, and inspiring their students. Their teaching is enhanced by the many ways in which they are engaged in the church, the community, and the world.

MTSO faculty members are deeply engaged in the world beyond the classroom. Learn about their recent [publications](#), [lectures](#), [honors](#), and [ongoing projects](#).



## **The Rev. Jay Rundell**

President, Gault Office of the Presidency

M.Div., Iliff School of Theology, 1988

B.A., Augustana College, 1984

[jrundell@mtso.edu](mailto:jrundell@mtso.edu) | 740-362-3121 | Gault Hall

*"Theological education is a critical resource for those who will lead in the church and for all who seek to understand and encounter the breadth and depth of Christian faith. For those preparing for ministry, the study of homiletics explores the role of the preacher in the interpretation and articulation of our scriptures, our religious traditions, and our experience of faith. My goal is for students to learn to draw upon the fullness of their theological education, with integrity and creativity, as they strive to identify and illuminate the relevance of the Gospel for the 21st century."*



## **The Rev. Dr. Valerie Bridgeman**

Dean and Vice President of Academic Affairs;

Associate Professor of Homiletics and Hebrew Bible in the Dewire Chair;

Director of the Master of Divinity Program and Certificate Program;

Coordinator of the Spirituality Specialization

Ph.D., Baylor University, 2002

M.Div., Austin Presbyterian Theological Seminary, 1990

B.A., Trinity University, 1986

[vbridgeman@mtso.edu](mailto:vbridgeman@mtso.edu) | 740-362-3369 | Gault Hall

*"As an interdisciplinary scholar/educator and activist, I see my role as living as out loud my commitments in my public theologian's life, my teaching life, and my preaching life so that students see possibilities of a fuller expression of call. My womanist commitments make me passionate about 'aha' moments in which students discover something about interpreting the bible in a liberating way for our current world, something about proclaiming a word of hope-bearing freedom for everyone, and something about being the vicar of Christ, God's representative in the world. I relish in shared discovery as I excavate an idea or concept alongside and with students, a discovery that is transformative. Like bell hooks and Paulo Freire, and others in the tradition of liberation pedagogy, I am always teaching for radical transformation. In so doing, I expect that such learning leads people to be disciples of the most radical person I know, Jesus Christ. I live in hope that changed, students will change the church and the world."*



**Dr. Tejai L. Beulah Howard**

Assistant Professor of History, Ethics, and Black Church and African Diaspora Studies; Coordinator of Partnerships; Coordinator of Black Church and African Diaspora Studies Specialization

Ph.D., Drew Theological School at Drew University, 2018

M.T.S., Methodist Theological School in Ohio, 2011

M.A., The Ohio State University, 2007

B.A., Xavier University, 2005

[tbeulah@mtso.edu](mailto:tbeulah@mtso.edu) | 740-362-3137 | Gault Hall 235

*"I am interdisciplinary scholar who delights in introducing my students to the stories, practices, beliefs, and ethics of black people in the Americas. This is hard work. The black experience is riddled with narratives of oppression, rape, violence, fear, hatred, and barbaric physical and mental abuse. However, this unique experience also provides students with models of resistance, creativity, innovation, resilience, community, power, and all of the good stuff that makes strong leaders capable of pursuing a just, sustainable, and generative world."*



**The Rev. Dr. Kyle Eugene Brooks**

Assistant Professor of Homiletics, Worship, and Black Church and African Diaspora Studies

Ph.D., Vanderbilt University, 2021

M.Div., Yale Divinity School at Yale University, 2012

M.A., Yale University, 2008

B.A., Yale University, 2005

[kbrooks@mtso.edu](mailto:kbrooks@mtso.edu) | 740-363-1146 | Werner Hall 108

*"The African-American anthropologist and novelist Zora Neale Hurston wrote that drama is at the heart of Black life and expression. As such, the migration of Black preachers and their communicative aesthetics into the realm of sociopolitical movement leadership has been the particular dramatic scene at the forefront of my academic work. In studying Black religious leaders, I have aimed not only to decipher the narrative hagiography that renders them larger than life, but also to uplift the critical labor of unsung figures that sets the stage for iconic moments of charismatic performance. My hope as a theological educator is to invite my students into the work of ongoing remembrance, critical interpretation, and conscientious practice, remembering that we are participants in living traditions that will always require our careful thought and application. To begin this work anew at MTSO is a privilege and a pleasure that I joyfully embrace."*



**Elonda Clay**

Director of Dickhaut Library

Ph.D. Candidate, Vrije Universiteit Amsterdam, Netherlands

M.Div., Interdenominational Theological Center, 2005

M.A., Library & Information Science, University of Missouri-Columbia, 1998

B.S., Kansas State University, 1990

[eclay@mtso.edu](mailto:eclay@mtso.edu) | 740-362-3435 | Dickhaut Library 119



**Dr. Kate A. Common**

Visiting Assistant Professor of Practical Theology

Louisville Institute Postdoctoral Scholar

Ph.D., Boston University School of Theology, 2020

M.A., Andover Newton Theological School, 2012

B.F.A., Kent State University, 2002

[kcommon@mtso.edu](mailto:kcommon@mtso.edu)

*"As a theological educator, I am passionate about teaching in a mutual learning environment where students can imagine just, sustainable, and generative change across a variety of contexts. I draw on interdisciplinary resources such as feminist, womanist, and queer theologies, design thinking, biblical studies, and theopoetics as tools to understand various theological and cultural contexts more deeply. I assist students in cultivating their voice, leadership skills, and creativity, which they can harness in church ministry, other leadership settings, and public theology forums. It is my hope to provide students with a nuanced understanding of Christianity, which can enable them to critique oppressive theologies and practices while amplifying liberating and life-giving aspects of the tradition."*



**The Rev. Dr. Jeffrey P. Jaynes**

Professor of Church History in the Warner Chair of Church History

Ph.D., The Ohio State University, 1993

M.Div., Fuller Theological Seminary, 1980

B.A., California State University, Fresno, 1976

[jjaynes@mtso.edu](mailto:jjaynes@mtso.edu) | 740-362-3446 | Gault Hall 232

*"An awareness of church history is truly one of the great resources for ministry in and beyond the parish. I recently completed a project that has investigated the global dimensions of Christianity by exploring the development of medieval and early modern world maps. Connecting with our Christian past can provide one of the best strategies for addressing issues that confront the church and the world in our time."*





**Dr. John I. Kampen**

Distinguished Research Professor

Ph.D., Hebrew Union College-Jewish Institute of Religion, 1985

M.Div., Mennonite Biblical Seminary, 1975

B.A., University of Saskatchewan, Saskatoon, Saskatchewan, 1968

[jkampen@mtso.edu](mailto:jkampen@mtso.edu)

*"I love the academic life and strongly believe in its contribution to the welfare of our faith and our world. I believe that church leaders who have learned the discipline of study and developed the creativity that can be nurtured as well as experienced in the academic quest are more adequately prepared to lead us into an uncertain future."*



**The Rev. Dr. Paul Kim**

Professor of Hebrew Bible in the Williams Chair of Biblical Studies;

Acting Director of the Doctor of Ministry Program (2023);

Coordinator of Biblical Languages and Texts Specialization

Ph.D., Claremont Graduate University, 1998

Th.M., Princeton Theological Seminary, 1992

M.Div., Princeton Theological Seminary, 1991

B.A., Biola University, 1988

[pkim@mtso.edu](mailto:pkim@mtso.edu) | 740-362-3138 | Werner Hall 218

*"As a theological educator, I see teaching as a form of ministry, in which people experience mutual learning, respect and challenge. Biblical texts can provide a wonderful basis for such an environment as they model the interrelationships of different people of diverse traditions, living in various settings and interpreting in many ways the meaning of life and relationship with God. As I study biblical texts, I am especially interested in exploring that rich heritage of conceptual diversity, and in asking what it means for us to inherit, interpret, and struggle with these theologies in our ministry within the church and in our service to all humanity."*



**The Rev. Dr. Sarah Heaner Lancaster**

Professor in the Werner Chair of Theology

Ph.D., Southern Methodist University, 1996

M.Div., Perkins School of Theology, Southern Methodist University, 1990

B.A., Rice University, 1978

[slancaster@mtso.edu](mailto:slancaster@mtso.edu) | 740-362-3360 | Gault Hall 240

*"Systematic theology takes the most basic questions about human existence and reflects on them in light of all the resources available to us in our faith traditions. It is exciting work, because it attempts to bring together the insights of the various theological disciplines in order to display the implications that each has for Christian faith."*





**Dr. Randy G. Litchfield**

Professor in the Browning Chair of Christian Education

Ph.D., School of Theology at Claremont, 1991

M.R.E., Anderson University School of Theology, 1987

B.S., General Motors Institute, 1981

[rlitchfield@mtso.edu](mailto:rlitchfield@mtso.edu) | 740-362-3482 | Werner Hall 117

*"I am passionate about the vital role Christian Education plays in the lives of individuals, congregations, and the public. I enjoy teaching that involves ethnographic methods for understanding congregational culture and education leadership. The academic and interdenominational context of MTSO enables me to contribute to the ministries of students and the church."*



**The Rev. Dr. Diane L. Lobody**

Professor in the Nippert Endowed Chair of Church History and Wesleyan Studies

Ph.D., Drew University, 1990

M.Phil., Drew University, 1982

Th.M., Boston University School of Theology, 1975

B.A., Syracuse University, 1972

[dlobody@mtso.edu](mailto:dlobody@mtso.edu) | 740-362-3444 | Gault Hall 238

*"I delight in accompanying students as we encounter our mothers and fathers in the faith and listen to the stories of Christians who have lived in other times and places. We may be inspired, informed, challenged, or horrified by their witness and example, but no matter what we find in the past, we receive a collective wisdom that helps us to make better sense of our own lives and to transform the church and the world."*



**Dr. Elaine Nogueira-Godsey**

Assistant Professor of Theology, Ecology, and Race; Director of the Cross-Cultural Program; Coordinator of Feminist and Womanist Studies Specialization

Ph.D., University of Cape Town, 2014

M.A., University of Cape Town, 2007

B.A., Faculdade Teológica D'Oeste do Brasil, 1997

[egodsey@mtso.edu](mailto:egodsey@mtso.edu) | 740-362-3387 | Gault Hall 236

*"Racial and ecological perspectives in theology require us to revisit the very nature and purpose of the theological task today. For me, the teaching of theology must be grounded in a liberating spiritual praxis. To this point, Ivone Gebara has said that the effectiveness of any liberationist movement lies with its ability to prompt the practical aspect of awareness. Though critically deconstructing normalized religious forms of ecological, gender and racial injustice, the ecotheological task must go beyond ethical and political responsibilities and guide the tripartite relationship of humanity, divinity, and the earth. Therefore, I bring the experiences of the marginalized to the fore of my classrooms to challenge those normalized religious forms of injustice and encourage my students to develop critical skills whilst becoming attuned to the realities of everyday life for those whom these norms disproportionately affect."*



**The Rev. Dr. Paul D. Numrich**

Professor in the Snowden Chair for the Study of Religion and Interreligious Relations; Director of Master of Theological Studies Program; Coordinator of Interreligious Contexts Specialization

Ph.D., Northwestern University, Department of Religion, 1992

M.Div., Garrett-Evangelical Theological Seminary, 1984

B.A., Aurora College, 1979

[pnumrich@mtso.edu](mailto:pnumrich@mtso.edu) | 740-362-3443 | Werner Hall 221

*"'Religious conviction motivates and inspires human behavior like few other forces.' This truism, taken from the Annual Report of the United States Commission on International Religious Freedom, may be more evident today than at any time in history. Religion plays an unprecedented role in contemporary global affairs, sometimes for good, sometimes for ill, but always significantly. MTSO has expanded its curriculum in order to prepare seminarians for informed and committed leadership in a complex and rapidly changing world. My courses cover a variety of topics, including contemporary religions and interreligious relations, comparative religious studies, American religious history, and theological perspectives on other religions."*



**The Rev. Dr. M. Fulgence Nyengele**

Professor of Pastoral Care and Counseling in the L.A. Beeghly Chair;  
Director of the Doctor of Ministry Program (2022);  
Director of the Master of Arts in Counseling Ministries Program;  
Coordinator of Chaplaincy Specialization

Ph.D., Claremont School of Theology, 2002

M.A., Claremont School of Theology, 1999

M.Div., Claremont School of Theology, 1994

B.S., Institut Supérieur Pédagogique de Kamina, 1989

[fnyengele@mtso.edu](mailto:fnyengele@mtso.edu) | 740-362-3432 | Gault Hall 242

*"My principal teaching and research interests are grounded in pastoral counseling and psychotherapy and pastoral theology. The focus on grief, forgiveness, gender relations, multicultural issues, and postcolonial trauma is undergirded by a concern for human flourishing as an overarching theme that shapes much of my research and teaching. I am currently researching theories of human flourishing as expressed in the African tradition of Ubuntu and the relatively new positive psychology movement. I also have a long-time interest in the use of psychoanalytic object relations theory and family systems theory in clinical practice. Beyond these specializations, I have a comprehensive interest in the interplay of counseling psychology, culture, and theology, and their implications for clinical practice and ministry. I bring my clinical pastoral counseling and parish ministry experience to the classroom."*



**The Rev. Dr. Joon-Sik Park**

Professor in the E. Stanley Jones Chair of World Evangelism;  
Director of the Course of Study School of Ohio

Ph.D., Southern Baptist Theological Seminary, 1991

M.Div., Asbury Theological Seminary, 1993

B.A., Hankuk University of Foreign Studies, Seoul, Korea, 1980

[jpark@mtso.edu](mailto:jpark@mtso.edu) | 740-362-3367 | Werner Hall 217

*"My personal vision of teaching is based around the values and practices that I consider essential to students' learning experience in the field of mission and evangelism: constructing a missional ecclesiology that is theologically grounded and contextually relevant; understanding and practicing evangelism as integral to the identity and calling of Christians and the community of faith; practicing hospitality that welcomes all across boundaries; and forming a spirituality that nurtures and sustains one's ministry."*



**The Rev. Dr. Bradford H. Price, LPC, LICDC-CS**

Fully-affiliated faculty in Pastoral Care and Counseling

Ph.D., Kent State University, 1998

M.A.A.D.A.M. [M.A.C.M.], Methodist Theological School in Ohio, 1986

M.A., Claremont Graduate School, 1980

M.Div., Methodist Theological School in Ohio, 1976

B.A., Youngstown State University, 1973

[bprice@mtso.edu](mailto:bprice@mtso.edu)

*"Van Bogard Dunn, MTSO's first dean, said that 'Every question is, finally, a theological question.' Theological education plays a special role in addressing such questions. It provides the opportunity to engage the depth and breadth of human experience, ancient and contemporary, to refine the process of meaning-making in our lives and to develop the sensitivity and skill necessary to assist others in theirs. As an educator, I am to facilitate this process, helping students develop a set of principles, criteria, and methods by which all subsequent experiences can be enriched and made more meaningful. My research and clinical interests include understanding human spiritual development and its assessment, engaging the spiritual dimension in behavioral medicine and working with the various manifestations of anxiety in human experience. These pursuits are accompanied by the awareness that there's always more."*



**Ryan M. Replogle**

Hebrew Union College-Jewish Institute of Religion Teaching Fellow

Ph.D. Candidate, Hebrew Union College-Jewish Institute of Religion

M.Div., Harding School of Theology, 2016

B.A., Harding University, 2013

[replogle@mtso.edu](mailto:replogle@mtso.edu)

*"I am a Ph.D. student in Hebrew Bible and the Ancient Near East at Hebrew Union College, currently in the throes of writing my dissertation on the belief in divine reward and punishment in the Hebrew Bible and parallel Mesopotamian texts. In my research, I am foremost interested in ancient religion and how literature played a role in both perpetuating religious tradition as well as recalibrating it. As an example of the latter, one of the purposes of my dissertation is to highlight the presence of doubt and skepticism in the Hebrew Bible and parallel texts, thus showing that these stances, contrary to popular thought, have ancient roots both in Israel and her neighbors."*





**The Rev. Dr. Susan Ritchie**

Fully-affiliated faculty in Denominational Studies;  
Director of the Unitarian Universalist House of Studies at MTSO;  
Coordinator of Unitarian Universalist Studies Specialization

Ph.D., The Ohio State University, 1992  
M.Div., Methodist Theological School in Ohio, 1995  
M.A., The Ohio State University, 1988  
B.A., Knox College, 1986

[sritchie@mtso.edu](mailto:sritchie@mtso.edu) | Werner Hall 225

*"MTSO offers a unique opportunity for students to explore their Unitarian Universalist identity in depth while experiencing an intentionally diverse environment. Here, we are living into the progressive interfaith cooperation that so many of us believe is the future for all of us."*



**Dr. Ryan S. Schellenberg**

Associate Professor of New Testament in the Dunn Chair

Ph.D., University of St. Michael's College (University of Toronto), 2012  
M.A., Mennonite Brethren Biblical Seminary, 2005  
B.A., Canadian Mennonite University, 2003

[rschellenberg@mtso.edu](mailto:rschellenberg@mtso.edu) | 740-362-3125 | Gault Hall 231

*"I approach the New Testament with a historian's curiosity, but also with a keen interest in how this ancient text can sponsor creative engagement with our own world. This requires, I think, recognition of our cultural and historical distance from these texts, and real effort to understand the humans that populate them as people different from ourselves. But it likewise demands that we enter imaginatively into their stories – which is, after all, just what we do (at least if we are hospitable) when we meet other strangers."*



**The Rev. Dr. Mark Kelly Tyler**

Fully-affiliated faculty in Homiletics and African-American Studies

Ph.D., University of Dayton, 2006  
M.Div., Payne Theological Seminary, 1994  
B.A., Clark Atlanta University, 1991

[mtyler@mtso.edu](mailto:mtyler@mtso.edu)





**The Rev. Dr. Timothy L. Van Meter**

Associate Professor in the Alford Chair of Christian Education and Youth Ministry; Director of the Master of Arts in Practical Theology Program; Coordinator of Ecology and Justice Specialization

Ph.D., Emory University, 2003

M.Div., Emory University, Candler School of Theology, 1996

B.S., Tennessee Technological University, 1985

[tvanmeter@mtso.edu](mailto:tvanmeter@mtso.edu) | 740-362-3437 | Gault Hall 246

*"Young people aren't looking for a faith that seeks to fix, attract, or entertain them, but for communities of faith that will take them seriously and walk with them in shared questions and commitments. Young people offer an invitation for churches to discern how they live out their call as communities of faithful change, writing the stories of possible futures with sacred texts, rituals, traditions, and narratives that ground our life together as church across generations throughout history."*



**The Rev. Dr. Charles Jeff Woods**

Fully-affiliated faculty in Congregational Studies

Ph.D., Indiana University, 1987

M.Div., Southern Baptist Theological Seminary, 1984

B.S., Purdue University, 1980

[jwoods@mtso.edu](mailto:jwoods@mtso.edu)



**Dr. Yvonne C. Zimmerman**

Associate Professor of Christian Ethics in the Straker Chair; Associate Academic Dean; Assessment Liaison; Director of the Master of Arts in Social Justice Program

Ph.D., University of Denver and Iliff School of Theology, 2008

M.T.S., Emory University, Candler School of Theology, 2001

B.A., Goshen College, 1998

[yzimmerman@mtso.edu](mailto:yzimmerman@mtso.edu) | 740-362-3389 | Gault Hall 230

*"I understand 'ethics' as the disciplines and practices of creating, maintaining, and sustaining just relationships. My pedagogy aims at academic fluency in the discipline of ethics as well as critical, engaged activism for just social change on a wide variety of social, political, and ecclesial issues. My goals are for students to become life-long learners who constantly hone the skills to learn in diverse contexts and from a broad range of conversation partners and, in this process, to see themselves as emerging experts who are competent in their roles as scholars, religious leaders, or activists to meet the challenges of working with others to make our shared world more just and humane."*

## Adjunct faculty

### **The Rev. Dr. Heber Brown III**

Practical Theology  
D.Min., Wesley Theological Seminary  
M.Div., Virginia Union University  
B.S., Morgan State University  
[hbrown2@mtso.edu](mailto:hbrown2@mtso.edu)

### **Dr. Presian R. Burroughs**

New Testament  
Th.D., Duke Divinity School, 2014  
M.Div., Duke Divinity School, 2007  
M.A., Trinity Western University, 2001  
B.A., Cedarville College, 1998  
[pburroughs@mtso.edu](mailto:pburroughs@mtso.edu)

### **The Rev. Cara Stultz Costello**

Denominational Studies  
M.Div., Wesley Theological Seminary, 2000  
B.A., Albion College, 1995  
[ccostello@mtso.edu](mailto:ccostello@mtso.edu)

### **The Rev. Dr. Taylor Denyer**

Mission and Evangelism  
Th.D., University of South Africa, 29019  
M.Div., Wesley Theological Seminary, 2009  
M.A., American University, 2002  
B.A., American University, 2001  
[tdenyer@mtso.edu](mailto:tdenyer@mtso.edu)

### **Katherine J. Dickson**

Field Education  
M.Div., Methodist Theol. School in Ohio, 2012  
B.A., Bluffton University, 2003  
[kdickson@mtso.edu](mailto:kdickson@mtso.edu)

### **David Lee Eichert**

New Testament  
Ph.D. Candidate, The Ohio State University  
M.A., Central European University, 2017  
B.A., University of Cincinnati, 2014  
[deichert@mtso.edu](mailto:deichert@mtso.edu)

### **The Rev. Michelle Favreault**

Denominational Studies  
M.Div., Starr King School for the Ministry  
M.A., Framingham State College  
B.A., Brandeis University  
[mfavreault@mtso.edu](mailto:mfavreault@mtso.edu)

### **Dr. Jeremy Garber**

Writing Instructor  
Ph.D., University of Denver and Iliff School of  
Theology, 2014

M.Div., Associated Mennonite Biblical  
Seminary, 2004

B.A., Goshen College, 2001  
[jgarber@mtso.edu](mailto:jgarber@mtso.edu)

### **The Rev. Dr. Judith Guion-Utsler**

Field Education  
Ph.D., Ohio State University, 2013  
M.Div., Boston University, 1993  
B.A., Bowling Green State University, 1986  
[jguionutsler@mtso.edu](mailto:jguionutsler@mtso.edu)

### **Dr. Katelin L. F. Hansen**

Practical Theology  
Ph.D., The Ohio State University, 2015  
B.S., B.A., University of Richmond, 2009  
[khansen@mtso.edu](mailto:khansen@mtso.edu)

### **The Rev. Dr. Charles B. Hardwick**

Denominational Studies  
Ph.D., Princeton Theological Seminary, 2007  
M.Th., Emory University, 2003  
M.Div., Princeton Theological Seminary, 1999  
M.B.A., Northwestern University, 1993  
B.A., Alma College, 1988  
[chardwick@mtso.edu](mailto:chardwick@mtso.edu)

### **The Rev. Greg Hennemen**

Practical Theology  
M.Div., Brite Divinity School, 2009  
M.A., University of Oklahoma, 2003  
[ghennemen@mtso.edu](mailto:ghennemen@mtso.edu)

### **The Rev. Dr. F. Willis Johnson, Jr.**

Field Education  
D.Min., United Theological Seminary, 2011  
M.Div., Christian Theological Seminary, 2005  
B.S., Butler University, 1997  
[fjohnson@mtso.edu](mailto:fjohnson@mtso.edu)

### **The Rev. Brandi Slaughter**

Christian Ethics  
J.D., Capital University, 2008  
B.A., Morgan State University, 2000  
[bslaughter@mtso.edu](mailto:bslaughter@mtso.edu)

### **The Rev. Dr. Tiffany Ulanda Trent**

Practical Theology;  
Youth and Young Adult Ministry  
Ph.D., Arizona State University, 2018  
M.Div., Chicago Theological Seminary, 2006  
M.F.A., Carnegie Mellon University, 1998  
B.A., The University of Chicago, 1991  
[ttrent@mtso.edu](mailto:ttrent@mtso.edu)

## Emeritus faculty

**The Rev. Dr. Norman E. “Ned” Dewire**  
Emeritus President

**The Rev. Dr. Roberto Escamilla**  
Emeritus Associate Professor of World  
Evangelism

**The Rev. Dr. John H. Giltner**  
Emeritus Professor of Church History

**The Rev. Dr. C. M. Kempton Hewitt**  
Emeritus Professor of New Testament

**The Rev. Dr. M. Edward Hunter**  
Emeritus Professor of Theological Bibliography

**The Rev. Dr. Ethel R. Johnson**  
Emeritus Professor of Church Administration

**The Rev. Dr. Robin Knowles Wallace**  
Emeritus Professor of Worship and Music

**The Rev. Dr. Michael R. LaChat**  
Emeritus Professor of Christian Ethics

**The Rev. Dr. Vergel L. Lattimore III**  
Emeritus Professor of Pastoral Care and  
Counseling

**The Rev. Dr. William A. McCartney**  
Emeritus Professor of Field Education

**The Rev. Dr. Linda Mercadante**  
Emeritus Professor of Theology

**The Rev. Dr. Paul Schrodt**  
Emeritus Research Professor of Historical  
Theology and Emeritus Director of the Library

**The Rev. Dr. Ervin Smith**  
Emeritus Professor of Christian Ethics

**The Rev. Dr. Joanmarie Smith, C.S.J.**  
Emeritus Professor of Christian Education

**The Rev. Dr. Robert C. Tannehill**  
Emeritus Professor of New Testament and  
Emeritus Academic Dean

**The Rev. Dr. Frederick C. Tiffany**  
Emeritus Professor of Hebrew Bible

**The Rev. Dr. Diane C. Turner-Sharazz**  
Emeritus Director of the Course of Study School  
in Ohio

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Nationwide Children's  
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RESULTS Educational Fund  
Indianapolis, Indiana

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Bexley United Methodist  
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Resident Bishop  
West Ohio Conference  
The United Methodist Church  
Columbus, Ohio

**James Roberson**  
Retired clergy  
East Ohio Conference  
The United Methodist Church  
Cleveland, Ohio

**Jay A. Rundell**  
President  
Methodist Theological School  
in Ohio  
Delaware, Ohio

**Mark Rupp**  
Pastor of Christian Formation  
Columbus Mennonite Church  
Columbus, Ohio

**Jeffrey A. Taylor**  
President  
United Methodist Foundation  
of West Virginia  
Charleston, West Virginia

**David E. Wilcox**  
Retired clergy  
East Ohio Conference  
The United Methodist Church  
Wooster, Ohio

**Ed Yuhas**  
Managing Partner  
Kincannon & Reed Global  
Executive Search  
Columbus, Ohio

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## Staff

### Tim Bachelor

Land Steward

[tbachelor@mtso.edu](mailto:tbachelor@mtso.edu)

740-363-1146 | Werner Hall

### Laura Bergman

CSA, Volunteers, and Interns Coordinator

[lbergman@mtso.edu](mailto:lbergman@mtso.edu)

740-409-1881 | Seminary Hill Farm

### Elisebeth Boyer

Director of Academic Affairs and Assessment;

Teaching and Learning Environment Specialist

[eboyer@mtso.edu](mailto:eboyer@mtso.edu)

740-362-3482 | Werner Hall 126

### Beth Bringman

Library Access Services Coordinator

[bbringman@mtso.edu](mailto:bbringman@mtso.edu)

740-362-3439 | Dickhaut Library 118

### April Casperson

Director of Enrollment Management;

United Methodist Student Candidacy Liaison

[acasperson@mtso.edu](mailto:acasperson@mtso.edu)

740-363-1146 | Werner Hall

### Elonda Clay

Director of Dickhaut Library

[eclay@mtso.edu](mailto:eclay@mtso.edu)

740-362-3435 | Dickhaut Library 119

### Katherine Dickson

Director of Vocational Discernment

and Community Engagement;

Director of Field Education;

Title IX/504/ADA Coordinator

[kdickson@mtso.edu](mailto:kdickson@mtso.edu)

740-362-3440 | Werner Hall 117

### Leslie Elswick

Campus Housekeeping Coordinator

[lelswick@mtso.edu](mailto:lelswick@mtso.edu)

740-362-3380 | Werner Hall 024

### Gabrielle Fields

New Student Recruiter;

Admissions Analyst

[gfields@mtso.edu](mailto:gfields@mtso.edu)

740-362-3371 | Werner Hall 118

### Jeremy Garber

Director of Student Services and Writing Center;

Principal Designated School Official (PDSO)

[jgarber@mtso.edu](mailto:jgarber@mtso.edu)

740-362-3126 | Werner Hall 129

### Taylor Green

Resident Farmer

[tgreen@mtso.edu](mailto:tgreen@mtso.edu)

740-362-3377 | Seminary Hill Farm



**Benjamin J. Hall**

Director of Admissions

[bhall@mtso.edu](mailto:bhall@mtso.edu)

740-362-3447 | Werner Hall 113

**Richard Hinkelman**

Chapel Coordinator

[rhinkelman@mtso.edu](mailto:rhinkelman@mtso.edu)

740-363-1146

**Keith Huffman**

Campus Maintenance Coordinator

[khuffman@mtso.edu](mailto:khuffman@mtso.edu)

740-362-3380 | Werner Hall 024

**Claudine Leary**

Director of Development

[cleary@mtso.edu](mailto:cleary@mtso.edu)

740-362-3323 | Werner Hall 212

**Kim Milliren**

Senior Accountant

[kmilliren@mtso.edu](mailto:kmilliren@mtso.edu)

740-362-3337 | Werner Hall

**Brian Murphy**

Dunn Dining Hall

Chef de Cuisine and General Manager

[bmurphy@mtso.edu](mailto:bmurphy@mtso.edu)

740-362-3377 | Dunn Dining Hall

**Damon Nabrit**

Academic IT Technician

[dnabrit@mtso.edu](mailto:dnabrit@mtso.edu)

740-363-1146 | Werner Hall

**Alycia Orcena**

Operations Support Coordinator

[aorcena@mtso.edu](mailto:aorcena@mtso.edu)

740-362-3333 | Werner Hall 128

**Laura Planisek**

Accounting Coordinator

[lplanisek@mtso.edu](mailto:lplanisek@mtso.edu)

740-362-3331 | Werner Hall

**David R. Powell**

Assistant Librarian

[dpowell@mtso.edu](mailto:dpowell@mtso.edu)

740-362-3438 | Dickhaut Library 120

**Leigh Precise**

Chief Operating Officer

[lprecise@mtso.edu](mailto:lprecise@mtso.edu)

740-362-3121 | Werner Hall

**David Rader**

Facilities Manager

[drader@mtso.edu](mailto:drader@mtso.edu)

740-362-3320 | Werner Hall 030

**Matthew Rehm**

Director of Information Systems

[mrehm@mtso.edu](mailto:mrehm@mtso.edu)

740-362-3136 | Werner Hall 226

**Lee Richards**

Registrar and Director of Financial Aid;

Director of Institutional Research;

School Certifying Official (SCO)

[lrichards@mtso.edu](mailto:lrichards@mtso.edu)

740-362-3344 | Werner Hall 127

**Danny Russell**

Director of Communications

[drussell@mtso.edu](mailto:drussell@mtso.edu)

740-362-3322 | Werner Hall

**Nancy Steman-Federle**

Events Coordinator

[nsteman-federle@mtso.edu](mailto:nsteman-federle@mtso.edu)

740-363-1146

**James Summers**

Chief Financial Officer

[jsummers@mtso.edu](mailto:jsummers@mtso.edu)

740-362-3335 | Werner Hall

**Grace Wallace**

Course of Study School of Ohio Coordinator

[gwallace@mtso.edu](mailto:gwallace@mtso.edu)

740-362-3120 | Werner Hall 220

**Erin Wiggins**

Human Resources Coordinator

[ewiggins@mtso.edu](mailto:ewiggins@mtso.edu)

740-362-3366 | Werner Hall

# Course descriptions

## Course coding

Courses are classified by department as identified by two-letter prefixes below

|    |                            |    |  |
|----|----------------------------|----|--|
| CC | Cross-Cultural Immersion   | LS | Leadership Studies                             |
| CE | Christian Ethics           | ME | Mission and Evangelism                         |
| CH | Church History             | NT | New Testament                                  |
| CT | Christian Theology         | PC | Pastoral Care and Counseling                   |
| DS | Denominational Studies     | PT | Practical Theology                             |
| ED | Christian Education        | SR | Study of Religion and Interreligious Relations |
| ES | Educated Spirit            | TH | Thesis   |
| FE | Field Education            | WO | Worship  |
| HB | Hebrew Bible/Old Testament |    |  |
| HM | Homiletics                 | DM | Doctor of Ministry                             |

Courses are numbered according to the following pattern:

- 500-599 Introductory courses with no prerequisite
- 600-699 Intermediate courses with at least one prerequisite
- 700-799 Advanced courses with at least one prerequisite
- 800-899 Contextual education, advanced seminars, theses
- 900-999 Doctor of Ministry courses

## Course intellectual property

MTSO regards course materials, outlines, handouts, syllabi, presentations, audio and video recordings, etc. as the intellectual property of the instructor. Copyright and all rights concerning distribution, transmission, release, or duplication in any form and by any means, including electronic media, of this material belongs to the instructor, who has sole decision-making authority concerning requests for release, use or publication.

## Course projections, booklists, and syllabi

Courses listed in the following pages will not necessarily be offered in the upcoming academic year, but are considered active (that is, potentially offered in the next three academic years). As necessary, new courses may be added or previously retired courses may be reactivated and therefore this listing should not be considered exhaustive. Course instructor and frequency projections are based on historic trends and the best available data at time of publication. Circumstances may require a course to be offered with different instructors and in semesters differing from those listed. When fewer than five students are enrolled in a particular course, the Dean will review the course to determine whether it should be cancelled or converted to an individual study. Required textbooks for courses are posted to [MTSO's Populi Student Information/Learning Management System](#) when registration opens for a particular semester/term. Official syllabi for each course are posted to the [Populi Student Information/Learning Management System](#) one week before the start of each semester/term.

## Cross-Cultural (CC) course descriptions

Primary Cross-Cultural faculty:

- Dr. Elaine Nogueira-Godsey  
Cross-Cultural Program Director  
[egodsey@mtso.edu](mailto:egodsey@mtso.edu) | 740-362-3387

### **CC604 Cross-Cultural Immersion**

Immersion in an approved cross-cultural setting lasting approximately two weeks. Pre-immersion sessions will focus on intercultural communication and cross-cultural observation, understanding the U.S. and local church experience within a global context, theological reflection on cultural differences, and orientation for the specific immersion. A reflection paper of 10-12 pages will be due within one week of the student's return from the trip. [3 credit hours. Instructor(s): Varies. Frequency: Every January term and every summer term. Prerequisite: students normally will have completed one-third of the M.Div. degree before pursuing a cross-cultural immersion experience. Notes: Graded pass/fail. Location varies and may be virtual if COVID-19 prevents international travel.]

### **CC612 MASJ Cross-Cultural Immersion: Chiapas, Mexico**

Chiapas, Mexico is a place where U.S. policy disrupts the daily life of indigenous peoples and where, in response, people are organizing to resist. Through first-hand experience with religious and secular leadership, and indigenous people within and outside of base Christian communities (BCCs) practicing social and critical analysis, students will examine the implications and challenges of globalization and deepen their understanding of the systemic issues (social, historical, and economic) that interconnect the global and local contexts. With particular attention to how resistance arises out of indigenous empowerment, social analysis, and liberation theology, Chiapas will serve as living laboratory for how long-term practice of liberation theology can shift understandings of justice, peace, and dignity. [3 credit hours. Instructor(s): Dr. Tim Van Meter, Dr. Yvonne Zimmerman, or Dr. Elaine Nogueira-Godsey. Frequency: Every January term. Prerequisites: MASJ student, CE562 and PT560. Notes: Graded pass/fail.]

## Christian Ethics (CE) course descriptions

Primary Christian Ethics faculty:

- Dr. Yvonne Zimmerman  
[yzimmerman@mtso.edu](mailto:yzimmerman@mtso.edu) | 740-362-3389
- Dr. Elaine Nogueira-Godsey  
[egodsey@mtso.edu](mailto:egodsey@mtso.edu) | 740-362-3387
- Dr. Tejai Beulah Howard  
[tbeulah@mtso.edu](mailto:tbeulah@mtso.edu) 740-362-3137

### **CE501 Introduction to Christian Ethics**

A study of the theological bases for Christian ethical thought and action, including consideration of both historical and contemporary varieties of interpretation. [3 credit hours. Instructor: Dr. Yvonne Zimmerman. Frequency: Every spring. Prerequisite: None.]

### **CE562 Imagining Justice**

This course explores the questions: What is justice? and How do we make justice? As students gain deeper understanding of various theories of justice, particular attention will be given to the stories that undergird each conception (i.e., the ways they imagine humanity, freedom, autonomy, and rationality); and to how ideas about what is sacred (i.e., a notion of ‘that which should not be violated’) infuse each one. [3 credit hours. Instructor: Dr. Brandi Slaughter. Frequency: Every fall. Prerequisite: None.]

### **CE563 Social Justice and the Law**

Using a framework of interreligious study and community-based methods, this course explores the role of law in organizing and advocating for just social change. [3 credit hours. Instructor: Dr. Brandi Slaughter. Frequency: Every spring. Prerequisite: None.]

### **CE620 Resisting Biocide: Environmental Justice Ethics**

Do planetary problems require a global ethic? Is a global ethic possible in a world of many moral cultures and conflicting political visions? What is environmental justice? Is there a difference between environmental justice and ecological justice? Do we need a global ethics of environmental justice? This course takes up questions of responsibility and justice posed by climate change as ways into the search for shared ground across national, cultural, and religious borders. This course is organized as an “argument lab” in which participants collaborate to develop and test possible arguments. [3 credit hours. Instructor: Dr. Elaine Nogueira-Godsey. Frequency: Odd summers. Prerequisite: CE501 or CE562.]

### **CE640 The Ethics of Sex**

This course examines sexual ethics within the broader social construction of sexuality. Students will gain a more nuanced understanding of ‘sexuality’ as well as the aim, intent, and effects of Christian sexual ethics on diverse constituencies both within and outside of Christian churches. [3 credit hours. Instructor: Dr. Yvonne Zimmerman. Frequency: Occasional. Prerequisite: CE501 or CE562.]

### **CE645 Feminist and Womanist Ethics**

This course is a critical study of the diverse array of methods and perspectives that womanists and feminists working in and out of Christian traditions have brought to bear on the field of ethics. With a primary focus on U.S. contexts, we will analyze themes, issues, and methodologies in feminist and womanist ethics through studying the works of several prominent scholars. Exploring how womanist and feminist thought on topics such as gender, family, violence, work, economics, borders, and the global economy both overlap and diverge, the class will attend to the ways that social location (race, class, gender, sexual orientation, ability) shapes ethical process in terms of both theoretical analysis and concrete practice. [3 credit hours. Instructor: Dr. Tejai Beulah Howard. Frequency: Odd Springs. Prerequisite: CE501 or CE562.]

**CE661 Christian Social Ethics**

A study of the application of the ethical ideals of Christianity to contemporary social problems; an introduction to Protestant social theory; and a consideration of some general problems for social ethics. [3 credit hours. Instructor: Dr. Yvonne Zimmerman. Frequency: Rare. Prerequisite: CE501 or CE562.]

**CE/SR680 Religion and Society**

The theoretical assumption of most Christian ethics since the turn of the 19th century has been that modernity poses a mortal threat to religion. Although religion has not become obsolete, classical understandings of the relationship between religion and society remain influential, nevertheless. This course explores classical secularization theories, the more recent attempts to theorize the unexpected resurgence and vitality of religion in the postmodernity known as “the new paradigm,” and the implications of secularization theory’s decline for doing Christian ethics. [3 credit hours. Instructor: TBD. Frequency: Rare. Prerequisites: CE501 and any 500-level SR course.]

**CE710 Martin Luther King, Jr.**

An in-depth examination of the ethical thought of Martin Luther King Jr., recognized as a major contributor to the discipline of Christian ethics. [3 credit hours. Instructor: Dr. Tejai Beulah Howard. Frequency: Varies. Prerequisite: CE501 or CE562.]

**CE720 Human Trafficking**

Human trafficking is one of the most urgent human rights issues in the world; at the same time, this set of issues is often misunderstood and misconstrued. This course is an in-depth examination of human trafficking with special attention paid both to the role religion plays in constituting the problem, as well as the possibilities in religion for resisting these types of human rights abuses. [3 credit hours. Instructor: Dr. Yvonne Zimmerman. Frequency: Rare. Prerequisite: CE501 or CE562.]

**CE730 Queer Theological Ethics**

This course will explore the intersections of queer theory with Christian theology and Christian ethics. General questions include: What is queer theory? What is queer theology? What does queer theology do to us? Who queers ethics? What can we do with queer ethics? Attention will be given to deconstructive, constructive, and speculative modes of theological and moral analysis. [3 credit hours. Instructor: Dr. Yvonne Zimmerman. Frequency: Occasional. Prerequisites: CE501 and CT549, or CE562 and CT560.]

**CT/PT730 Process and Practical Theology**

This course surveys important features of process theologies then explores and dialogues with diverse forms of practical theology in relation to those features. Process thought, as shaped by Alfred North Whitehead, highlights the dynamic nature of the world, radical interconnectedness, embodiment, creativity, and the part of God in all experience. These assumptions enable process theologies to offer robust engagement of contemporary life and such engagement is at the heart of practical theology. [3 credit hours. Instructor: TBD. Frequency: Rare. Prerequisites: PT500 and CT549. 3 credits.]

**CE/PT742 Justice and the Practices of Ministry**

Contemporary ecological challenges require faith communities to develop creative responses through religious education, leadership development, spiritual formation, liturgy, and ritual. Students will discover, critique, and create practical resources for forming just congregations and local communities. [3 credit hours. Instructor: Dr. Kate Common. Frequency: Odd summers. Prerequisites: CE501 and PT500, or CE562 and PT560.]

**CE/PT743 Ecology, Place, and Justice**

Students will identify and engage with local community-based organizations and movements that seek to respond to contemporary ecological challenges. Through on-site research, students will explore the mission, resources, contexts, and structures that allow these groups to thrive. [3 credit hours. Instructor: Dr. Kyle Brooks. Frequency: Odd January terms. Prerequisites: CE501 and PT500, or CE562 and PT560.]



**CT/CE751 Ecotheology and Global Ethics**

This course will help students to understand the current world's ecological crisis and the ways scholars of religion, particularly Christianity, have responded to this reality, theologically and ethically. By engaging with scholars from different fields of expertise, this course offers opportunity for students to develop their own ecotheological understanding. Ecological issues and theological responses will be discussed within the larger phenomena of religion(s), religious anthropologies, imagination, consciousness, sensibilities, and spiritualities. Discussions on moral challenges and ethics for human-Earth flourishing of an emerging Christian ecological ethics provide a unique strategy for rethinking sustainability and our relationship to the rest of the natural world. Broadening our understanding of sustainable development to include economic, ecological, social, cultural, and spiritual wellbeing may be a basis for the construction of new practices, rituals, and myths for a planetary future that is not only ecologically ethical, but also promotes a healthy and sustainable Earth-human-divine relationship. [3 credit hours. Instructor: Dr. Elaine Nogueira-Godsey. Frequency: Every spring. Prerequisites: CE501 and CT549, or CE562 and CT560.]

**CE/CT/PT752 Ecofeminist Theology and Food Justice**

This course is transdisciplinary and adopts relational and inquiry-based pedagogies to explore the relationship between climate change, food production and gender dynamics. It asserts that the roots of climate change are connected to greed and domineering forms relationships (e.g., racism, sexism, colonialism, speciesism). Students will be introduced to ecofeminist philosophy, decolonial thinking and feminist liberation theology, and will be asked to reflect on studies showing that sustainable agriculture is a crucial response to climate change. Readings, discussions, and writing assignments will focus especially on three interconnected questions: 1) the key roles that women involved in sustainable agriculture play by resisting globalized industrial agriculture and promoting an alternative food system, 2) how sustainable agriculture projects provide a foundation for those in North America who want to build transnational solidarity in response to the day-to-day effects of anthropogenic climate change, 3) what kind of theological ethics promote development of self-reflexivity and non-oppositional forms of dialogue. Our topics will be explored through diverse texts, including novels, essays, poetry, podcasts, and documentaries. [3 credit hours. Instructor: Dr. Elaine Nogueira-Godsey. Frequency: Odd falls. Prerequisites: CE501 and CT549, or CE562 and CT560.]

**CE891 Christian Ethics Individual Study**

Individual studies are unique learning experiences crafted between the student and the faculty supervisor that do not duplicate existing courses. Final-year students requesting an individual study must have at least a 3.0 GPA (both overall and in the division in which the individual study is proposed). Other students must have at least a 3.3 GPA (both overall and in the division in which the individual study is proposed). First-year students may not request individual studies. For more details, refer to the Individual Study section earlier in this publication. [1-3 credit hours. Instructor: Varies. Frequency: By request only. Prerequisites: CE501, any 600-level CE course, 3.0 GPA, and approved petition.]

## Church History (CH) course descriptions

Primary Church History faculty:

- Dr. Tejai Beulah Howard  
[tbeulah@mtso.edu](mailto:tbeulah@mtso.edu) | 740-362-3137
- Dr. Jeffrey Jaynes  
[jjaynes@mtso.edu](mailto:jjaynes@mtso.edu) | 740-362-3446
- Dr. Diane Lobody  
[dlobody@mtso.edu](mailto:dlobody@mtso.edu) | 740-362-3444
- Dr. Mark Tyler  
[mt Tyler@mtso.edu](mailto:mt Tyler@mtso.edu)

### **CH501 Survey of Global Christian History**

This course will introduce students to important themes, issues, and individuals in the 2000-year history of Christianity. Attention will focus on the global dimensions of Christian experience with an emphasis on distinctive traditions and practices. Students will also engage in understanding the various contexts for critical theological themes in the history of Christianity. [3 credit hours. Instructor: Dr. Tejai Beulah Howard. Frequency: Every fall. Prerequisite: None.]

### **CH629 The History of Christian Spirituality**

An invitation to encounter classic Christian spiritual disciplines through the study of the writings and historical contexts of selected teachers and mentors in the church's history. [3 credit hours. Instructor: Dr. Jeffrey Jaynes. Frequency: Rare. Prerequisite: CH501.]

### **CH630 Introduction to Black Church and African Diaspora Studies**

This course is designed to provide students, considering or enrolled in the specialization, with a comprehensible, interdisciplinary understanding of the black religious experience in the Americas from the beginning of the African presence in these countries, particularly in the U.S., to the present. This understanding will be grounded in some knowledge of enslaved African concepts of the sacred that survived Middle Passage, and shaped their adoption—and their remixing—of the religion of their masters. “The Black Church” emerged from that process. We will investigate the history of that church, from slavery to the recent past, and we will consider how the daughters and sons shaped by that institution have informed the fields of church history, biblical studies, theology, and Christian ethics, education, and leadership. Ultimately, students should come to understand that within this field, scholars have produced their work to make the church and society freer from social oppression, and to spiritually empower black women, children, and men. [3 credit hours. Instructor: Dr. Tejai Beulah Howard. Frequency: Odd Springs. Prerequisite: CH501.]

### **CH634 African-American Religious History**

An introduction to the development of religious movements and institutions within African-American communities, including moral traditions and spiritual dynamics. Attention will be paid to current problems and issues in the writing and interpretation of this history. [3 credit hours. Instructor: Dr. Mark Tyler. Frequency: Rare. Prerequisite: CH501.]

### **CH636 American Christianity in Black and White**

The course examines the complex role that race has played in the Christian community in America from the nation's founding to the present. Paying special attention to the complex relationship of race and racism, students will examine such themes as: slave religion and colonial society; the evangelical awakening of the 18th century; blacks and whites within the Baptist, Methodist, Holiness, and Catholic traditions; the Ecumenical movement; the Civil Rights movement; and, the relationship of black and white Christians in the current spectrum of American Christianity. [3 credit hours. Instructor: Dr. Mark Tyler. Frequency: Occasional. Prerequisite: CH501.]

### **CH642 Christianity and Social Issues in the U.S.A.**

An historical exploration of the often challenging, sometimes enthusiastic and occasionally reluctant responses of U.S. churches to such social issues as slavery, racism, poverty, women's rights, war, and alcohol use. [3 credit hours. Instructor: Dr. Diane Lobody. Frequency: Rare. Prerequisite: CH501.]

**CH644 Race, Religion, and Nation: From Black Power to Black Lives Matter**

This course examines theoretical approaches to the categories of race, religion, and nation, and considers how scholars have demonstrated that they are not fixed, but contingent upon multiple contexts, and therefore, constantly shifting. Further, this course analyzes the relationship between these categories through a historical exploration of the #BlackLivesMatter movement with attention to critical antecedents including: Black Power activism, hip hop music(s) and culture, and the presidency of Barack Obama. [3 credit hours. Instructor: Dr. Tejai Beulah Howard. Frequency: Occasional. Prerequisite: CH501.]

**CH645 Spiritual Autobiography in the Wesleyan Tradition**

The discipline of telling the story of one's life and religious experience is a distinguishing feature in the historical practices of Wesleyan spirituality. Class and band meetings required that believers give account of their experiences of sin and grace; conferences and camp meetings were structured on the exchange of public testimonies; journal-keeping was recommended as essential to spiritual formation; autobiographies were published to assist in the work of mission and evangelism. Students will explore and analyze personal narratives produced by Methodists from the 18th through the 20th centuries and will examine the uses and value of spiritual autobiography in contemporary ministry. [3 credit hours. Instructor: Dr. Diane Lobody. Frequency: Rare. Prerequisite: CH501.]

**CH736 Julian of Norwich**

An immersion in the context and writings of a 14th-century Englishwoman who was a significant theologian, mystic, and pastoral counselor, and who serves as a timely and transforming conversation partner for persons seeking to deepen their spiritual lives and engage pertinent theological questions. [3 credit hours. Instructor: Dr. Diane Lobody. Frequency: Occasional. Prerequisite: CH501.]

**CH/SR740 The Holocaust: Roots, Realities, and Ramifications**

This class will probe one of the most disturbing and influential episodes of the 20th century. In particular, it will discuss the theological and religious issues involved in this state-supported action of genocide, drawing especially on conflicts between Christians and Jews, and exploring lingering theological problems. The mid-20th century Jewish Holocaust will be compared with other experiences of genocide. [3 credit hours. Instructor: Dr. Jeffrey Jaynes. Frequency: Occasional. Prerequisites: CH501 and any 500-level SR course.]

**CH743 Christianity and War**

This course offers students the opportunity to research, analyze and evaluate varied responses of Christian individuals, communities, and institutions to war. We will do that through an intensive examination of one specific war, which will serve as a semester-long case study. We will explore such topics as the causes of war; the use of Christian teachings, Scripture and sacred symbols to initiate, rationalize, support or oppose war; theological and ethical debates about war (including arguments for pacifism and the application of just-war theory); experiences and effects of war in the lives of Christian participants; and the impact of war on subsequent development of churches and societies. [3 credit hours. Instructor: Dr. Diane Lobody. Frequency: Rare. Prerequisite: CH501.]

**CH750 Wesley and Society**

This course explores the writings of John Wesley in relation to selected social problems in eighteenth-century England. The questions addressed by Wesley continue to challenge Christians today. Students will examine Wesley's teachings about such persistent issues as the economy, education, the environment, family, gender, healthcare, political conflict, race, religious differences, science, slavery, and war. [3 credit hours. Instructor: Dr. Diane Lobody. Frequency: Rare. Prerequisite: CH501.]

**PT/CH755 Howard Thurman**

This course will survey the life and ministry of Rev. Dr. Howard Thurman. It will critically inspect his theological foundations, his theological formation, his particular theology, the practice of that theology, the pivotal points of his ministry, and his positive contributions to race relations, religious studies, ecumenism, and interfaith dialogue. Also, this course will investigate the historical significance of Rev. Thurman's ministry. [3 credit hours. Instructor: Dr. Tejai Beulah Howard. Frequency: Occasional. Prerequisite: CH501.]

**CH767 The Social Gospel Movement**

This course focuses on the Social Gospel movement as it arose in the United States in the late 19th and early 20th centuries. Through examination of selected figures and forms of institutional ministry, students will consider the strengths and the limitations of the Social Gospel as a theological system, as an approach to mission and ministry, and as a strategy for social transformation. [3 credit hours. Instructor: Dr. Diane Lobody. Frequency: Occasional. Prerequisite: CH501 or MASJ student.]

**CH891 Church History Individual Study**

Individual studies are unique learning experiences crafted between the student and the faculty supervisor that do not duplicate existing courses. Final-year students requesting an individual study must have at least a 3.0 GPA (both overall and in the division in which the individual study is proposed). Other students must have at least a 3.3 GPA (both overall and in the division in which the individual study is proposed). First-year students may not request individual studies. For more details, refer to the Individual Study section earlier in this publication. [1-3 credit hours. Instructor: Varies. Frequency: By request only. Prerequisites: CH501, any 600-level CH course, 3.0 GPA, and approved petition.]

## Christian Theology (CT) course descriptions

Primary Christian Theology faculty:

- Dr. Elaine Nogueira-Godsey  
[egodsey@mtso.edu](mailto:egodsey@mtso.edu) | 740-362-3387
- Dr. Sarah Lancaster  
[slancaster@mtso.edu](mailto:slancaster@mtso.edu) | 740-362-3360

### **CT549 Introduction to Theology**

This course focuses on developing theological thinking and imagination for today's world, connected to exploring classical theological themes, e.g., God and Creation; sin and evil; Jesus Christ, Church, and the Kingdom of God; facilitating students' integration of theology and MTSO's commitment to sustainable justice. Students also engage social sciences and sciences, such as evolutionary anthropology in concert with our science in the seminary commitments. Students learn to reflect on global and local socio-cultural issues to cultivate and refine their own values and commitments as theologians. The course is structured to address four foundational theological questions: 1) What is the theological task? 2) What are the theological sources? 3) Who are among the theological audience? and 4) What are the theological criteria? [3 credit hours. Instructor: Dr. Elaine Nogueira-Godsey. Frequency: Every fall. Prerequisite: None.]

### **CT560 Interreligious Theologies**

Our current political reality, in which religious conflict and tensions persist, offers a unique opportunity for students to learn about religious diversity and the importance of unmasking the perversion of religion and spirituality into implements of obtaining and exercising power. Concomitantly, the current context reveals the importance of interreligious solidarity and interreligious alliances. This course is about interreligious encounters, collaboration, and dialogue, and examines historical examples where this dialogue has positively occurred in various ways and in diverse contexts. Therefore, students will learn about religious diversity and interreligious theology and how to engage with interreligious dynamics as they occur in real communities. In the first section of the course, we will explore proposals on efficacious teaching methods and learning about interreligious dialogue and theology. In the second section, we will turn to specific initiatives for fostering positive relationships across religious boundaries. This course applies interreligious theological approaches to conversations about social justice. This course aims at promoting ways to learn to engage relationally and ethically with traditions that differ from one's own. [3 credit hours. Instructor: Dr. Elaine Nogueira-Godsey. Frequency: Every spring. Prerequisite: None.]

### **CT649 Christology**

Who is Jesus Christ? How does Jesus Christ save? This course examines the way Christians have historically answered these questions. It also explores options for answering these questions in new contexts. [3 credit hours. Instructor: Dr. Sarah Lancaster. Frequency: Rare. Prerequisite: CT549.]

### **CT651 The Doctrine of God**

Nothing is more essential to theology than an understanding of God, and yet God is one of the most puzzling theological topics of all. This course examines how Christians have thought about God, and how major questions in the history of reflection on God have been addressed. [3 credit hours. Instructor: Dr. Sarah Lancaster. Frequency: Rare. Prerequisite: CT549.]

### **CT665 Systematic Theology**

An examination of the doctrines of the Christian church, with an emphasis on seeing their relations to each other. The purpose of the course will be to learn to reflect critically on these doctrines in order to appropriate them understandably in our contemporary situation. Students will be asked to articulate their understanding of the Christian faith in a comprehensive statement at the end of the term. [3 credit hours. Instructor: Dr. Sarah Lancaster. Frequency: Rare. Prerequisite: CT549.]



**CT731 Gender and Theology**

Throughout this course, students will learn how concepts such as gender, sexuality, class, race, otherness, and patriarchy manifest in the history and practice of Christian traditions. By problematizing theological readings of heterosexual and male authority as determined by God's will, students will learn to deconstruct notions of femininity and masculinity through theological and ethical debates. In addition, they will be encouraged to imagine egalitarian forms of relationships by drawing on theological perspectives from the beliefs and practices of different religious traditions, engaging with interreligious and interdisciplinary scholarship in religious studies, gender studies, queer, and feminist theory. Finally, students will learn about emerging feminist theologies, developed from daily experiences, envisioned to disrupt systemic oppression and bring about women's liberation. [3 credit hours. Instructor: Dr. Elaine Nogueira-Godsey. Frequency: Rare. Prerequisites: CT549 and any 600-level CT course.]

**CT735 The Authority of Scripture**

For Christians to call the Bible "scripture" is to acknowledge that it is a sacred, authoritative text for the community. But what kind of authority does it have? The course will examine several factors that must be considered in answering this question, such as the concept of authority itself; the Protestant doctrine of scripture as it was formulated after the Reformation; various challenges to the authority of scripture; and various attempts to affirm the authority of scripture in the faces of these challenges. [3 credit hours. Instructor: Dr. Sarah Lancaster. Frequency: Rare. Prerequisites: CT549 and any 600-level CT course.]

**CT736 Theology in the Wesleyan Tradition**

A study of the distinctively Wesleyan order of salvation and its influence on modern theologians. The initial focus will be on the theology in John Wesley's sermons, but attention will then be given to how theologians in the Wesleyan tradition appropriate Wesley's ideas in light of contemporary concerns, such as liberation theology, pluralism, and process philosophy. [3 credit hours. Instructor: Dr. Sarah Lancaster. Frequency: Occasional. Prerequisites: CT549 and any 600-level CT course.]

**CT/CE751 Ecotheology and Global Ethics**

This course will help students to understand the current world's ecological crisis and the ways scholars of religion, particularly Christianity, have responded to this reality, theologically and ethically. By engaging with scholars from different fields of expertise, this course offers opportunity for students to develop their own ecotheological understanding. Ecological issues and theological responses will be discussed within the larger phenomena of religion(s), religious anthropologies, imagination, consciousness, sensibilities, and spiritualities. Discussions on moral challenges and ethics for human-Earth flourishing of an emerging Christian ecological ethics provide a unique strategy for rethinking sustainability and our relationship to the rest of the natural world. Broadening our understanding of sustainable development to include economic, ecological, social, cultural, and spiritual wellbeing may be a basis for the construction of new practices, rituals, and myths for a planetary future that is not only ecologically ethical, but also promotes a healthy and sustainable Earth-human-divine relationship. [3 credit hours. Instructor: Dr. Elaine Nogueira-Godsey. Frequency: Every spring. Prerequisites: CE501 or CE562, plus CT549 or CT560.]

**CE/CT/PT752 Ecofeminist Theology and Food Justice**

See course description under Christian Ethics section.

**CT891 Christian Theology Individual Study**

Individual studies are unique learning experiences crafted between the student and the faculty supervisor that do not duplicate existing courses. Final-year students requesting an individual study must have at least a 3.0 GPA (both overall and in the division in which the individual study is proposed). Other students must have at least a 3.3 GPA (both overall and in the division in which the individual study is proposed). First-year students may not request individual studies. For more details, refer to the Individual Study section earlier in this publication. [1-3 credit hours. Instructor: Varies. Frequency: By request only. Prerequisites: CT549, any 600-level CT course, 3.0 GPA, and approved petition.]

## Denominational Studies (DS) course descriptions

Primary Denominational Studies faculty:

- Dr. Sarah Lancaster  
[slancaster@mtso.edu](mailto:slancaster@mtso.edu) | 740-362-3360
- Dr. Diane Lobody  
[dlobody@mtso.edu](mailto:dlobody@mtso.edu) | 740-362-3444
- Dr. Susan Ritchie  
[sritchie@mtso.edu](mailto:sritchie@mtso.edu)

### **DS501 United Methodist Polity and General Conference**

The course focuses on the theological, historical, ecclesiological, and cultural issues which are currently confronting the United Methodist denomination as its people seek proactive ways to live together in their differences without presuming that the differences will be resolved. This course fulfills the DS670 UM Polity requirement and includes participation in the General Conference. [3 credit hours. Instructor: Rev. Cara Stultz Costello. Frequency: Rare. Prerequisite: None. Notes: Additional cost for transportation, room, and board. Students must secure permission from their instructors to miss other classes while attending the conference.]

### **DS660 United Methodist History**

An immersion into the history of the United Methodist Church, beginning with the Wesleys and the early Methodist movement. The course will then explore the development of the Methodist and Evangelical United Brethren traditions in the United States and will examine the distinctive forms of Wesleyan and Methodist spirituality, ministry, and practice. This course, along with DS665 and DS670, fulfills some of the United Methodist denominational requirements for commissioning and ordination as deacon or elder. [2 credit hours. Instructor: Dr. Diane Lobody. Frequency: Every fall. Prerequisite: CH501 (may be taken concurrently).]

### **DS665 United Methodist Doctrine**

This course will cover the essential elements of Wesley's theology as found in select sermons and the doctrinal standards as they are identified in *The Book of Discipline of The United Methodist Church*. Attention will be given to the development of doctrine in the United Methodist Church and to central theological questions that arise about the use of doctrinal standards. This course, along with DS660 and DS670, fulfills some of the United Methodist denominational requirements for commissioning and ordination as deacon or elder. [2 credit hours. Instructor: Dr. Sarah Lancaster. Frequency: Every spring. Prerequisite: CT549.]

### **DS670 United Methodist Polity**

The course will combine the assumptions of UM polity and the principles of connectionalism and itinerancy as to the nature of the church, membership, congregational life, ministry, chain of conferences, agencies, property, judicial administration, and ecumenism as reflected in *The Book of Discipline of The United Methodist Church* and *The Book of Resolutions of The United Methodist Church*. The desired outcome is that these two books will become working handbooks for mission and ministry of UM students. This course, along with DS660 and DS665, fulfills some of the United Methodist denominational requirements for commissioning and ordination as deacon or elder. [2 credit hours. Instructor: Rev. Cara Stultz Costello. Frequency: Every January term. Prerequisite: None.]

### **DS680 Unitarian Universalist History**

This course traces the theological and institutional emergence of Unitarianism out of the Radical Reformation. It will also focus on the universalism of 18th century England, and the state of Unitarianism in Europe and North America through its development through the late 19th and 20th centuries. [3 credit hours. Instructor: Dr. Susan Ritchie. Frequency: Every spring. Prerequisite: CH501.]

**DS681 Unitarian Universalist Polity**

Students will explore how changing cultures and theologies of leadership, authority and church shape our governance; how polity helps or hinders commitment to social justice; what historical roots exist for institutional behaviors; and how insights are taken to congregations and communities. When timing and geography allows, the course will include immersion in the UUA General Assembly. [1.5 credit hours. Instructor: Dr. Susan Ritchie. Frequency: Every summer. Prerequisite: None.]

**DS682 Unitarian Universalist Special Topics**

This course will focus on special topics in Unitarian Universalist identity as well as topics of Unitarian Universalist expertise of interest to a wider ecumenical population. These courses may include but are not limited to Religious Humanism, Poststructuralist and Post Christian theologies, Animals and Religion, Faith and Religious Education Theory and Practice. [1.5-3 credit hours. Instructor: Varies. Frequency: Occasional. Prerequisite: None. Notes: DS682 may be repeated for credit as topics change.]

**DS683 Introduction to Unitarian Universalist Worship and Rites of Passage**

This course explores the theory, practice, design and delivery of UU worship services and rites of passage. Special attention will be paid to the challenges and opportunities of developing worship outside of a structured liturgical year, the challenges of selecting material in a non-canonical tradition, and the conduct of rites and rituals in a non-sacerdotal context. [3 credit hours. Instructor: Dr. Susan Ritchie. Frequency: Every spring. Prerequisite: None. Note: UU students may substitute this course for WO500 Introduction to Worship.]

**DS694 Presbyterian History and Doctrine**

An examination of the key issues and individuals involved in the history of the Presbyterian Church. Special attention will be given to Calvin and his important theological treatises, to the development of the Reformed tradition in Scotland and the Netherlands, and to the formation of the Presbyterian Church in the United States. Current issues confronting the Presbyterian Church U.S.A. will also be discussed in light of the historical context. Students will be especially encouraged to develop historical and theological understandings in preparation for PCUSA ordination exams. [3 credit hours. Instructor: Dr. Jeffrey Jaynes. Frequency: Rare. Prerequisite: CH501.]

**DS695 Presbyterian Polity and Administration**

In this experiential approach, students learn to think theologically and systemically, as they apply the constitution of the church to specific issues at the congregational, presbytery, synod, and general assembly levels. Attention will also be given to church administration in the Presbyterian tradition based on the theology of the church in the Book of Order. [3 credit hours. Instructor: Dr. Charles Hardwick. Frequency: Rare. Prerequisite: None.]

**DS891 Denominational Studies Individual Study**

Individual studies are unique learning experiences crafted between the student and the faculty supervisor that do not duplicate existing courses. Final-year students requesting an individual study must have at least a 3.0 GPA (both overall and in the division in which the individual study is proposed). Other students must have at least a 3.3 GPA (both overall and in the division in which the individual study is proposed). First-year students may not request individual studies. For more details, refer to the Individual Study section earlier in this publication. [1-3 credit hours. Instructor: Varies. Frequency: By request only. Prerequisites: 3.0 GPA, and approved petition.]

## Christian Education (ED) course descriptions

Primary Christian Education faculty:

- Dr. Timothy Van Meter  
[tvanmeter@mtso.edu](mailto:tvanmeter@mtso.edu) | 740-362-3437
- Dr. Randy Litchfield  
[rlitchfield@mtso.edu](mailto:rlitchfield@mtso.edu) | 740-362-3482

### **ED505 Ministry with/for/by Youth**

This course begins the exploration into ministry with, for and by youth in the American context. The course assumes a congregational-based youth ministry but will examine some para-denominational and non-denominational youth ministries. [3 credit hours. Instructor: Dr. Tim Van Meter. Frequency: Rare. Prerequisite: None.]

### **ED615 Ministry with Young Adults: Intimacy, Vocation, and Community**

Howard Thurman's questions – "What am I to do in this world?" and "Who will go with me?" - offer starting points for exploring possible models of ministry with young adults. The course will build from these initial questions to engage multiple contexts shaping young adulthood. Some familiarity with developmental theory and social construction of adolescence is required. [3 credit hours. Instructor: Dr. Tim Van Meter. Frequency: Rare. Prerequisite: Any 500-level ED, PC, or PT course.]

### **ED630 Intergenerational and Children's Ministry**

This course addresses congregations and households as intergenerational contexts in which age level ministries are couched. Such contexts will be approached in terms of integration of age-level ministries, dynamics of intergenerational learning, family dynamics, and faith development. Particular attention will be given to ministry with children including parenting, worship, teaching/learning, and programming. [3 credit hours. Instructor: Dr. Randy Litchfield. Frequency: Rare. Prerequisite: PT500.]

### **ED680 Creating Learning Environments**

This class explores ways that individuals and communities learn and ways diverse methods can be used to create effective learning environments in educational, pastoral, age-level, justice, or community ministries. Attention will be given to the influence of human development on learning and to the design of both single learning events and study series. [3 credit hours. Instructor: Dr. Randy Litchfield. Frequency: Rare. Prerequisite: PT500.]

### **ED891 Christian Education Individual Study**

Individual studies are unique learning experiences crafted between the student and the faculty supervisor that do not duplicate existing courses. Final-year students requesting an individual study must have at least a 3.0 GPA (both overall and in the division in which the individual study is proposed). Other students must have at least a 3.3 GPA (both overall and in the division in which the individual study is proposed). First-year students may not request individual studies. For more details, refer to the Individual Study section earlier in this publication. [1-3 credit hours. Instructor: Varies. Frequency: By request only. Prerequisites: PT500, 3.0 GPA, and approved petition.]

## Hebrew Bible/Old Testament (HB) course descriptions

Primary Hebrew Bible/Old Testament faculty:

- Dr. Valerie Bridgeman  
[vbridgeman@mtso.edu](mailto:vbridgeman@mtso.edu) | 740-362-3369
- Dr. Paul Kim  
[pkim@mtso.edu](mailto:pkim@mtso.edu) | 740-362-3138

### **HB510 Introduction to the Hebrew Bible**

This course introduces students to the diversity of literary and theological traditions in the Hebrew Bible. Attention is given to the formation and function of these traditions in their social contexts within ancient Israel, to the development and reinterpretations of those traditions within the biblical literature, and to the role and interpretations of those texts in the history of synagogue and church within diverse contemporary contexts. [3 credit hours. Instructor: Dr. Paul Kim or Ryan Replogle. Frequency: Every fall and occasional springs. Prerequisite: None.]

### **HB520 Elementary Biblical Hebrew**

An introduction to Hebrew, with exploration of how understanding of the Hebrew alphabet and basic grammar can aid interpretation. [3 credit hours. Instructor: Dr. Valerie Bridgeman or Dr. Paul Kim. Frequency: Odd springs. Prerequisite: None.]

### **HB/NT550 Social Justice and Sacred Texts**

This course provides students a survey of religious texts from a variety of traditions, including but not limited to Jewish, Christian, Muslim, and Buddhist traditions. It will highlight those traditions' scriptural understandings of justice for marginalized persons. Students will engage the text in comparative ways and consider the implications of how such texts guide or hinder the work of justice. [3 credit hours. Instructor: Dr. Kate Common or Dr. Valerie Bridgeman. Frequency: Every spring. Prerequisite: None.]

### **HB620 Intermediate Biblical Hebrew**

A continuation of the introduction to language begun in HB520 in order to gain a more comprehensive understanding of its grammatical structures and to advance basic fluency in reading the variety of literary styles found in the Hebrew Bible. [3 credit hours. Instructor: Dr. Paul Kim. Frequency: Odd falls. Prerequisite: HB520.]

### **HB639 Jewish Apocalyptic of the Second Temple Era**

A literary and socio-historical study within the context of Jewish literature of the Greco-Roman era, concentrating on Daniel, Enoch, and the Dead Sea Scrolls. The development and definition of apocalyptic literature will receive attention. A comprehensive and mature understanding of this body of literature and of the related development of various Jewish social movements and communities within the context of a global Hellenistic empire provides a basis for Christians around the world who wish to develop faithful responses to the various imperial demands of life in the world. [3 credit hours. Instructor: Dr. John Kampen. Frequency: Rare. Prerequisites: HB510 and NT510.]

### **HB/NT641 The Dead Sea Scrolls, Jewish History, and Christian Origins**

In the study of this unique Jewish literature, we will discuss the nature of the genres encompassed within the fragments from this find, their literary characteristics, their major ideas, and their origins, and attempt to define the character of the group(s) that produced them and assess their impact directly and indirectly on Judaism in the Greco-Roman period and early Christianity. [3 credit hours. Instructor: Dr. John Kampen. Frequency: Rare. Prerequisites: HB510 and NT510.]

### **HB/NT/SR645 Introduction to Rabbinic Literature**

This course will concentrate on the literature composed and compiled prior to 500 C.E.; an initial encounter with selected rabbinic texts; a prologue to some of the major ideas at the center of these texts; and an introduction to the critical historical and literary issues attendant their study. A survey of the relationship between these texts and Jewish history will conclude the course. [3 credit hours. Instructor: Dr. John Kampen. Frequency: Rare. Prerequisites: HB510 and NT510.]

**HB650 Women in the Biblical World**

This course surveys roles and presence of women in cultures that engage and surround the ancient world of the Hebrew Bible. It focuses on laws, stories, and interpretive ways of engaging gender in biblical texts through comparison with other cultures. [3 credit hours. Instructor: Dr. Valerie Bridgeman. Frequency: Rare. Prerequisites: HB510 and NT510.]

**HB/NT660 Expressions of Identity in Second-Temple Judaism**

This course will investigate the complex and diverse process of identity formation and expression of Jews living in the multi-cultural world of the Ancient Mediterranean during the Second Temple period. We will examine leading theories of ethnic identity and examine primary texts from Jewish, Roman, and Greek sources to understand what might distinguish a Jew from other groups in the ancient world, what might distinguish groups of Jews from each other, and how group dynamics, geographical setting and social location might affect identity formation and expression among Jews. [3 credit hours. Instructor: Dr. Paul Kim. Frequency: Occasional. Prerequisites: HB510 and NT510.]

**HB/NT661 Apocrypha and Pseudepigrapha**

Investigates select texts from both Apocrypha and Pseudepigrapha to understand the social worlds of the Second Temple period pertaining to the literary messages, inherited traditions, and identity struggles among Jews within their historical, cultural, and political settings, and thereby to explore various relevant impacts and intersectional implications toward early Christianity, New Testament world, and today's world. [3 credit hours. Instructor: Dr. Paul Kim. Frequency: Occasional. Prerequisites: HB510 and NT510.]

**HB/NT670 Global Biblical Hermeneutics**

Course description not yet available. [3 credit hours. Instructor: Dr. Paul Kim. Frequency: Rare. Prerequisites: HB510 and NT510.]

**HB715 Genesis**

This course involves intensive practice in listening to the specific messages of texts from Genesis and interweaving them with the students' and their communities' lives. There is a special focus on literary analysis of narrative and discernment of the complex process of formation which produced these texts. [3 credit hours. Instructor: Dr. Paul Kim. Frequency: Occasional. Prerequisites: HB510 and any 600-level HB or NT course.]

**HB716 Central Texts in the Moses Tradition**

Participants will engage in a careful reading of the narrative in Exodus, Numbers and Deuteronomy, featuring Moses' birth and call, the plagues and deliverance from Egypt, the theophany at Sinai, and the wilderness wanderings. [3 credit hours. Instructor: Ryan Replogle. Frequency: Occasional. Prerequisites: HB510 and any 600-level HB or NT course.]

**HB720 Exegesis of the Hebrew Bible**

In this course students practice reading elementary Hebrew texts and draw on their knowledge of Hebrew to enrich their interpretation of those passages. [3 credit hours. Instructor: Dr. Paul Kim. Frequency: Even springs. Prerequisites: HB520 and HB620.]

**HB730 Isaiah**

This course involves intensive practice in listening to the specific messages of texts from the Isaiah tradition and interweaving them with the students' and their communities' lives. There is a special focus on literary analysis of poetry and discernment of the dynamic process of formation which produced the Book of Isaiah in its present form. [3 credit hours. Instructor: Dr. Paul Kim. Frequency: Rare. Prerequisites: HB510 and any 600-level HB or NT course.]



**HB739 Daniel and Other Jewish Apocalyptic Literature**

The book of Daniel grows out of the Jewish experience with empire and persecution. This literary and socio-historical study of the book of Daniel will place the work within the context of related Jewish literature of the Greco-Roman era, concentrating on Enoch and the Dead Sea Scrolls. The development and definition of apocalyptic literature will receive attention. A comprehensive and mature understanding of this body of literature and of the related development of various Jewish social movements and communities within the context of a global Hellenistic empire provides a basis for Christians around the world who wish to develop faithful responses to the various imperial demands of life in the world. [3 credit hours. Instructor: Dr. John Kampen. Frequency: Rare. Prerequisites: HB510 and any 600-level HB or NT course.]

**HB750 The Minor Prophets**

Study of the 12 minor prophets (Hosea-Malachi) in light of historical, canonical, and theological perspectives. Attention is given to the interpretation of selected texts with regard to their socio-historical environments and intertextual correlation with the canon and to the theological implications for the life of the church and for contemporary issues in a global context. Selection of the specific prophetic books and texts (most of which will be derived from the lectionaries) may vary from year to year. [3 credit hours. Instructor: Varies. Frequency: Occasional. Prerequisites: HB510 and any 600-level HB or NT course.]

**HB760 The Psalms**

A careful encounter with Israel's ancient collection of complaints and praise songs as found in Psalms and Lamentations. Special attention is paid to representative forms and formulae and to the ongoing psalm tradition in church and synagogue. [3 credit hours. Instructor: Dr. Paul Kim. Frequency: Occasional. Prerequisites: HB510 and any 600-level HB or NT course.]

**HB891 Hebrew Bible Individual Study**

Individual studies are unique learning experiences crafted between the student and the faculty supervisor that do not duplicate existing courses. Final-year students requesting an individual study must have at least a 3.0 GPA (both overall and in the division in which the individual study is proposed). Other students must have at least a 3.3 GPA (both overall and in the division in which the individual study is proposed). First-year students may not request individual studies. For more details, refer to the Individual Study section earlier in this publication. [1-3 credit hours. Instructor: Varies. Frequency: By request only. Prerequisites: HB510, any 600-level HB course, 3.0 GPA, and approved petition.]

## Homiletics (HM) course descriptions

Primary Homiletics faculty:

- Dr. Valerie Bridgeman  
[vbridgeman@mtso.edu](mailto:vbridgeman@mtso.edu) | 740-362-3369
- Dr. Kyle Brooks  
[kbrooks@mtso.edu](mailto:kbrooks@mtso.edu)

### **HM600 Introduction to Homiletics**

An exploration of the why, what, how and to whom of preaching in light of its history and tradition, content, and context. Attention will be paid not only to the preparation and delivery of sermons, but also to the development of the capacity to evaluate one's own preaching as well as that of others. [3 credit hours. Instructor: Rev. Kyle Brooks. Frequency: Every spring. Prerequisites: CT549, HB510 and NT510.]

### **HM730 Community Organizing and Preaching: Power, Action, and Justice**

This course combines preaching with community organizing concepts. The purpose of the course is for students to learn the principles of community organizing, understand how the concepts can be used in a variety of ministerial settings, and combine those principles in their preaching. Students will learn how community organizing principles can be used in a variety of venues and organizations to achieve justice and change, effectively. [3 credit hours. Instructor: Dr. Kyle Brooks. Frequency: Rare. Prerequisites: CT549, HB510, NT510 and HM600.]

### **HM/WO760 Preaching Through the Christian Year**

This course will explore the historical and theological foundations of the seasons and flow of the Christian year and relate them to preaching. Students will prepare and present sermons for the various liturgical seasons and holy days. [3 credit hours. Instructor: Dr. Kyle Brooks or Dr. Valerie Bridgeman. Frequency: Rare. Prerequisites: CT549, HB510, NT510, HM600, and WO500. 3 credit hours.]

### **HM761 Collaborative Homiletics: Theory and Practice**

This course is designed for advanced students to develop practices of collaborative sermon preparation and homiletical analysis. Building on the "roundtable pulpit" methodology (John McClure, *The Roundtable Pulpit: Where Leadership and Preaching Meet*), students will collectively engage in exegetical research on shared texts that will inform classroom conversation and the development of sermons. This course will introduce students to key homiletical texts as well as selected readings in communication theory and rhetoric in order to build their knowledge of the intellectual history of homiletics, and how this history impacts the practice of preaching. The goal is to provide students with historically and theoretically informed approaches to sermonic development and evaluation. [3 credit hours. Instructor: Dr. Kyle Brooks. Frequency: Occasional. Prerequisites: CT549, HB510, NT510, and HM600. 3 credit hours.]

### **HM891 Homiletics Individual Study**

Individual studies are unique learning experiences crafted between the student and the faculty supervisor that do not duplicate existing courses. Final-year students requesting an individual study must have at least a 3.0 GPA (both overall and in the division in which the individual study is proposed). Other students must have at least a 3.3 GPA (both overall and in the division in which the individual study is proposed). First-year students may not request individual studies. For more details, refer to the Individual Study section earlier in this publication. [1-3 credit hours. Instructor: Varies. Frequency: By request only. Prerequisites: CT549, HB510, HM600, NT510, 3.0 GPA, and approved petition.]

## Leadership Studies (LS) course descriptions

Primary Leadership Studies faculty:

- Dr. Kate Common  
[kcommon@mtso.edu](mailto:kcommon@mtso.edu)

### **LS570 Non-profit Administration and Leadership**

This introductory course in nonprofit management provides a theoretical and practical understanding of the nonprofit sector, an overview of the distinct leadership and management challenges often faced by nonprofit managers, and develops the skills essential for effectively managing nonprofit organizations. The course covers both general management practices that apply to all organizations such as marketing, strategic planning, human resources management, ethics, and financial accountability as well as practices unique to nonprofit organizations such as board governance, volunteer management, and fundraising. [3 credit hours. Instructor: Dr. Jeff Woods. Frequency: Even January terms. Prerequisite: None.]

### **LS650 Conflict Management**

Conflict management theories will be introduced in this course in depth. Leadership skills will be promoted with specific attention to managing – or solving, when possible – conflict. Case study and skill-development work will be included in this course. [3 credit hours. Instructor: Dr. Kate Common. Frequency: Rare. Prerequisite: PT500 or PT560.]

### **LS675 Transformational Leadership by Design**

This course introduces students to design thinking theories and practices as a way to enhance leadership skills, creativity, and problem-solving approaches. Students will participate in a weekly group process adapted from design pedagogies that will promote practical skills development through the iterative exploration of leadership projects of their choosing. The course will also include a variety of other transformational leadership literatures which will help students further deepen theological understandings of leadership and develop skill sets for effective leadership in different settings. Integration of resources and group process will inform a final project in this course. [3 credit hours. Instructor: Dr. Kate Common. Frequency: Rare. Prerequisite: PT500 or PT560.]

### **LS/CE735 Women and the Ethics of Leadership**

This course will focus on women's leadership from womanist, mujerista, and feminist perspectives, incorporating ethical issues women face in arenas of work and ministry. The goal is to create alternative practices for women to develop as effective leaders. Critiques of current understandings of power and leadership ethics, narratives and research by women will be focal resources for students. [3 credit hours. Instructor: Dr. Kate Common. Frequency: Rare. Prerequisites: CE501 or CE562, and PT500 or PT560.]

### **LS891 Leadership Studies Individual Study**

Individual studies are unique learning experiences crafted between the student and the faculty supervisor that do not duplicate existing courses. Final-year students requesting an individual study must have at least a 3.0 GPA (both overall and in the division in which the individual study is proposed). Other students must have at least a 3.3 GPA (both overall and in the division in which the individual study is proposed). First-year students may not request individual studies. For more details, refer to the Individual Study section earlier in this publication. [1-3 credit hours. Instructor: Varies. Frequency: By request only. Prerequisites: PT500, 3.0 GPA, and approved petition.]

## Mission and Evangelism (ME) course descriptions

Primary Mission and Evangelism faculty:

- Dr. Joon-Sik Park  
[jpark@mtso.edu](mailto:jpark@mtso.edu) | 740-362-3367

### **ME530 Spirituality for Ministry**

This course explores themes foundational for the spirituality of Christian ministry, including Word, prayer, silence, and solitude, call and commitment, community, journey inward/journey outward, being with the poor, and the Holy Spirit. Students will be introduced to major theological and practical dimensions of spirituality, and be encouraged to apply them to their own spiritual journey and ministry. [3 credit hours. Instructor: Rev. April Blaine. Frequency: Rare. Prerequisite: None.]

### **ME570 The Mission of the Church in the Contemporary World**

This course explores the nature and purpose of the church in the contemporary world. The mission of the church will be examined through four roles of the church under its overarching vocation as Witness: Prophet, Community, Servant, and Evangelist. Students will be encouraged to construct their own understanding of the identity and calling of the church, which could be translated into a missional ecclesiology appropriate to their own ministry contexts. Attention will also be given to the relationship between church and culture. [3 credit hours. Instructor: Dr. Joon-Sik Park. Frequency: Even falls. Prerequisite: None, but either CE501 or CT549 is strongly recommended.]

### **ME580 The Mission of the Church in a Multicultural Society**

This course explores the mission of the church in a multicultural society. Attention will be given to biblical and theological understandings of multiculturalism in relation to congregational mission and life, critically examining its implications for justice and reconciliation. The mission of the church will be reflected on in light of racism, hospitality, and reconciliation. Students will be encouraged to construct their own understanding of the nature and purpose of the church, and to gain cultural competence for Christian witness and ministry in a multicultural context embracing and celebrating diversity. [3 credit hours. Instructor: Dr. Joon-Sik Park. Frequency: Every spring. Prerequisite: None.]

### **ME590 The Mission of the Church in a Global Context**

This course explores the mission of the church in global context with an eye for its paradigm shifts. It will carefully examine the historical development of the missionary movement as well as the current issues and challenges facing mission today. Special attention will be given to the future of the missionary movement in light of the fundamental shift of the center of gravity of Christianity toward the global South. Mission theories of some major thinkers in missiology – in particular, David Bosch, Lesslie Newbigin, and Andrew F. Walls – will also be studied. [3 credit hours. Instructor: Dr. Joon-Sik Park or Dr. Taylor Denyer. Frequency: Odd falls. Prerequisite: None.]

### **ME670 The Ministry of Evangelism: Theology and Practice**

This course helps students construct their own theology of evangelism based on biblical and theological foundations, and develop a program of evangelism appropriate to their own ministry contexts. Attention will be given to the Wesleyan understanding of evangelism and to the place of evangelism within the whole mission of the church. The students will be encouraged to cultivate a style of faith-sharing that reflects their own theology and personality, and to have some hands-on experience in witnessing. [3 credit hours. Instructor: Dr. Joon-Sik Park or Dr. Taylor Denyer. Frequency: Odd springs. Prerequisite: ME570, ME580, or ME590.]

**ME680 Biblical Paradigms for the Practice of Evangelism**

This course will explore the evangelistic praxis of Jesus and of the New Testament church in search for integral paradigms for the contemporary practice of evangelism. Special attention will be given to the understandings of evangelism in the life and teaching of Jesus and in the ministry and theology of Paul. Students will be encouraged to construct their own theology of evangelism grounded in the *missio Dei* and a faithful understanding of the gospel; and to develop a biblically grounded and contextually relevant model of evangelism. This course will combine lectures, class discussions, case studies, and student presentations. [3 credit hours. Instructor: Dr. Joon-Sik Park. Frequency: Even springs. Prerequisite: ME570, ME580, or ME590.]

**ME891 Mission and Evangelism Individual Study**

Individual studies are unique learning experiences crafted between the student and the faculty supervisor that do not duplicate existing courses. Final-year students requesting an individual study must have at least a 3.0 GPA (both overall and in the division in which the individual study is proposed). Other students must have at least a 3.3 GPA (both overall and in the division in which the individual study is proposed). First-year students may not request individual studies. For more details, refer to the Individual Study section earlier in this publication. [1-3 credit hours. Instructor: Varies. Frequency: By request only. Prerequisites: Any 500-level ME course, 3.0 GPA, and approved petition.]

## New Testament (NT) course descriptions

Primary New Testament faculty:

- Dr. Ryan Schellenberg  
[rschellenberg@mtso.edu](mailto:rschellenberg@mtso.edu) | 740-362-3125

### **NT510 Introduction to the New Testament**

A survey of the writings of the New Testament, giving attention to its distinct voices as witnesses to the formative years of Christianity, as sources for theological reflection and as resources for Christian ministry. Goals for the course are to provide basic knowledge of the content of the New Testament, an introduction to the perennial critical questions concerning these texts, and beginning practice in creative, ethical, and intellectually responsible interpretation. [3 credit hours. Instructor: Dr. Ryan Schellenberg or Dr. Presian Burroughs. Frequency: Every fall and occasional springs. Prerequisite: None.]

### **NT520 Elementary Biblical Greek I**

A study of the elements of New Testament Greek in order to prepare the student for reading and interpretation of the Greek New Testament. [3 credit hours. Instructor: Dr. Ryan Schellenberg. Frequency: Even springs. Prerequisite: None.]

### **HB/NT550 Social Justice and Sacred Texts**

This course provides students a survey of religious texts from a variety of traditions, including but not limited to Jewish, Christian, Muslim, and Buddhist traditions. It will highlight those traditions' scriptural understandings of justice for marginalized persons. Students will engage the text in comparative ways and consider the implications of how such texts guide or hinder the work of justice. [3 credit hours. Instructor: Dr. Kate Common or Dr. Valerie Bridgeman. Frequency: Every spring. Prerequisite: None.]

### **NT620 Elementary Biblical Greek II**

A continuation of NT520. Students will begin to look at selected passages in the Greek New Testament. [3 credit hours. Instructor: Dr. Ryan Schellenberg or David Lee Eichert. Frequency: Even falls. Prerequisite: NT520.]

### **HB/NT641 The Dead Sea Scrolls, Jewish History, and Christian Origins**

In the study of this unique Jewish literature, we will discuss the nature of the genres encompassed within the fragments from this find, their literary characteristics, their major ideas, and their origins, and attempt to define the character of the group(s) that produced them and assess their impact directly and indirectly on Judaism in the Greco-Roman period and early Christianity. [3 credit hours. Instructor: Dr. John Kampen. Frequency: Rare. Prerequisites: HB510 and NT510.]

### **HB/NT/SR645 Introduction to Rabbinic Literature**

See description under Hebrew Bible section.

### **NT650 Reading Early Christian Fiction**

A study of the Apocryphal Acts against the backdrop of Jewish and Greek novelistic literature. Particular attention is given to the interplay of narrative strategies and social dynamics, especially conceptions of gender/sexuality and ethnic/religious identity. [3 credit hours. Instructor: Dr. Ryan Schellenberg. Frequency: Rare. Prerequisites: HB510 and NT510.]

### **NT651 Justice in the New Testament World**

Explores various conceptions of justice as they appear in Jewish, Greek, Roman, and Christian texts from the Roman Empire, attending in particular to the interplay of human and divine expressions of justice. Reflects on modern understandings of justice and injustice in this light. [3 credit hours. Instructor: Dr. Ryan Schellenberg. Frequency: Rare. Prerequisite: Instructor's permission. Note: Taught at Marion Correctional Institution, and includes both "outside" (MTSO) students and "inside" (Marion) students.]



**HB/NT660 Expressions of Identity in Second-Temple Judaism**

This course will investigate the complex and diverse process of identity formation and expression of Jews living in the multi-cultural world of the Ancient Mediterranean during the Second Temple period. We will examine leading theories of ethnic identity and examine primary texts from Jewish, Roman, and Greek sources to understand what might distinguish a Jew from other groups in the ancient world, what might distinguish groups of Jews from each other, and how group dynamics, geographical setting and social location might affect identity formation and expression among Jews. [3 credit hours. Instructor: Dr. Paul Kim. Frequency: Occasional. Prerequisites: HB510 and NT510.]

**HB/NT661 Apocrypha and Pseudepigrapha**

See description under Hebrew Bible section.

**HB/NT670 Global Biblical Hermeneutics**

See description under Hebrew Bible section.

**NT720 Exegesis of the Greek New Testament**

The study of Greek is put to use in the interpretation of a New Testament writing. Improved knowledge of Greek, skill in exegetical method and theological understandings of the writing's message are important goals in this course. [3 credit hours. Instructor: Dr. Ryan Schellenberg. Frequency: Odd springs. Prerequisites: NT520 and NT620.]

**NT727 The Corinthian Correspondence**

This course is a study of the issues of the Corinthian congregation, of Paul's fluid position of authority in the congregation, and the sequence of events that are marked by Paul's letter to the community. Requirements include participation in weekly discussions based upon assigned readings, an oral presentation on assigned topics peculiar to the Corinthian letters, and a final exegetical paper on selected Corinthian passages. [3 credit hours. Instructor: Dr. Ryan Schellenberg. Frequency: Rare. Prerequisites: HB510, NT510, and any 600-level HB or NT course.]

**NT/SR736 Paul, Jews, and Gentiles**

Focusing primarily upon Paul's letters to the Galatians and the Romans, this course examines Paul's view of the law and Jewish beliefs of the time to develop a better understanding of his arguments about Christ and the Gentiles. Attention will be given to the manner in which these questions are intertwined with the issue of anti-Judaism in their treatment by Pauline scholars. [3 credit hours. Instructor: Dr. Ryan Schellenberg. Frequency: Rare. Prerequisites: HB510, NT510, and any 600-level HB or NT course.]

**NT751 Matthew**

This course examines the Gospel of Matthew within the perspective of the developments within Second Temple Judaism. It also encompasses the variety of modern methods of biblical study which have been employed in the evaluation of the meaning and significance of this Gospel. Major commentaries on the first Gospel are examined and evaluated. Particular attention is paid to the methods of sociological analysis and social history. An exegesis of selected texts is required. [3 credit hours. Instructor: Dr. John Kampen. Frequency: Rare. Prerequisites: HB510, NT510, and any 600-level HB or NT course.]

**NT753 Luke**

Study of the Gospel of Luke as a unified narrative in order to understand how alert readers might responsibly interact with this work. Students will contribute to the exegesis of passages through discussion and papers. [3 credit hours. Instructor: Dr. Ryan Schellenberg. Frequency: Occasional. Prerequisites: HB510, NT510, and any 600-level HB or NT course.]

**NT754 John**

In this seminar we will discuss the Fourth Gospel in detail in its literary, social, and cultural contexts, using the exegetical techniques and hermeneutical theory that have been discussed in the 500- and 600-level classes. We will also explore the many unique dimensions of the Gospel in order to determine John's understanding of Jesus, God, the disciples, and Jesus' life, death, and resurrection. An important emphasis of this class will be honing the ability of the participants to articulate a sustained interpretation of this Gospel in both oral and written forms. [3 credit hours. Instructor: TBD. Frequency: Rare.

Prerequisites: HB510, NT510, and any 600-level HB or NT course.]

**NT820 Advanced New Testament Greek Exegesis**

This course will move beyond the basics of learning Greek language skills and basic exegesis of isolated passages. The focus will be upon one (or two short) NT books, in which exegesis will arise from the students' own translation from the Greek. The students will acquire a more nuanced understanding of Greek grammar and syntax than is possible in the introductory language courses. In addition, the students will practice the art of exegesis with critical methods appropriate to the selected NT text(s). Because of the limited focus of the primary text(s), the students will engage significant works within the secondary literature. This course may be taken more than once if the subject matter is different. [3 credit hours. Instructor: Dr. Ryan Schellenberg. Frequency: Rare. Prerequisites: NT520, NT620, and NT720.]

**NT891 New Testament Individual Study**

Individual studies are unique learning experiences crafted between the student and the faculty supervisor that do not duplicate existing courses. Final-year students requesting an individual study must have at least a 3.0 GPA (both overall and in the division in which the individual study is proposed). Other students must have at least a 3.3 GPA (both overall and in the division in which the individual study is proposed). First-year students may not request individual studies. For more details, refer to the Individual Study section earlier in this publication. [1-3 credit hours. Instructor: Varies. Frequency: By request only. Prerequisites: NT510, any 600-level NT course, 3.0 GPA, and approved petition.]

## Pastoral Care and Counseling (PC) course descriptions

Primary Pastoral Care and Counseling faculty:

- Dr. Fulgence Nyengele  
[fnyengele@mtso.edu](mailto:fnyengele@mtso.edu) | 740-362-3432
- Dr. Bradford Price  
[bprice@mtso.edu](mailto:bprice@mtso.edu)

### **PC500 Introduction to Pastoral Care**

This introductory course in pastoral care is designed to acquaint the student with the biblical, theological, and psychological bases for contemporary pastoral care. In addition to exploring models of the minister as coordinator, giver and recipient of care, the course will address personal, congregational, and social issues commonly encountered in the practice of ministry. The course will include exercises for the development of self-awareness and professional skills necessary for pastoral care, and will explore the relationship between pastoral care and interpersonal and social justice. [3 credit hours. Instructor: Dr. Fulgence Nyengele. Frequency: Every fall and spring. Prerequisite: None.]

### **PC510 Clinical Pastoral Education**

A supervised intensive engagement/reflection approach to pastoral care in training centers certified by the Association for Clinical Pastoral Education or approved by the faculty. A basic unit of CPE is 400-plus hours; these are often offered full-time in the summer (10 weeks at 40 hours per week) or in extended units (part-time) during the academic year (fewer hours per week for more weeks; the pattern varies). [3 credit hours. Instructors: Dr. Fulgence Nyengele and Kathy Dickson. Frequency: Every semester. Prerequisite: PC500. Notes: Confirmation of CPE site must be submitted to instructor at least one week prior to start of the semester or course will be dropped. Students must submit their initial training agreement and their final signed evaluations from their clinical site to the appropriate assignment drop boxes on the PC510 CPE course page. Students may earn an additional three credit hours if a second unit of CPE is taken.]

### **PC613 Theories of the Development of the Self and the Life Cycle**

Exploration of selected theories of human development and the life cycle, with a focus on the development of a sense of self. Attention will also be given to relational, social, cultural, and spiritual/religious factors in the development of self. Course participants will read theorists from selected schools such as object relations theory, self/ego psychology, self-in-relation theory, faith development theory and others, to examine, clarify and reflect on the various phases of human development and their relevance in pastoral care and counseling. [3 credit hours. Instructor: Dr. Fulgence Nyengele. Frequency: Rare. Prerequisite: PC500.]

### **PC619 Anxiety in the Age of Pandemic**

This course will consider how anxiety is experienced by individuals and groups in this time of global pandemic and how ministers, spiritual directors and counselors can assist those individuals and groups with resolving effectively their experience of anxiety. Currently, in the face of this pandemic, humanity is facing psychological and spiritual crises that challenge what is understood about anxiety theologically and psychologically. Historically, anxiety has been regarded as a debilitating experience, state of being and disorder that impairs healthy psychological functioning and diminishes healthy spirituality and meaning-making. To understand anxiety and assist persons and groups experiencing its effects, a review of its theological and psychological foundation is critical along with considering the spiritual and psychological resources and skills necessary for resolving its debilitating effects. Attention will be paid to the historical integration of the spiritual and psychological dynamics of anxiety and the contemporary tools and techniques used to address both the spiritual and psychological dimension of anxiety to effect healthy resolution. [3 credit hours. Instructor: Dr. Bradford Price. Frequency: Rare. Prerequisite: PC500.]

**PC621 Family Systems Therapy**

Students will have the opportunity to learn various aspects of family systems theory. Course objectives will be for students to define and investigate the dynamics of family systems by studying a number of family systems theories; to become aware of the varied problems and strengths of family systems; to include chemically dependent/co-dependent families and recovering families; to learn assessment skills and skills for making practical therapeutic interventions; to learn about their own family of origin dynamics and to use this learning as a tool for self-growth. [3 credit hours. Instructor: Dr. Fulgence Nyengele. Frequency: Rare. Prerequisite: PC500.]

**PC631 Assessment and Appraisal of Individuals in Counseling**

This course will provide diverse opportunities for students to gain theoretical and functional knowledge of evaluation and assessment procedures, which are utilized in educational and psychological contexts. Students will also learn about selective testing models, basic competencies, assessment procedures, alternative appraisal techniques, testing special populations and communicating testing results. Critical ethnic and cultural issues in assessment, intake interviewing, and treatment planning will also be reviewed. [3 credit hours. Instructor: Dr. Henry Stringer. Frequency: Rare. Prerequisite: PC500.]

**PC640 Theories of Counseling and Psychotherapy I**

This course will provide a survey of the major approaches to counseling and psychotherapy, including psychodynamic, depth existential, cognitive-behavioral, group and family systems. The unity and diversity among these counseling and psycho-therapeutic orientations will be explored with a focus on their implications for counseling practice. Participants will be encouraged to develop an integrative approach to assessing and treating a variety of issues. [3 credit hours. Instructor: Dr. Fulgence Nyengele. Frequency: Every fall. Prerequisite: PC500.]

**PC655 Addiction, Justice, and Pastoral Care**

This course will consider the fundamental dynamics of the addiction / recovery process, the current best practices for the treatment of addiction and provision of recovery support, and how an enhanced awareness of social justice influences the practices of pastoral care and counseling making them more effective. Various counseling theories and techniques for assessment, intervention and treatment of addiction will be reviewed along with role of pastoral care and counseling in the provision of recovery support. The fundamental principles of social justice and their implementation in pastoral care and counseling will be addressed. [3 credit hours. Instructor: Dr. Bradford Price. Frequency: Rare. Prerequisite: PC500.]

**PC657 Group Therapy**

This course offers a theoretical and experiential perspective in group therapy for professional counselors and other helping professionals. The class will provide instruction in group therapy theory and practice, stages in the development of a therapy group, and techniques relevant to broad issues and problems in counseling and psychotherapy. This course will address specialty groups and persons in specific demographic categories. [3 credit hours. Instructor: Dr. Bradford Price. Frequency: Rare. Prerequisite: PC500.]

**PC665 Pastoral and Psychological Facilitation of Forgiveness**

In a Christian frame of reference, forgiveness is often seen as the very center of faith and life. In psychotherapeutic circles, the capacity to forgive has been acknowledged as a “hallmark of successful psychotherapy.” It bridges and heals alienation, isolation, and conflicts in human relationships. In this course, we will study theological and pastoral psychological perspectives on specific injuries or insults to the self. Issues such as aggression, violence, rage, anger, abuse, and assertiveness will be considered in relation to forgiveness. Particular attention will be given to methodological concerns, dangers, and possibilities for mediating healing and facilitating forgiveness in interpersonal, congregational, and social contexts. [3 credit hours. Instructor: Dr. Fulgence Nyengele. Frequency: Rare. Prerequisite: PC500.]

**PC672 Trauma, Moral Injury, and Crisis Ministry**

This course will engage participants into the study of three distinct but overlapping forms of human suffering: trauma, moral injury, and crisis. The course will examine trauma as the experience of threat to human well-being that exceeds people's resources for coping with the threat, moral injury as a psychological and spiritual wound involving the violation of one's conscience and/or deeply held values in a high-stakes situation, and crises as acute situations and turning-points or moments that overwhelm people's capacity to respond adaptively and cope. Using clinical, psychological, and theological perspectives as frameworks for understanding and responding, we will examine ways in which these three complex phenomena and devastating events affect individuals, communities, and nations, with a focus on developing basic skills of crisis intervention and using trauma-informed pastoral care and counseling. The ways in which sociopolitical and cultural contexts affect trauma, meaning making, and healing dynamics will be considered, with the goal of identifying practices that can help people regain resiliency, rediscover hope, and create meaning for the future in a spiritually integrative way. Decolonial/postcolonial perspectives on trauma, as well as issues of vicarious traumatization, including compassion fatigue for pastoral and clinical workers, will also be discussed. [3 credit hours. Instructor: Dr. Fulgence Nyengele. Frequency: Rare. Prerequisite: PC500.]

**PC680 Psychopathology for Counselors**

This course acquaints students with the varieties of mental, emotional, and behavioral disorders that counselors are likely to encounter. [3 credit hours. Instructor: TBD. Frequency: Rare. Prerequisite: PC500.]

**PC711 Multicultural Perspectives and Issues in Pastoral Counseling**

This course will examine multicultural perspectives and special issues that emerge in the practice of counseling with persons from diverse cultural backgrounds. Throughout the course we will study the impact of the issues of cultural particularity and diversity on the theory and practice of pastoral counseling, including the learning of perspectives and skills which will enable students to offer culturally sensitive pastoral counseling within, between and across cultures. The course will also explore the nature and function of culture from theological and psychosocial perspectives in order to identify specific theoretical and practical issues related to cross-cultural and spiritual dimensions of counseling. [3 credit hours. Instructor: Dr. Fulgence Nyengele. Frequency: Rare. Prerequisite: PC500.]

**PC740 Theories of Counseling and Psychotherapy II**

This course will intensively examine nine contemporary theories of counseling. In the application of theory, students will be challenged to develop a deeper understanding of the counseling process and the complex dynamics (personal and professional) involved in the counseling relationship. Students will bring together various approaches to develop their own therapeutic style, as well as integrate a pastoral counseling-oriented strategy into mainstream approaches to professional counseling and psychotherapy. [3 credit hours. Instructor: Dr. Fulgence Nyengele or Dr. Bradford Price. Frequency: Rare. Prerequisites: PC500, and PC613 or PC640.]

**PC756 Spiritual Dimensions of Illness and Recovery**

This course will focus on the spiritual factors affecting and influencing the processes of illness and wellness. The course will use addiction and physically challenging conditions to consider how health, disease, recovery, and wellness are currently conceptualized. The class will address the assessment and treatment of the spiritual dimension of the human will to live as well. [3 credit hours. Instructor: Dr. Fulgence Nyengele or Dr. Bradford Price. Frequency: Rare. Prerequisite: PC500.]

**PC771 Grief Care and Counseling**

Grief is a painful, complex, and universal experience occasioned by loss and/or separation from a loved person or object. This course will explore the multiple dimensions of grief by familiarizing students with bereavement, normal and atypical/pathological grief. Emphasis will be placed on understanding the dynamics and process of grief and loss, developing counseling skills necessary for facilitating healing, as well as on theories of recovery, including the role of spirituality (i.e., faith) and insights from the social sciences. Fictionalized accounts of bereavement and grief will provide the case material for study and analysis. Ethnic variations in grieving will also be considered. [3 credit hours. Instructor: Dr. Fulgence Nyengele. Frequency: Rare. Prerequisites: PC500, and PC640, PC655, or PC680.]

**PC772 Integrating Spirituality and Pastoral Care**

During the 21st century, spiritual issues and spiritual values have gained increasing recognition as valid dimensions in holistic treatment. The vast field of behavioral sciences has come to acknowledge the importance of spirituality in mental, emotional, and physical healing. This course will address models and themes that examine the creative interface between spiritual disciplines/arts and clinical dynamics/processes. Emphasis will be placed on understanding the unique contributions of pastoral counseling as a healing art and clinical science. [3 credit hours. Instructor: Dr. Fulgence Nyengele. Frequency: Rare. Prerequisite: PC500.]

**PC850A Supervised Internship (400 or 480 hours)**

This field experience allows students to practically apply the core functions and competencies required of professional counselors. The student will provide hands-on services under the administrative and teaching supervision of qualified on-site staff. Students will reflect on their work, receive feedback from supervisor and peers, and monitor their professional and personal development as service providers. 400 or 480 hours of field experience. [3 credit hours. Instructor: Dr. Fulgence Nyengele. Frequency: Every semester. Prerequisites: PC500 and PC640. Notes: Confirmation of Internship site must be submitted to MACM director at least one week prior to start of the semester or course will be dropped. PC850B (0 credit hours) is used when students have hours remaining to complete that extend into a new term. Graded pass/fail.]

**PC891 Pastoral Care and Counseling Individual Study**

Individual studies are unique learning experiences crafted between the student and the faculty supervisor that do not duplicate existing courses. Final-year students requesting an individual study must have at least a 3.0 GPA (both overall and in the division in which the individual study is proposed). Other students must have at least a 3.3 GPA (both overall and in the division in which the individual study is proposed). First-year students may not request individual studies. For more details, refer to the Individual Study section earlier in this publication. [1-3 credit hours. Instructor: Varies. Frequency: By request only. Prerequisites: PC500, any 600-level PC course, 3.0 GPA, and approved petition.]



## Practical Theology (PT) course descriptions

Primary Practical Theology faculty:

- Dr. Timothy Van Meter  
[tvanmeter@mtso.edu](mailto:tvanmeter@mtso.edu) | 740-362-3437
- Dr. Randy Litchfield  
[rlitchfield@mtso.edu](mailto:rlitchfield@mtso.edu) | 740-362-3482
- Dr. Kate Common  
[kcommon@mtso.edu](mailto:kcommon@mtso.edu)

### **PT500 Leadership, Learning, and Community Formation**

The purpose is to explore teaching and learning in faith community contexts in a post-Christendom, globalizing era. Students will develop a clear theology and philosophy of transformative education and leadership, a good understanding of personal leadership and teaching styles, and a personal understanding of vocation as educator and leader. [3 credit hours. Instructor: Dr. Randy Litchfield. Frequency: Every fall. Prerequisite: None.]

### **PT510 Engaging the Bible in Community and Culture**

This course will explore the Bible and its role in Western cultural formation and in religious faith communities. A variety of approaches to the Bible including theories of the social imaginary, feminist and womanist hermeneutics, and other social critical methods of interpretation will be studied. Particular themes will be investigated in their various biblical contexts and in relation to the contemporary world. Students will examine their own approaches to the Bible and develop ways for integrating biblical scholarship in contemporary faith communities. [3 credit hours. Instructor: Dr. Kate Common. Frequency: Rare. Prerequisite: None.]

### **PT525 Being with the Poor**

This class will provide students experiential opportunities to identify and enhance their affinity for engaging in ministry with the poor. Students will study differences between middle- and low-income persons. Students will be encouraged to develop personal and programmatic approaches to bridge these differences and create positive connections with persons who are poor. Emphasis will be placed on accompaniment and empowerment as persons in poverty identify their own aspirations for transformation. [3 credit hours. Instructors: Dr. Katelin Hansen and Rev. Greg Hennemen. Frequency: Even January terms. Prerequisite: None.]

### **PT530 Congregations and Communities as Partners in Ministry with the Poor**

Effective ministry with the poor is asset based and the most valuable asset is the people themselves. This class will examine best practices used by congregations and community groups for launching and growing ministries with the poor that are asset based and sustainable. Attention will be given to effective congregationally based worship, disciple making, direct services, and community development initiatives. The study of community partnerships will explore strategies for identifying community-based assets (including anchor institutions), developing healthy partnerships, and principles of social entrepreneurship. [3 credit hours. Instructors: Dr. Katelin Hansen and Rev. Greg Hennemen. Frequency: Odd January terms. Prerequisite: None.]

### **PT540 Doing Our Own Work: An Anti-Racism Intensive for White People**

Students will explore how white people can and must move through denial, guilt, shame, and fear so they can take action with greater anti-racist awareness and courage, humility, and compassion to participate in movements led by people of color. Utilizing theological and biblical resources, students will learn to help build “beloved communities” and sustain this anti-racist journey. [3 credit hours. Instructor: TBD. Frequency: Rare. Prerequisite: None.]

### **PT550 Spirituality**

This course explores the nature of spirituality and ways to nurture spirituality. [3 credit hours. Instructor: Dr. Valerie Bridgeman. Frequency: Rare. Prerequisite: None.]

**PT560 Liberative Models of Educating and Organizing**

This course explores liberative models for education and fundamentals of community organizing, both in theory and practice. Social critical analysis and the social sciences will be taught as foundational practices for analysis of the context in which communities exist. This course will be taught through case studies, core texts, and site visits. [3 credit hours. Instructor: Dr. Tim Van Meter. Frequency: Every fall. Prerequisite: None.]

**PT600 Food, Land, and Faith Formation**

Through urban gardening, community supported agriculture, farmer's markets or intentional agrarian communities, young people are constructing new relationships with food, land, and community. In doing so, they are exploring understandings of faith and spirituality through ideas and metaphors reflecting their commitments to community and agrarian values. This course explores this ecology of these relationships. [3 credit hours. Instructor: Dr. Tim Van Meter. Frequency: Every summer. Prerequisite: PT500 or PT560.]

**PT601 Field Theology: Water and Watersheds**

Rivers, lakes, oceans, and aquifers set boundaries and offer sustenance essential for our existence. This course will explore place, space, boundaries, and possibilities through the reality and metaphors of water. The course will explore two primary watersheds of Ohio (Lake Erie and Ohio River) as sources for life, commerce, political action, environmental degradation, and communal renewal. [3 credit hours. Instructor: Dr. Tim Van Meter. Frequency: Even summers. Prerequisite: PT500 or PT560.]

**PT606 A Deeper Shade of Green: Black Eco-Theology and Ethics**

This course will begin with an exploration of environmental justice, paying particular attention to environmental injustice on black and brown bodies. It then moves to interpret black and womanist theologies and ethical discourse in light of eco-injustice, and ends with our collective discernment on how people of faith might address these global issues. [3 credit hours. Instructor: Dr. Christopher Carter. Frequency: Rare. Prerequisite: PT500 or PT560.]

**PT610 Spiritual Formation and Social Change**

Many 20th century social activists responded to the world's need out of their faith and spiritual practice and a hunger for justice. This course begins with the assumption that spiritual formation is not an individual task, but rather the practice of formation in community. We will examine personal and corporate practices of spiritual formation as catalyst and support for social change. [3 credit hours. Instructor: Dr. Tim Van Meter. Frequency: Every fall. Prerequisite: None.]

**PT615 Prophetic Hope and Creative Practice**

Contemporary human cultures rely on systems that exploit our earth and diminish its capacity to sustain life. Many people find it increasingly difficult to articulate hope or sustain a vision for a future in which all creatures can thrive on our abundant earth. This course engages the creative work of poets, artists, musicians, and filmmakers as spiritual practices supporting communities in the midst of ecological, economic, political, and cultural challenges. Students will explore theology and the arts as sources for articulating hope, constructing resilient communities, and renewing heart and spirit. [3 credit hours. Instructor: Dr. Tim Van Meter. Frequency: Even springs. Prerequisite: PT500.]

**PT621 Children's Defense Fund's (CDF) Proctor Institute for Child Advocacy Ministry**

This course offers an intensive experience for students who wish to engage and cultivate necessary prophetic voices with communities on the margins - communities contending against systemic injustices that directly impact children and youth. Biblical and theological assumptions justifying institutional complicity with oppressive systems will be challenged. Theological education in collaboration with public theology and contextual practice allow for direct engagement in communal struggles for social justice. This course will include contextual learning to facilitate collective organizing of churches and communities for justice-making. [3 credit hours. Instructor: Dr. Tiffany Trent. Frequency: Every summer. Prerequisite: PT500 or PT560.]

**PT640 Knowing Where We Dwell**

This course fosters knowing the places in which we dwell through critical methods of interpretation, theological reflection, and discernment. Knowing where we dwell requires attention to land, physical spaces, and our web of social settings. Students will engage place through photography, mapping, ethnography, and social research. Knowing place facilitates discerning God's activity in the world and in turn vocation. [3 credit hours. Instructor: Dr. Randy Litchfield. Frequency: Rare. Prerequisite: PT500.]

**PT643 Samuel DeWitt Proctor Conference**

This course explores the historical prophetic activism of the black church. Students register in the seminary track and experience the conference alongside seminarians from several schools throughout the country. [3 credit hours. Instructor: Varies. Frequency: Every spring. Prerequisite: CH501. Note: Students must secure permission from their instructors to miss other classes while attending the conference. Formerly coded as CH643.]

**PT/SR670 Interreligious Spiritual Care and Chaplaincy**

This course examines issues that arise in the practice of professional chaplaincy with persons of diverse faith locations and experiences. Students will be equipped to offer competent spiritual care and counseling between and across multiple religious traditions. Content includes pastoral ethics of interreligious spiritual care, reflections on the current practice of interreligious chaplaincy in a variety of settings (prison, hospital, community, educational institutions), and best practices for interreligious spiritual care. Current research indicates that the biggest barrier to effective interfaith chaplaincy is the chaplain's lack of exposure to faith traditions other than their own, 1 and that because of this many interfaith chaplaincy models remain unintentionally Christian centric. 2 For this reason, the course includes analysis of the spiritual care needs and practices of ten non-Christian traditions and includes ethics of interreligious care from non-Christian perspectives. [3 credit hours. Instructor: Dr. Susan Ritchie. Frequency: Rare. Prerequisite: PT500 or PT560.]

**PT714 Spirituality and Change**

Any leader who undertakes ministry must have a spiritual focus that incorporates not only ministry, but personal relationship-building, self-discipline, and an inward/outward journey of the spirit. This course will focus on how leadership stays spiritually centered in the midst of encountering change, including changing local, regional, and global contexts that inform organizational evolution. [3 credit hours. Instructor: Dr. Kyle Brooks. Frequency: Even summers. Prerequisite: PT501 or PT560.]

**CE/PT743 Ecology, Place, and Justice**

See course description under Christian Ethics section.

**CE/CT/PT752 Ecofeminist Theology and Food Justice**

See course description under Christian Ethics section.

**PT/CH755 Howard Thurman**

This course will survey the life and ministry of Rev. Dr. Howard Thurman. It will critically inspect his theological foundations, his theological formation, his particular theology, the practice of that theology, the pivotal points of his ministry, and his positive contributions to race relations, religious studies, ecumenism, and interfaith dialogue. Also, this course will investigate the historical significance of Rev. Thurman's ministry. [3 credit hours. Instructor: Dr. Tejai Beulah Howard. Frequency: Occasional. Prerequisite: CH501.]

**PT825 Integrative Public Project Seminar**

As a culminating seminar for the MAPT degree, this course will reinforce the interdisciplinary, contextual research methodologies that are a foundational part of the program through student final projects. These projects will demonstrate integration of learning across the program and publicly contribute knowledge, practices, or resources to the larger community. [1-3 credit hours. Instructor: Dr. Tim Van Meter. Frequency: Every spring. Prerequisites: TH810, at least 36 semester hours. Notes: recommended for final semester of enrollment.]

**PT891 Practical Theology Individual Study**

Individual studies are unique learning experiences crafted between the student and the faculty supervisor that do not duplicate existing courses. Final-year students requesting an individual study must have at least a 3.0 GPA (both overall and in the division in which the individual study is proposed). Other students must have at least a 3.3 GPA (both overall and in the division in which the individual study is proposed). First-year students may not request individual studies. For more details, refer to the Individual Study section earlier in this publication. [1-3 credit hours. Instructor: Varies. Frequency: By request only. Prerequisites: PT500, any 600-level PT course, 3.0 GPA, and approved petition.]

## Study of Religion and Interreligious Relations (SR) course descriptions

Primary Study of Religion and Interreligious Relations faculty:

- Dr. Paul Numrich  
[pnumrich@mtso.edu](mailto:pnumrich@mtso.edu) | 740-362-3443

### **SR511 Interreligious Relations**

An overview of various kinds of relations among religious individuals and groups (such as cooperative efforts, dialogue, marriage and family dynamics, proselytization and conversion, and violence and reconciliation) and religion's potential for social good or ill. [3 credit hours. Instructor: Dr. Paul Numrich. Frequency: Occasional. Prerequisite: None.]

### **SR550 Introduction to World Religions**

An overview of selected non-Christian religions, drawing upon academic disciplines and primary sources from within the religions. The course also considers various Christian perspectives on world religions. [3 credit hours. Instructor: Dr. Paul Numrich. Frequency: Occasional. Prerequisite: None.]

### **SR553 Multi-Religious America**

This course examines the social, civic, and theological implications of America's "lively experiment" with religious diversity, paying special attention to developments since the 1960s, including immigration trends and new religious movements. [3 credit hours. Instructor: Dr. Paul Numrich. Frequency: Occasional. Prerequisite: None.]

### **HB/NT/SR645 Introduction to Rabbinic Literature**

See description under Hebrew Bible section.

### **SR652 Christian-Muslim Relations**

This course examines various ways that Christianity and Islam – and Christians and Muslims – have interrelated historically and currently, such as missionary efforts, global political and cultural interactions, local relationships, and interfaith initiatives. [3 credit hours. Instructor: Dr. Paul Numrich. Frequency: Rare. Prerequisite: Any 500-level SR course.]

### **SR/CE654 Comparative Study of Religious Ethics**

An introduction to the ethical systems of selected world religions (including Christianity), with comparative analysis of one practical ethical issue. [3 credit hours. Instructor: Dr. Paul Numrich. Frequency: Rare. Prerequisites: CE501 and any 500-level SR course.]

### **SR655 Abrahamic Faiths**

A broad examination of the commonalities, differences, and complex interrelationships of the three major world religions (Judaism, Christianity, and Islam) that trace their lineages in significant ways back to Abraham. Historical, doctrinal, scriptural, institutional, socio-political, and other issues will be discussed in global and American contexts. [3 credit hours. Instructor: Dr. Paul Numrich. Frequency: Rare. Prerequisite: Any 500-level SR course.]

### **SR657 Perspectives on Buddhism**

An overview of Buddhist history, traditions, rituals, experiences, narratives, doctrines, ethics, institutions, and material expressions from a variety of academic, Buddhist, and Christian perspectives. [3 credit hours. Instructor: Dr. Paul Numrich. Frequency: Rare. Prerequisite: Any 500-level SR course.]

### **SR658 Perspectives on Islam**

An overview of Islamic history, tests, beliefs and practices from a variety of academic, Islamic, and Christian perspectives. [3 credit hours. Instructor: Dr. Paul Numrich. Frequency: Rare. Prerequisite: Any 500-level SR course.]

### **PT/SR670 Interreligious Spiritual Care and Chaplaincy**

See course description under Practical Theology section.

**NT/SR736 Paul, Jews, and Gentiles**

See description under New Testament section.

**CH/SR740 The Holocaust: Roots, Realities, and Ramifications**

This class will probe one of the most disturbing and influential episodes of the 20th century. In particular, it will discuss the theological and religious issues involved in this state-supported action of genocide, drawing especially on conflicts between Christians and Jews, and exploring lingering theological problems. The mid-20th century Jewish Holocaust will be compared with other experiences of genocide. [3 credit hours. Instructor: Dr. Jeffrey Jaynes. Frequency: Occasional. Prerequisites: CH501 and any 500-level SR course.]

**SR891 Study of Religion and Interreligious Relations Individual Study**

Individual studies are unique learning experiences crafted between the student and the faculty supervisor that do not duplicate existing courses. Final-year students requesting an individual study must have at least a 3.0 GPA (both overall and in the division in which the individual study is proposed). Other students must have at least a 3.3 GPA (both overall and in the division in which the individual study is proposed). First-year students may not request individual studies. For more details, refer to the Individual Study section earlier in this publication. [1-3 credit hours. Instructor: Varies. Frequency: By request only. Prerequisites: Any 500-level SR course and any 600-level SR course, 3.0 GPA, and approved petition.]



## Worship (WO) course descriptions

Primary Worship faculty:

- Dr. Kyle Brooks  
[kbrooks@mtso.edu](mailto:kbrooks@mtso.edu) | 740-362-3325

### **WO500 Introduction to Worship**

A theological and practical study of worship in the church. Students will experience varieties of worship in the course. [3 credit hours. Instructor: Dr. Kyle Brooks. Frequency: Every fall. Prerequisite: None. Note: UU students may substitute DS683 Introduction to Unitarian Universalist Worship and Rites of Passage for this requirement.]

### **HM/WO760 Preaching Through the Christian Year**

This course will explore the historical and theological foundations of the seasons and flow of the Christian year and relate them to preaching. Students will prepare and present sermons for the various liturgical seasons and holy days. [3 credit hours. Instructor: Dr. Kyle Brooks or Dr. Valerie Bridgeman. Frequency: Rare. Prerequisites: CT549, HB510, HM600, NT510, and WO500. 3 credit hours.]

### **WO891 Worship Individual Study**

Individual studies are unique learning experiences crafted between the student and the faculty supervisor that do not duplicate existing courses. Final-year students requesting an individual study must have at least a 3.0 GPA (both overall and in the division in which the individual study is proposed). Other students must have at least a 3.3 GPA (both overall and in the division in which the individual study is proposed). First-year students may not request individual studies. For more details, refer to the Individual Study section earlier in this publication. [1-3 credit hours. Instructor: Varies. Frequency: By request only. Prerequisites: WO500 and any 600-level WO course, 3.0 GPA, and approved petition.]

## Miscellaneous courses and requirements

### **ES101 Orientation for New Students**

Orientation is required for all degree students and strongly encouraged for all non-degree students. [0 credit hours. Instructor: Dr. Jeremy Garber. Frequency: Every fall and spring. Prerequisite: None. Note: ES101 must be completed in the first semester. Failure to complete this course may limit registration options until it is completed.]

### **ES500 The Educated Spirit**

This course provides an introduction to contextual and integrative aspects of theological education. Through plenary sessions and small group work, students will develop an understanding of seminary as a place to cultivate both the spirit and the intellect. Emphasis will be placed on roles of discernment and spiritual formation, critical thinking and research in a theological setting, the unique communal environment with attendance sensitivity to diverse and disparate viewpoints, and the specialized languages and methods of the various theological disciplines. [3 credit hours. Instructors: Dr. Tejai Beulah Howard and Dr. Jeremy Garber. Frequency: Every fall. Prerequisite: None. Note: Letter grade required. This course must be completed in the first semester.]

### **ES600 Mid-Program Review (MPR)**

Students complete a Mid-Program Review (MPR) process approximately halfway through their degree program. This process involves academic and professional reflection and the reviewing of evaluations, grades, degree requirements, and professional goals. The student writes an evaluative reflection and meets with their faculty advisor. The faculty advisor then submits a brief report to the dean for review. If concerns are raised by the faculty advisor, the student may be asked to meet with the dean for a follow-up discussion. The MPR must be completed in the semester in which it is assigned in order for the student to continue into the next semester. [0 credit hours. Instructor: Dr. Valerie Bridgeman. Frequency: Every fall and every spring. Prerequisite: Approximately ½ of coursework completed.]

### **FE850A/FE850B Field Education I/II**

This required course involves the student in peer reflection on ministry events. This year-long course begins in fall (FE850A) and must be completed the following spring (FE850B). [3 credit hours (1.5 credit hours each in fall and spring). Instructor: Varies. Frequency: Every fall and spring. Prerequisites: completion of one-third of the course requirements in the student's degree program, including one course in Theology and one course in Bible. The student must also be serving in a qualifying Field Education ministry setting. Note: Students may complete one unit of CPE in lieu of FE850A/B, or transfer one previously completed unit of CPE to satisfy this requirement. Students who use a CPE unit for their field education experience may not receive separate credit for the same CPE experience.]

### **FE860 MASJ Internship**

Field experience with an organization related to the student's area of interest allows students to develop and practice the skills and perspectives necessary to participate in and lead social justice initiatives and programs in a variety of professional settings with particular emphasis on the role of religion and spirituality. [3 credit hours. Instructor: Kathy Dickson. Frequency: Every spring. Prerequisite: Completion of majority of MASJ coursework.]

**TH800 Thesis**

With approval of the faculty advisor and the dean, MTS and M.Div. students with a minimum 3.3 cumulative GPA may contract with a faculty member to supervise the writing of a thesis. More information about the thesis option is available in this publication under academic information and services. [3 credit hours. Instructor: Various. Frequency: Every spring. Prerequisites: TH810, 3.3 cumulative GPA, and approved thesis proposal. Note: Graded pass/fail.]

**TH805 MTS Concentration Examination**

In consultation with faculty who teach in the concentration, students preparing for the MTS concentration exam develop broad thematic questions of interest and of significance to the discipline. Students use these questions to develop an annotated bibliography (consisting of 20-25 sources) which is to be graded as a component of this requirement. Faculty will select a limited number of the questions developed in consultation with the student for the exam itself which will be administered as a take home exam to be taken on the student's personal computer and posted as an assignment on Populi at the end of an 8-hour period. Students may use their texts and notes as needed for writing the answers to exam questions. Students must demonstrate solid independent research skills, including the evaluation of scholarly resources and the ability to identify and connect themes across their concentration courses. MTS students must pass this exam no later than two weeks before the last day of their final semester. In preparation for this exam, students may petition to complete an individual study during their final semester. The individual study may not be counted toward the MTS concentration coursework and will be graded separately from the examination. [3 credit hours. Instructor: Dr. Paul Numrich (MTS director). Frequency: Every spring. Prerequisites: TH810 and final semester of MTS program. Note: Graded pass/fail. In the case of failure of the exam, the student may retake it up to two times.]

**TH810 Colloquy**

Required for MTS and M.Div. students preparing for TH800 Thesis, MTS students preparing for TH805 Examination, and MAPT students preparing for PT825 Project. Students will review and gain understanding of all parameters and guidelines for theses, exams, and projects as articulated in the MTSO Academic Catalog and Student Handbook and ensure all prerequisites for TH800, TH805, or PT825 are satisfied. These include, among others: understanding the requirements for thesis and project submission, securing a supervisor, selecting a sufficiently focused topic, and submitting a proposal. Additionally, the colloquy helps students to identify the principal sources for research, to construct a broad outline for the thesis or project, to understand the components of an effective literature review, and to explore options for one's theoretical framework. The colloquy will meet online with synchronous meeting times. Students are expected to share updates on their progress and set-backs while listening to and providing feedback on the updates of other students. The colloquy's intended outcome is to lay all the necessary groundwork to successfully write a thesis or project in the following semester. Additionally, the Colloquy is designed to support MTS students who will be completing the TH805 Examination as their summative requirement rather than TH800 Thesis. [0 credit hours. Instructors: Dr. Jeremy Garber and Elonda Clay. Frequency: Every fall. Note: Graded pass/fail.]

## Doctor of Ministry (DM) course descriptions

Primary Doctor of Ministry faculty:

- Dr. Fulgence Nyengele  
[fnyengele@mtso.edu](mailto:fnyengele@mtso.edu) | 740-362-3432
- Dr. Paul Kim  
[pkim@mtso.edu](mailto:pkim@mtso.edu) | 740-362-3138
- Dr. Jeff Woods  
[jwoods@mtso.edu](mailto:jwoods@mtso.edu)

### **DM900 Doctor of Ministry Program in Progress**

Students who are between intensive sessions (i.e., fall and spring semesters) will be enrolled in this course to indicate continuing enrollment in the Doctor of Ministry program. [0 credit hours. Instructor: Dr. Fulgence Nyengele or Dr. Paul Kim. Frequency: Every semester. Prerequisite: None.]

### **DM901 Continuity and Change**

This course examines the constructive tension between the church's desire to maintain authentic traditions and the need to adapt and respond to current socio-cultural forces. Issues studied with particular attention to biblical, historical, and theological matters. [3 credit hours. Instructor: Varies. Frequency: January term or summer. Prerequisite: None.]

### **DM902 Particularity and Diversity**

Particularity in ministry challenges us to understand that sharp-edged relevance which locates people in a specific time and space. On the other hand, diversity summons us to the broad living space that human communities find essential for life. This course focuses on the dynamics of race, ethnicity, gender, class, physical/mental challenges, and the impact they have on the practice of ministry. [3 credit hours. Instructor: Varies. Frequency: January term or summer. Prerequisite: None.]

### **DM903 Communities and Society**

Communities, including Christian congregations, nurture and establish human identity. Societies represent larger forces (e.g., economic, political, patriarchal) which can threaten communities. This course will consider lessons of church history, insights of religious sociology and demography, and the witness of scripture as leaders wrestle with responsible and responsive ecclesiology. The church can then see itself in a position to embrace society with an incarnational focus. [3 credit hours. Instructor: Varies. Frequency: January term or summer. Prerequisite: None.]

### **DM905/DM906/DM907 D.Min. Peer Group I/II/III**

These learning communities are designed to provide focused attention to overall learning objectives, issues of praxis and integration, and spiritual maturity. In addition, support and critique of the project phase will occur here. Normally, the peer group will form at the beginning of the program and remain together throughout. Peer group sessions will involve two classroom contact hours with an additional 10 hours of virtual group contact per unit of credit. [3 credit hours (1 credit hour each semester). Instructor: Dr. Fulgence Nyengele or Dr. Paul Kim. Frequency: Every summer and January term. Prerequisite: None. Note: Graded pass/fail.]

### **DM908 D.Min. Project Group**

Members of the peer group who plan to complete the degree at the same time are enrolled in this course. The D.Min. director convenes and coordinates these groups. The course provides a learning community during the project. Students share and critique drafts of proposals and chapters via electronic means. [1 credit hour. Instructor: Dr. Fulgence Nyengele or Dr. Paul Kim. Frequency: Varies. Prerequisite: DM988. Note: Graded pass/fail.]

**DM909 D.Min. Project**

The D.Min. project commences upon approval of the project proposal. The project must result in practical strategies for change in the student's local ministry setting which are grounded in biblical models and sound theological reasoning. They must also reflect careful analysis of the specific ministry context. Intervention in a ministry setting involves changes in some of the most profound aspects of the lives of Christian people; the seriousness of such an undertaking must not be forgotten. Sound theoretical underpinnings and careful supervision are therefore vital. [3 credit hours. Instructor: Dr. Fulgence Nyengele or Dr. Paul Kim. Frequency: Varies. Prerequisite: DM988, DM908 and approved project proposal. Note: Graded pass/fail.]

**DM914 Spirituality and Change**

Any leader who undertakes ministry must have a spiritual focus that incorporates not only ministry, but personal relationship-building, self-discipline, and an inward/outward journey of the spirit. This course will focus on how leadership stays spiritually centered in the midst of encountering change, including changing local, regional, and global contexts that inform organizational evolution. [3 credit hours. Instructor: Dr. Kyle Brooks. Frequency: Even summers. Prerequisites: DM901, DM902, and DM903.]

**DM915 Transforming Mission**

Christian mission concerns transforming the world as well as itself being continually transformed. Hospitality is integral to the Gospel, and thus to be a primary context for transforming mission that reflects and follows God's hospitality, welcoming of all, in Christ. Examining the understanding and practice of biblical hospitality, this course will study missional ecclesiology, multiculturalism, and urban ministry. [3 credit hours. Instructor: Dr. Mark Tyler. Frequency: Odd January terms. Prerequisites: DM901, DM902, and DM903.]

**DM916 Individual and Systems Change: Trends, Tasks, Tensions**

This class explores the topic of leadership from several perspectives, including personal, empirical, organizational, sociological, and theological. Students will learn to name some of the key dynamic tasks and discover where they are naturally gifted to lead and where they must involve others. Students will be able to work with assessment tools addressing their own contexts and placing that context in broader cultural and congregational movements. [3 credit hours. Instructor: Dr. Jeff Woods. Frequency: Odd summers. Prerequisites: DM901, DM902, and DM903.]

**DM917 Preaching for Change**

Effective preaching is a means of transformation and change in a community. This course will explore how, through its interpretation of God's Word into the human condition, preaching effects change in the minds and hearts of individuals. Further, students will consider how preaching, as a rhetorical act for the community, has the capacity to shape a community's story; clarify contexts and issues; provide language and imagery for community self-expression; and reframe the future for mission and ministry. [3 credit hours. Instructor: Dr. Mark Tyler. Frequency: Even January terms. Prerequisites: DM901, DM902, and DM903.]

**DM940 Creation and New Creation in Christian Tradition**

Drawing on biblical and historical study, this course examines justice and the creative action of God in the world. Students will explore connections between Christian traditions and systemic problems facing Church and world. Specific topics may include ecological responsibility, globalization, racial injustice, and the limits of capitalism. [3 credit hours. Instructor: Dr. Tim Van Meter. Frequency: Even January terms. Prerequisites: DM901, DM902, and DM903.]

**DM941 Environmental Theology and Ethics**

This course explores contemporary theological and ethical thought in relation to climate change, food security, and our ecological reality. Students may delve into the interplay of science and theology, eschatology, theodicy, ethical critiques of economic theories, and the suffering of God through a variety of perspectives and social locations. [3 credit hours. Instructor: Dr. Elaine Nogueira-Godsey. Frequency: Even summers. Prerequisites: DM901, DM902, and DM903.]

**DM942 Justice and the Practices of Ministry**

Contemporary ecological challenges require faith communities to develop creative responses through religious education, leadership development, spiritual formation, liturgy, and ritual. Students will discover, critique, and create practical resources for forming just congregations and local communities. [3 credit hours. Instructor: Dr. Kate Common. Frequency: Odd summers. Prerequisites: DM901, DM902, and DM903.]

**DM943 Ecology, Place, and Justice**

Students will identify and engage with local community-based organizations and movements that seek to respond to contemporary ecological challenges. Through on-site research, students will explore the mission, resources, contexts, and structures that allow these groups to thrive. [3 credit hours. Instructor: Dr. Kyle Brooks. Frequency: Odd January terms. Prerequisites: DM901, DM902, and DM903.]

**DM950 Ecumenism and Global Christian Vision**

This class will consider the broad influence of the ecumenical movement and its various expressions, noting in particular the work of the World Council of Churches. Students will have the opportunity to become acquainted with various aspects of ecumenical Christianity through the resources available at the Ecumenical Institute at Bossey. Particular attention will be addressed to the experience of Black and African Churches and related theological issues. [4 credit hours. Instructor: Dr. Jeffrey Jaynes. Frequency: Odd summers. Prerequisites: DM901, DM902, and DM903.]

**DM951 The Global Experience and Black Religious Leadership**

This class will look at how global vision and experiences shaped prominent Black religious leaders of the 20th century. Among others, the class will consider contributions from Adam Clayton Powell, Martin Luther King Sr., Howard Thurman, Martin Luther King Jr., Malcolm X, and Katie Geneva Cannon. Students will wrestle with how to draw on global perspectives and resources to work and minister in specific local settings. [4 credit hours. Instructor: Dr. Tejai Beulah Howard. Frequency: Even January terms. Prerequisites: DM901, DM902, and DM903.]

**DM952 Transformational Leadership in the Black Community**

This culminating class of the specialization will concentrate on making transformative change in the local context—for ministry or other service to the faith community. Models for effective and collaborative leadership will be presented, and students will wrestle with considering interventions appropriate to their context. Global and ecumenical concepts will shape these discussions and the interactive work of students in this class. [4 credit hours. Instructor: Dr. Heber Brown III. Frequency: Even summers. Prerequisites: DM901, DM902, and DM903.]

**DM981 D.Min. Research Methods I**

This course provides an orientation to the discipline of research methods. A significant portion of this course is devoted the cultivation of online research skills, an introduction to databases that are essential to theological research, and an examination of additional digital tools and online collections that are of particular use in D.Min. studies. The course is offered in July of the student's first year of study, and includes a required online component to be completed after the face-to-face session. [1 credit hour. Instructors: Dr. Jeff Woods and Dr. Jeremy Garber. Frequency: Every summer. Prerequisite: None. Note: Graded pass/fail.]

**DM982 D.Min. Research Methods II**

This course addresses both the quantitative and qualitative methodologies for research. The course addresses the interface of theological and social science disciplines. Quantitative content of the class includes Basics of Sampling, Question Construction, Answer Scales, Rudimentary Statistical Analysis, Analyzing Data, Participant/Observer Methods, and Ethical Issues. Qualitative content will include observation/conversation reporting. The course is offered in January of the student's first year of study, and includes a required online component to be completed as a supplement to the face-to-face session. [1 credit hour. Instructor: Dr. Jeff Woods. Frequency: Every January term. Prerequisite: DM981.]



**DM983 D.Min. Research Methods III**

In this course, students continue to develop their capabilities in research methods. In addition, students begin to formulate topics for their proposed projects and theses, and to identify appropriate methodologies appropriate. The course is offered in July of the student's second year of study, and includes a required online component to be completed as a supplement to the face-to-face session. [1 credit hour. Instructors: Dr. Jeff Woods and Dr. Jeremy Garber. Frequency: Every summer. Prerequisites: DM981 and DM982.]

**DM988 D.Min. Portfolio Review**

At the conclusion of course work and prior to the Project Proposal, students submit a portfolio that is representative of their work throughout the program thus far. Components include an identified assignment from core, research, and specialization courses with the instructor's evaluative comments. The portfolio includes a summary statement written by the student that integrates what has been learned from the program, describes personal growth, assesses achievement of learning goals, and assesses strengths and weaknesses in anticipation of the Project phase. The portfolio is reviewed by the student's newly assigned project advisor and two faculty members. A discussion of the portfolio and faculty response is to be scheduled between the student and the project advisor within 30 days of submission. [0 credit hours. Instructor: Dr. Fulgence Nyengele or Dr. Paul Kim. Frequency: Varies. Prerequisite: Completion of all D.Min. core and specialization courses. Note: Graded pass/fail.]

**DM991 Doctor of Ministry Individual Study**

D.Min. individual studies are available only in extenuating circumstances. Individual studies are unique learning experiences crafted between the student and the faculty supervisor that do not duplicate existing courses. D.Min. students requesting an individual study must have at least a 3.3 GPA. For more details, refer to the Individual Study section earlier in this publication. [1-3 credit hours. Instructor: Varies. Frequency: By request only. Prerequisites: DM901, DM902, DM903, 3.3 GPA, and approved petition.]

# Appendix I: Notice of Nondiscrimination

The most up to date policies can be found at [www.mtso.edu/nondiscrimination](http://www.mtso.edu/nondiscrimination). The policies published there supersede all other versions. MTSO reserves the right to make modifications to policies and will indicate such any changes for six months when they are made.

Methodist Theological School in Ohio does not discriminate on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity or expression, religion, age, ancestry, physical or mental disabilities, military status, veteran status, marital status, pregnancy and parenting status, creed or any other protected class, or other non-merit reasons, in admissions, educational programs or activities and employment, housing, including employment of disabled veterans and veterans of the Vietnam Era, as required by applicable laws and regulations.

Additionally, MTSO prohibits harassment or retaliation based on a protected class. To access detailed policies, click the hyperlinked headings below.

## **Nondiscrimination, Harassment and Retaliation Policy**

## **Sex/Gender Harassment, Discrimination and Sexual Misconduct Policy**

### **Section 504/ADA grievance procedure**

### **Nondiscrimination resources**

### **Code of Conduct**

### **Title IX coordinator**

The director of vocational discernment and community engagement has been designated as the Title IX coordinator for Methodist Theological School in Ohio. In addition to being responsible for coordination of compliance efforts and receipt of inquiries for Title IX of the Education Amendments of 1972, the director/coordinator also has responsibility for coordination of compliance efforts and receipt of inquiries for the following acts:

- Title IV of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- Age Discrimination Act of 1975
- Violence Against Women Reauthorization Act, Campus Sexual Violence Act (SaVE Act) provision (Section 304)
- Americans with Disabilities Act of 1990
- Jeanne Clery Act

Inquiries concerning any of these acts should be addressed to:

Katherine Dickson  
Title IX and 504/ADA Coordinator  
Methodist Theological School in Ohio  
3081 Columbus Pike  
Delaware, Ohio 43015

Office location: Werner Hall 117  
Office phone: 740-362-3440  
[kdickson@mtso.edu](mailto:kdickson@mtso.edu)

Questions regarding Title IX and 504 may also be referred to the United States Department of Education's Office for Civil Rights.

Title IX training materials for coordinator training:

<https://atixa.org/2020-regulations-requirement-posting-of-training-materials>

## Appendix II: Whistleblower policies

This policy was established to communicate the standards and procedures for members of the MTSO community to report alleged unethical, fraudulent, or illegal acts. The MTSO community, for the purposes of this policy, is defined as board members, employees, volunteers, students, vendors, alumnae of MTSO and to applicants for jobs at MTSO. MTSO has responsibility for the stewardship of its resources and the private support that enables it to pursue its mission and is therefore committed to the highest standards of moral and ethical behavior.

### Whistleblower

A person or entity making a protected disclosure about an act that they consider unethical, fraudulent, or illegal is commonly referred to as a whistleblower. Whistleblowers may be board members, employees, volunteers, students, vendors, alumnae of MTSO, applicants for jobs at MTSO, or the general public. The whistleblower's role is as a reporting party. He or she is not an investigator or finder of fact, nor does a whistleblower determine the appropriate corrective or remedial action that may be warranted.

### Duties and responsibilities

It is the policy of MTSO that board members, employees, volunteers, students, vendors, alumnae and applicants shall be free without fear of retaliation to make known allegations of alleged misconduct existing within MTSO that he or she reasonably believes constitutes the following: wire fraud, mail fraud, bank fraud, securities fraud or questionable accounting, internal controls, and auditing matters. It is further the policy of the institution that board members, employees, volunteers, students, vendors, alumnae and applicants shall be free without fear of retaliation to make known allegations of alleged misconduct existing within MTSO that he or she reasonably believes constitutes a violation of MTSO's stated policies, procedures, or legal obligations.

A board member, employee, volunteer, student, vendor, alumni, or applicant shall not take or refuse to take any employment or other action in retaliation against any individual(s) or organization who discloses information regarding misconduct under this policy or who, following such disclosure, seeks a remedy provided under this policy or any law or other MTSO policy. Retaliation for disclosures made under this policy may result in suspension, termination, cancellation of the applicable vendor contract, removal from campus or any other action the Institution deems necessary.

Administrators and faculty are accountable for setting the appropriate tone of intolerance for fraudulent acts by displaying the proper attitude toward complying with laws, rules, regulations, and policies, including ethics policies. In addition, administrators should be cognizant of the risks and exposures inherent in their area of responsibility and should establish and maintain proper internal controls, which will provide for the security and accountability of the resources entrusted to them.

All suspected unethical, fraudulent, or illegal activity can be reported through MTSO's confidential, anonymous hotline (Campus Conduct Hotline) at 1-866-9HELPUS (1-866-943-5787).

Supervisors and administrators at all levels of management who become aware of suspected fraudulent activity are to respond in a consistent and appropriate manner and shall report the suspected activity to the designated intake officer stated above, the director of compliance or the president. In the event that the individual to be reported is the director of compliance or president, the report shall be made to the president or the Chair of the Audit Subcommittee of the Board of Trustees, respectively.

## Procedures

Employees are encouraged to first report their concerns to their immediate supervisor. Other members of the MTSO community may disclose all relevant information regarding evidenced misconduct to the following designated intake officers, in accordance with the subject matter of the disclosure:

| <b>Subject Matter</b>   | <b>Intake Officer</b>  |
|---|--|
| Disability violations concerning students   | Director of Student Services and/or Title IX/Section 504/ADA Coordinator |
| Disability violations concerning employees  | Title IX/Section 504/ADA Coordinator                                     |
| Discrimination/harassment/retaliation   | EEO Coordinator / Human Resources Coordinator                            |
| Environmental hazards/unsafe working conditions   | Facilities Manager   |
| Faculty handbook violation  | Dean and Vice President of Academic Affairs                              |
| Staff personnel policies violation  | Human Resources Coordinator  |
| Financial improprieties/fraudulent accounting (including but not limited to: wire, mail, bank, or securities fraud or questionable accounting, internal controls, and auditing matters) | Controller (Chief Financial Officer)                                     |
| Illegal/unethical business practices  | Controller (Chief Financial Officer)                                     |
| Safety/security issues  | Facilities Manager   |
| Student policies violation  | Director of Student Services   |
| Wrongful termination  | Human Resources Coordinator  |
| Other conduct   | Human Resources Coordinator  |

Any disclosure shall be made in a signed written document within 90 days of the day on which the complainant knew or should have known of the misconduct. If the board member, employee, volunteer, student, vendor, alumni, or applicant would rather contact a source outside of the institution, he or she may contact MTSO's confidential, anonymous hotline (Campus Conduct Hotline) at 1-800-9HELPUS (1-800-943-5787) within 90 days of the day on which the complainant knew or should have known of the misconduct.

The intake officer shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and circumstances of the disclosure. In the case of disclosure of misconduct involving the designated intake officer, the disclosure shall be directed to the director of compliance (or designee). The director of compliance (or designee) shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and circumstances of the disclosure.

In the case of disclosure of misconduct involving the director of compliance, the disclosure shall be directed to the president. The president shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and the circumstances of the disclosure.

In the case of disclosure involving financial misconduct, the intake officer or the Campus Conduct Hotline shall also provide the disclosure to the Audit Committee for their review and consideration. The Audit Committee shall have the authority to resolve the matter.

In the case of disclosure to the Campus Conduct Hotline that does not involve financial misconduct, the Audit Committee shall be entitled to receive a summary of the disclosure from the Campus Conduct Hotline. At its discretion, the Audit Committee shall have the authority to resolve the matter.

If the disclosure involves the president, the disclosure may be directed to the Chair of the Board of Trustees (or designee).

If the disclosure involves a member of the Board of Trustees, the disclosure may be directed to the president or the Chair of the Board of Trustees (or designee).

If the disclosure is by a Board member it shall be made to the Chair of the Board, unless the complaint involves the Chair of the Board, in which case the complaint shall be to the Vice Chair of the Board.

The director of compliance and the president, or the Chair of the Audit Subcommittee if appropriate, has the primary responsibility to review every hotline and supervisor report. An investigation will be conducted if a review establishes that the illegal allegation constitutes unethical or fraudulent activity, and if supported by specific information or corroborating evidence. Other departments or individuals may become involved in investigations based on their areas of oversight responsibility or expertise.

All affected departments and/or individuals shall cooperate fully with those performing a review or investigation, including the president, the director of compliance, MTSO Counsel, MTSO Auditors, law enforcement officials, regulators and any other parties involved.

If an investigation substantiates that fraudulent activities have occurred, the director of compliance or president shall issue reports to appropriate designated personnel and, if appropriate, to the Board of Trustees.

Any decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made by the president (or Board Chair) in conjunction with MTSO Counsel, as will final decisions on disposition of the situation.

Efforts will be made to perform investigations discreetly. The details of the investigation will be kept confidential, to the extent feasible, and consistent with MTSO policies and applicable federal, state, and local laws.

Persons found to be making false or frivolous claims under this policy will be disciplined, up to and including termination of employment or expulsion from MTSO.

# Appendix III: Student worker policies

Student employees (including work-study) are those whose major efforts are directed toward receiving a formal education, and who are employed part-time to help meet the needs of the school, furnish students with financial support in pursuit of their academic goals and provide valuable opportunities for academic and administrative job experience. The job duties and responsibilities of student employees vary greatly and may or may not be related to their field of study.

A student employee is defined as an individual who is enrolled at the school on a full-time or part-time basis in the pursuit of an academic degree, and selected to a position designated as student employment.

Employment of international students is subject to federal regulations and special restrictions may apply. For more information, contact the director of student services.

No student shall be discriminated against on the basis on race, color, religion, gender, age, disability, national origin, marital or veteran status, sexual orientation, or any other extraneous considerations not directly and substantially related to effective performance.

Student employees are employed at will and serve at the discretion of the employing department.

## Recruitment and selection

The operations support coordinator oversees the work-study program and manages recruitment for all positions to be filled by student employees. The director of financial aid may also refer students who satisfy federal work-study program eligibility requirements to the operations support coordinator. While hiring decisions are delegated to departments, before an offer of employment is extended to any student the department must first consult with the operations support coordinator who reviews, approves, certifies, authorizes all hires, and maintains the student employee files.

Departments may impose priority or additional requirements when filling positions. For instance, the buildings and grounds department gives priority to residents.

## Classification and wage rates

The operations support coordinator provides an approved position description to the student employee for reporting purposes and to give the student employee clear job expectations. Student employees are assigned on a temporary, part-time basis. Student wage rates are revised periodically (\$10.77 as of Fall 2022). Most student employees are non-exempt and thus paid an hourly rate. Non-exempt employees are subject to minimum wage and overtime regulations. Student employees can hold multiple assignments. The appointment must be the same status (non-exempt or exempt) and must not total more than 30 hours in a seven-day period.

## Terms of employment

1. **Employment Eligibility.** Hiring departments must comply with school policy and procedures regarding the Immigration Reform and Control Act of 1986. Students must provide evidence of their identity and employment eligibility and complete an I-9 Form as part of the hiring process. Departments shall send completed I-9 Forms to the human resources coordinator for filing. The operations support coordinator ensures completion of all student payroll paperwork.
2. **Confidentiality.** Student employees are expected to maintain the confidentiality of student records as are all other affected MTSO employees. Student employees are required to sign the Confidentiality of Student Records statement before they can access student records.
3. **FERPA.** Student employees receive FERPA training online and from their supervisors. When working with student records, student employees must work cooperatively with the supervisor to ensure FERPA compliance.
4. **Title IX Policy Training: Sexual Molestation and Abuse Prevention Program.** All student workers are expected to be knowledgeable in and adhere to MTSO's Title IX policy. They will also be required to



successfully complete the most current on-line video training program prior to and as a condition of continued employment. Students employed for two years or longer are required to complete subsequent Title IX MTSO training programs.

### **Payroll guidelines**

1. **Maximum Hours of Work.** Student workers are restricted to working 20 hours per week during academic terms in which they are enrolled and no more than 30 hours per week during their off academic term and official school breaks.
2. **Hourly Time Recordkeeping:** All student employees will use an electronic timekeeping system and are required to “punch in” at the start of work and “punch out” at the end of the shift.
3. **Student Paychecks.** MTSO requires direct deposit. Instructions for setting up a direct deposit account can be obtained from the Business Office. Student pay dates are the 15<sup>th</sup> and last day of the month.
4. **Overtime.** The Department of Labor requires that non-exempt employees be paid overtime at a rate of one-half times the regular rate of pay worked in excess of 40 hours in one week. Overtime without prior approval is restricted.
5. **Breaks and Meals.** Students are permitted to take a 15-minute break for every four-hour period of work. Meal periods are permitted to student employees who work six hours or more in a shift. Meal periods must be 30 minutes without interruption to be unpaid time.
6. **Vacation and Leave.** Student employees do not accrue paid vacation or sick leave. In the event of illness, a student employee must notify his/her supervisor as soon as possible each day of absence. Arrangements for time off (without pay) are negotiated and approved at the employment department level.
7. **Holidays.** Student employees are not eligible for holiday benefit pay. Where the school provides services on holidays and students are scheduled to work, the rate of pay is at the regular hourly rate.
8. **Jury Duty.** In the performance of jury duty or when summoned to as a witnesses, student’s time is treated as an excused absence and without pay.
9. **Military Duty.** A student employee who is a member of any reserve component of the United States Armed Forces, who is voluntarily or involuntarily ordered to extend U.S. military service, must be granted time off without pay. The student employee should provide advance written or verbal notice of call for impending training or active duty to the department supervisor. Upon completion of training or discharged under honorable condition and upon re-registration as a student, the student must be returned to her or his former or comparable position in a timely manner, based on the availability of a student position.

### **General rules of conduct**

To assist with the efficient operation of the school and to ensure the safety and well-being of those at the school, the following rules of conduct are in force. The rules of conduct are not for the purpose of restricting the rights and activities of employees, but are intended to help employees by defining and protecting the rights and safety of all persons. Employees are expected to acquaint themselves with these rules and other work rules specific to their department. It is for conduct such as that defined below that employees will be subject to corrective action including suspension or termination depending upon the severity of the violation. These rules include, but are not limited to:

1. Unauthorized use and/or possession of intoxicating beverages, narcotics, or dangerous drugs on school premises; or reporting to work under the influence of intoxicating beverages, narcotics, or dangerous drugs.
2. Misrepresenting hours, falsification or unauthorized altering of timesheets.
3. Fighting, gambling, use of profane, obscene, or abusive language while at work.
4. No weapons.
5. No smoking (including e-cigarettes).
6. Behaving in a discourteous or disrespectful manner toward a supervisor.
7. Refusal to carry out the instructions of a supervisor (insubordination).

8. Leaving the job without permission during regularly assigned working hours.
9. Sleeping while on duty.
10. Creating unsafe conditions.
11. Stealing or unauthorized removal or use of property belonging to the school, to employees, students, or visitors of the school.
12. Loss, damage, or destruction of property belonging to the school or to employees, students, or visitors to the school.
13. Unwillingness or inability to work in harmony with others, discourtesy or conduct creating discord.
14. Mailing or posting any notice, circular, or display on school premises without permission.
15. Failure to comply with policies and procedures of MTSO and those specific to a department.
16. Student workers who are issued keys and/or key cards are expected to use them in the manner directed and to keep them in a secure area. Keys may not be copied, loaned, or otherwise misused. When a student worker leaves the school, the key/key card should not be passed down to other employees. Keys must be returned to the student worker's supervisor or to the facilities manager, who will return the key/key card to maintenance where it will be deleted and/or destroyed.
17. Maintain confidentiality (if applicable to position).

### Accidents and injuries

If a student employee is injured on the job, the accident reporting procedures are the same as for regular full-time and part-time employees. The employing department must immediately send a completed Safety Incident or Accident Report and Workers' Compensation Claim Form to the facilities manager or the human resources coordinator for proper handling.

### Conflict resolution

Students must bring concerns about their employment to the attention of their supervisor as soon as possible. Supervisors are expected to make good faith effort at fair and equitable resolution, which includes informing the student of their decision. Student employees involved in a dispute should seek resolution at the department employing level. The operations support coordinator is available to both students and supervisors to assist in this process.

### Termination

Students may be terminated if their performance is deficient or if their behavior does not merit continued employment. Supervisors are encouraged to give the student opportunity to correct his/her deficiencies prior to termination. No written notification is required, but is strongly recommended. A student, who wishes to grieve any employment related issue, may use the relevant school grievance procedures.

# Appendix IV: Information security policies

In the course of daily operations at MTSO, we handle data in many different forms. Poor data management practices can be of great consequence to the school, as they represent inadequate care and attention to the constituencies we serve, stall our productivity, and can have legal liability ramifications in serious instances. Creation of an information security policy is an important step in a process intended to minimize the level of risk inherent to the data-driven environment at MTSO.

Over the years, various work units at the school have developed procedures and practices for keeping such information appropriately safeguarded. This document's primary purpose is to institute a policy framework that will protect the school in the event of a security breach. It is intended to address particular areas where current practices in data security at MTSO may be ill-defined, especially with respect for data that is collected or stored electronically. It is a policy document, but can also be instructive to the extent that it introduces new ways of understanding the significance of all the data we collect and store, and encourages review of current practices in light of its directives. Exercising sound personal judgment around the collection, storage, and sharing of data has always been, and remains, the best safeguard available against misuse.

## Scope

The policies described in this document will apply to all employees (regular full-time, regular part-time, regular time-limited, temporary, and student) and students (including student residents and their family members, visitors and/or guests). In addition, contracted vendors with MTSO who have access to personally identifiable information or other sensitive data related to MTSO constituencies should be made aware of these policies and agree to abide by them as a condition of their relationship with MTSO.

## Enforcement

Any persons found to have violated these policies may be subject to disciplinary action as described in the MTSO Personnel Policies, General Policies Governing Faculty, or other appropriate document governing one's working relationship with MTSO.

## Social Security numbers

The Social Security numbers (SSNs) of MTSO employees and students are necessary for the school to collect and store as part of normal operations, such as for tax reporting purposes and background checking. When this information is collected, it is stored in the school's payroll accounting software system (employees) and integrated student information system (students). Both of these systems protect access to this information through user permissions, and are stored on separate secure servers. Access to this information is limited to only those employees with a need to know as part of the regular discharge of their job responsibilities. SSNs (employee and student) are confidential information. Employees, agents, and representatives of MTSO shall not:

- Intentionally communicate or otherwise make available to the general public an individual's SSN;
- Publicly display an individual's SSN (e.g., by including the number in electronic documents posted on internal Web sites or in paper documents posted internally);
- Intentionally print or embed an individual's SSN on any card, such as student identification cards, required for the employee or customer to access products or services;
- Require an individual to transmit the individual's SSN over the Internet, unless the connection is secure or the SSN is encrypted;
- Print an individual's SSN on any materials that are mailed (including facsimile and email) unless required by law, with the students' permission, or on documents sent as part of a transcript, an application, an amendment, or termination of an account, in which case the number may not be on a postcard or visible through an envelope;

- Sell, lease, loan or otherwise intentionally disclose an SSN to third parties without written consent from the employee or customer; and
- Show more than the last four digits of an employee's SSN in a pay stub or other format at the time wages are distributed.

Use of a Social Security number is permitted if the use, collection, or release of the number is required by federal or state law, or if the use is for internal verification or administrative purposes.

## **Computer use and ownership**

Users should be aware that the data they create on school systems remains the property of the school. Because of the need to protect the school's network, the school cannot guarantee the confidentiality of personal information stored on any network device belonging to the school, including without limitation, emails, text messages, IMs, voicemails, and other electronic communications.

The Internet and email are useful tools for our work. MTSO provides employees with computers and related equipment. The equipment is the school's property, and is to be used for the benefit of the school. In general, employees should limit their use of the equipment to business matters. While personal use of school-owned computers is not strictly prohibited, employees are responsible for exercising good judgment regarding the reasonableness of personal use. Excessive use of the computer systems for personal reasons is a violation of school policy and may be used as the basis for disciplinary action. This applies to laptop computers or other school equipment that may be kept or used off-campus.

Internet use, email and materials made and stored electronically are not private. The school reserves the right to monitor or review such communications and materials. Personal material that an employee wishes to keep private must not be stored on the computer system. Similarly, confidential information about the school and its constituent groups should not be communicated via email or the internet except in such instances where the confidential information is encrypted or otherwise transmitted in a secure manner. Questions regarding the security of any transmission of information should be directed to the director of information systems at MTSO. Under no circumstances should confidential information about the school and its constituent groups be removed from the protections provided by the MTSO network security system or the physical protections of campus without specific authorization or approval from the president, vice president of academic affairs, or director of information systems at MTSO.

For security and network maintenance purposes, individuals within the school authorized by a designated supervisor may monitor any equipment, systems, and network traffic at any time.

Except as required by applicable data protection laws, users of school e-messaging systems shall have no expectation of privacy in anything they store, send, or receive on the school's systems, including without limitation, email, text messages, IMs, voicemails, Webmail, and other electronic communications.

## **Security and proprietary information**

All users must keep passwords secure and may not share accounts. Users are responsible for the security of their passwords and accounts. Users must exercise extreme caution when opening email attachments received from unknown senders, as attachments may contain viruses, email bombs, or Trojan horse code.

## **Cloud storage**

Users should not upload confidential information (such as social security numbers, credit card numbers, financial/payroll information, personnel records) to cloud storage through any file hosting service (e.g., iCloud, OneDrive, Dropbox). If offsite access to confidential information is necessary, users should request from the director of information technology an encrypted flash drive. Although retrieving Web pages that are unprotected if their owner does not intend that they be viewed may constitute a violation of the Computer Fraud and Abuse Act, there is no way to guarantee the absolute security of uploaded files even if the process is handled with utmost caution. The risks of using cloud storage should therefore be carefully assessed.

## Unacceptable use

The following activities are prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities. Any exemptions must be authorized in writing by a designated supervisor.

Under no circumstances is an employee or temporary worker authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing school-owned resources. The list below is by no means exhaustive, but attempts to provide a framework for activities that fall into the category of unacceptable use. The following activities are strictly prohibited:

- Performing activities unrelated to the school's mission or activities unrelated to official assignments and job responsibilities (including excessive use of the computer systems for personal reasons).
- Interfering with or disrupting network users, services, or equipment.
- Using school information systems for private purposes such as marketing, business transactions, solicitation for religious and political causes, unauthorized not-for-profit business activities, private advertising of products or services and any activity meant to foster personal gain.
- Violating the rights of any person or school protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of pirated or other software products that are not appropriately licensed for use by the school, the unauthorized copying of copyrighted material (including, but not limited to, digitization and distribution of material from magazines, books, music, motion pictures, or other copyrighted sources), and the installation of any copyrighted software for which the school does not have an active license.
- The use of peer-to-peer (P2P) software is discouraged (e.g., BitTorrent, LimeWire, KaZaA, etc.). P2P software has legal uses, however, mostly it is used to download and share copyrighted materials, including music, videos, and games. Most P2P software turns file sharing on by default as soon as the software is installed. This means that others may access materials on your computer without your knowledge, whether they have given permission or not. If you do install a P2P client for legal purposes, it is recommended that you turn off file sharing immediately. If you are sharing files, even inadvertently, you are still liable for violating copyright law.
- Intentional introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, email bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members.
- Using school computing assets to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- Accessing or downloading pornographic or similarly offensive material.
- Making fraudulent offers or offers for personal gain of products, items, or services originating from any school account.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access.
- Circumventing the system of firewalls through the use of modems or network tunneling software to connect to the network.
- Port scanning or security scanning.
- Executing any form of network monitoring that intercepts data not intended for the employee's host.
- Circumventing user authentication or security of any host, network, or account.
- Transmitting school confidential information over public networks without encryption.
- Sending unauthorized and/or unsolicited email messages, including the sending of junk mail or other advertising material to individuals who did not specifically request such material (spam).

- Any form of harassment via email, telephone, or paging, whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of email header information.
- Creating or forwarding chain letters, Ponzi, or pyramid schemes of any type.
- Transmission or storage of any messages or data that contain explicit or implicit threats, obscene, derogatory, profane, or otherwise offensive language or graphics; defame, abuse, harass or violate the legal rights of others.

## **Remote access**

It is the responsibility of employees, contractors, vendors, agents, and partners with external access privileges to and from the school network to ensure that their external connection is given the same consideration as their onsite connection to the network. For purposes of this policy, “external connection” means any access to the network through a non-school controlled network, device, or medium.

## **Access and storage**

Users accessing data must be authorized by a designated supervisor to access the appropriate systems and their resources. Access privileges shall be adjusted, as needed, if the employee transfers, changes roles or terminates employment. All requests for access or changes in access privileges require the approval of the supervisor and the appropriate data owner, and are subject to review by legal counsel. Only users who have valid business reasons as determined by their supervisor will be granted access privileges appropriate to the user’s job function. An authorized user may not, under any circumstances, extend their authority to another individual without the approval of a designated supervisor and the data owner. Users should never attempt access to unauthorized computer resources or restricted areas.

Users must keep hard copy documents and information from view of unauthorized recipients (e.g., users should erase whiteboards, refrain from leaving materials in view on tabletops, and remove materials from conference rooms). Confidential information should not be left unattended and should be stored in a locked office, desk, cabinet, bookcase, safe or other physically secured container. The ability to track both ingress and egress of all individuals must be maintained.

## **Identification and authentication**

User identification and authentication is a process to help ensure security resources are protected. Identification is determined through the use of a unique user ID. Authentication is the process of confirming that a known individual is correctly associated with a given credential, for example, by use of passwords to confirm correct association with a username or account name. Authentication protects against fraudulent transmission by verifying the validity of a transmission, message, station, or originator. Users will be assigned a unique ID to access systems, programs, applications, and data. Users are responsible for all activity that occurs under their user ID and IDs may be revoked at any time.

## **Passwords**

All users must be uniquely identified and authenticated before being granted access to information. All accounts must have passwords with a minimum of eight characters. Passwords should contain a mixture of upper- and lower-case letters, numbers, symbols, or special characters and be non-displayable when entered on a terminal. Users should not use personal information such as name, file number, school name, or school address code. To enhance the security of the password, it is strongly recommended that users include numeric and special characters in passwords, avoid using words that can be found in an English or foreign dictionary and be a unique password not used with any other account. Regardless of the circumstances, users shall not (a) share or reveal passwords to anyone; (b) print, store online, write down or give away passwords; (c) access systems with another user’s password or account; or (d) disguise identity while using systems. Users shall avoid using the “Remember Password” feature of applications. Passwords are required and must be activated when users are away from their PC or console.



## Travel, mobile computers, and mobile devices

When traveling, users should not place confidential materials in checked baggage. Users should not leave campus with electronic versions of confidential data, and should not transfer confidential data to flash drives or other media unless absolutely necessary. Users should ensure that confidential information is encrypted when it is necessary to transfer the data; questions about the encryption process or its utility in a particular instance should be directed to the System Administrator. In cases where work-related reasons call for off-campus access to confidential data, users should contact the System Administrator in advance for advice on how to best access the data. Users should never leave laptop computers unattended and should not use laptops in public areas where others can read the screen. Users should never leave laptops alone in a conference room, hotel room or on an airplane seat, and should make arrangements to lock the device in a hotel safe, or take it with him/her. Laptop data on should be backed up to the school network on a regular basis.

## Monitoring

MTSO reserves the right to monitor the use by employees of MTSO telephones, computer networks, and electronic messaging systems at any time. Employees should not consider their use of MTSO computer and electronic messaging systems, including without limitation email, text messages, IMs, and voicemail, to be private or confidential. To the contrary, MTSO expressly reserves the right to monitor, copy, delete and/or disclose any and all documents, data, messages, or other files stored on MTSO network infrastructure and electronic messaging systems. MTSO may share any content or information obtained from an employee's computer or electronic messaging system, including without limitation email, text messages, IMs, and voicemail, with law enforcement authorities as required by statute or to protect MTSO's interests. Except as required by applicable data protection laws, users of MTSO electronic messaging systems shall have no expectation of privacy in anything they store, send, or receive on MTSO's electronic messaging systems or computer systems, including without limitation email, text messages, IMs, and voicemail.

In instances in which an inspection or search is conducted because of MTSO's concern for security, or MTSO's need for MTSO property, or information related to MTSO business that is believed to be in the possession of an employee who is not available, no approval for the inspection or search is necessary, unless an item of the employee's personal property (such as a briefcase) will also be searched. In instances in which the inspection, search or monitoring is conducted because there is reasonable suspicion that a particular employee or group of employees may be using MTSO property in an unauthorized manner, and in instances in which an item of the employee's personal property may be searched, the inspection, search or monitoring will be approved in advance by the president, dean, or designated alternate in the event of unavailability.

## Breach response

Any user who comes across any evidence of confidential information being compromised or who detects any suspicious activity that could potentially expose, corrupt, or destroy confidential information, must report such evidence to his or her supervisor. A user shall immediately notify his or her supervisor and the director of information technology and the vice president of academic affairs if he or she becomes aware that confidential information has been acquired (through theft or inadvertence) by an unauthorized recipient.

In the event of a data security breach involving consumer or employee confidential information, regardless of the likelihood of misuse, legal counsel shall be contacted immediately upon learning of such incident in order for legal notification requirements, if any, to be met. No one should take it upon themselves to investigate the matter further without authorization of the dean or another appropriate school official in conjunction with legal counsel. The dean, in conjunction with legal counsel, shall immediately commence an investigation to determine the likelihood of misuse of the affected information, and provide notice of any security breach pursuant to any applicable laws and contracts.

# Appendix V: Disability services policies

*The most up to date policy can be found at [www.mtso.edu/nondiscrimination](http://www.mtso.edu/nondiscrimination). This version of the policy supersedes all other versions. MTSO reserves the right to make modifications to policy and will indicate such any changes for six months when they are made.*

MTSO 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 support reasonable, documented requests for accommodations and learning adaptations.

The Americans with Disabilities Act (ADA) was enacted in 1990 and amended in 2008 and again in 2010 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, spouse/partner, or child). 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 impairment, or a person who is perceived by others as having such 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 services to begin the process for receiving the appropriate accommodations and learning adaptations.

## Gaining access to accommodations or learning adaptations

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 and 2010 require adult students to self-identify to the institution and provide appropriate documentation that substantiates the need for adjustments, adaptations, or accommodations. The documentation needs to be provided by a licensed health care provider on the appropriate forms, available on the MTSO website and through the director of student services. 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 services, in cooperation with the student and the student’s faculty advisor, will provide a Letter of Accommodation to the student and the faculty members teaching the class(es) for which accommodations are requested.

Institutions must keep any documentation of a disability that a student supplies confidential. As such, institutions usually have a separate office or program that students with disabilities can use to request accommodations. At MTSO, the director of student services is the coordinator for all disability services. All student records related to disabilities are located in a locked file cabinet.

## Impact of learning accommodations students with disabilities

The general requirements that must be met under ADA and Section 504 include:

- MTSO will not exclude students solely on the basis of disability.
- MTSO makes every effort to include all students in 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 modification would fundamentally alter the nature of the activities or services offered.
- MTSO affirms the presence and use of appropriately trained and licensed service animals (dogs).
- 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 accommodations**

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 services and the faculty.
- Privacy. Information about disabilities and/or accommodations will only be shared with those directly affected, including faculty members with whom the student is enrolled each semester, the vice president of academic affairs and others deemed necessary by the director of student services. Information concerning individual students, their needs and/or diagnosis will be kept in a locked file cabinet, separate from any other student records on campus. Access is granted only to the student, and, with the student's permission, those directly involved with his/her 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 services.
- 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 with 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 services about their need for specific accommodation, preferably upon registration for classes. Newly diagnosed conditions or changes in the need for accommodations should be reported as soon as possible. The student is urged to discuss the need for the accommodation with the professor.
- 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 visit the director of student services and request the accommodation during the first four weeks of classes or, if newly diagnosed, upon learning of their diagnosis.
- 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.

## **Record retention for students with disabilities**

The director of student services 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. The Office of Student Services will shred expired documents. Students who return after documents have been shredded must obtain new documentation of their disability in order to obtain accommodations.

## Alternate texts

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 services upon registration for classes. Failure to give appropriate notification may result in the arrival of the text after the semester has begun. To ensure that students receive the texts in the desired format in a timely manner, the following guidelines are suggested:

1. The student reviews the required, recommended, and supplemental books for each course and informs the director of student services of the textbooks needed.
2. The director of student services will help the student find accessible formats through Bookshare or by contacting publishers to request books in accessible formats. This process cannot be completed until the student has proof of textbook purchase or rental and gives receipt to the director of student services, or otherwise proves to the director of student services that they have access to the text.
3. The director of student services works to acquire the alternate text and notifies the student when it has arrived and is available for use by the student.

## Recorded lectures

Students with disabilities who are unable to take or read notes may record class lectures for their personal study only. Lectures recorded for this purpose may not be shared with other people without the consent of the lecturer. Recorded lectures may not be used in any way against the lecturer, other faculty members, or students whose classroom comments are recorded as a part of the class activity. Information contained in the 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.

## Appeals process

Students working with the director of student services 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, MTSO recommends grievances regarding accessibility be handled as follows:

1. To file a grievance regarding accessibility and/or accommodation decisions, a student should first discuss the grievance with the director of student services.
2. If the student is not satisfied with the outcome of the meeting, the student can request a meeting with the vice president of academic affairs.
3. The director of student services and the vice president of academic affairs will then meet within 14 days to review the grievance.
4. 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 U.S. 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)

## Contact information

To request a reasonable accommodation, contact the director of student services, Jeremy Garber, at [jgarber@mtso.edu](mailto:jgarber@mtso.edu). For more information regarding 504/ADA Compliance, contact the ADA/504 coordinator, Kathy Dickson, at [kdickson@mtso.edu](mailto:kdickson@mtso.edu).

# Appendix VI: Student records policies

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 (faculty 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 items that constitute directory information at MTSO (those items that it can publish or publicly release) is included in the Annual Notification of Rights (FERPA) 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 semester. A request to withhold will stay on file until the student removes it.

## Types of student records

Several offices at MTSO keep academic and administrative student records.

Academic records may include, but are not limited to:

- Registration, grades, and evaluations kept by the Office of the Registrar;
- Doctor of Ministry records including project proposals and portfolios kept by the D.Min. Director's Office;
- Field education records including placement information, supervisor's evaluations, practicum, and internship records kept by the Office of Field Education;
- records including evaluations kept by the Dean's Office.

Administrative records may include, but are not limited to:

- Financial aid records such as scholarship applications kept by the Office of Financial Aid;
- Student accounts records such as billing and payment information kept by the Business Office;
- Housing records such as housing applications kept by the Housing Office;
- Student Services records such as disability accommodations and documentation kept by the Office of Student Services;
- Admission records that transfer to the Office of the Registrar after matriculation, such as the application and transcripts from other institutions the student attended.

## Retention of records

MTSO follows the record retention schedule recommendations in 2019 edition of AACRAO's *Student Records Management: Retention, Disposal, and Archive of Student Records*.

## Annual Notification of Rights (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Students are notified of these rights annually by the Office of the Registrar.

Education records are defined as those records which contain information that is directly related to a student and are maintained by an educational agency or the institution, or by a party acting on behalf of the institution. Records may be in print, email, handwriting, computer media, video or audio tape, film, microfilm, or microfiche.

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 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, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5920.

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, email address, date of birth, photograph, place of employment, employment telephone, degree or non-degree program in which enrolled, current enrollment (yes or no), enrollment status (full-time, half-time, less than half-time), 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 Office of the Registrar within the first two weeks of any semester. Please note that such withholding requests are binding for all information to all parties other than for educational purposes. Students should consider all aspects of a directory hold prior to filing such a request. Requests for non-disclosure will be honored by MTSO as long as the student is enrolled. 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, dean, faculty members of the Academic Affairs Committee, registrar, director of admissions, director of financial aid, faculty members of the Scholarship Selection Committee, director of field education, the student's advisor, staff members 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.



## **Mandatory FERPA training**

To ensure the MTSO community is compliant with FERPA regulations, all individuals (including student workers) who have access to student records are required to participate in a web-based FERPA training module before accessing student records and every two years thereafter.

## **Admissions records and FERPA**

FERPA coverage begins as soon as a student matriculates, i.e., is properly registered for courses and begins attending. Soon after the student is enrolled in the school, this file shall be purged of all material related only to admission (except the application, acceptance letter and transcripts) and transferred from the Office of Admissions to the Office of the Registrar. If an applicant is accepted but never enrolls, FERPA does not apply and the records remain in the Office of Admissions for a period of three years, after which time reapplication is required if the applicant wishes to enroll. These applicants do not have a right to see their admissions records.

## **Alumni records and FERPA**

If a student has a non-disclosure of information request in place at the time that they leave or graduate, this request will be honored until that student requests its removal. Students who leave the institution have the same rights under FERPA regarding their educational records as students currently in attendance. However, information collected about an individual after he or she is no longer a student is not covered under FERPA. This may include records maintained by the offices of Alumni and Church Relations and Development in relation to activities that occurred after graduation.

# Appendix VII: Campus housing policies

Temporary or short-term overnight accommodations are generally available for guests of MTSO faculty, staff, and students. Permanent or long-term apartment housing at MTSO is intended for master's degree-seeking students. MTSO cannot and does not guarantee housing to anyone. The Housing Agreement, which students living on campus must sign, spells out the responsibilities that the student and/or spouse and children must follow. To apply for housing, please complete the Housing Application at [www.mtso.edu/admissions/housing](http://www.mtso.edu/admissions/housing).

## Residential managers

Residential managers, while not MTSO staff members, are student workers who serve as key resource people for the residents of campus housing units. The residential manager is the person to see if a resident has been locked out of his/her room or apartment, want to share an idea for a community-building event, spot an emergency situation in a housing unit, etc. The residential manager will also facilitate communication and community within the building/unit. Do not hesitate to contact the residential manager to talk about any housing-related matter. (Weekend on-call number: 740-979-1677.)

Each residential manager has a mobile phone that can be used to help residents in the event of an emergency or unusual situation. In the event a resident needs assistance from the residential manager, he or she should try the residential manager's school extension first, and then the mobile phone. Also, in the event that the school loses electrical power for a sufficient amount of time to disable the phone system, residential managers will allow residents to use the mobile phone to make outgoing calls if necessary.

## Guests

MTSO students, faculty or staff living on campus are permitted to have overnight or short-term guests (staying no longer than four consecutive nights), but residents may want to consider reserving a room for them in the Dewire Residence Hall (fully furnished sleeping rooms with shared bathrooms) or a guest apartment in the Helen Werner Apartment Building or Kleist Manors. Residents are responsible for the actions of their guests while they are visiting campus housing units, and/or staying in guest rooms. Availability of guest rooms/apartments is limited, and charges range from \$55 to \$95 per night. For additional information or reservations, contact the operations support coordinator at [housing@mtso.edu](mailto:housing@mtso.edu). Weather emergencies and the potential for fires require residential managers be able to account for all occupants; therefore, to ensure the safety of all our residents and guests, the resident must inform the residential manager of the presence of any guest and the anticipated duration of their stay.

## Expectations within campus housing

MTSO values and practices non-violent forms of conflict resolution and we strive to provide a safe environment for faculty, staff, students, and their families within which all have an opportunity to live, learn and grow.

## Guidelines for children living on campus

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.

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.

1. Be advised that children should not be in administration or faculty office areas (Gault and Werner Halls) unless accompanied by an adult student, parent, or guardian.
2. 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.
3. Children under the age of 14 should never be unsupervised on campus. The “buddy system” is recommended for any child playing or walking anywhere on campus. The volume of traffic in the front entrance area is significant. The area is also visible to traffic on Columbus Pike/State Rt. 23, making unsupervised children 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.
4. Additionally, the “buddy system” is recommended for any child playing by or in the creek. If a child cannot swim, they must be supervised at all times at the creek. Be aware that MTSO’s property line runs down the middle of the creek.
5. Children are welcome and encouraged to attend chapel with their parents or guardians.
6. Children are welcome and encouraged to join our community during meals in the dining hall with their parents or another responsible adult.
7. 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 children should observe safety rules when crossing from the Kleist Manor apartments to Dewire Residence Hall. The Diane Hollway Memorial Playground is located behind Kleist Manor Apartments. While our community encourages sharing, children should ask before playing with toys from neighbors’ porches and see that they return the items when done.
8. 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. Children are not allowed, under any circumstances, to enter vacant apartments or rooms.
9. The basketball hoop is in an actively used parking lot behind Dewire Residence Hall; therefore, parents and children are encouraged to exercise caution when playing basketball. Signs are posted that alert drivers of the potential for “Children at Play.” The area of unsupervised play for children is in the Kleist Manor courtyards, the Diane Hollway Memorial Playground, and the front grounds of family housing.
10. Children under the age of 14 years old are not permitted access to Seminary Hill Farm unless accompanied by a responsible adult.

*Developed by MTSO Parents for MTSO Parents, March 2006. Revised August 2011. Updated June 2015.*

## **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. Toys and bikes should be gathered by their owners each evening, rather than left on sidewalks, parking lots or the campus roadway. For the safety of persons and property be aware that the lawns need to be free of all toys and personal items when mowing is taking place.

Upon moving out of the community, do not leave unwanted toys unless someone has specifically said they would like the item and is willing to take responsibility for the care and upkeep of the item.

## **Curfew**

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

- Under age 12: Dark to dawn (this can be as early as 5pm in the winter months)

- Ages 12-18: Weekdays during the school year: 11pm-4:30am, Friday-Saturday: midnight-4:30am.

MTSO is not responsible for enforcing these curfews but encourages parents to observe them.

## School system

The MTSO campus is part of the Olentangy School System (OSS). Parents of children who have lived in Kleist Manors and have attended school may be one of the best resources for information about the OSS. More information is available at [www.olentangy.k12.oh.us](http://www.olentangy.k12.oh.us) or by calling 740-657-4050.

## Lounge and 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. Respect the privacy of those students who live in the residence hall. Adults who live on campus should supervise any children 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).

## Resident concerns

The nature of the MTSO community is such that consideration of, respect for, and sensitivity to the needs of others are assumed to be valued and practiced. There are times, however, when one or more residents might have a different viewpoint and/or cooperative residential life is challenging. In such a situation, the first course of action is to talk about the problem directly with the person(s) involved. If the problem cannot be resolved in this way, talk with the residential manager. When necessary, the facilities manager and/or the director of student services can be contacted.

## Noise policy

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

- Loud gatherings after midnight on a Friday or Saturday night are generally unreasonable.
- Loud gatherings after 10 p.m. Sunday through Thursday are generally unreasonable

In the event that these guidelines are violated, use the following protocol:

1. Ideally, the complainant should contact those making the noise to request they lower the noise level.
2. If the complainant has already contacted the offender(s) and the noise continues, then the complainant should contact a residential manager and have the residential manager inform those making the noise that the noise level needs to be lowered to an acceptable level. The complainant may go directly to the residential manager if necessary.
3. If the noise level persists, then either the complainant or the residential manager is free to call the operations support coordinator, who will contact the offenders and instruct them to lower the noise level.

## Dewire Residence Hall

The Dewire Residence Hall is designed for students who commute to campus and stay only a few days. Rooms are cleaned between each stay. Dewire residents are expected to be good stewards and respectful of those who provide the cleaning service.

## General room accommodations

The rooms are furnished with a double bed (fresh linens are provided at the beginning of each stay), a nightstand with lamp, a TV and remote, a desk with lamp, desk chair, and a comfortable sitting chair. There are also two locking closets in each room, with keys in the locks. For students that return weekly, personal items can remain in one of the two locking closets in each room. When a student vacates the

room at the end of the semester, they should place the key in the lock and remove all personal belongings. MTSO is not responsible for any personal items left or stored in the rooms.

### Room keys

A room key will be at the front desk of Dewire Residence Hall on the student's expected day of arrival. The student should keep the key until the end of the semester, at which time any keys must be returned to the operations support coordinator.

### Check-in and checkout times

Check-in will begin at 4pm. Please enter through the doorway off the breezeway between the dorm and the dining hall.

Checkout will begin at noon. Please place your bed linens and towels in the linen bag you picked up at check-in. Please cinch the bag shut and place it in the laundry bin in the laundry room near the southeast (parking lot) exit. Trash must be placed in the trash bag provided in the room, knotted shut, and deposited in the receptacle near the southeast (parking lot) exit. Because commuter rooms may be used by others during the week, please remove **all** personal belongings or lock them in the room storage areas when you depart for the week. MTSO is not responsible for items left in rooms after checkout.

### Bathrooms

Bed and bath linens will be available for pickup in the lobby each week. Commuters will need to make their own beds using the linens provided in the linen bag. Towels, washcloths, and bathmats can be found under the sinks in each bathroom. In our effort to promote sustainable practices on campus, we encourage you to hang towels that are intended to be used again on the towel racks. Place dirty towels on the floor for laundry pick-up each day by the cleaning contractor.

### Meals and kitchen facilities

Dunn Dining Hall will be open for lunch on Tuesdays and Wednesdays, with a to-go Tuesday night dinner throughout the semester. Orders will be made online. For breakfast and meals on other days of the week, the kitchen in the basement of the building will be available for use. Each person is responsible for cleaning the kitchen prior to and after use with the approved cleaning supplies provided. All cookware, utensils, cups, plates, etc. must be brought by the commuter who intends to use the kitchen. Kitchen supplies and food must not be shared with others. Kitchen supplies are to be stored in a bin in the kitchen with the commuter's name. Please contact your residential manager(s) to pick up your bin.

### Internet access

Rooms in Dewire Residence Hall have Wi-Fi service.

### Building security

The building is generally unlocked during the day so that the campus community has access to the lounge area. However, be sure to always take your keys in the event that the building is locked. For lockouts during business hours, contact maintenance at 740-362-3380. For lock outs after hours, please contact your residential manager.

## Helen Werner and Kleist Manor Apartments

The three-story Helen Werner Apartment Building (HWAB) has unfurnished efficiency and one-bedroom units. Efficiency apartments have a combined living area and bedroom, a dining area, bathroom, and kitchenette. One-bedroom apartments have a living room, bedroom, kitchenette, and bathroom. A community room, laundry facilities, and small storage areas are also provided.

Kleist Manor apartments are one and two-bedroom units. We follow the occupancy guidelines of the United States Department of Housing and Urban Development which recommend a maximum of two occupants per bedroom per apartment. The apartments are arranged in clusters of five separate buildings

with one-bedroom on a single level and two-bedroom apartments in a townhouse design. In addition, each apartment contains a living room, eat-in kitchen, bathroom, and utility room with a washer/dryer combination that is shared with the neighboring apartment. All units have central air conditioning. Every apartment has a ground level front and rear entrance with a shared front porch. Limited storage space is available in the lower level of building E. Do not stack items in the storage unit to the ceiling. Delaware Fire Codes require that items in the storage area have a 24-inch gap between the storage items and the ceiling or fire sprinklers. Items in violation of this Fire Code can be discarded by maintenance.

Rates for both HWAB and Kleist Apartments include all utilities, high-speed Internet, and cable TV. Semester rates cover September through December and February through May. Monthly rates are charged for January, June, July, and August and are billed separately.

### Personal property insurance

MTSO is not responsible for loss of personal property of campus housing residents due to theft, fire, smoke and water damage, power outages, 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.

### Move-in procedure

The operations support coordinator will schedule a walk-through of the apartment unit with the resident upon arrival to campus. The purpose of this walk through is to provide a baseline record of conditions in the apartment for our mutual reference. The operations support coordinator will also provide keys and a packet with useful information regarding the MTSO campus community.

### Move-out procedure

If a resident plans to move at the end of the academic term or any other time of the year, they must contact the operations support coordinator at least 30 days prior to their expected move-out date. As part of the move-out process, the operations support coordinator will schedule a moving out walk-through. The moving out walk-through report is the basis for determining how much of the housing deposit is returned. Repairs of any damages to the apartment, beyond regular wear and tear will be deducted from the deposit. If the damage exceeds the amount of the deposit, MTSO will retain the deposit and the resident will be charged for the balance owed for the repairs.

Residents will need to return all keys issued to them. Students can return the keys to the operations support coordinator (or the person designated to do the final walk-through inspection).

A valid forwarding address should be filed with the MTSO mailroom to ensure that students entitled to a refund of their security deposit receive it in a timely manner.

Arrangements should be made with the residential manager or the operations support coordinator to store items in the appropriate storage areas over the summer months (or any other extended period of time) should the resident be returning to the residence hall.

### Repairs

Report all repairs needed by emailing [maintenance@mtso.edu](mailto:maintenance@mtso.edu) with a copy to the residential manager. Repairs that should be reported include, but are not limited to:

- Storm doors, screens, handles. Do not disconnect the door from the cylinder closer.
- Cabinets missing screws or loose knobs.
- Floors cracking, lifting or the carpet unraveling.

All non-emergency repair requests must be made in writing. Maintenance 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, however, things happen to delay planned timetables: parts have to be ordered or other matters require the response by the entire maintenance staff. Patience is appreciated. If



there has been no response or communication regarding a written work request within 48 hours, file another. Email [maintenance@mtso.edu](mailto:maintenance@mtso.edu) and copy the residential manager.

Maintenance will try to schedule the repair for a time when the resident can be in his or her room or apartment. If that is not possible, the maintenance staff will leave a note telling the resident when they were in the unit (there will always be two staff if no one is at home) and what has been done and/or remains to be done.

Judgment must be exercised to distinguish between issues that represent an inconvenience that can wait for regular working hours versus an emergency that requires immediate response. The lack of heat or plumbing leaks is considered an emergency and MTSO staff will respond to the best of their ability.

## Home improvements

Residents must check with maintenance before tackling any home improvement project that involves more than sticking a Command™ strip to hang a picture. As a general rule, we ask all residents to live with the paint that is on the walls and the carpet or tile that is currently on the floor of the assigned housing unit. If either needs repair/attention, file a work request with [maintenance@mtso.edu](mailto:maintenance@mtso.edu). Residents are not permitted to change the color of paint in their apartments.

## Smoke detectors

It is crucial that residents contact the residential manager if the smoke detector in the 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 the apartment and reset at the main panel (which only the building can do). Call the residential manager every time the smoke detector or alarm is activated.

Residential managers, maintenance staff, and the Delaware fire department conduct random tests of the smoke detectors to ensure the safety of every resident.

NOTE: Under no circumstances should residents dismantle or otherwise tamper with the smoke detector. Responsible students will be recommended to be removed from campus housing.

## Air conditioners

Each housing unit comes with an air conditioner. Check with the residential manager if you are unsure of how the unit works. If there is a problem that cannot be resolved, contact [maintenance@mtso.edu](mailto:maintenance@mtso.edu).

## Water heaters

There should be three feet of clear space in front of the water heater. No flammable materials can come within three feet of the heater. Do not wrap insulating blankets around the water heater.

## Storage facilities

Limited storage space is available to campus housing residents. Each room in the Dewire Residence Hall has a lockable closet for storing items from week to week. Dewire Residence Hall and Helen Werner Apartment Building contain storage cages in the basement level of each building. Storage compartments are located under the E-Building in Kleist Manor. Generally, the storage compartments are available on a one per unit basis. Residents are responsible for labeling the contents in the storage containers and removing items that are no longer of use. Items must remain within that designated area and cannot be kept outside of the individual units. Any items not labeled or those stored outside of a designated unit will be donated or discarded no later than June 30th of each year. Procedures for storage are below.

- Label any storage unit or area used with the name, current apartment, and anticipated graduation/move-out date of the resident.
- Provide personal lock for the lockable cages.
- Residents should not store any flammable or perishable materials.

- Residents should not stack items in the storage unit to the ceiling. Delaware Fire Codes require that items in the storage area have a 24-inch gap between the storage items and the ceiling or fire sprinklers. Items in violation of this Fire Code can be discarded by maintenance.
- Residents leaving campus housing permanently must remove their belongings and make sure their storage area is ready for the next resident to use no later than June 30th of the year of their departure.

Storage areas will be inspected by MTSO staff at least once per semester and may be inspected by fire marshals at any time. MTSO assumes no responsibility for items left in storage areas. See Personal property insurance section.

## 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. Remember to empty the lint traps in the dryers (failing to do this is a fire hazard) and sweep up spills. Residents are expected to generally clean up after themselves. Neither the maintenance staff nor the residential manager is responsible for cleaning the laundry rooms.

## 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. Contact the operations support coordinator if a vehicle will be parked (not moved) at MTSO for longer than one week. For the safety of campus residents and for reference if there is ever a need to contact the owner of a specific vehicle, the make, model, color, and license plate of all vehicles must be registered with the operations support coordinator. This vehicle registration occurs when residents complete their annual housing agreements.

## Recycling

The City of Delaware provides recycling bins for residents free of charge. Contact the residential manager or maintenance for collection schedules and procedures. Any containers should be rinsed out and glass, plastics, aluminum, and paper must be separated before collection. The blue recycling bins that are located in the apartment or building units are the property of the City of Delaware. Remember to leave the bins at MTSO when moving off campus.

Recycling bins for aluminum cans, plastic bottles, and paper are located in the Coffee Shop, Schooler Atrium, adjacent to Gault Hall 133, and in the copier rooms. Students should utilize these additional locations to recycle.

## 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 students and guests living in Dewire Residence Hall are asked to take their trash to the dumpster rather than filling wastebaskets emptied by maintenance.

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 the housing unit. Animals have been known to be attracted to them, with unpleasant results.

MTSO will attempt to arrange for extra pick-up times when significant trash overloads are anticipated (e.g., beginning and ending of an academic term.) Notify [maintenance@mtso.edu](mailto:maintenance@mtso.edu) if the dumpsters are filled to overflowing on a regular basis at other times. Be sure that vehicles do not block access to the dumpsters. Furniture and other large items to be discarded may be placed in these large dumpsters.

## Smoking

Smoking (including the use of e-cigarettes) is prohibited in all buildings on the MTSO campus, including all campus housing units. Pursuant to Ohio Revised Code 3794, smoking is prohibited within 30 feet of the doors and windows on campus.

## Snow and ice removal

Snow and ice are usually part of winter in Central Ohio. Residents are expected to clear the walkways and parking spaces for their units. Shovels and buckets of “ice melt” are provided for your use. Contact maintenance when the ice melt bucket is empty. Use caution when approaching or leaving the housing unit during/ after a snowfall or ice storm.

The Land Steward and Seminary Hill Farm Team, along with help from the maintenance staff, are responsible for clearing campus walks, steps, and the roadway when a snowfall occurs. Clearing will happen as soon as it is reasonable to do so and generally will begin on the most-used walkways: near the Library, Gault Hall, and Werner Hall. 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 needed. Be aware that after a Level 3 snow emergency, it may take longer than usual to have our lots cleared. Help one another, especially if the snowstorm happens over a weekend.

## Pet policies

MTSO is a pet-friendly community. This policy establishes rules related to ownership and handling pets in our shared learning and living space. There are some exceptions to this policy as it relates to working farm dogs, ADA service animals, and assistance animals.

### *Requirements and limitations*

Animals permitted on campus are animals commonly kept in households, including but not limited to: dogs, cats, small birds, rabbit, hamsters, gerbils, fish, turtle or other small domesticated animal that is traditionally kept in the home for pleasure rather than commercial purposes.

Each animal requires approval from the operations support coordinator before moving on campus.

Pets must be spayed/neutered and fully vaccinated (for their species). Proof of vaccinations, a [Delaware County dog license](#), and proof of liability insurance of \$500k must be filed with the Housing Office. Monthly flea and tick treatments for animals are required.

A completed pet policy addendum and accompanying documents must be on file in the Housing Office and approved before the pet may move on campus. This form is available from the operations support coordinator. All documents must be updated annually prior to July 1.

There is a maximum of two pets per residence (this includes if one resident is renting two connected units). There are no exceptions to this rule.

A non-refundable pet fee of \$500 will be paid by the resident.

### *Where can pets reside or visit?*

Approved pets may reside in Kleist Manor buildings C and D.

Approved pets may visit in their containers/on leashes in faculty/staff office spaces in Werner and Gault Halls. Animals may not be unleashed or outside a container unless the door is closed and a sign on the

door indicates an animal is inside. Dogs must be leashed and escorted to the dog park for elimination purposes. Other than approved service or assistance animals, no animals may be in Dewire Residence Hall or the Dunn Dining Hall at any time.

### *Care of pets*

Residents must keep pets from being unnecessarily noisy or aggressive and causing annoyance or discomfort to others and will promptly remedy any complaints made through the facilities manager or residential managers.

Dogs may not be left alone for more than 10 consecutive hours. Primary care takers must ensure that the emergency contact caretaker, with contact information, is on record with the operations support coordinator and the residential manager. If MTSO receives a report of any animal abandoned, neglected, or mistreated, MTSO reserves the right to enter the premises, check on the animal (and/or call animal control), and remove the animal to a safe location. In such cases, all rights to own a pet will be revoked, if report is substantiated. If it becomes necessary for the pet to be put out on board, any and all costs incurred will be the responsibility of the resident.

### *Outside spaces*

A dog park is located behind Kleist Manors for use by all approved campus dogs. This is the only place dogs may be off leash and the only place where they should defecate. Clean-up bags and a trash barrel will be provided and emptied by the MTSO facilities team at this location only. Should dogs defecate outside the park, owners are responsible to clean up after their pet immediately. All dogs, except approved working farm dogs, will be leashed and under direct control at all times except in the dog park.

### *Risks and liability*

Risks associated with living in quarters with various types of pets could involve occasional disturbances or incompatibility between pets, such as but not limited to noise, odor, respiratory issues, infestation of fleas or ticks, pet-related infections, etc., as well as the possibility of injury to persons or pets, and/or damages to personal property.

All students and staff are expected to carry health insurance while enrolled at MTSO, however pet owners are responsible for any medical costs related to injuries caused by their pets while residing on the MTSO campus.

### *Consequences and appeal process*

If an animal was removed from the residence, the resident may appeal the action in writing to the operations support coordinator no more than 48 hours after the animal is removed in order to begin an appeal process. The coordinator along with his/her supervisor will review all information and present it to the Administrative Council. A decision will be made within three business days.

### *Other*

All residents of non-pet occupancy residences will sign, as part of the housing agreement, an agreement that they will not have any pet for any amount of time in that residence. Should residents, in the future, want to add a pet, they will need to apply for an opening in pet-friendly units. All residents of a pet-friendly residence (all family members and/or roommates) will sign an agreement form stating that they share in the care of approved pet.

The Assistance Animal Policy is available upon request from the operations support coordinator.

*Revised August 2020*

# Disclaimer and copyright

This publication serves as MTSO's Academic Catalog and Student Handbook for the 2022-2023 academic year. This publication does not constitute a contract between MTSO and its students or applicants for admission. While every effort is made to ensure its accuracy, information is subject to change without notice. MTSO reserves the right to change or withdraw courses, to change the fees, rules, and calendar for admission, registration, instruction, and graduation, and to change other regulations affecting the student body at any time.

Students are expected to adhere to school policies and procedures and are responsible for fulfilling the appropriate course of study and completing the graduation requirements. Ignorance of a published policy is insufficient reason for granting exception to a policy.

The Office of the Registrar is responsible for editing and maintaining the accuracy of this publication. Comments or inquiries should be addressed to Registrar Lee Richards at [lrichards@mtso.edu](mailto:lrichards@mtso.edu).

*MTSO Academic Catalog and Student Handbook*

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# Academic calendar

## Fall Semester

August 19, 2022  
 August 29, 2022  
 September 4, 2022  
 September 5, 2022  
 September 11, 2022  
 October 2, 2022  
 October 17-21, 2022  
 October 17, 2022  
 November 15, 2022  
 November 21-25, 2022  
 December 9, 2022  
 December 12-16, 2022  
 Dec. 17, 2022-Jan. 2, 2023  
 January 5, 2023

## January Term (J-Term)

January 2, 2022  
 January 3, 2023  
 January 16, 2023  
 February 15, 2023

## Spring Semester

January 30, 2023  
 February 5, 2023  
 February 12, 2023  
 March 5, 2023  
 March 6-10, 2023  
 March 15, 2023  
 April 3-6, 2023  
 April 7, 2023  
 April 17, 2023  
 May 12, 2023  
 May 15-19, 2023  
 May 18, 2023  
 May 20, 2023  
 May 20-June 4, 2023  
 June 10, 2023

## Summer Term

June 5, 2023  
 June 19, 2023  
 July 4, 2023  
 August 12-27, 2023  
 August 31, 2023

## August 29-December 16, 2022

Orientation for New Students  
 Fall Semester Begins  
 Course Add Deadline  
 Labor Day (MTSO closed)  
 Pass/Fail Grading Request Deadline  
 Course Drop Deadline (see prorated refund schedule)  
 Fall Break (no classes; MTSO open)  
 Registration Opens January Term/Spring Semester  
 Registration Deadline for January Term/Spring Semester  
 Thanksgiving Break (no classes; MTSO closed 11/24-26)  
 Incomplete and Withdrawal Request Deadline  
 Final Exam Week (classes still meet)  
 Christmas Break (no classes; MTSO closed 12/24-1/2)  
 Fall Grades Due to Registrar by noon

## January 3-January 28, 2023

New Year's Day Observed (MTSO closed)  
 January Term Begins  
 Martin Luther King Jr. Day (MTSO closed)  
 January Term Grades Due to Registrar by noon

## January 30-May 19, 2023

Spring Semester Begins  
 Course Add Deadline  
 Pass/Fail Grading Request Deadline  
 Course Drop Deadline (see prorated refund schedule)  
 Spring Break (no classes; MTSO open)  
 Registration Opens for Summer Term/Fall Semester  
 Holy Week Break (no classes; MTSO open)  
 Good Friday (MTSO closed)  
 Registration Deadline for Summer Term/Fall Semester  
 Incomplete and Withdrawal Request Deadline  
 Final Exam Week (classes still meet)  
 Senior Grades Due to Registrar by noon  
 Commencement  
 Recess between Spring Semester and Summer Term  
 Spring Grades Due to Registrar by noon

## June 5-August 11, 2023

Summer Term Begins  
 Juneteenth (MTSO closed)  
 Independence Day (MTSO closed)  
 Recess between Summer Term and Fall Semester  
 Summer Grades Due to Registrar by noon

Notes: January Term and Summer Term contain courses that vary in structure, start, and end dates. For precise dates of classes in intensive terms, please consult the course schedules. Grades are typically due four weeks after the final class meeting. D.Min. grades are due two months after the final class meeting.